

# Hilltop Family Handbook

**2018-2019  
School Year**



**IMPORTANT PHONE NUMBERS:**

Office – (952) 491-8500

Attendance Line – (952) 491-8505

Nurse – (952) 491-8504

Adventure Club – (952) 491-8541

## HILLTOP CALENDAR 2018 - 2019

Office Phone: (952)491-8500

Attendance Line: (952)491-8505

School Hours: 8:55 am – 3:35 pm

Nurse Line: (952)491-8504

### 2018 - 2019 SCHOOL LUNCH PRICES

Students: \$2.75

Adult: \$3.80

Milk: \$.50

Breakfast Kindergarten: Free

Breakfast Gr. 1-4: \$.95

#### AUGUST

- 8 New to Hilltop Family Social 6:30 – 7:00 pm
- 20 PTA Exec Committee Mtg 9:00 am – 12 pm
- 15 Kindergarten Meet and Play Groups
- 27-30 Staff Workshop Day
- 29 Hilltop Open House, 4:00 – 6:00 pm

#### SEPTEMBER

- 4 First Day of School (Grades K – 4)
- 10-28 NWEA Testing (Grades 1 – 4)
- 10 Hilltop Pictures/Lifetouch Photography
- 11 Curriculum Night 5:30 – 7:30 pm
- 21 4th Grade at MWHS Football Game, 7:00pm
- 17 PTA Meeting, 6:30 pm, Media Center
- 28 MWHS Homecoming Parade, 5:00 pm Hilltop Kazoo Band Gr 3-4

#### OCTOBER

- 6 Octoberfest Fall Carnival, 11:00 am – 3:00 pm
- 8 PTA Executive Committee Meeting, 4:00 pm
- 11 Picture Retakes
- 17 Teacher Workshop, **No School**
- 18, 19 Education Minnesota Conference, **No School**
- 31 Halloween Parade, 1:45 pm

#### NOVEMBER

- 5 **No School**, PD, 8:00 am – 11:30 am, Conferences 12:00 – 4:00 pm
- 8, 13 Parent Conferences, 4:00 – 8:00 pm
- 12 PTA Meeting, 6:30 pm, Media Center
- 22, 23 **No School**, Thanksgiving Break  
Scholastic Bookfair
- 27 Music Concert and Art Showcase Grade 1 - 6:30 pm and Grade 3 – 7:30 pm

#### DECEMBER

- 10 PTA Executive Committee Meeting, 4:00 pm
- 24 – Jan 2 **No School**, Winter Break

**DATES ON CALENDAR ARE SUBJECT TO CHANGE**

Modified: 8/03/2018

## JANUARY

- 3 School Resumes
- 7 PTA Meeting, 6:30 pm, Media Center
- 17 Kindergarten Round-Up, 4:30 pm and 6:00 pm
- 18 **No School**, Professional Development
- 21 **No School**, Professional Development 8:00-3:30 pm

## FEBRUARY

- 7 Science Fair/Family Fun Night – Spaghetti Dinner, 5:00 – 7:00 pm
- 11 PTA Executive Committee Meeting – 4:00 pm
- 14 Valentine Party
- 18 **No School**, President’s Day
- 19 **No School**, Professional Development

## MARCH

- 1 Sleepover Grades 2 – 4 7:00 pm – 7:00 am/ Parents Night Out (PTA Event)
- 11 PTA Meeting, 6:30 pm, Media Center
- 12 Parent Conferences, 4:00 – 8:00 pm
- 14, 19 Parent Conferences, 4:00 – 8:00 pm
- 22 Professional Development
- 25-29 **No School**, Spring Break

## APRIL

- 8 - 19 MCA Grades 3 and 4
- 15 PTA Executive Committee Meeting, 4:00 pm Media Center
- 30 Hilltop Concert Grade 2 – 6:30 pm and Grade 4 – 7:30 pm
- 30 Fine Arts Night Grade 2 and 4

## MAY

- 6 - 24 NWEA Grades 1 - 4
- 9 Grandfriends Day (1<sup>st</sup> Grade)  
Scholastic Bookfair
- 10 **No School**, Professional Development
- 13 PTA Meeting, 6:30 pm, Media Center (Octoberfest Meeting to follow PTA Meeting)
- 17 Last day of AR /**All Library Books Due**
- 17 AR Party
- 20 - 24 Wolf Ridge, Grade 4 Students
- 27 **No School**, Memorial Day
- 31 **Last Student Day/Field Day**

## JUNE

- 3 Teacher Workshop Day

Dear Families,

Welcome to the 2018-2019 school year. We are so excited to have 425 students starting school this fall in Kindergarten through Grade 4 at Hilltop Primary School.

Hilltop provides students and staff with a positive, safe environment that respects individuality and encourages integrity, responsibility, self-esteem, physical and emotional wellness. This family handbook provides useful information to help maintain that environment throughout the school.

Hilltop is made of two pods in the school. We have a Kindergarten through Grade 2 pod and a Kindergarten, Grade 3, 4 and Specialists' Pod. Each pod also has its own playground. Students also have their individual lockers throughout the pods to help keep them organized and to store their items during the school day.

A calendar is included in the Family Handbook. Our goal throughout Hilltop is for parents to be active in our school through our many extracurricular activities throughout the year. Please review the calendar and add the dates to your personal calendar.

One of the most important meetings happens at the beginning of the year. Curriculum meetings are scheduled for each Grade K through Grade 4 classroom. These meetings discuss the outcomes for the grade level and the requirements of the curriculum and state standards. I strongly encourage all parents to take time to attend the evening with the teachers.

Westonka School District continues to strive in the 21<sup>st</sup> Century skills that our students need in order to be college ready! We continue to work on the goals of research, problem solving and critical thinking through our content courses. In addition, we integrate technology throughout the content areas to help the students achieve the higher levels of thinking and personalize instruction.

I hope this information helps you to take advantage of all the opportunities at Hilltop. The family handbook helps to ensure that the safety and well-being of students and staff are maintained. Please look it over and keep it handy for your reference.

If you notice items missed that should be addressed in the handbook to help parents transition into Kindergarten, please do not hesitate to contact the office. We are always looking for ways to communicate and help our parents navigate through the elementary years.

Best wishes for a wonderful school year. Please note that additional policies of the Westonka School District are published on the district website ([www.westonka.k12.mn.us](http://www.westonka.k12.mn.us)).

Sincerely,



Mr. Moch  
Principal  
Hilltop Primary School

**The Westonka Edge**  
*Small School Advantages.*  
*Big School Opportunities.*  
*Real-Life Success Stories*

*Westonka Schools are just the right size. Small school advantages mean we know every child by name and we make it our goal to help every child to succeed. Big school opportunities mean our award-winning arts, academics and athletics programs are right up there with the larger school districts. Real-life success stories mean our students leave prepared for college and for success in the 21<sup>st</sup> Century.*

**Arrival Time**

School begins at 8:55 AM. If your child does not ride the bus, please time his/her arrival for after 8:45 AM. Although teachers arrive earlier, they are not available to supervise the playground or hallways because they are preparing lessons, meeting with parents, or conferring with other staff members.

**Assemblies**

All-school assemblies are held on a regular basis for educational and enrichment purposes.

**Attendance/Absence**

Please call the school office Attendance Line (491-8505) before 8:00 AM if a student will be absent for the day. Upon returning to school the student should present a note to the attendance clerk.

The school must receive a phone call or note for the absence to be excused. When a child has more than three unexcused absences, the school will make a referral to the Hennepin County Attorney's Office (HCAO).

If the child has 6 unexcused absences, the school will make a child protection report for children under 12 to the HCAO. The HCAO will review the report and send it to Child Protection in the Human Services and Public Health Department.

Tardy: Thirty minutes or less late to school or leaving early from school. **Five tardies equal 1 unexcused absence day.**

Half-Day Absence: More than thirty minutes late or leaving early will be considered a half-day absence.

Excused absences include:

- Illness (limited to 12 days – illness absences in excess of 12 require medical documentation. Otherwise the illness is considered unexcused),
- Death in immediate family,
- Professional appointments with documentation from clinic (without documentation it is considered unexcused),
- Court appearances with documentation from court,
- Religious observations,
- School-sponsored activities.

Unexcused absences include:

- Any absence not included under the excused attendance procedure,
- Any absence that is not reported to the attendance line that meets the requirements for excused absence.
- Five tardies will equal one unexcused absence.

If school is in session, students are required to be at Hilltop. Students are given an unexcused absence if they do not attend school due to rain, snow, or temperature.

Pre-arranged family vacations/choice days are limited to five school days in a year. Please call the school office and schedule an appointment with the principal at least two weeks in advance. Homework must be completed by the time the student arrives back from the vacation, or else the vacation days are considered unexcused. Any vacation days require a pre-phone call to the attendance line; a vacation form will be completed for your child and the homework will be sent home for completion. When homework is completed an excused vacation day will be granted.

When a student is absent three or more days and is able to do school work, the parent may request assignments and materials from the school office. Students will be expected to make up the work missed within a reasonable period of time as determined by the teacher and parent.

All children between 6 and 18 years of age must attend school in Minnesota unless they have a legal excuse. The principal shall determine daily which students enrolled in school are absent and designate absence as excused, unexcused, or truant. Please try to arrange family trips and medical appointments outside of school time.

### **Animals in the Classroom**

To prevent exposure to allergens and to maintain the health and safety of the students and staff, animals are not allowed in the classroom or school. Please schedule animal visits at outside events (i.e. Girl Scouts, Boy Scouts, Neighborhood Gatherings, etc)

### **Background Check**

In the best interest, and for the safety of the students in the Westonka Public School, we require each parent or community volunteer to complete the yearly Volunteer Informed Consent Form. The school district will perform random background checks on school volunteers. In addition, the School District may process a background check at its discretion. Please see the office or the classroom for a Background Consent form. Background Check forms must be on file and approved before a volunteer can be in the classroom or attend a field trip. Five school days is needed to process a Background Check form.

### **Behavior**

Hilltop students are expected to use respectful and proper behavior at all times. Hilltop Primary follows the Westonka Student Discipline Policy found at the Policies page on the Westonka School District website.

### **Bikes**

Students may ride bikes or scooters to school. We currently have no bike racks to lock up bikes. Bikes brought to school are the responsibility of the student. Westonka School District is not responsible for lost or stolen items.

### **Birthday Invitations**

All children love to be invited to a birthday party. We ask your cooperation in not sending invitations to school to be handed out to children. We have many disappointed children when invitations are handed out at school.

### **Birthday Treats**

In accordance with the Westonka Wellness Policy #5330, if a parent/guardian choose to send something with their child to celebrate the birthday, it needs to be a non-food item. Non-food items can include bookmarks, pencils, erasers, notepads, etc.

### **Birthday Book**

A Birthday Book can be donated to the library in honor of your child's birthday. Please see Mrs. Hempel to select and purchase a book for the library.

### **Book Fairs**

Hilltop sponsors two annual book fairs at school. Families may choose books for home and donate books for classroom use. All profits from the book fairs are used to purchase new books for the Media Center.

### **Breakfast Program**

Students can receive a "Breakfast in a Bag" daily. If a student is on the free or reduced lunch program, the breakfast is free. Students can also purchase a breakfast daily which will be charged to their lunch account. All Kindergarten students can receive a FREE breakfast daily.

### **Broadcast Messaging**

Hilltop uses a broadcast messaging system to inform parents by telephone and/or e-mail of important events or emergency information. Be sure you have updated your "primary and secondary phone numbers" and "e-mail addresses" in Family Access. All messages will be directed towards this phone numbers and e-mail addresses. Parents should update their Family Access e-mail accounts in order to receive the important weekly messages.

### **Bullying Policy (Policy #5140)**

Hilltop Primary School is committed to providing all students and staff with a safe and civil school environment in which all members of the school are treated with dignity and respect. To that end Hilltop Primary School has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Hilltop Primary School prohibits harassment, bullying, hazing, or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, including gender identity or expression, physical appearance, and/or personality characteristics. This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. Bullying as set forth above is defined as "The repeated use of physical, emotional, or social power to hurt someone." Bullying may include, but is not limited to: Verbal (teasing, name calling, gossiping, rumor starting, rumor spreading, verbal cruelty, threats, intimidation, humiliating, embarrassing, racial/ethnic slurs, cyber-bullying; Physical (humiliating, embarrassing, pushing, shoving, pinching, kicking, tripping, fighting, destruction of property, extortion, obscene gestures); or Social (purposeful exclusion, laughing at a student who is being bullied, rumor spreading) The full Policy 5140 is available in the main office or on the district website, [westonka.k12.mn.us](http://westonka.k12.mn.us)>About Us>School Board>Policy Manual and in the appendix of this handbook.

### **Bus Transportation**

1. The Westonka District will not tolerate disruption, abusive language, aggressive or dangerous behavior, vandalism, and chemical usage, including smoking, on school buses.
2. Behavior and safety of children to, from and at all bus stops away from the school are the responsibility of parents.
3. Behavior and safety of children boarding or disembarking buses at the school is the responsibility of the principal and staff.
4. When the student boards the bus, the driver is responsible for student behavior and safety. When the student arrives at the school, the principal and staff assume responsibility. When the student arrives at the bus stop, the parents assume responsibility.
5. School employees and other citizens are encouraged to report intolerable bus rider behavior to the bus driver, who is obliged to report misbehaving students in writing to the transportation coordinator within 24 hours.

6. The transportation coordinator maintains files of all referrals on student misbehavior from the bus drivers, and notifies the principal or designee without delay.
7. The principal or designee investigates reports of student misbehavior and validates them through witnesses or admissions.
8. Primary principals are responsible for enforcing and recording bus rider discipline in the following procedures after a bus incident report is issued by a bus driver:
  - 1) After each bus referral the principal confers with student, and notifies parents.
  - 2) Three bus referrals will require the student to be banned from buses for 5 school days and will notify parents.
  - 3) A fourth bus referral may warrant a loss of bus privileges for 2 weeks.
  - 4) A fifth bus referral may warrant a loss of bus privileges for a period no longer than rest of the school year.

### **Cell Phones/Smart Watches**

Although we strongly advise against students bringing cell phones to school, for safety and security reasons students are allowed to have them. However, students must keep cell phones/smart watches turned off during regular school hours and in their backpacks. If students need to call home they will use the office student phone. Students not adhering to this policy will have their cell phones taken to the office to be picked up by their parents. The school is not responsible for any lost or stolen cell phones.

### **Change of Address / Work / Phone, etc.**

Please update your *Family Access* account for address, e-mail, or phone numbers at work or home.

### **Collectibles**

We do save labels from Campbell's products, General Mills Box Tops. The labels are redeemed for educational materials.

### **Computers**

All classrooms and staff are equipped with an iMac computer, CD-ROM drive and printer on a local area network with Internet access. The media center has Macintosh computers, a scanner and laser printers for students' reference and production use. The computer labs are equipped with Macintosh computers using integrated software to provide individualized instruction and other software the teacher may choose for the class. Specialized software is also used in music, art, and for individual and small group work with multi-media and internet projects. All students have a 1:1 iPad that is stored in their classroom.

### **Conferences**

Family conferences are scheduled twice a year. These are important opportunities to discuss student goals and progress during the course of the year. Other conferences with teachers and principal can be arranged anytime during the year by contacting the teacher or school office. Conferences are also held for kindergarten students before school starts. Each child at Hilltop will be given one conference slot – we ask that parents please coordinate their schedules.

### **Contact Information**

District 277 is asking everyone to use Family Access to make sure we have your most current phone numbers and e-mail address in the event of weather-related or other announcements. The Skylert messaging system is set up to make calls to a primary phone number for food service and attendance announcements; a primary and secondary number for general and non-school hours emergency announcements; and three phone numbers for a school hours emergency message during the school day.



For most families it will be the most beneficial to have home and/or cell phones set as the primary and secondary numbers, and a work phone set as the third number to be used during the school day. To make sure you are receiving these calls to the correct phone numbers for you, please go to the Hilltop website and select "Family Access" from the menu at left. Log into Family Access with your user name and password. On the next screen, which looks like a calendar, select "Skylert" from the left menu. You will see a page already populated with your family information. Make any necessary changes and select "Save". You only need to do this once, even if you have more than one child in the district.

### **Custody Information**

In cases where parents are separated or divorced, and one parent has primary, physical, and/or legal custody the school requires verification of custody determination. The school must have on file the copy of the section of the divorce decree indicating custody and visitation rights. The school needs to have this legal documentation on file in order to assure compliance with any limiting court order. The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school. Parents may be asked to provide a calendar for their child with custody assignments.

### **Curriculum**

Westonka aligns all curriculum with the Minnesota State standards and Westonka benchmarks. The Westonka Curriculum Goals can be found on the Hilltop website.

### **Directory Information (District Policy # 5125)**

The school district may disclose directory information of a student and information regarding parents without prior written consent of the parent or the student. If a parent or student does not want this information released, he/she must notify the school district by the end of the first week of school each year by completing the Annual Opt-Out Options form included in the back-to-school mailer. For information, contact Carol Shukle, 952-491-8007. (A complete copy of policy 5125 is available in the main office or on the district website, [westonka.k12.mn.us](http://westonka.k12.mn.us)>About Us>School Board>Policy Manual.)

The following information is considered directory information:

**Student's:** name, address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in activities, height & weight (athletic teams), honors & awards.

**Parent's:** name, address

Directory information does not include: religion, race, color, social position, nationality, and Social Security number.

### **Discipline**

As we strive to provide a positive and safe environment, a school wide behavior management plan is used to provide students with expectations for proper behavior outside the classroom including regular positive consequences and appropriate negative consequences. Each teacher has a classroom plan that is posted in the classroom. The Westonka Discipline Policy can be found on the district website.

### **Dress Code**

Neat and proper dress contributes to desirable attitudes and behavior. We ask parents to check their student's clothing, particularly to accommodate weather conditions. Students will be expected to go outside during the winter (until the temperature reaches below -10 degrees). This requires all students to have snow pants, a winter jacket, boots, hats and mittens. Students play outside at lunch and recess and should be dressed appropriately, especially when the weather is wet or cold. Labeling clothing helps us to return items that are lost.

Students are not allowed to wear hats or tennis shoes with wheels inside the school building. Any clothing that may cause interference with student learning is not allowed. Such dress may include, but is not limited to clothing with drug, alcohol, or sexually explicit or suggestive messages, representations which are inappropriate or demeaning to any groups, and clothing that is suggestive or provides inadequate coverings. Change of clothing will be provided in the nurse's office.

### **Drop off /Pick up Area**

Between 8:45 - 8:55 AM and 3:35 - 3:45 PM, students must be dropped off or picked up at the east side parking lot entrance. Any students not picked up after 3:45 PM will be escorted to the office. We ask for student safety that parents come into the office to pick up and sign out students if leaving school early. Please do not park in the bus parking lot during school hours. All families will receive a name plate for pick up at the end of the day.

Doors open to Hilltop Primary School at 8:40 am.

### **DARE Program**

Westonka District promotes prevention as stressed in the curriculum. The Minnetrista Police Department provides a DARE officer to work with students at Hilltop within the DARE program. The DARE program is taught formally to Grade 1 and 3 students. The officer also visits other grade level classrooms during the year in an informal manner.

### **Electronics Personal**

We advise against students bringing cell phones and/or personal devices to school for security reasons but students are allowed to have them. All students are issued a school owned iPad and should use this device for all school/class work needed during school. These devices have been set up to provide as safe an experience as we can provide with filters and blocks in place. We cannot guarantee that personal devices will have these same level of supports to ensure a positive learning experience. To use a personal device students must confer with their teacher before using a personal device during school hours. The school is not responsible for any lost or stolen cell phones.

### **Email**

All teachers and staff may be contacted via email addresses in the district. Addresses include the last name and first letter of first name with: @westonka.k12.mn.us. For example, smithj@westonka.k12.mn.us.

### **Emergency Information Sheet**

Each student is required to have on file a Emergency Information Sheet containing information to be used in case of an emergency with the child or with the school. Please be sure to return this information to school promptly with the correct information when you receive them. Please inform the school office as information on the form changes. (Please also refer to information under Health Services.) All students must have at least two emergency contact names, other than the parents' names.

### **Emergency Closing**

Emergency school closings due to severe weather or for any other reason will be announced through all four major Twin Cities television stations. Please instruct your children as to where they should go if sent home early from school and indicate the same on the emergency card. An All-District phone message will be sent if school is closing early. Parents should then e-mail the classroom teacher on instructions of where their child should go after school closes. Any students without information will be sent to Adventure Club and parents will need to pay the fee.

### **Emergency Drills**

Drills for fire, severe weather, lockdowns, or other emergencies are conducted on a regular basis during the school year. Students are reminded that similar drills at home are a good safety measure for every member of the family.

### **Equal Opportunity - Title IX**

It is the policy of the Westonka District not to discriminate on the basis of sex, race, color, creed, age, public assistance, marital status, religion, disability or national origin in its educational programs, activities, or employment policies. Violations should be reported to Carol Pomeroy, Title IX and Equal Opportunity Advisor, Westonka District, 5901 Sunnyfield Rd. E, Minnetrista, MN 55364 (491-8005).

### **Extra Curricular Programs**

Extra curricular offerings throughout the year are sponsored by the Westonka Community Education and Services Department. Information is sent through Friday e-mails, or you may call the Community Education and Services office at 491-8040 for current programs.

### **Field Trips**

Field trips are a primary source of learning for students. All classes participate in regular field trips for environmental, cultural, and social studies classes. A field trip permission form is signed at the beginning of the year by parents.

Chaperones for field trips are scheduled with the classroom teachers. We do not allow younger or older siblings to attend the field trips for the child. Please find appropriate day care for the younger children. Background forms must be completed and on file at least five days prior in order to volunteer for the field trip.

### **Friday Folders**

Every Friday, your child will bring home a folder with information from the school. Please read the information carefully and make sure you return the folder on Monday morning.

### **Free and Reduced Lunch**

There is no visible discrimination between free, reduced and full-priced lunches. Forms for this service will be sent to each home via the District Welcome Back letter. Forms can also be picked up at the Hilltop office. If you have questions regarding the free and reduced price lunch program, please contact Laura Metzger, Westonka Food Services at (952)491-8084.

### **G.A.T.E.S. and Enrichment Services**

Hilltop's gifted/talented services meet during the school year. Children must qualify in order to receive the specialized programming. Qualification is determined by classroom performance, Northwest Evaluation Assessment (NWEA), Minnesota Comprehensive Assessments (MCAs), and Cognitive Achievement Testing (CoGAT).

Students receive enrichment services in K -2 setting. These services all for the children to have supplemental instruction in reading and mathematics.

Students receive accelerated services in Grades 3 and 4. These services are one to two grade levels above the classroom standards.

Teachers modify and adjust curriculum for all students in the classroom. Special programs like Adventures in Art, Accelerated Reader and other enrichment opportunities are made available for all students.

### **Gym Shoes**

Students are required to wear gym shoes for physical education classes in the gym. It is recommended that students bring a pair to keep at school.

### **Harassment and Violence Policy**

See Appendix A for the policy.

### **Hazing Policy**

See Appendix A for the policy.

### **Health Services**

Hilltop has a Health Specialist or a district Health Specialist on duty during the school day. First aid equipment is available in the health office and each classroom. Vision and hearing screening is conducted for students annually. Health records are maintained at school.

When an emergency or significant illness occurs at school, procedure is to contact a parent or guardian at home or work. If a parent or guardian is unreachable, a relative or neighbor whose name appears on the emergency card is contacted. The child will be released to the emergency contact person. However, in instances where immediate medical attention is needed, the school will call 911 for emergency personnel and ambulance service. The parents or guardian will be called immediately after the emergency personnel have been contacted. If necessary or requested, the family physician will be consulted.

Your child should be kept home if:

- 1) he or she has a temperature of 100° or greater
- 2) he or she is experiencing vomiting or diarrhea

If your child has had a fever of 100 degrees or greater, the student needs to stay home for 24 hours after the fever has left and you no longer need to use medication to keep the temperature down.

The same 24-hour guideline applies to vomiting and diarrhea. For example, if your child vomits in the morning at breakfast time, do not send him/her to school in the afternoon, even if there is no vomiting at lunch. Wait until the following breakfast time, with no vomiting or diarrhea during the day or night. If there has been no further vomiting or diarrhea, you can send him/her to school.

If a child is not running a fever, but is obviously not feeling well enough to participate in classroom activities (for example, is very tired, has continual coughing, excessive runny nose, outdoor recess, etc.), it is a good idea to keep him/her at home. Your child may need extra sleep, fluids or medication to get rid of these symptoms. Otherwise, he/she is more likely to stay sick longer.

Sending an ill child to school exposes other children to your child's illness. Children easily pass germs through their play and close contact with each other. Please send your child back to school when he/she is fully recovered. Then everyone will have the opportunity to experience the best from his/her school day.

To check a specific illness or disease, check out Hennepin County Health Department's website: [www.hennepin.us/childcaremanual](http://www.hennepin.us/childcaremanual)

Please call your child's school when your child is staying home due to illness.

### **Hilltop Rules**

SOAR

Safe  
Own It!  
Achieve  
Respect

### **Internet Acceptable Use Policy and Technology Materials**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students with

general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research and professional or career development. Users are expected to use Internet access throughout the district system to further educational and personal goals consistent with the mission of the school district and school policies. Hilltop follows the Westonka Public School Internet Acceptable Use and Safety Policy, which can be found in the appendix.

District purchased materials in the technology area will be assigned to individual students in the classrooms. Students are expected to care for the materials and return them in the same state that they received them. Students will be charged for replacement costs for lost, damaged, or broken devices.

### **Kindergarten Roundup**

Parents and children who are eligible for the next year's kindergarten class are invited to school in January for Kindergarten Roundup. Roundup offers parents an opportunity to meet teachers, learn about district services, ask questions and get all the forms needed for the start of school. We must see each student's birth certificate (not hospital certificate) to register him/her for school. Families who cannot attend roundup, or who move into the area during the summer, can register in the school office. It's important to register a new child before the first day of school.

### **(Student) Locker Search (District Policy #5156)**

**Lockers:** Lockers are school property. They are loaned to the students for storing books, backpacks, other educational materials and clothing necessary for our climate. School officials may open and inspect lockers for any reason. Searches of lockers can **be conducted at any time without the presence of the student.**

**PLEASE NOTE:** Lockers are not absolutely safe. As a result, the following guidelines are in place:

1. Do not place any item in your locker that disables the locking mechanism. Doing so can result in damage to the locker and easy access to your locker. You are responsible for any damage to your locker. Also, detention will be assigned.
2. Do not leave valuables in your locker. The school is not responsible for lost/stolen property. There is a locked, secured room available for the storage of your athletic bags during the school day.
3. Do not share your locker with another student. You are responsible for what is in your locker including writing and stickers, etc.

**Personal Possessions:** To ensure all students' safety, personal possessions can be searched with reasonable cause at any time. This includes backpacks, purses, clothing, vehicles, cell phones, MP3 players, and other possessions.

Lockers belong to the school but are loaned to students for keeping backpacks, coats and other school materials. Please do not leave anything valuable in your locker. The school is not responsible for lost or stolen items. School staff has the right to look in lockers at any time.

For the full Policy 5156 Search of Student Lockers, please see the appendix at the back of the handbook.

### **Locker**

Students are assigned a locker in the hallway outside of their room to hold coats, boots, book bags, etc. Locks are not used on these lockers. Students are not allowed to add stickers and magnets to their lockers.

### **Lost & Found**

Lost clothing is located in our Lost and Found area in front of the gym. Small items are kept in the office (jewelry, keys, etc.). Unclaimed items are donated to charity periodically during the school year.

Please remember to:

- \* Clearly label your student's coats, caps, boots and clothing with full name and grade.
- \* Try to locate the item immediately upon discovering it is lost. Don't wait too long.
- \* Use caution in allowing articles of sentimental or monetary value to be brought to school. The school is not responsible for lost or damaged personal items.

### **Lunch**

Students may buy a complete hot lunch each day at school. Monthly menus are provided. Milk is available for 50 cents for students who prefer to bring a lunch from home. Westonka has a computerized billing system. Each student has an assigned lunch account number. You may send money to the school office and it will be credited to your family account or you may pay online through the [www.westonka.k12.mn.us](http://www.westonka.k12.mn.us) website.

Grade 2 – 4 students may purchase additional snacks from the lunch line. These snacks cost between \$.50 and \$2.00. Parents may contact food services to deny access of their child purchasing additional snacks (491-8088).

Westonka participates in the federal child nutrition program. Families who qualify are encouraged to apply for free or reduced lunch through the school office. The free and reduced lunch count also determines other educational assistance provided to the district. The monthly menu is sent home in the Hilltop newsletter. It is also on the district website and on the school information phone line.

### **Lunchroom/Playground Expectations**

All students will follow the school-wide behavior expectations, as outlined earlier, on the playground and in the cafeteria. These behaviors will be taught and expected.

- Keep hands, feet and objects to yourself
- Use equipment properly
- Use acceptable language
- Stay in assigned area
- Show respect to others
- Play safely; tackling games are not allowed.

### **Mandatory Reporting**

Under [Minnesota Statute 626.556](#), persons in designated professional occupations are mandated to report suspected child abuse or neglect.

### **Media Center**

The Media Center provides students with essential information and purposeful activities, and implements the goals of the total education program. A Media Specialist and an assistant are responsible for directing the media program, including the multimedia computer stations and computer lab. There are over 14,000 books plus audio-visual and computer software in our collection with a computerized check out and card catalog. Students, staff and parents use the Media Center's materials and facilities for study and leisure.

Students are required to pay for any damaged or lost books.

### **Medications**

If it is necessary for your student to take medication in school, please contact the health office to obtain a form which gives authorization to administer medication by school personnel. This form must be filled out by both you and your physician. Medication will not be administered without this authorization. This includes non-prescription drugs like aspirin or Tylenol. Any medications must be in their own original prescription container, not in an envelope, plastic bag, etc. Medications must be turned into the health office and not carried around school. Please call the school district nurse (952.491.8104) or building health specialist (952.491.8504) with questions regarding medications.

### **Message to Classroom Teachers**

One of our most important jobs is to make sure each child gets where they need to go at the end of the day. We need to be efficient in the way we receive and deliver messages regarding end-of-the-day changes to classroom teachers. Any time you need to make changes to your child's end-of-the-day schedule (an early pick up time or a different destination), you must notify the school office by phone call or note. Many times, the notes you send to the classroom teacher never leave the child's backpack. Also, if you email or leave a voice mail for the classroom teacher and there is a substitute teacher, those messages may not be retrieved.

If you need to make changes after the school day has started, call the office (952-491-8409) before 3:00 pm. Between 3:00 and 3:10, office staff will call into the classrooms and deliver those messages. Do not call the classroom or email the teacher or the office; there is no guarantee that those messages will be retrieved before the end of the day. While we will try, we cannot promise that messages received after 3:10 will get to the teachers.

### **Newsletter and “News from Hilltop”**

The *News from Hilltop* is sent home by e-mail weekly with school information. All e-mail addresses are updated through the parent Family Access account and are the responsibility of the parent.

### **NON-DISCRIMINATION NOTICE (EOE)/CIVIL RIGHTS INFORMATION**

The District does not discriminate in any manner on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in the full utilization of or benefit from the educational institution or the services rendered thereby to any person in violation of Minnesota Statutes Section 363A.13. The District will ensure physical and program access for disabled persons in accordance with Minnesota Statutes Section 363A.13.

The District does not, on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age, (1) refuse to hire or to maintain a system of employment which unreasonably excludes a person seeking employment, (2) discharge an employee, or (3) discriminate against a person with respect to hiring, tenure, compensation, terms, upgrading, conditions, facilities, or privileges of employment, in violation of Minnesota Statutes Section 363A.08.

The District does not discriminate on the basis of sex in the educational program or activity which it operates, in admission to such programs, or in employment. The District is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner.

The District does not discriminate on the basis of disability in violation of Section 504 and 34 C.F.R. Part 104. The District does not discriminate in admission to or access to, or treatment or employment in, its program or activity on the basis of disability.

The following persons have been designated to coordinate and handle inquiries regarding the District's nondiscrimination policies including Title IX, Section 504/ADAAA and human rights.

Meredith Boo  
5901 Sunnyfield Rd. E. Minnetrista, MN 55364  
952-491-8031

Westonka Policies specifically pertaining to Civil Rights include 4220 Employee Sex Nondiscrimination; 4108 Employee Disability Nondiscrimination; 5220 Student Sex Nondiscrimination; and 5108 Student Disability Nondiscrimination. Copies of these policies are available at the school office or on the district website, [westonka.k12.mn.us](http://westonka.k12.mn.us)>About Us>School Board>Policy Manual.

Further information on this discrimination statement can be obtained from the Office of Civil Rights or the Minnesota Department of Human Rights.

### **Outside Doors**

All outside doors on the building are locked during the school day from 8:55 AM - 3:35 PM, except for the west entrance in the front of the school. They can be opened from the inside for emergency reasons. **All visitors, entering the building must use the main entrance and sign in at the office.**

The front west school entrance door is open from 8:00 am until 4:00 pm. After school hours, the only door that will be open is the Adventure Club Door, which is located on the Drop-Off circle side of the school.

### **Parking**

Parking is only permitted in designated areas during the school day. Cars may park in front of the school, please do not park in the bus lot. Please also remember that you must have a handicap sticker to park in the handicap areas.

### **Peanut Allergies**

In any given school year, we have a number of students and staff with peanut allergies or tree nut allergies (almonds, walnuts, cashews, etc.)

In an effort to keep our students and staff safe, we ask that you:

- Frequently remind your students not to share any of their lunches or snacks,
- Check with the school nurse if you would like to bring a snack for a class party,
- Bring treats and snacks that are peanut and nut free.

### **Permission Form for Field Trips and Dutch Lake Property Visits**

At the beginning of the year, a permission form for field trips and visiting of the Westonka Environmental Learning Center Property will be given to parents to sign. This form also includes directory information and bus rules and regulations.

### **Personal Property**

The school or bus company is not responsible for lost, broken, or stolen items. Children should not bring electronics, trading cards, toys or other personal property to school. The school day is for instruction, and time will not be taken out of the day to deal with lost, broken or stolen items. Any personal property items will be confiscated and kept in the office for a parent/guardian to pick up. Thank you for your cooperation. The school will not be responsible for personal items.

### **Pictures**

Our school contracts annually to have pictures taken of each child early in the school year. Information regarding prices and date is distributed through e-mail, website and newsletter. Pictures are also taken in the fall and spring. Picture purchase is optional.

### **PTA**

Cooperation between home and school is key to our students' success. The Parent - Teacher Association plays a vital part in involving parents in school through a variety of activities and regularly scheduled meetings serving the needs of students, teachers, and parents. Watch for specific information about this year's PTA. There are opportunities for everyone to be involved through the PTA.

### **Recess**

Students go outside for recess. Adult monitors are outside with the students at all times. It is extremely important that the students are dressed for the weather, especially the winter elements. We recommend



hats, gloves, snow pants, and boots for winter. Students are only allowed to stay indoors for recess if there is a medical note by a certified doctor with limited outdoor requirements.

Students will go outside until the temperature or wind chill is at or below -10 degrees.

### **Release of Students at Day's End**

All students are expected to board their assigned buses or attend Adventure Club at the end of the day unless they have a note from parent/guardian with other directions.

Students who wish to ride a bus other than their own must bring a note to their classroom teacher. The note should include which bus should be taken, the drop off spot, and the parent signature. If a note is not brought to school, the child will be sent home on his/her regular bus. Students will then bring the note to the receptionist for a bus pass.

### **Release of Student During the Day**

When you wish to have your student dismissed early, it is necessary for the parent to come to the office to check the student out. No child will be released without checking in the office. Any restrictions on who may pick up or contact a student at school must be indicated on the student's emergency card or presented in writing to the office.

If a person other than the parent guardian is picking up the child, a note must accompany the child to release the child to this individual.

### **Report Cards**

Students in Kindergarten through 4th grade will receive a report card three times a year to review the progress made by students. The progress is based on the district learner outcomes for each learning area and specific goals. Report Cards are posted on the Family Access site.

### **School Age Child Care**

Westonka District offers a quality school age child care program, Westonka Adventure Club, that meets right here at Hilltop. Our goal is to conveniently and affordably meet the needs of parents in District #277. Children in Preschool through grade 6 are served before school, after school, and on school release and vacation days. The program is open from 6:30 AM - 6:00 PM, Monday through Friday and during the summer.

Adventure Club provides a relaxed, trusting atmosphere where children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence, and respect for themselves and others. A wide variety of individual and group activities are available including art, books, games, dramatic play, crafts, cooking, manipulative toys, sports, computers, outdoor play, carpentry, music, and special field trips. Care is provided by qualified and caring professionals who create a warm, nurturing, and supportive environment for your child. For information regarding fees or other questions, call the Hilltop Adventure Club (491-8553) or the Community Education Office (491-8046).

### **School Hours**

The school day is 8:55 AM to 3:35 PM.

### **School Fees**

School fees are charged per student per grade level. The fees vary based on field trips and expenses for each grade level. All fees need to be paid for students to participate in these activities. Scholarships are available for families that apply for the scholarship and qualify.

### **Search of Student Lockers**

See Appendix A for policy.

### **Sexual Harassment**

The Westonka District has a sexual harassment and violence policy, which applies to all students and staff in school programs, activities or the learning environment. The policy is available from the District Office upon request. Violations should be reported to Meredith Boo, Human Rights Officer, Westonka District, 5901 Sunnyfield Rd. E, Minnetrista, MN 55364.

### **Sexual Offender Notification**

Minnesota state law requires police departments to notify local residents when a convicted adult sexual offender moves into their jurisdiction. In the event that a school building receives such notification, this information will be relayed to current building users and kept on file in the school office. For further information contact the local police department.

### **School Improvement Team**

A School Improvement Team, composed of teachers representing grades and subjects, helps ensure academic excellence. The team looks into ways of improving instruction and focuses on data to give the school direction in teaching and learning.

### **School Property and Books**

Textbooks, books, equipment and other property of the school are very expensive. Students will be required to pay for lost or damaged items.

### **Special Education**

The Westonka District's philosophy is to provide an appropriate educational program for all students, based on their individual needs. Hilltop offers a complete range of services for students with identified special needs. Our special education program is designed to be an integrated part of the entire school. Parents and staff work together in determining which students require special education services. An Individualized Educational Plan (IEP) is designed by the parents and staff for each of these students. State of Minnesota criteria in the various disabilities areas are used in the identification process. Students with learning disabilities, emotional/social difficulties, speech and language concerns, sensory impairments, physical handicaps or who are mentally handicapped receive services at Hilltop in the classroom and the special education learning center.

Parents who would like to have their child evaluated to determine if they qualify for special education services may do this by making a request in writing and sending it to the principal. This request will then be shared with the Student Concerns Committee in the building. This committee consists of regular and special team members and meets regularly for the purpose of recommending educational interventions (including special education child studies) to meet individual needs of students. Parents may meet with the building team to explain their concerns if they wish or a staff person may present their concerns. The building team must respond in a timely fashion to any such request for service consideration.

### **Spirit Wear Fridays**

Every Friday is Spirit Wear Day. We encourage students to wear Hilltop or White Hawks spirit wear, or school colors (red and/or black) on those days. During morning announcements, student names will be randomly drawn, and if those students are wearing spirit wear or colors, they receive a small prize provided by our PTA.

### **Standardized Testing**

Standardized tests (NWEA) are administered in Grades 1- 4. Results are shared with parents and used to evaluate curriculum and program outcomes.

The Minnesota Comprehensive Assessments in reading and mathematics, based on state learning areas, are given in 3<sup>rd</sup> & 4<sup>th</sup> grades.

The Cognitive Achievement Test (CoGAT) is given to Grades 2 and 4. The CoGAT is used to determine qualification into the Accelerated Math and Reading Programs.

### **Student Council**

Students in Grade 3 and 4 may run for election to Student Council. Elections are held in the fall in the homeroom classroom. The Student Council is responsible for community outreach including, but not limited to: Food Drive, Toy, Hat and Mitten Drive, and direct service oriented projects throughout the school year.

### **Student Placement Requests**

Parents may participate in giving input on their child's learning style every year. Requests must be in writing before April 1<sup>st</sup> of the preceding school year. A sound, educational reason for this request must be included. Forms are available for these requests. We cannot guarantee all requests can be met because of class size, etc. Teacher requests or student friend placements are NOT honored.

### **Student Records / Data Privacy**

Access to student's records is limited to parents, legal guardians, and professional staff. A parent/guardian who wishes to examine a student's record shall contact the principal to set up an appointment to review the record. Release of student records to an outside source adheres to the district policy. Limited personal information about students may be released or made public without the consent of parent/guardian if it is designated as student directory information. Parent/guardian may request directory information not be published by submitting a written request to the District Office.

### **Telephone**

All classrooms are equipped with telephones. Students' use of the phone should be for emergencies only. Arrangements for after school activities and visiting friends should be made outside of school time. Phone messages to students should be made before 12:00 PM to insure they can be delivered.

Messages to students about changing after school arrangements should be directed to the school office and not left on teacher's voice mail. Teachers can normally be reached in the morning from 7:50 AM - 8:30 AM. Each staff member also has a voice mailbox that can receive messages and may provide information about the class activities. Please give staff at least 24 hours to return phone messages.

### **Tobacco Free**

Westonka buildings, grounds, and vehicles are tobacco free. No use of any tobacco products is allowed by anyone using the facilities.

### **Valuables**

We discourage students from bringing any valuables from home to Hilltop. Students should only bring school curriculum to Hilltop. We cannot insure the safety of valuable items. Hilltop will not be responsible for any items brought from home. (Please see Page 11: Personal Property)

### **Volunteers**

Volunteers are always welcome at Hilltop. A volunteer must make prior arrangements with a teacher before visiting a classroom. All volunteers must check in at the office before going to specific rooms in the building. However, please note that all custody agreements will be followed.

Visitors and volunteers must wear identification nametags from the office. School board policy requires that all staff also wear an identification badge. A Background Check Form must be processed and on file in the office.

We do not allow visitors to come to school just to spend time with a child, friend, or grandchild – unless it is a day arranged by the school. Please schedule this time outside of the school day.

### **Walking to/from school**

For safety reasons we discourage students from walking to and from school. However, students who wish to walk to school are required to have written permission from their parents/guardians. An exception will be the Sunnybrook neighborhood. Crossing guards will be available on Game Farm Road to help children cross safely.

### **Website**

The Westonka School District has an extensive website with information about each school and other district programs. You can find it at [www.westonka.k12.mn.us](http://www.westonka.k12.mn.us)

### **Westonka Foundation**

The Westonka Foundation is an independent, nonprofit corporation that functions solely to fund educational programs and projects not being funded through the district budget. More information on foundation events and support is available at 491-8267.

### **Wolf Ridge**

Students in grade 4, along with a group of staff and parents, spend an exciting week at the Wolf Ridge Environmental Learning Center in Finland, Minnesota. They spend the week learning about our environment and have an opportunity to participate in a variety of activities including canoeing, rope course, tree study, animal tracking, wall climbing, etc. Students and parents participate in fund raising activities to cover the cost of the trip.

Students must be enrolled at Hilltop prior to Wolf Ridge to be eligible for the program. Money raised for Wolf Ridge is not refundable, as this money becomes part of the grade level quota for the year. Students entering Hilltop during third or fourth grade will be required to contribute an extra fee towards the trip.

The total cost for attending Wolf Ridge is \$400/student. Students may raise this money through the fall fundraiser or through donations into the student's account.

### **Yearbook**

Each year the PTA sponsors an annual pictorial account of the year with pictures of all the students and many of the activities from the year. All students receive a yearbook as it is part of the school fees.

## Appendix

### HARASSMENT AND VIOLENCE POLICY 4110

#### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, including gender identity or expression, physical appearance, and/or personality characteristics.

#### II. GENERAL STATEMENT OF POLICY

- A. The policy of the School District is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District harasses a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the School District inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

#### III. DEFINITIONS

- A. "Assault" is:
  1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
  1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

#### D. Protected Classifications; Definitions

1. "Age" means the person is over the age of majority, except under Minnesota Statutes Section 363A.13 which shall be deemed to protect any individual over the age of 25. See Minn. Stat. § 363A.03, subd. 2.
2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
  - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
3. "Familial status" means the condition of one or more minors being domiciled with:
  - a. their parent or parents or the minor's legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
6. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
7. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

#### E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse of a sexual nature;
  - b. unwelcome pressure for sexual activity;

- c. unwelcome, sexually motivated, or inappropriate patting, pinching, touching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

**F. Sexual Violence; Definition**

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

**G. Violence; Definition**

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**IV. REPORTING PROCEDURES**

- A. Any person who believes she or he has been the victim of any harassment or violence prohibited by this policy by a student, teacher, administrator, or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the District Human Rights Officer or to the superintendent.
- B. In each school building: The school principal or designee is the person responsible or receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult School District personnel who receives a report of harassment or violence prohibited by this policy shall inform the school principal or designee immediately. If a complaint involves the school principal, the complaint shall be made or filed by the reporting party or the complainant directly with the District Human Rights Officer, who will assume responsibility for the investigation. School District personnel who fail to inform the school principal or designee of a report of harassment or violence in a timely manner may be subject to disciplinary action.

- C. Upon receipt of a report, the school principal or designee must notify the School District Human Rights Officer immediately, without screening or investigating the report. The school principal or designee may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the school principal or designee to the Human Rights Officer. If the report was given verbally, the school principal or designee shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the school principal or designee.
- D. In the District: The School District designates the Director of Special Services as the School District Human Rights Officer with responsibility to oversee administration of these procedures and to monitor compliance and to receive reports or complaints of harassment or violence prohibited by this policy. If a complaint involves the Director of Special Services, the complaint shall be made or filed directly with the superintendent.
- E. The School District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant's or reporter's grades, activities, future employment, or work assignments.
- G. A willful filing of a false report will constitute grounds for disciplinary action.
- H. Use of formal reporting forms is not mandatory.
- I. Reports of harassment or violence prohibited by this policy are classified as private educational data and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The School District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

**V. INVESTIGATION**

- A. By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District Officials or by a third party designated by the School District.
- B. The investigation may consist of personal interviews with the complainant(s), the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the School District may take immediate steps, at its discretion, to protect the complainant(s), students, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The School District Human Rights Officer or his/her designee shall make a written report to the superintendent upon completion of the investigation. If a complaint involves the superintendent, the report will be given to the School Board. The report will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation, the School District will take appropriate action. Such action may include, but is not limited to, an apology, warning, counseling or training, a change in the behavior intervention plan, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School

District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state and federal law and School District policies.

- B. The results of the School District's investigation of each complaint filed under these procedures will be reported the complainant by the School District in accordance with state and federal law regarding data or records privacy.

**VII. REPRISAL**

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of an alleged violation of this policy or any person who testifies, assists or participants in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to an alleged violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Section 626.556 may be applicable.
- B. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

- A. All students, teachers, administrators and other school personnel of the School District are responsible for creating an environment that is free of harassment and violence, and for conducting themselves in a manner consistent with the spirit and intent of this policy.
- B. Principals and other supervisors are responsible to ensure that this policy is conspicuously posted throughout each school building in areas accessible to students and staff members and that it is printed in each school's student handbook. The posting shall include the name, mailing address, and telephone number of the school principal or designee, or the administrator of the department as well as the name, address, and telephone number of the District Human Rights Officer.
- C. This policy shall be given to each School District employee and independent contractor at the time of entering into the person's employment contract.
- D. The School District will develop a method of discussing this policy with students and employees.
- E. Teachers and administrators will make a concerted effort to establish and maintain a climate that encourages students and employees to communicate questions and concerns about harassment or violence; to recognize and intervene on incidents of harassment and violence; to take immediate corrective action on incidents of harassment and violence; and to take immediate corrective action to eliminate incidents of harassment or violence prohibited by this policy.
- F. The School District may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. This policy shall be reviewed at least annually for compliance with state and federal law.

**HAZING POLICY 5109**

**I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, coach, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, coach, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property, at a school-sponsored function and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor or other employee of the school district who is found to have violated this policy.

**III. DEFINITIONS**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to :
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, coaches, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

**V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.
- VI. **REPRISAL**  
The school district will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
- VII. **DISSEMINATION OF POLICY**  
This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

## SEARCH OF STUDENT LOCKERS POLICY 5156

- I. **PURPOSE**  
The purpose of this policy is to provide for a safe and healthy educational environment by enforcing the school district's policies against contraband specifically with regard to lockers.
- 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 district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students 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. The search of personal possessions will be reasonable in its scope and intrusiveness. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
  - B. It shall be a violation of this policy for students to use lockers for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband in their personal possessions within a locker.
- III. **DEFINITIONS**
  - A. "Contraband" means any unauthorized item possession of which is prohibited by school district 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 district, and stolen property.
  - B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, clothing, and electronic devices, but are not limited to cell phones, computers, external storage devices and other mobile devices.
  - C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's

- suspicious behavior, a student'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, 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 student.
- E. "Weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

- IV. **PROCEDURES**  
Portions of this policy may be printed in the student handbook and shall be disseminated to parents and students in the way other policies of general application to students are disseminated. The school district shall provide a copy of this policy to a student the first time the student 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 district, such as use of tape in lockers, standards of cleanliness and care, posting of pictures 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 student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Z

## INTERNET ACCEPTABLE USE AND SAFETY POLICY 5160

- I. **PURPOSE**



This policy sets forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

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

**III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district 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 district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which 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 district computer system and access to 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 district 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 district 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 district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district 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.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district 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 district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the permission of that person.
6. Users will not use the school district 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
7. Users may be asked to provide account information and passwords to the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district 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 district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district 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.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

B. A student or employee engaging in any of the foregoing unacceptable uses of the Internet originating from a **district owned** computer or resource when off school district premises and without the use of the school district system also may be in violation of this policy as well as other school district policies. In situations when the school district receives a report of an unacceptable use

originating from a **district owned** computer or resource, the school district shall investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district 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 district employee, the building administrator.

## VI. FILTER

A. With respect to any of its computers with Internet access, the School District 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 be designed to block or filter, based on current filtering rules and sites, Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography;
3. Violence; or
4. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

- 2. 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
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent 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 district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

**VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district 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 district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. 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 district policy.
- D. 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.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The Westonka Public Schools 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 district policies conducted through the school district system.

**IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. Internet use requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

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

**XI. USER NOTIFICATION**

- A. Through student and employee handbooks, all users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district hard drives or servers.

- b. Information retrieved through school district computers, networks or online resources.
  - c. Personal property used to access school district computers, networks or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. 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 student through the Internet is the sole responsibility of the student and/or the student's parents.
  - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy #2610, Public and Private Personnel Data, and Policy #5125, Protection and Privacy of Pupil Records.
  - 7. Notification that, should the user violate the school district'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.
  - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

**XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

**XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district 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 student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.