



The Journey Begins Here

Family Handbook

2023-2024

Authorized by *Friends of Education*, 200 East Lake Street, Wayzata, MN 55391

For general information please call the main office at (612) 843-5050 between the hours of 8:00 a.m. and 4:00 p.m.

Haddii aad doonaysid turjumaad soowac (612) 843-5054. Para ayuda en español marque al (612) 843-5084.

DEAR STUDENTS AND PARENTS/GUARDIANS:

WELCOME TO HENNEPIN SCHOOLS!

At Hennepin Schools we look forward to partnering with you in your child's journey with us. The entire staff is eager to work with you to provide a safe and meaningful learning environment that takes students where they are and moves them forward academically and emotionally. We encourage parents and families to be involved in their child's education. Help us help your child foster the three C's: Confident Learner, Caring Community Builder, and Cross-Cultural Navigator.

By developing and accepting the responsibilities and obligations of a Confident Learner, Caring Community Builder, and Cross-Cultural Navigator, Hennepin students will be better able to participate successfully in tomorrow's world. Students are encouraged to participate in a wide variety of activities, both during and after school, to help realize this goal. It takes a village to raise a child, and Hennepin is excited to do its part.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of value to you and your family. Please feel free to contact us with any questions you may have about this handbook.

We look forward to working with each and everyone of you and your children and we encourage you all to have a great year!

The K-8 Staff and Daycare

Department Title	Name	Email
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<i>The Elementary School Teaching Staff (Lower School)</i>		
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Special Education	Lucy Pinataro	lpinataro@hennepinschools.org
Social Worker	TBD	@hennepinschools.org

Science/Social Studies Prep	TBD	@hennepinschools.org
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<i>The Middle School Teaching Staff (Upper School)</i>		
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5-6 English Language Arts Lead	Allison Gillett	agillett@hennepinschools.org
5-6 Mathematics Lead	TBD	@hennepinschools.org
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7-8 Science Specialist	Aaron Aldridge	aaldrige@hennepinschools.org
7-8 English Language Arts Specialist	Samantha Vogel	svogel@hennepinschools.org
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7-8 Social Studies Specialist	Ali Kirby	sakirby@hennepinschools.org
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Art	Symone Platania	splatania@hennepinschools.org
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5-8 Building Sub	Bethany Neilson	bneilson@hennepinschools.org
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Special Education	Marcie Anderson	manderson@hennepinschools.org
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K-8 DAPE		



SCHOOL CREED

EST. 2012

Who are we proud to be?
HENNEPIN SCHOOLS

And why are we here?
TO LEARN AND TO GROW

And who is responsible for your success?
WE ARE!

And what does it take to succeed?
SHOW UP & WORK HARD

And how do we treat each other?
WITH PRIDE & RESPECT

And how do we care for the school?
WE KEEP IT SAFE & CLEAN

And then what will we do?
**WE WILL GIVE BACK – TO OUR FAMILY,
OUR FRIENDS & OUR COMMUNITY**

And when will we do this?
EVERYDAY

And what is our School Motto?
THE JOURNEY BEGINS HERE

ATTENDANCE POLICY

It is our belief that regular attendance at school is essential for an educational program and your child to be successful. Make-up work does not duplicate the dynamics of a classroom. It does not afford the opportunities for interaction and discussion that many times define the “learning moment.”

Parents and school staff must work cooperatively to ensure that students attend school. Parents are encouraged to use sound judgment when excusing their child from attendance at school.

ABSENCE PROCEDURES

If your child will be absent from school, please notify the school by calling the school attendance line at (612) 843-5050 before 9:00 a.m.

Parents should state the child’s name, grade and reason for the absence. It is ok to leave a voicemail message.

In the event that a parent did not call to notify the school of an absence, a written note must be presented to the office upon return to school. The notice must be dated and include the reason for the absence. If written verification is not received within five school days of return to school, the student’s absence will be unexcused.

Make-up work is required for all work missed due to absences. Make-up work is the responsibility of the student, not the teacher. Students should reach out to their teachers to determine the work to be made up.

If a student is absent for multiple days, classwork missed will be issued at parent’s request through the office for students to make up at home. Parents are asked to call the office to request classwork. Classwork can either be sent home with a sibling or a parent will need to pick it up from the school. If a parent would like to pick up materials the same day, the request must be put in by 10:30 am.

EXCUSED ABSENCES

The following are examples of excused absences:

- Illness (A doctor’s note may be required.)
- Death or serious illness in the immediate family.
- Medical or dental appointments. Whenever possible, these appointments should be made outside of school hours. If it is impossible to schedule appointments out of school time, a written doctor’s excuse is required.
- Religious occasions.

No excuses will be given for missed school bus, hair appointments, babysitting, shopping, traffic, etc.

A written excuse from parents **does not necessarily** constitute an excused absence. School administration has the right to request documentation for excused absences or tardies at any given point throughout the school year.

FAMILY VACATIONS

If parents find it necessary to remove students from school for vacation purposes, a written request must be submitted to the office five days in advance.

Classwork may be requested in advance, however, it is the classroom teacher's discretion to determine if classwork will be issued before the departure.

Classwork missed due to absence must be made up within the same number of calendar days missed.

TARDIES

Late to School

School starts at 8:30 a.m. Students are tardy when arriving at school after 8:50 a.m.

When students are late to school, the office staff will give them an office pass and send them to class. The office will mark the child tardy in their attendance record. Tardies would only be excused with a doctor's note or for religious events or funerals.

Leaving School During the Day

Students are required to remain in school the entire day unless excused by the office. The procedure for leaving early are listed below.

- 1) Parent must call the school office by 10:00 am in order to ensure that the child will be ready at the requested time
- 2) Parents must come in to the office and sign the student out for the excused absence

If these procedures are not followed by the parents, it could delay the school being able to release the student within the requested time.

ARRIVAL OF STUDENTS

For K-8 Arrival: (8:30-9:00 am):

Parents can drop off K-8 students at the front entrance beginning at 8:30 am. To minimize disruptions, parents can leave any student items with the office team, and they will deliver them to students in the classroom. To manage arrival procedures, parents are asked to wait in the lobby until buses have arrived and students are able to get their breakfasts and enter into their classrooms. This is usually just before 9 am. Please do not take breakfast items; Breakfasts are for enrolled students only.

For Daycare Arrival: 8:30-9:00 am:

Daycare parents can drop their 4 year olds at the back entrance. To minimize disruptions, parents can leave any student items with the daycare staff. To manage arrival procedures and set a positive, productive tone, parents are asked to be respectful of daycare staff and follow the regular daily procedures below. Please do not take breakfast items; Breakfasts are for enrolled students only.

ASSEMBLIES

During assemblies, each classroom has an assigned seating area in the gym. Proper etiquette and behavior by students will be taught and emphasized by teachers prior to an assembly program.

BOMB THREATS

Anyone making a bomb threat will be reported to the proper authorities. Disciplinary action will follow according to school policy.

BUILDING HOURS AND USE

The school building will be open from 8:00 A.M. to 4:00 P.M. Students without parent supervision are not allowed in the building before 8:30 A.M. or after 4:00 P.M, unless accompanied by an authorized adult.

BULLYING PROHIBITION POLICY

PURPOSE

Hennepin Schools strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student’s ability to learn and a teacher’s ability to educate.

This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not. This policy includes the misuse of electronic devices and applications, even off school grounds.

This policy can be found in the school’s student handbook, within the school and district administrative offices, and electronically at <http://www.hennepinschools.org>. The policy is also provided to all school employees, independent contractors, and volunteers who interact with students.

Definitions

“Bullying” is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power

between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs.

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

"Cyberbullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.

"Intimidating, threatening, abusive, or harming conduct" may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

"Prohibited conduct" means bullying or cyberbullying as defined under this subdivision or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

"Remedial response" is appropriately prompt action taken to intervene, investigate, correct and prevent bullying from recurring, including protecting and supporting a student subjected to bullying and those who provided aid and support to the student.

"School" means a public or public charter school.

"Student" means a student enrolled in a public or charter school.

Prohibited Conduct

Bullying is prohibited:

- On school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
- During any school-sponsored or school-sanctioned program, activity, event or trip.
- Using school computers, electronic technology, networks, forums or mailing lists.
- Using electronic technology off the school premises that materially and substantially disrupts a student's learning or school environment.

Apparent permission or consent by a student does not mean that bullying should be tolerated or allowed.

Retaliation is prohibited by any student or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The

school district will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

INITIAL RESPONSE AND REPORTING

School Director

School director or designee is the person responsible for receiving reports of bullying at the school level. The director/designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the director/designee, the complaint shall be made to the Executive Director.

Students

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

School Employees

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

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

Independent Contractors/Volunteers

Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the principal/designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident. Anonymous reports will be accepted by the principal/designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

INVESTIGATION

Information Pertaining to Bullying Incidents

The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school, in accordance with the school's legal obligations.

Information families and students provide to the district or school is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request. Procedure: Investigation of an alleged bullying incident shall be initiated as soon as possible,

but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the principal/designee.

Procedure

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

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

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

REMEDIAL RESPONSE

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

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

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

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

PROFESSIONAL DEVELOPMENT AND EDUCATION

School Employees

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

1. Strategies to prevent, intervene, and effectively stop bullying in a manner developmentally appropriate to the context of an incident.
2. Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.

3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
4. Information about Internet safety issues as they relate to bullying.
5. A review of the district's reporting requirements related to bullying.

Students

The school will encourage character development and other developmentally appropriate programmatic instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment. Where appropriate for a child with a disability, as determined by the child's 504 or Individualized Education Program (IEP) team, the school district shall allow the child's IEP or section 504 plan to address the skills and proficiencies the child needs to respond to or not engage in bullying.

BUS PROCEDURES

Riding the school bus is a privilege, ***NOT*** a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. School bus safety rules are posted in every bus. In addition, students and parents/guardians will receive a copy of the school bus policies, and consequences for violating the policies, at the beginning of each school year. Failure to follow the rules will result in bus suspension.

If a student is suspended from the bus three times during the course of the year, it may be grounds for the removal of bus privileges for the rest of the school year.

Parents must call the school by 1:00 pm Mon.-Thurs. and by 10:00 am on Fri. with any bus or parent pick up changes. We cannot guarantee changes after these times.

CELL PHONES

Hennepin Schools do not allow the use of cell phones during the school day or on the bus. Hennepin Schools will not be held responsible for the loss or theft of cell phones brought to school by students. Sharing of inappropriate material via cell phones is grounds for discipline, including, but not limited, to school suspension or bus suspension. Cell phones will be confiscated by staff if used, heard, or seen during the school day. For the first offense, the staff member will turn the phone into the office and the student can pick up his/her phone at the end of the day. For the second offense, the phone will be turned into the office and a parent/guardian will need to come to school to collect the phone and will only be returned to parents after meeting with staff or the School Directors.

DISCIPLINE

HS Values PRIDE

We model PRIDE for our students and each other-- all day, every day.

- **Preparation**
 - Be on time
 - Have all your materials ready
 - Charge your Chromebooks
- **Respect**
 - Be kind
 - Show others you care
 - Use kind words to your teachers and others
- **Integrity**
 - Be present
 - Be trustworthy by doing what is expected of you
 - Do the right thing
- **Determination**
 - Be the best person you can each day
 - Set small goals and work toward them
- **Excellence**
 - Learn and follow the 3 C's
 - Expect feedback and praise

Our specific discipline policy is as follows:

You are responsible for your behavior and actions. The main goal in this school is education; therefore, anyone who distracts or prevents others from reaching this goal will be subject to progressive disciplinary actions. Whatever steps are necessary to correct the problem will be taken.

A discipline referral is used to communicate the details of a specific instance by the staff person present, to administration and goes on record for the student. This private data will not be shared with other families, except the student being referred. The disciplinary action is determined by administration, and communication to families will follow the completed investigation.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Students who do well or go above and beyond in their behavior or actions will receive reward points, at the discretion of the teacher. Hennepin Schools use a point system to reward student behaviors. Each day, students earn points when they meet learned expectations. Students need to earn points in order to participate in special privileges such as choice time or Fun Friday.

All adults on campus will engage in proactively teaching positive behavior expectations. When a student is struggling to meet expectations, support will be provided.

The following are examples of behaviors or actions that would be grounds for discipline referrals:

Minor versus Major Behaviors Chart

Minor behaviors – dealt with in the classroom.

Major behaviors – serious enough to warrant a referral to the Dean of Students

Minor Behaviors	Major Behaviors
Defiance Disrespect Disruption Technology violation Inappropriate language Physical contact/physical aggression (non-serious) Property misuse	Abusive language/inappropriate language/profanity Arson/bomb threat/false alarm Bullying Defiance/insubordination/non-compliance Extreme/Repeated Disrespect Extreme/Repeated Disruption Use/possession of weapons Fighting Forgery/theft/plagiarism Harassment Lying/cheating Physical aggression (where injury may occur) Property damage/vandalism Extreme/Repeated Technology violation

Reasons for suspension or expulsion might include, but are not limited to:

1. Theft
2. Assault
3. Fighting
4. Destruction of property
5. Harassment/Intimidation
6. Weapons
7. Disrespect to staff
8. Tobacco/drug possession or use

If a student is suspended three times during the course of the year, it may be grounds for expulsion. (All suspensions will be in accordance with the Pupil Fair Dismissal Act of 1974, sec. 127.26-27.40)

EMERGENCY DRILLS – FIRE, LOCK-DOWN, AND SEVERE WEATHER

Fire and lock-down drills (5 each) and severe weather drill (1) will be held throughout the year. It is important that students regard these drills seriously and know the procedure to follow in case of an actual emergency. Students should know the exit route to use from their classrooms and follow the directions of the adult in charge. All teachers will cover evacuation procedures with students at the beginning of the school year and throughout the scheduled drill events.

GRADING

At HES (K-5):

- ★ Exceeds (E) = 90-100%
- ★ Meets (M) = 75-89%
- ★ Partially Meets (PM) = 60-74%
- ★ Does Not Meet (DNM) = 59-0%

At HMS (6-8):

- ★ A = 90-100%
- ★ B = 80-89%
- ★ C = 70-79%
- ★ D = 60-69%
- ★ F = 59-0%

Students are expected to turn in work on time. See Homework Policy.

HARASSMENT AND VIOLENCE

Everyone at Hennepin Schools has a right to feel respected and safe. Therefore, we want all students and families to know about our policy to prevent harassment and violence of any kind based upon race, religion, or gender.

A harasser may be a student or an adult. Harassment may include, but is not limited to the following when related to religion, race, or gender:

1. Name calling, jokes, or rumors, either in person or online
2. Pulling on clothing
3. Graffiti
4. Notes or cartoons
5. Unwelcome touching of a person or clothing
6. Offensive or graphic posters or book covers

If any words or actions make a student feel uncomfortable or fearful, they need to tell a teacher or the School Director right away.

A student may also make a written report. It should be given to a teacher or the School Director.

Students' rights to privacy will be respected as much as possible.

We take all reports of harassment or violence based upon religion, race, or gender seriously and will take all appropriate actions based on the report.

Hennepin Schools will also take action if anyone tries to intimidate or take action to harm a student because he/she has reported the situation. Complete policies are available in the School Director's office upon request.

HAZING PROHIBITION

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

“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.

No student, teacher, administrator, volunteer, contractor, or other employee of Hennepin Schools shall plan, direct, encourage, aid or engage in hazing.

No teacher, administrator, volunteer, contractor or other employee of Hennepin Schools shall permit, condone or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours.

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.

Hennepin Schools will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who is found to have violated this policy.

HEALTH SERVICES

Health services are available to all students attending Hennepin Schools. Students are required to use the services of the main office for the care of any accident, for illness, or for questionable health difficulties. Each student must remember to report any type of accident to any school authority.

When students do not feel well, they need to stay home from school if they have symptoms such as fever, diarrhea, vomiting, etc. *They must stay home from school until they have been free of these symptoms for at least 24-72 hours without use of fever reducing medicines.* The school will make

the final determination and reserves the right to send a student home based on failure to comply with health services guidelines and if warranted.

Exclusions from school need to be taken care of immediately, so the child may receive proper medical attention. Students may return to school upon doctor's orders, with the doctor's note present. Exclusions include signs of: COVID19, Bronchitis, Chickenpox, Conjunctivitis (Pinkeye), Hand Foot Mouth Disease, Head Lice, Impetigo, Influenza, Measles, Pertussis (Whooping Cough), Pneumonia, Ringworm, and Strep Throat.

HOMEWORK POLICY

I. PURPOSE

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Hennepin Schools staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

- ☆ **Practice** exercises to follow classroom instruction
- ☆ **Preview** assignments to prepare for subsequent lessons
- ☆ **Extension** assignments to transfer new skills or concepts to new situations
- ☆ **Creative** activities to integrate many skills toward the production of a response or product

II. TIME

Actual time required to complete assignments will vary with each student's study habits and academic skills. Students should expect to have twenty minutes to an hour of homework to be completed at home each night. If a child is spending an inordinate amount of time doing homework, the recommendation would be for the parent to contact the school's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

III. LATE WORK POLICIES

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy.

1. partial credit
2. no credit
3. missed reward activity
4. communication with parents

Students who miss homework because of an absence will receive the opportunity to make up for missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work missed due to illness or absence.

IV. MAJOR PROJECTS

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night.

Responsibilities of Parents:

1. Set a regular, uninterrupted study time each day
2. Establish a quiet, well-lit study area

3. Monitor student's organization and daily list of assignments
4. Help student work to find the answer, not just get it done
5. Be supportive when the student gets frustrated with difficult assignments
6. Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

1. Be sure all assignments are clear; don't be afraid to ask questions if necessary.
2. Set aside a regular time for studying.
3. Find a quiet, well-lit study area.
4. Work on homework independently whenever possible, so that it reflects student ability. Produce quality work.
5. Make sure assignments are done on time and according to the given instructions.

All Grades K-8 classrooms will send home daily homework in the various subjects offered. Reading is very important to student success. Students K-2 are encouraged to read for 15-20 minutes a day and in grades 3-8 for 30-45 minutes daily.

INTERNET USAGE POLICY

Access to the Internet is a privilege, **not** a right. Computers, computer storage areas and disks are school property and officials may review files and communications to ensure that users are engaging in responsible activities. The school has measures restricting minors' access to materials harmful to them. Any unauthorized materials access, hacking, and/or other unlawful activities by minors online, will result in disciplinary action ranging from loss of privilege to detention/suspension/expulsion and possible legal action involving the authorities. All children will be allowed access to the Internet when necessary and required for instruction. If parents/guardians wish to revoke their access, please notify the School Director in writing.

LUNCH PROCEDURES

All lunches, whether hot or bag lunch, must be eaten in the cafeteria or other teacher designated space. If your child has a food allergy, please make sure you notify the school nurse aide, the school office, and the child's teacher.

Certain types of behavior are unacceptable. These include: throwing and spitting out food, yelling, running, tripping or pushing others, showing disrespect to school staff, refusing to follow instructions of cafeteria supervisors, or leaving a mess on the table or floor. Students who violate the lunchroom rules are subject to disciplinary action and restriction from the cafeteria.

After students are finished eating, they must remain in the cafeteria until a teacher has excused them. Students are not allowed to leave the school grounds during the lunch period.

MEDICATION

All medications taken by students during the school day must be dispensed under the direction of the school health office or the person assigned and trained to do health services, and in accordance with Minnesota State Law and School Board Policy. No prescription medication may be administered without: (1) the written order of a physician/licensed health prescriber and (2) the written or oral authorization of the student's parent/legal guardian. If the parent's/legal guardian's authorization is oral, then the oral authorization must be reduced to writing within two school days. Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written.

The *Administration of Medication* Form MUST be completed for the prescription. All student medications MUST be current and clearly labeled with the student's name, doctor's contact information, and be accompanied by the health record from your health provider.

Under no circumstances are students to be carrying prescription drugs of any kind. Cough drops or Chapstick will be allowed at the discretion of the teacher, so long as they do not interfere with the learning environment.

NOVELTY/NUISANCE DEVICES

The only items students are allowed to bring to school include a backpack, schoolbooks, school supplies, school technology, water bottles and additional clothing or gym shoes. Radios, iPods, DVD/CD players, pagers, laser pointers, headphones, Gameboys and other electronic games, skateboards, rollerblades, cameras, toys, cell phones, and other novelty items designated by the Executive Director or School Directors will not be permitted in school. The school is not responsible for the loss or theft of these items while on school property.

REPORT CARDS

Report cards will be issued two times per year. Markings made by teachers become a part of the permanent records of the school and represent the teacher's best judgment. These ratings are made from the pupil's performance on a daily basis, from short tests, and from results of unit and final examinations.

Individual teachers will send additional progress reports home periodically. Parents/Guardians are welcome to arrange a time to come in and discuss student progress with teachers and/or the School Directors at any time during the school year. Individual daily reports, notes or phone calls can be arranged with the classroom teacher.

SCHOOL AUTHORITY

All employees of Hennepin Schools have the responsibility and authority to enforce school regulations. This includes: the Executive Director, School Directors, teachers, office managers, nurses, librarians, cooks, custodians, bus drivers, educational assistants, and anyone else employed by the school.

SCHOOL CLOSING DUE TO BAD WEATHER

If it is decided that school will be delayed or closed due to bad weather, the following will happen:

1. The School will make a decision by 6:00 a.m. as to whether or not school will be delayed or canceled.
2. Parents/Guardians should listen to KARE 11, WCCO TV (Channel 4), or KSTP TV (Channel 5). The school will also send out an automated call to all families, using our automated phone system, by 6 am, if the school will be closed or buses will be delayed.

SECTION 504/INDIVIDUAL EDUCATION PLAN: PARENT/GUARDIAN & STUDENT RIGHTS

The following is a description of the rights granted by federal law to students with 504 plans or Individual Education Plans (IEPs). The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
- Have the school district advise you of your rights under federal law;
- Receive notice with respect to identification, evaluation, or placement of your child;
- Have your child receive a free, appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities;
- Have your child educated in facilities and receive services comparable to those provided to other students;
- Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;
- Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation date, and placement options;

- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
- Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records; obtain a response from the school district to reasonable requests for explanations and interpretations of your child's records;
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;
- Request mediation or an impartial hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests may be made with the Special Education Coordinator.
- Ask for payment of reasonable attorney fees if you are successful on your claim;
- File a local grievance.

STUDENT PUBLISHED INFORMATION

Student published information includes (but is not limited to) student directories, photos and names of students who have received awards and participated in classroom and extracurricular activities. These may be published in local newspapers, school district publications and appear internally within the school on bulletin boards and other recognition showcases. If you do not want your child's name or photo to be used for these purposes, please contact the school office.

TELEPHONE

Should parents/guardians need to contact students during school hours, we will be glad to take the message and deliver it to the teacher. If it is an emergency, we will contact the student immediately. Hennepin School's phone number is 612-843-5050. Students may use the office telephone for illness or emergency, and **ONLY** with staff permission.

TOBACCO-FREE ENVIRONMENT POLICY

Hennepin Schools Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, staff, visitors and school facilities.

The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and tobacco use for the students, staff, and visitors. Therefore the HS Board adopts the following tobacco-free policy.

Definitions

“Any time” means during normal school and non-schools: 24 hours a day, seven days a week, 365 days a year.

“Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or other product name or descriptor

“Lighter” means a mechanical or electrical device typically used for lighting tobacco products.

“Off-campus, school-sponsored event” means any event sponsored by the school or school district that is not on school property, including but limited to, day camps, field trips, sporting events, theatrical productions.

“School property” means all facilities and property, including land, whether owned, rented, or leased by Hennepin Schools and all vehicles owned, leased, rented, contracted for, or controlled by Hennepin Schools used for transporting students, staff, or visitors.

“Signage” means signs declaring that all Hennepin Schools property is tobacco-free.

“Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette that creates vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

General Statement of Policy

a. It shall be a violation of this policy for any student of Hennepin Schools to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products,

lighters, or electronics cigarettes at any time on school property or at off-campus, school sponsored events.

b. It shall be a violation of this policy for any staff or visitor of Hennepin Schools to use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any off-campus, school sponsored events.

c. Hennepin Schools shall act to enforce this policy and to take appropriate action against any student, staff, administrator, or visitor who is found to have violated this policy.

Enforcement

a. Students

i. The first violation shall result in any or all of the following: confiscation of tobacco product, meeting and assessment with the Dean of Students, parent notification and suspension.

ii. The second violation shall result in confiscation of tobacco products, notification of parents and offering student information about available cessation programs, meeting and assessment with the Dean of students, parent notification and suspension or expulsion.

b. Staff

i. The first violation shall result in a verbal warning to the staff member.

ii. The second violation shall result in a written warning to the staff member with a copy placed in his or her file.

iii. The third violation shall be considered insubordination and grounds for suspension and or dismissal.

b. Visitor

i. The first violation shall result in a verbal warning to the visitor

ii. The second violation will be grounds for removal from campus

SCHOOL UNIFORMS

Students are required to come to school in uniforms that are clean, pressed, and in good repair. No tight or body-hugging clothing is allowed in school. All clothing should be clearly labeled with the student's name.

TOPS MUST BE SOLID RED OR NAVY AND CAN BE WORN WITH OR WITHOUT THE HENNEPIN SCHOOLS LOGO

- ☆ Short or long sleeve polo
- ☆ Short or long sleeve t-shirt and/or HS swag shirt
- ☆ Turtleneck
- ☆ Sweatshirt and/or HS swag sweatshirt

The following guidelines must be met for students to earn their daily point

- Visible undershirts must be solid red, navy blue, or black.
- Tucked neatly into bottoms

BOTTOMS MUST BE NAVY BLUE OR BLACK WITH NO OTHERS COLORS, LINES, AND/OR WRITING

- ☆ Uniform slacks
- ☆ Sweatpants and track pants, no white stripes or additional colors
- ☆ Uniform skirt
- ☆ Shorts

The following guidelines must be met for students to earn their daily point

- Bottoms must be worn at the waist, NO sagging.
- Bottoms cannot have cargo pockets or stripes or other decorative colors
- Jeggings/Jeans are not allowed

SOLID RED, BLACK, OR NAVY DRESSES WITH NO OTHERS COLORS, LINES, AND/OR WRITING

Dresses cannot have decorative sparkles or decorative patterns/colors

SWEATERS/SWEATSHIRTS WILL BE AVAILABLE FOR COLD WEATHER WEAR

- ☆ Sweaters or Sweatshirts must be solid red or navy blue
- ☆ Uniform sweatshirts and uniform zip-up jackets can be worn during the school day.
- ☆ Hooded sweatshirts and/or jackets are not allowed during the school day.

The following guidelines must be met for students to earn their daily point

- Hooded sweatshirts and/or jackets are not allowed during the school day.
- Non-uniform items, such as hooded sweatshirts or non-uniform sweaters, must be taken off when the student arrives in the classroom, and stored in the student's bag or coat rack until the end of the day.

SHOES/SOCKS

- ☆ Shoes must be closed-toe; sandals are not allowed
- ☆ Shoes with non-scuff soles are to be fastened, with laces tied securely
- ☆ Tennis shoes are required to participate in Physical Education
- ☆ Socks, tights or leggings that are visible must be solid navy blue, black or white

The following guidelines must be met for students to earn their daily point

- Boots may not be worn during the day
- Heels may be no higher than 2 inches
- Jeggings/Jeans are not allowed

HAIR /JEWELRY GUIDELINES MUST BE MET FOR STUDENTS TO EARN THEIR DAILY POINT.

- Hair must be clean and neat.
- Earrings less than one inch in length; no other facial or visual body piercing is allowed.
- The School Directors will have the final decision on if personal esthetic choices interfere with the ability of the school to conduct its business without interruption.

VISITORS/SCHOOL SPONSORED EVENTS

Parents/Guardians of Hennepin Schools students are invited to visit the classroom between 9:00 and 3:30 pm and are requested to notify the school office at least one day in advance.

*For the safety of our students, all visitors **must sign in at the main entrance and wear a yellow Visitor badge at all times.***

1. *Appointments to visit are encouraged and appreciated. If possible, please call the office or email the teachers to let them know you will be visiting the next day.*
2. *While in the classroom, please remain quiet during observations and interactions.*
3. *Let teachers continue classroom instruction and management. Unfortunately, teachers cannot have long conversations with other adults while they are teaching.*
4. *If you need to have an in-depth conversation with your child's teacher, please make an appointment. This can be in person, on Zoom, or over the phone at a time that works for both of you.*
5. *Visitors **MUST** sign-out before leaving the school premises.*

The following approved persons may be escorted into the building during instructional hours:

- Current employees on leave and Board Members
- Parents on good standing (no court order, restraining order, etc.)
- Vendors, consultants, or a prospective family tour

For the safety of our staff and students, no one else may enter into the building past the main entrance during instructional hours. This includes former Hennepin staff and students. The school reserves the right to deny access to any individual during instructional hours.

Former staff and students and relatives/friends are not allowed to attend **school sponsored events** without prior approval of the Executive Director. If you would like a former staff, student, or relative to attend a school sanctioned event, please email that request to the Executive Director prior to the event and wait for approval/rejection of your request.

WEAPONS POLICY

It is unlawful and against school policy to have a weapon on one's person or in an area subject to one's control on school property or at a school activity.

"Weapon" refers, but is not limited, to firearms or any device that is designed as a weapon or through its use capable of threatening or causing bodily harm.

Possession of a weapon will result in:

- An initial suspension for five (5) days.
- Confiscation of the weapon and possible notification of the Minneapolis Police Department.
- A recommendation to the Executive Director that the student be expelled for the remainder of the semester or school year may follow.

WELLNESS AND HEALTHY EATING

ACTIVE SCHOOLS & HEALTHY FOODS

At Hennepin Schools we believe in creating a close community, and our staff sees the benefit in allowing classroom celebrations. Hennepin School staff also believes in creating a healthy food environment for the students. For all families which bring in food, the following is required:

- ☆ Only store bought food, clearly marked with ingredients
- ☆ Smaller size items for celebrations i.e. cupcakes
- ☆ No pop/soda, candy, gum or food snacks are allowed
- ☆ No items that contain nuts

We also believe that good nutrition and adequate physical activity can help improve our students' attention span, increase concentration and learning capacity, and improve behavior. Active Recess is quality recess, where all students are engaged and active on the playground. There are many practices that make up active recess which include:

- ☆ 20 minutes of recess daily
- ☆ Positive playground expectations
- ☆ Student choice and universal participation through multiple activity options
- ☆ Playground or area is mapped to designate different areas of play and activities
- ☆ Quality play equipment
- ☆ Actively led and supervised by adults

WITHDRAWAL

Students planning to withdraw from school for any reason must bring a written statement from their parents/guardians to the main office before the last day of attendance. An official transcript will be sent upon request to the school to which the student is transferring.



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