



NORTHEAST METRO | 916
Intermediate School District

partners in education

PARENT/GUARDIAN AND STUDENT HANDBOOK

Your guide to school district policies and annual notifications for 2022-23



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About our school district

Northeast Metro 916 is one of four intermediate school districts in Minnesota, offering specialized and shared programming that includes career and technical education, special education services, area learning centers, and care and treatment programs.

Intermediate school districts are specialty school districts that provide defined student services to a group of regular "member" school districts. Minnesota has four intermediate districts (916, 917, 287, and 288) that serve more than 20,000 students annually.

Families and community

Families such as biological parents, grandparents, foster parents, adoptive parents, siblings, neighbors, group home representatives, or other guardians, are essential educational partners that help their students reach their fullest potential. If you have ideas on how we can work together to support your student, please do not hesitate to contact us.

We are excited to have your student join us on their educational journey this school year. This handbook will provide a guide to important procedures and policies followed by Northeast Metro 916 that we use to ensure that we handle matters of procedure, conduct and discipline consistently.

Our members

We serve students and families who live in one of our 13-member districts:

- Centennial #12
- Columbia Heights #13
- Forest Lake #831
- Fridley #14
- Mahtomedi #832
- Mounds View #621
- North St. Paul - Maplewood - Oakdale #622
- Roseville #623
- South Washington County #833
- Spring Lake Park #16
- St. Anthony - New Brighton #282
- Stillwater #834
- White Bear Lake #624

Mission

Northeast Metro 916 Intermediate School District responds to the unique needs of students, educators, and school districts with innovation, quality, and trusted experience.

What we do

Area Learning Centers

Area learning centers (ALCs) help students achieve their educational and career goals in a non-traditional learning environment. The three locations offer comprehensive and rigorous high school curricula delivered within a personalized, flexible, and nurturing environment. Students receive assistance in meeting graduation requirements and have opportunities to gain vocational skills and work experience.

Care and Treatment

Northeast Metro 916 provides educational services to students who receive care in hospitals or mental health treatment centers. Care and treatment programs help ensure that each student does not lose track of their educational goals while receiving treatment outside their home schools.

Career and Technical Education

Located on the east campus of Century College, the 916 Career and Technical Center provides unique and meaningful hands-on learning opportunities that allow students in grades 11-12 from participating schools to explore a passion while earning high school and college credit in a college setting. Students attend a two-hour block at the center during the school day.

Special Education

Special education programs and services at Northeast Metro 916 are highly specialized to respond to our member districts' students with the most challenging needs. Highly structured, supportive learning environments help students reach their academic, social, emotional, behavioral, and communication goals.

Values

- **Integrity:** Behavior-based on beliefs. "Doing the right thing even when no one is watching."
- **Accountability:** Operating in a manner that is above reproach to utilize resources for maximum results for students and stakeholders.
- **Respect:** Welcoming environment where differences in staff, students, and districts are valued for the richness they bring to discussion, decisions, and programs.
- **Collaboration:** Working with parents/guardians, families, students, districts, and other agencies to develop effective and meaningful programming for students.
- **Innovation:** Unique, specialized design and delivery of programs and services.

Commitment to equity

At Northeast Metro 916, equity means that everyone has access to what they individually need to learn, grow and thrive.

At Northeast Metro 916, equity is a core component of all our work and is necessary to maximize the potential of each student, staff, and family. We believe equity is a continuous and challenging process in which we must work to recognize and reduce assumptions and biases to fully understand the needs and potential of those we support. We are dedicated to fully engaging with others about our differences and deepening conversations around dignity, inclusion, and culture. We will hold ourselves accountable for our words and actions through our everyday interactions with each other. We are committed to using equity to guide all interactions, decisions, and instruction.

Leadership and governance

Welcome to the 2022-2023 school year! I am honored to serve 916 as the superintendent and to stand in service with staff as a trusted educational provider. I am also incredibly proud of the 916 educators I have the opportunity to work with and support daily. Delivering on our mission to provide exceptional educational services is a privilege and incredible responsibility. Our highly trained educators play a vital and unique role as providers of innovative solutions driven by the needs of our students and member districts. For our students to receive educational experiences that address their individual needs, we must create healthy learning environments where all students are happy and proud.



As our [916 Strategic Actions](#) have evolved over the 2021-2022 school year, we have targeted the central tenet of our work, "Happy and Proud: the 916 Experience," supporting an individualized approach to student success. To this end, we continue our commitment to equity as an essential component of our work to ensure that every student receives what they need daily. We believe that students are **happy and proud** when they feel seen, heard, and valued through individualized learning plans that provide each student with the opportunity to share their individual life experiences and strengths. We know that students experience feelings of accomplishment, belonging, excitement, respect, encouragement, and confidence on their best days in school. Students' perspectives must be centered on creating a sense of belonging in a supportive learning environment because belonging is a vital ingredient for learning. When messages support students' understanding of belonging, they feel physically and emotionally safe.

As we launch our new Strategic Actions, I know it will require high-performance leadership practices to align our district's work. One of our new leadership practices is to expand our work to engage students and families. To that end, I invite our 916 families and students to co-construct our educational environments and personalized learning plans so that every student is happy and proud and feels hopeful for the future.

I look forward to this new school year with incredible optimism that we will create not only happy and proud students but also happy and proud families.

Sincerely,

Dr. Val Rae Boe, Superintendent

School board

Northeast Metro 916 is governed by a 13-member school board. Each member is appointed by the member district they represent.

Marilynn Forsberg, Chair
Spring Lake Park

Laura Palmer, Vice-Chair
Columbia Heights

Alex Keto, Treasurer
Forest Lake

Kevin Donovan, Clerk
Mahtomedi

Mannix Clark, Director
Roseville

Kathleen Daniels, Director
White Bear Lake

Melinda Dols, Director
South Washington County

Katie Hockert, Director
Stillwater

Tom Knisely, Director
Centennial

Laura Oksnevad, Director
St. Anthony - New Brighton

Avonna Starck, Director
Fridley

Sandra Westerman, Director
Mounds View

Michelle Yenner, Director
North St. Paul - Maplewood -
Oakdale

Board meetings are held at 6 p.m. on the first Wednesday of the month at the Bellaire Education Center, 2540 County Road F East, White Bear Lake, MN 55110, unless otherwise specified.

Administrative offices

Communications
Bellaire Education Center
2540 County Road F East
White Bear Lake, MN 55110
651-415-5607

Educational Services
Quora Education Center
70 W County Road B2
Little Canada, MN 55117
651-415-5409

Technology
Quora Education Center
70 W County Road B2
Little Canada, MN 55117
651-415-5400

Finance & Operations
Bellaire Education Center
2540 County Road F East
White Bear Lake, MN 55110
651-415-5591

Human Resources
Bellaire Education Center
2540 County Road F East
White Bear Lake, MN 55110
651-415-5659

Special Education
Bellaire Education Center
2540 County Road F East
White Bear Lake, MN 55110
651-415-5659

Office of the Superintendent
Bellaire Education Center
2540 County Road F East
White Bear Lake, MN 55110
651-415-5657

School directory

Area Learning Centers

916 Mahtomedi Academy

2735 County Rd D
White Bear Lake, MN 55110
651-415-5680
Michelle Baland, Principal

East View Academy

Quora Education Center
70 W County Rd B2
Little Canada, MN 55117
651-415-5363
Doug Surgenor, Principal

Metro Heights Academy

7122 University Ave NE
Fridley, MN 55432
651-415-5690
Crystal Tucker, Principal

Care and Treatment

Aris

2040 Woodwinds Dr
Woodbury, MN 55125
651-259-9750
Michelle Baland, Principal

The Willows Avanti Center

10300 Flanders St NE
Blaine, Minnesota 55449
763-230-7470
Tammy Bednar, Manager

Career & Technical

Career & Tech Center

Century College East Campus
3300 Century Ave N, Lot G
White Bear Lake, MN 55110
651-415-5537
Jill Stewart-Kellar, Principal

Special Education

Auditory/Oral Program

Stillwater ECFC
1111 Holcombe St South
Stillwater, MN 55082
651-351-4036
Jay Fehrman, Manager

Bellaire Education Center

2540 County Rd F East
White Bear Lake, MN 55110
651-415-5530
Tammy Bednar, Manager

Karner Blue Education Center

3764 95th Ave NE
Circle Pines, MN 55014
651-415-6200
Jasmine Smith, Manager

Pankalo Education Center

8568 Eagle Point Blvd Lake
Elmo, MN 55042
651-415-6300
Amy Johncox, Principal

Project Return

Bellaire Education Center
2540 County Rd F East White
Bear Lake, MN 55110
651-415-5530
Tammy Bednar, Manager

Quora Secondary School

Quora Education Center
70 W County Rd B2
Little Canada, MN 55117
651-415-5438
Kristin Salava, Principal

South Campus Education Center

3551 N McKnight Rd White
Bear Lake, MN 55110
651-415-5440
Jillian Campbell, Manager

Work Experience Life Skills (WELS) North

3500 Willow Lake Blvd #500
Vadnais Heights, MN 55110
651-415-6280
Kristin Salava, Principal

Important dates



NORTHEAST METRO | **916**
Intermediate School District

partners in education

2022-2023 School Year

Programs/Schools:

916 Mahtomedi Academy, Aris, Auditory/Oral Program, Bellaire Education Center, Career + Tech Center, East View Academy, Karner Blue Education Center, Metro Heights Academy, Pankalo Education Center, Project Return, Quora Secondary School, South Campus, WELS North, and the Willows.

AUGUST 2022						
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MAY 2023						
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JUNE 2023						
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September 2022

6: First Day of School
30: Staff Development - No School

October 2022

19-21: Fall Break

November 2022

7: Staff Development - No School
24-25: Thanksgiving

December 2022

9: Staff Development - No School
23-30: Winter Break

January 2023

2: No Students
16: Holiday
23: Staff Development - No School

February 2023

17: Staff Development - No School
20: Holiday

March 2023

13-17: Spring Break

April 2023

17: Staff Development - No School

May 2023

15: Staff Development - No School
29: Holiday

June 2023

8: Last Day of School

Health services

Absences

It is important to report your student's absence each day your student is absent from school. Please include in your message:

- Student name
- Teacher/case manager name
- Reason for absence (illness, appointment, out of town)
- Symptoms your student is experiencing or if they have been diagnosed with a communicable disease (fever, rash, influenza, strep throat)

Immunizations

State Law requires that each student in a Minnesota school be protected from childhood diseases by receiving all required immunizations. Immunization records should be provided by the first day of school. Parents/guardians may obtain a legal exemption for medical reasons or conscientious beliefs. Medical exceptions require a signature by a licensed health care provider. A notarized signature is required for conscientious objection.

Medications and procedures

Individual students may require prescription medication or procedures which are medically necessary during the school day. All prescription and over-the-counter medication and special health care procedures/treatments require orders by a licensed prescriber. The orders must be complete and specific and signed by a licensed practitioner. The parent/guardian must also complete the district's authorization form before any medication or treatment will be given. Medication must be supplied in the original, properly labeled pharmacy container. Parents/guardians are expected to transport medications to and from school. If there is any change in the medication or the procedure or the way in which they will need to be managed in the school setting this must be communicated to the nurse in the school which your student attends.

Graduation requirements

Graduation requirements in special education programs are highly individualized and a graduation plan will be included in each student's Individual Education Plan (IEP). In area learning centers, students are offered the option of earning their home school diploma or a diploma directly from Northeast Metro 916. To obtain a 916 diploma, students must complete 66 trimester credits:

- Language arts: 12 trimester credits
- Social studies: 11 trimester credits
- Math: 9 trimester credits
- Science: 9 trimester credits
- Required electives: 2 trimester credits
- General electives: 20 trimester credits
- Art: 3 trimester credits

Northeast Metro 916 is on a trimester credit system (50 hours = 1.0 credits).

Winter weather

As an intermediate school district, the decision to close schools is complex and the safety of our students and staff, especially those waiting at bus stops, is always the most important factor we consider when making the decision. We do not make the decision based on a specific temperature or snowfall benchmark, but rather assess a multitude of factors including temperature, wind chill, amount of snow, road conditions, and geography. The National Weather Service is our source for weather information used to make this decision.

Due to Minnesota's often unpredictable winter weather, we usually wait until the morning of each school day before notifying families. However, there may be rare instances when we make a decision the night before.

Northeast Metro 916 uses a service called SchoolMessenger to call, text, and email families notifying you of school closings and other important information. To ensure you receive these notifications, please ensure your contact information is up-to-date with your student's school.

Here are some other ways you can stay connected:

- Listen and watch WCCO radio, TV, and online. We will be listed under the name Northeast Metro #916.
- Check our district website at www.916schools.org.
- Follow us on Twitter at @916schools.
- Follow us on Facebook at @916schools.
- Follow us on Instagram at @916schools.

School closures affect all buildings and programs including special education; care & treatment; the Career & Tech Center; area learning centers, credit recovery, and night school; and district administrative offices.

Families have a choice.

As parents/guardians, you always have the option to keep your student at home if you feel conditions are unsafe. We make the best decision for the district, but we respect your assessment of what is best for your student. If you choose not to send your student to school, please report the absence to the school office so it will be excused.

Board policies

Complete policies are available for review at www.916schools.org/policies.

Equal educational opportunity

Northeast Metro 916 ensures that all students have equal access to education. Our district will not discriminate based on race, color, creed, religion, national origin, sex, gender identity or expression, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age.

Reference: Policy 102: Equal Educational Opportunity

School weapons

We make every effort to ensure that our schools are safe for all students, staff, and the public. We do not allow any student or adult in our school buildings or property to possess, use or distribute weapons.

Reference: Policy 501: School Weapons Policy

Searches

In order to provide a safe and healthy school community, school lockers and student desks are school property and can be searched without student consent or a search warrant. Searches may be conducted by school officials if there is reasonable suspicion that a violation of school rules or law has taken place.

Reference: Policy 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person

Student discipline

The school board recognizes that individual responsibility and mutual respect are essential components of any school community. In order to maintain a safe and orderly school learning community, all students need to be aware of the Code of Student Conduct. The school district will take appropriate disciplinary action if a student fails to adhere to this set of rules.

Reference: Policy 506: Student Discipline

Student privacy

We are very careful about how we collect, maintain, and share student records in compliance with state and federal law. We must have the consent of a parent/guardian (or the student, under certain conditions) before educational records can be released.

Reference: Policy 515: Protection and Privacy of Pupil Records

Sex nondiscrimination

We are committed to inclusive education and providing an equal educational opportunity for all students. As such, we work to protect students from discrimination based on sex.

Reference: Policy 522: Student Sex Nondiscrimination

Responsible use of technology

Access to district technology resources and to the internet enables students and employees to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. However, if students engage in certain illegal or irresponsible activities as outlined in our board policy, they may have their technology access reduced or revoked. The district and the student's parent/ guardian also have the right to review student activity online if the student is using district resources.

Reference: Policy 524: Technology Responsible Use Safety Policy

Responsible use of social media

Northeast Metropolitan 916 recognizes the value of inquiry, investigation, and innovation using technology tools that enhance the learning experience and interpersonal communication. Staff may use

district-approved social media tools and technologies for online learning.

Reference: Policy 524.1: Social Media Policy

Mandated reporting

Our staff are required by law to report suspected child neglect or physical or sexual abuse and will do so in accordance with the law when necessary.

Reference: Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, and provides opportunities for important communication between teachers and students. We strongly encourage regular school attendance so that students can develop positive habits that will carry over into college and careers. Regular attendance is a responsibility shared by the student, parent or guardian, teacher, and administrators.

Reference: Policy 503: Student Attendance

Harassment and violence

Our school district is committed to creating learning and working environments that are free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. We investigate all complaints, and we discipline or take appropriate action against any student, teacher, administrator, or staff who violates this policy.

Reference: Policy 413: Harassment and Violence

Bullying

Students need a safe and supportive environment to learn academics and social skills. We know that bullying interferes with a student's ability to learn and/or a teacher's ability to teach. We do not tolerate acts of bullying or cyberbullying by an individual or a group of students. We also hold students accountable who, by their indirect behavior, condone or support another student's act of bullying. We do everything we can to prevent and respond to acts of bullying, intimidation, violence, retaliation, and other similar behavior. This policy also applies to staff.

Reference: Policy 514: Bullying Prohibition Policy

Hazing

In order to maintain a safe learning environment, no student, teacher, administrator, volunteer, contractor, or other employees of the school district may plan, direct, encourage, aid, or engage in hazing. We investigate all hazing complaints, and we discipline or take appropriate action against any student, teacher, administrator, or staff who violates this policy.

Reference: Policy 526: Hazing Prohibition

Annual notifications

Criminal history background checks on district employees

Northeast Metro 916 conducts criminal history background checks on all job applicants and some independent contractors, such as those having direct contact with students. The school district has the discretion to require volunteers to submit to a criminal history background check. Minnesota law requires a school hiring authority to request a criminal history background check from the superintendent of the bureau of criminal apprehension on all individuals who are offered employment in a school, and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. Employment is contingent upon successful completion of the criminal history background check.

Eligibility for Minnesota Care health insurance

Northeast Metro 916 sends a list of students who are eligible for the free and reduced lunch program to the Minnesota Department of Education to be shared with the Minnesota Department of Human Services, for the limited purpose of identifying students who may be eligible for medical assistance or Minnesota Care, unless the student's parent or legal guardian elects not to have this eligibility information disclosed by the school district. To opt out of this disclosure and sharing of information, the parent or guardian must provide written notice to the student's school principal or program manager within 30 days of the student's first day of attendance in that school year.

Accident & injury reduction

Northeast Metro 916 has a written accident and injury reduction program that describes how the district works to reduce, minimize and eliminate student and employee workplace injuries and illnesses. Employees are required to report workplace injuries or illnesses to their administrators immediately. A review of these reports is completed annually.

Communications with families

By providing us with a cell phone number during the registration/referral process, you are consenting to receive text messages and automated phone calls from us on your device. These communications are crucial in the event of an emergency. Text and data charges may apply, in accordance with your cell phone provider's plan. You may opt out of text messaging at any time by replying "stop" to any of our text messages. To opt out of phone calls, contact the Office of Communications at 651-415-5607 or communications@916schools.org.

Digital Technology used in classrooms

Northeast Metro ISD 916 uses a variety of digital tools to support student learning. Technology vendors and software are utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

We have an inventory of our curriculum, testing, and assessment tools posted at <https://916schools.org/DistrictApps> and include an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year.

Please reach out to help@916schools.org for additional questions regarding specific digital tools used in classrooms.

Asbestos

The environmental protection agency requires school districts to annually notify parents/guardians and staff about the presence of asbestos in district facilities as well as planned abatement activities. There is no asbestos in district-owned facilities and the only remaining asbestos in district facilities is at Bellaire Education Center, a leased facility. Routine periodic inspection reports of all asbestos-containing building material in this facility are maintained at the educational site and are available for viewing, with prior notice, during normal working hours Monday-Friday. No planned asbestos abatement is scheduled for the upcoming school year. Questions about asbestos should be directed to the facilities and operations manager at 651-415-5568 or jwood@916schools.org.

Indoor air quality

Northeast Metro 916 has a strong commitment to good indoor air quality. A written indoor air quality management plan describes how the district monitors air quality, maintains equipment, and responds to indoor air quality concerns.

Information is also available about school facility construction/renovation, maintenance and housekeeping practices, chemicals used, mold and HVAC-related information, and chemicals used in academic activities. Symptoms of indoor air quality problems can include: headaches, sinus infections, hoarse voice, sore throat, stuffy head, dizziness, runny nose, body rashes, or pneumonia. To find answers to indoor air quality questions or to report concerns, contact the facilities and operations manager at 651-415-5568 or jwood@916schools.org. Checklists also are available for self-help in evaluating the work, home, or community environments.

Parent/guardian, employee right to know

Dear parent/guardian or employee:

Northeast metro 916 uses a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings.

The program consists of

1. Inspection and monitoring to determine whether pests are present and to determine if any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking, and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, property damage, and spread disease; therefore, we must prevent and control them. The long-term health effects on students from the application of such pest control materials, or class of materials, to which they belong, may not be fully understood. All pest

control materials are chosen and applied according to label directions per federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for the application of herbicides and other materials to school grounds. Parents/ guardians of students may request to receive at their expense, prior notification of any application of a pest control material, should such application be deemed necessary on a day different from the days specified in the schedule.

Please direct questions or concerns to the executive director of human resources and legal services at 651-415-5652.

Random drug dog searches at Northeast Metro 916 schools and programs

It is of utmost importance to the Northeast Metro 916 administration and school board that it maintains a drug-free workplace and schools. Northeast Metro 916 has determined that there is substantial evidence showing there is a drug problem in district school buildings. With the intent of providing a safe, healthy, and drug-free school environment, law enforcement may conduct random drug dog searches without prior notice of the day or time of the search. Any drug dog searches will be conducted consistent with law enforcement training and procedures. It is not necessary to have an individualized suspicion that a particular student(s) is in possession of illegal substances to justify a random drug dog search on any given day.

Thank you in advance for your support in ensuring that our schools are safe and drug-free.

Unpaid meal charges

We ask families to pay for school meals before meal service begins. When you register for school, you will receive information explaining how to add money to your student's account. We know that students cannot learn if they are hungry. That is why students who do not have enough money in their account will still be allowed to purchase a regular school meal for that school day, and we will remind parents/guardians to pay negative lunch balances when they are able.

Low or negative account balances – notification and unpaid meal charge

Meal services are provided by the school district where the school is located. The school district that is providing the meal services will try to notify families when their students' account balances are low or fall below zero. For example, food services for Quora Education Center and East View Academy are provided by Roseville Area Schools, and families from those programs may be contacted by Roseville Area Schools staff about their accounts.

The school district works with families to resolve unpaid charges. In some cases, this means the school will try to collect unpaid meal charges. In other cases, families may be encouraged to apply for free and reduced-price meals for their children.

Negative balances of more than \$50, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include but are not limited to, the use of collection agencies, claims in conciliation court, or any other legal method permitted by law.

The school district may not enlist the assistance of non-school district employees, such as volunteers, to resolve matters of unpaid charges.

Data practices under FERPA public notice

Northeast Metro 916 gives notice to parents/guardians of students currently in attendance in the district, and eligible students currently in attendance in the district, of their rights regarding pupil records.

1. Parents/guardians and eligible students are hereby informed that they have the following rights:
 - a. That a parent/guardian or eligible student has a right to inspect and review the student's education records. A parent/guardian or eligible student should submit to the school district a written request to inspect education records that identify as precisely as possible the record or records he or she wishes to inspect. The parent/guardian or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent/guardian or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent/guardian or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent/guardian or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent/guardian or eligible student wishes the school district to make. The request shall be signed by the parent/guardian or eligible student. If the school district decides not to amend the record as requested by the parent/guardian or eligible student, the school district will notify the parent/guardian or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing;
 - c. That the parent/guardian or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school board in an administrative, supervisory, instructional, or other professional position or education assistant; a person duly elected to the school board; a person for the period of his or her performance as a temporary substitute in a professional position for the period of his or her performance as a substitute; and a person employed by, or under contract to, the school board to perform a special task (such as a secretary, a clerk, attorney, auditor, police liaison officer or school resource officer when serving in that capacity, public information officer or data practices compliance official) for the period of his or her performance as an employee or contractor. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her

professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, the discipline of a student, student health and welfare or the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to Every Student Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
 - f. That the parent/guardian or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232G, and the rules promulgated thereunder, the name and address of the office that administers the family education rights and privacy act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW.
Washington, DC. 20202-5920
1-800-872-5327
 - g. That the parent/guardian or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
 - h. Copies of the school district's policy regarding the protection and privacy of school records (policy #515) are located on the school district website (www.916schools.org/policies).
2. Northeast Metro 916 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
- a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents/ guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents/ guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining the prior written consent of the parent/guardian or student

when required prior to disclosure.

3. Copies of the school board policy are available to parents/guardians and students on the school district website at www.916schools.org/policies.
4. Pursuant to applicable law, Northeast Metro 916 gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; degrees, honors, and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name(s) of the student's parent(s) or guardian(s). "Directory information" does not include identifying information on a student's religion, race, color, social position, or nationality.

- a. The information listed above shall be public information that the school district may disclose from the education records of a student or information regarding a parent/guardian.
 - b. Should the parent/guardian of a student or the student so desire, any or all of the listed information will not be disclosed without the parent/guardian's or eligible student's prior written consent except to school officials as provided under federal law.
 - c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent/guardian or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
 1. Name of student and parent/guardian, as appropriate;
 2. Home address;
 3. School presently attended by the student;
 4. Parent/guardian's legal relationship to the student, if applicable;
 5. Specific category or categories of directory information which is not to be made public without the parent/guardian's or eligible student's prior written consent.
5. Pursuant to applicable law, Northeast Metro 916 hereby gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding the release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent/guardian of a student or the eligible student so desire, any or all of the

listed information will not be disclosed to military recruiting officers without prior consent.

In order to refuse the release of this information without prior consent, the parent/guardian or eligible student must make a written request to the responsible authority, director of educational services, or alternative learning center principal, by October 1 of each year. This written request must include the following information:

1. Name of student and parent/guardian, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by the student;
5. Parent/guardian's legal relationship to the student, if applicable;
6. Specific category or categories of information that are not to be released to military recruiters without prior consent;
7. Specific category(s) directory information that is not to be released to the public, including military recruiters.

Notice: refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the directory information section of this notice also must be followed. If you do not want your student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

Juvenile justice system request for information

Family Educational Rights & Privacy Act; Minnesota Government Data Practices Act, Minn. Stat. § 13.32, subds. 3(I) and 8(a) and (b)

Date/time of request: _____

To: _____
(Superintendent of school district or chief administrative officer of school)

From: _____
(Requester's name/agency)

Student: _____

Basis for request:

_____ Juvenile delinquency investigation/prosecution
_____ Child protection assessment/investigation
_____ Investigation/filing of chips or delinquency petition

Response to request:

The school must provide the following information on request (mark all that apply) and response provided: (yes / no)

_____	Student's full name	_____
_____	Home address	_____
_____	Telephone number	_____
_____	Date of birth	_____
_____	Student's school schedule	_____
_____	Attendance record	_____
_____	Photographs, if any; and	_____
_____	Parent/guardian names & addresses	_____
_____	Telephone numbers	_____

A record of the written request and of the release must be maintained in the student's file.

Certification: the undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by the Code of Federal Regulations, Title 34, Sect. 99.38(B). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/title _____

Survey notice under PPRA public notice

Northeast Metro 916 gives notice to parents/guardians of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents/guardians, eligible students, and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent/guardian, to submit to a survey that reveals information concerning
 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 2. Mental and psychological problems of the student or the student's family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 8. Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program).
 - c. A parent/guardian, on behalf of a student or an eligible student, has the right to receive a notice and an opportunity to opt the student out of participating in
 1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

2. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in paragraph 1.b., above.
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

ci. This notice does not preempt an applicable state law that may require notification to a parent/guardian.

cii. The school district has developed and adopted a policy, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

ciii. The school district will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

civ. The school district will directly notify parents/guardians and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in

1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
2. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
3. Any nonemergency, invasive physical examination or screening as described above.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920
1-800-872-5327

COVID-19 precautionary measures

Northeast Metro 916 is committed to a safe and healthy environment for every staff member, student, and visitor to our buildings. As COVID-19 continues to change, our plans will be updated to reflect any shift in guidance and/or requirements. Our primary focus continues to be the education of our students while integrating health and safety responses, and public health support.

Along with the CDC, and the Minnesota Department of Health, we strongly recommend people get vaccinated, when eligible. For more information about vaccinations, and to schedule an appointment, visit the MDH website. As we are updated by the Minnesota Department of Health, we will provide additional information on further COVID-19 mitigation strategies when it is necessary.

PPRA notice and consent/opt-out for specific activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232H, requires Northeast Metro 916 to notify you and obtain consent or allow you to opt your student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent/ guardian;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the Office of the Superintendent at 2540 County Road F East, White Bear Lake, MN 55110.

A school official will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I _____ give my consent for _____
[parent/guardian's name] [student's name]

to take _____ on _____
[survey] [date]

Parent's signature _____