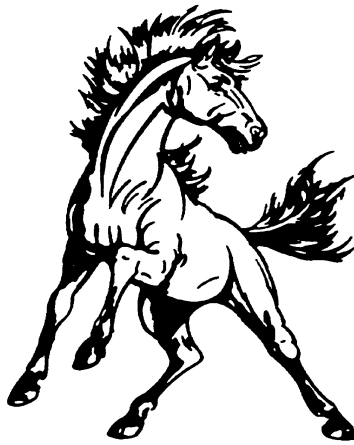


**STUDENT HANDBOOK
WARREN/ALVARADO/OSLO
ELEMENTARY SCHOOL
2023-2024**



224 East Bridge Avenue
Warren, MN 56762
www.wao.k12.mn.us

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WARREN/ALVARADO/OSLO ELEMENTARY STUDENT HANDBOOK

The Warren/Alvarado/Oslo Elementary Handbook provides information, which all students and parents need to know as it concerns the elementary school specifically.

It is our sincere desire that the education and experiences you receive at Warren/Alvarado/Oslo Elementary School will provide a means for the fullest development of the individual and that the time and effort expended here will help to prepare students for future educational and life experiences.

The Warren/Alvarado/Oslo School District is dedicated to providing quality educational programming, a supportive and safe learning environment, and varied opportunities to allow each student to learn and grow to their fullest potential. This handbook serves as a communication tool that encompasses many of the procedures, policies, requirements, and programming that Warren/Alvarado/Oslo Elementary School uses and follows to ensure continual success within the district and for each student we serve.

MISSION STATEMENT

Creating a foundation for success by cultivating a passion for learning

VISION STATEMENT

A premiere district supported by invested communities committed to preparing all learners for the future

BELIEF STATEMENTS

We believe in:

- Hard Work-Pride in your work impacts the outcome
- Positive Relationships-Connections built on mutual respect is the foundation of all learning
- Participation-Providing opportunities promotes involvement
- Teamwork-A collaboration of staff, student body, and community help to create the best learning environment for all

SCHOOL CALENDAR

Click on this link ([23/24 School Calendar](#)) to see the 23/24 school calendar. The calendar is subject to change with School Board approval.

DISTRICT AND ELEMENTARY CONTACT INFORMATION

WARREN/ALVARADO/OSLO DISTRICT NUMBERS

Superintendent Office	218-745-5393 888-566-5393 218-745-5886 (fax)
Elementary School Office	218-745-4441 218-745-7659 (fax)
Middle/High School Office	218-745-4646 218-745-7658 (fax)
Bus Garage	218-745-4451 888-458-4451

WARREN/ALVARADO/OSLO DISTRICT PERSONNEL

BOARD OF EDUCATION

Nikki Peterson, Chairman
Mark Jones, Clerk
Ashley Reinier, Director
Marshall Westberg, Director
Jordan Johnson, Director
Darby Boe, Secretary/Treasurer
Sally Roller, Director

DISTRICT ADMINISTRATION

Kirk Thorstenson, Superintendent
Natasha Kotowicz, Business Manager
Allie Carl, Human Resources

BUILDING PRINCIPALS

Ben Miska, High School Principal
Kelsey Johnson, Elementary Principal

PROGRAM DIRECTORS

Jason Morken, Facilities/Transportation
Missy Jones, Food Service
Heidi Thorstenson, Technology
Kelsey Deschene, Community Education
Tony Gullikson, Activities & Athletics

REQUIREMENTS FOR ADMISSION & ENROLLMENT

A child must be five years of age on or before September 1 of the current school year to enter kindergarten

CHECKLIST FOR ENROLLING A NEW STUDENT

- Birth Certificate
- Certification of Immunizations
- Parent/Guardian Photo Identification (address must match the address on a primary proof of residence)
- Custody Papers, if applicable (court order of custody of stamped petition is acceptable).
Registration into Warren/Alvarado/Oslo Schools can be done at the Elementary or High School Offices.

OPEN ENROLLMENT(509)

Students not residing in the Warren/Alvarado/Oslo School District, who wish to attend one of our schools, must fill out an Application for Open Enrollment form available in the elementary office, high school, district office, and also on the MDE website. See Enrollment of WAO Nonresident Students Policy 509 for more information

ATTENDANCE (SB 503)

PURPOSE

The Warren/Alvarado/Oslo School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by students, parents, guardians, teachers, and administrators. This policy will assist students in attending class.

State law requires that all children between the ages of 7 and 16, mentally and physically fit, must attend school every day school is in session. The law must and will be strictly enforced. Class attendance is also compulsory.

EXCUSED ABSENCES

Absences for which students may do makeup work, are given for the following and may include:

- illness
- sickness, death, or emergency in the family
- emergency (i.e. fire, flood, storm, etc.)
- prearranged family trips of short duration
- prearranged, pre-approved seasonal work or training
- prearranged, medical, dental, orthodontic or counseling appointments
- court appearances
- Religious instruction not to exceed 3 hours in any week

- Official school trip or other school-sponsored outings
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work
- Active duty in any military branch of the United States
- A student's condition that requires ongoing treatment for a mental health diagnosis

Communication of an absence may be in the form of a parent/guardian signed written note, email, or a phone call to the elementary office directly. Classroom teachers are not able to approve absences. Failure to contact the office within three days of the absence will result in an unexcused absence.

UNEXCUSED ABSENCES

Unexcused absences may include but are not limited to:

- Truancy, absence by a student which was not approved by the parent or school district
- Any absences in which the student failed to comply with any reporting requirements of the school district's attendance procedures
- 7 unexcused tardies in 1 quarter will result in 1 unexcused absence
- Any other absences not included in the attendance procedures set out in this policy

MAKE-UP WORK

1. Students are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Work missed because of an excused absence must be made up within the amount of days absent plus one day (Ex.-2 days absent, 3 days to make up work). Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for the completion of make-up work in the case of an extended illness or other extenuating circumstances.
3. Communication a week in advance is necessary if a planned absence for more than two days occurs. The classroom teacher is only responsible for gathering materials for students if they have been communicated with in a timely manner. Those items missed would have to be made up upon the student's return.
4. Many of the curriculums that we use at WAO Elementary are hands-on and require the student to be present to complete them. Because of this students may not be able to bring with them or complete specific items until they return to the classroom.

TARDIES

Tardiness is an extremely negative habit because it is harmful to the teaching-learning process. Tardiness interrupts the progress of the entire class each time it occurs and results in a loss of instructional time. Students are considered tardy if they arrive to class after the final morning school bell has rung.

EXCUSED TARDIES

Valid excuses for tardies are:

- Illness
- Serious illness in the student's immediate family.
- A death or funeral in the student's immediate family or of a close friend or relative.

- Medical, dental, orthodontic, or mental health treatment.
- Court appearances occasioned by family or personal action.
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by building administration

UNEXCUSED TARDIES

Unexcused tardies may include, but is not limited to, oversleeping, missing the school bus, and socializing. Arriving to class after the second bell, students will be marked tardy unexcused, resulting in accumulation toward detention and unexcused absences.

1-3 unexcused tardies = Warnings/Parent conference

7 unexcused tardies = 1 Unexcused Absence (all students) + 1 half-hour detention (4th-5th Grade only) as deemed appropriate by building administration.

Each additional tardy after the 7th - 1 half-hour detention (4th-5th Grade only) as deemed appropriate by the building administration.

LEAVING DURING SCHOOL HOURS

When leaving the building, parents/guardians/students must notify the school before the student is to leave the building. If returning on the same school day, parents/guardians/students must notify the office of the anticipated time of return. Students leaving or returning to school during the school day should use the east entry doors and check in and out of the office when coming and going from the building.

****Failure to follow these procedures or leaving the building without administrative approval may result in disciplinary action**

TRUANCY

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for: 1. Three days if the child is in elementary school; or 2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school. 2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

ADMINISTRATIVE ATTENDANCE REVIEW

The 10 absence limit per quarter will include all reasons for absence-excused or unexcused (illness, prearranged work, family vacation, college visits, etc.). If a student

has missed 10 days in a quarter, excused or unexcused, students and parents/guardians will be contacted by letter to discuss:

- effects
- how to remedy
- next steps if absences continue

If a student misses more than 10 days, excused or unexcused, students and parents may meet with the Principal, Counselor, and/or teacher to discuss.

- effects
- how to remedy
- Next steps if absences continue

Students who have 3 unexcused absences will be considered “Continuing Truant”. Parents will receive a letter from the school in regard to attendance and procedures that will be followed by the Warren/Alvarado/Oslo School District if unexcused absences continue. Students who have 7 or more unexcused absences will be considered “Habitual Truant” and will be referred to Marshall County Attorney for Truancy. Parents and the student will receive a letter from the school in regards to Truancy.

ACCIDENTS & INJURIES

All accidents and injuries, no matter how minor, must be reported to Health Services or to the Main Office. If an injury is determined to be significant an incident report will be created by the school nurse or administrative support staff.

INSURANCE

The school district does not carry any type of health or accident insurance for injuries incurred by your child at school. You may purchase a Student Accident Insurance plan that would be a supplement to your existing insurance, or in the event you have no insurance, this plan will provide benefits for medical expenses incurred because of a student accident at school. For more information please contact this district office.

HEAD LICE

Upon referral, the school nurse will examine the head of a student for the presence of lice or eggs. If any live lice or any nits (eggs) are found, the nurse will immediately notify the parent/guardian of the need for the student to leave the school and be treated that day. Upon the finding of lice or nits on a student, the entire grade level of students may be examined by the school nurse. Letters will be sent home to the parents that ask them to examine their child at home also. Upon return to school, and prior to entering the classroom, the student must report to the office for the school nurse to recheck the head again for the presence of either the lice or nits to ensure the effectiveness of the treatment. If either lice or nits are found, the parent must take the student home and retreat/re-comb until the head is clear. Once the student is cleared by the school nurse, a repeat check will be done within 5-7 days by the nurse to assure that the head is still

clear. Confidentiality is followed and no person is informed of the presence of lice on a student except only on a need-to-know basis.

IMMUNIZATIONS (530)

Students who are not properly immunized will not be allowed to attend school as per Minn. 121A.15.

MEDICATION (516)

Under no circumstances may school personnel provide medication to students without the parent's written permission. Parents who request to have medication given in the school should notify the school and bring the medication in a properly labeled bottle. Prescription drugs must be in the prescription bottle. Medication will be kept in a locked area in the office. Designated staff have been trained to give medication to students. The following are principles for administering medications in school:

1. The administration of medication to pupils shall be done only in situations where the scheduled time for administration must be done during school.
2. Students bringing medications to school shall be identified early by parents to the teacher, and the teacher shall inform the school nurse who will inform the necessary staff.
3. Written statements shall be required of the parents, who shall request and authorize the designated school personnel to give the said medication in the dosage so prescribed by the physician and thereby releasing school personnel from liability should reactions result from the medication.

Prescription medications can be dispensed by school personnel if parents will fill out the proper forms and provide the medication with prescription and side effects. This form is also available from the clinic. The office will stock Tylenol. It will be dispensed only with parental consent.

ILLNESS

If an illness of some sort makes it necessary for a student to leave after school has begun, the student must sign out and have permission from the school office before leaving the school grounds. If your child becomes ill at school, or for some reason needs medical attention, the school will make every effort to contact the home, or if necessary, the parent's place of employment. Parents will always be contacted by the school before a child is sent home.

FOOD/SNACKS

Faculty, staff, and administration may confiscate any outside food, snacks, or gum in the building without returning them and for any reason they judge as just cause. Many classrooms hold a "snack time" during the day. Classroom teachers will communicate their classroom preferences at the beginning of the school year. Absolutely no beverages besides water are allowed to be consumed within the classrooms by students unless

authorized by the classroom teacher and only in the instance of a special event.

DISTRICT FOOD SERVICE/BREAKFAST/LUNCH

Students receive one free breakfast and lunch each day they attend school. Students must take three of the 5 items offered, and one must be a half cup of fruit and/or vegetable.

Students are welcome to bring a home breakfast/lunch with them to school if they would like. We encourage healthy well-rounded meals if they are brought from home. No pop or caffeinated beverages will be allowed during mealtimes unless authorized by the building administration. Students who bring home lunch are able to purchase milk for \$0.60.

Parents/families may utilize JMC to access student lunch accounts and use credit to place money on student accounts. Cash, credit, and check are accepted if payment is made in the Elementary Office.

WAO Elementary runs a closed campus during both breakfast and lunch. Students will not be allowed to leave the building during mealtime unless signed out by a guardian, at which point attendance procedures will be followed.

**See the visitors/volunteers section for information regarding visitors attending mealtimes with students.

DISTRICT TRANSPORTATION

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 events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the building principal. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. The bus safety rules are posted on every bus. These rules must be followed at all times. A no-tolerance Racial, Religious, and Sexual Harassment Policy will be in force.

RULES AT THE BUS STOP

1. Be at your bus stop 5 minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. Move away from the bus after unloading.
8. If you must cross the street to enter the bus, always cross in front of the bus. Wait for the driver to signal to you before crossing the street.

9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.

RULES ON THE BUS

1. Immediately follow the directions of the driver
2. Sit in your seat facing forward
3. Talk quietly and use appropriate language
4. Keep all parts of your body inside the bus and to yourself
5. Keep your arms, legs, and belongings to yourself
6. No profanity or insults directed at the driver
7. No fighting, harassment, intimidation, or horseplay
8. Do not throw any objects
9. No eating, drinking, or use of tobacco or drugs
10. Weapons or dangerous objects are not allowed
11. Do not damage the school bus

****Behaviors 6-11 can result in immediate suspension from the bus****

CONSEQUENCES: Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student’s ability to ride the bus in connection with events (for example, field trips or competitions) will be determined at the sole discretion of the WAO School District. Parents/Guardians will be notified of any suspension of bus privileges. * A complete Student Transportation Safety Policy Guide is available in the office.

	<u>Elementary (Pre-K-5)</u>
1st Offense	Warning
2nd Offense	3-day suspension from riding the bus
3rd Offense	5-day suspension from riding the bus
4th Offense	10-day suspension & meeting w/ parent
5th Offense	Suspension from riding the bus for the remainder of the school year

All bus disciplinary issues are subject to the principal’s discretion.

Habitual/Severe Abuse: Repeated and/or severe offenses will result in additional action and may include suspension and/or expulsion from school. In the event of suspension and/or expulsion from school, the Student Fair Dismissal procedures will be observed.

Video Taping: To ensure the safety of all passengers, you may be videotaped while on the bus. This video may be used when in conference with the student and parent and to determine proper disciplinary action when an infraction of the rules has occurred.

Vandalism/Bus Damage: Students damaging school buses will be responsible for restitution of any damages they have caused. Parents are liable for damage done by their children. Failure to pay, or make arrangements to pay for such damages within two weeks may result in the loss of

bus privileges until damages are paid.

Criminal Conduct: In cases involving criminal conduct, the Superintendent, local law enforcement officials, and the Department of Public Safety will be informed.

** RATIONALE: The purpose of these consequences is not to be a punishment, but to change the student's behavior in order for all students to be successful in learning.*

** All new or returning students and their parents must be in-serviced on the behavior plan before being admitted into classes.*

** Days in which school is closed due to emergency situations, natural-disaster, or inclement weather...will not be counted as "school days" for students serving ISS or OSS.*

** Any student suspended for more than one day, excluded, or expelled from school, must have a student/parental meeting with the principal before the student will be readmitted to classes.*

STUDENT PICK-UP & DROP-OFF

Pick-up and drop-off will be on the north side of the school only. We ask that parents that plan on transporting their children to and/or from school drive into the loop at its west entrance and pull up as far as they possibly can. This will allow us to get as many vehicles through the loop as possible in a timely manner. We are also asking that adults stay in their vehicles at all times during pick-up and drop-off. There will be staff available to assist children to get to their vehicle if necessary, as well as help them to safely go to and from the school building. No adults will be allowed to enter the building during drop-off and pick-up times without an appointment.

We encourage preschool students to use the loop entry as well. Preschool students will go directly into their classroom after being dropped off. Door #7 is also designated as an entry point specifically for preschool students. This allows our preschool students to go directly in and out of the classroom during arrival and dismissal.

Students that are being picked up and dropped off during the school day should use the East entrance at Door #1. All students should check in and out of the office upon arrival and before leaving the building. See the attendance section for further information.

Students must be picked up by a parent or guardian unless permission is given by the student's parent or guardian for another individual to pick up the student. Students are allowed to walk home after school with the permission of the parent or guardian and administration. Administrative consent must be given to allow students to walk home and will be dependent on, but not limited to the following: the student's age, location of residence, and weather conditions. All parent/guardian permission for changes to pick-up must be given either verbally to the elementary office, by note, or by email.

STORM HOME

Rural students must have an identified place in town that they can be delivered to in the

event that weather makes it impossible to operate school transportation. Please keep this location up to date and keep the office informed.

Please tune in to local news broadcasting and be attentive to our JMC Alert system during inclement weather to be well-informed of district plans.

FLEXIBLE LEARNING DAYS

WAO Public Schools has opted to participate in Flexible Learning Days in the event of inclement weather. Your student will receive a "Pony Pick" card from their classroom teacher.

Each subject area will have three subject matter assignments, tasks, or projects. The students are to pick one thing from each subject area, complete those activities, and with the support of a parent/guardian, report that learning experience back to their classroom teacher.

On a flexible learning day, WAO Elementary will send out a JMC announcement with a link to all grade-level choice boards. Your child's classroom teacher will also send it out through their primary communication tool (class dojo, remind, etc.). Once your child has completed their tasks for the day the parent/guardian simply needs to communicate back to the classroom teacher that the activities have been completed. This communication will also be a representation of their attendance for the day. Students who were not able to complete the work on a flexible learning day will be provided two days to complete alternative work to meet the requirements.

Teachers will be available electronically or by phone from 10:00 AM-3:00 PM on Flexible Learning days. Please contact the school office at 218-745-4441 with any questions. To view the full Flexible Learning Plan, visit the district website.

KIDS SPOT

Kids Spot is a partnership between WAO students, parents, and staff. Our highest priority is working together to meet the many needs of each child. Kids Spot is a service that provides attractive, high quality, safe, after-school care for our students Pre-K thru 5th grade. This includes additional opportunities for education, recreation and social enrichment. Kids Spot hours of operation are from 3 PM-6 PM (M-F) when school is in session. Registered students will be provided with after-school care by adults and HS Helpers. Students will be given an after-school snack and engaged in free play, games, outside time, gym time, and various art as time allows. All students must pre-register and prepayment is required. For more information contact Michelle Boroski @ 218-789-1850.

EXTRACURRICULARS & ACTIVITIES

COMMUNITY EDUCATION

The community education staff provides several programs to all of the elementary students. Information about each of these programs is distributed to the students several weeks before the program begins. All questions and/or concerns related to community education should be directed to Community Ed. Director - Kelsey Deschene - kdeschene@wao.k12.mn.us | 218-745-4646

SPORTS BOOSTER - ELEMENTARY PROGRAMS

The Sports Boosters provide funding for several sports programs at the elementary level. Information about each of these programs as well as permission slips are distributed to the students weeks before the program begins. These activities include volleyball (girls in grades 3-5), football (boys/girls in grades 3-5), and basketball (boys/girls in grades K-5). Head coaches of each sport are responsible for overseeing the program and delegating coaches at each age level.

- All chosen coaches should pass a background check prior to coaching elementary students.
- All Coaches are responsible for scheduling practices throughout their season. To schedule practice, times contact the activities secretary. 218-745-4646
- Coaches are responsible and will be the direct contacts for all communication related to their activity.
- A coach must stay until all players have been picked up or returned back to Kids Spot.

The Pony Booster program promotes skill-building and playing time for all. Elementary programs are not affiliated with parent-organized travel teams. Questions related to those programs should be communicated with the coordinators of those programs.

PONY CRUSH CLUB

WAO school encourages all students to participate and be active in all events in a respectful and responsible manner. The Pony Crush Club is organized in the High School gym to give students a location to sit and watch activities. As students enter the gym they are able to register for a drawing for a prize which will be drawn at half-time. Students who are showing respect and responsibility throughout the game will be eligible for the prizes.

SCHOOL PATROL

School Patrol is offered to all 4th and 5th-grade students who are wanting to volunteer their time in the morning and after school to help students cross the highway as they walk or bike to school. These students are trained yearly by the School Patrol Coordinator and Elementary Principal. Schedules are given out monthly. Any questions about School Patrol should be directed to the Elementary Office at 218-745-4441.

HOMEROOM PLACEMENT

The Warren/ Alvarado/Oslo School District uses a data-driven decision-making model. Our staff study a variety of data in order to ensure your child's academic success each

year. Students are placed into balanced classrooms based on academic, behavioral, and social/emotional needs. Parent requests are not taken by the Elementary Office. If you wish to discuss your child's placement, please set up an appointment with the elementary principal. You will receive notice of your child's homeroom teacher in a mailing to be sent out before the beginning of the school year.

WAO PRESCHOOL

WAO Elementary provides a free, full-day preschool program 2-3 days a week, depending on the class the child is placed in based on their age. Our preschool program is led by two licensed teachers, along with support staff. A child who is 4 years old by August 31 in the calendar year in which the school year begins is eligible to participate in our Voluntary PreK program. Children attending the program must be fully potty trained unless otherwise noted by an Individual Education Plan. Each eligible child must complete a health and developmental screening prior to attending the program. This is a publicly funded prekindergarten program that prepares children for success as they enter kindergarten the following year.

Instruction is provided through play-based learning to foster children's social and emotional development, cognitive development, physical and motor development, and language and literacy skills.

Each child's cognitive and social skills will be measured using Gold Teaching Strategies, which is aligned to the state's early learning standards when the child enters and again before the child leaves the program, screening, and progress monitoring measures.

EARLY CHILDHOOD SPECIAL EDUCATION SERVICES

Students who meet eligibility criteria for early childhood special education services starting at age 3, can receive these services within the WAO Preschool programming. If the student is eligible, transportation to and from school to receive these services will be provided by the school district.

EARLY CHILDHOOD FAMILY EDUCATION (ECFE)

Early Childhood Family Education (ECFE) is a chance for children ages birth-3 and their parent/guardian to play, learn, discover, and enjoy each other. It is also a chance for parents to make connections with other parents and children to interact with their peers. ECFE offers sessions for parents and their children grouped around the age of the child in the fall and spring. Most classes meet once a week for one hour in the fall and spring sessions. In addition to weekly classes, ECFE offers newsletters, family activities, special events, pop-in and play. For ECFE information, please contact Laura Efta - lefta@wao.k12.mn.us - 218-745-4441

LIBRARY

The elementary library is open daily. Each class is scheduled throughout the week for book check-out and return as well as media/library classes. Students are expected to

bring back any checked-out materials in a timely manner. Communications will be sent home for any missing items.

RECESS

All students go outside for recess daily unless the temperature is below zero or the wind chill is colder than -10 degrees. EXCEPTIONS would include either a doctor's note or the school nurse's/building principal's determination.

FIELD TRIPS

On occasion, classrooms may take educational field trips off campus. Field trips offer the opportunity to bring real-world learning experiences to our students and to enhance the curriculum. Our teachers will always follow all of our safety protocols when taking students off campus. Students are expected to follow our school rules and expectations when on a field trip. In the event a student has a major behavior violation (fighting, running/hiding from the class, leaving the designated area, etc.) parents will be called and expected to make arrangements to pick their student up. Parents are required to sign the school field trip permission form that is sent home with their student.

VISITORS

For the safety of our students and staff, all doors will be locked. All visitors must enter the building using the intercom system at East Door #1 to contact the office. If you would like to have lunch or breakfast with your student, this needs to be preapproved by the office. All visitors are to report directly to the office to obtain a visitor's badge before entering the rest of the school. All visitors are required to sign in upon entering and sign out before leaving the building.

VOLUNTEERS

We encourage parents/guardians and other community members to be involved in our educational programs if and when appropriate. If you are interested in volunteering please contact your child's classroom teacher. All consistent volunteers will need to pass a background check prior to volunteering. All volunteers must enter the building using the intercom system at East Door #1 to contact the office. All volunteers are to report directly to the office to obtain a volunteer's badge before entering the rest of the school.

DRESS CODE (504)

Good dress and grooming is a positive factor, creating an atmosphere conducive to achieving educational goals and community standards. The matter of student dress and appearance is primarily the responsibility of students and their parents.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather
- Clothing that does not create health or safety hazards
- Clothing appropriate for the activity (i.e., physical education or the classroom)

- Backpacks, excluding oversized bags, sports bags are allowed in the building and classroom throughout the day. Backpacks should be with the student or in their locker and not left in the halls. Backpacks can be confiscated and looked through if administration has a reasonable suspicion that items could be a risk to health and safety
- Head apparel
 - With the approval of the building principal, certain situations will be allowed (e.g., a student undergoing chemotherapy, medical situations, student religious practice or belief)
 - Hats can be worn on special dress-up days as long as it fits the description of the day
 - Hats can be worn on Fridays if a student donates \$0.50 to Student Council
 - Wearing hats is a privilege. Students who choose to wear hats should wear them in such a fashion that their face is easily visible. Hats should not cover a student's eyes or ears. Hats are subject to the same guidelines as all other clothing. If a staff member requests the removal of a hat, students must comply. Staff members may restrict the wearing of hats in their courses or classrooms. A hat may also be confiscated if it is a distraction to the class or school environment. It is customary and respectful to remove all hats during the Pledge of Allegiance and the National Anthem.

The dress code disallows clothing including but not limited to:

- Clothing or accessories must not display racial or ethnic slurs/symbols, gang affiliations, vulgar, obscene, distasteful, subversive, or sexually suggestive language or images, nor should they promote products such as alcohol, tobacco, and legal or illegal drugs
- Heavy, outdoor jackets and/or coats or other distracting apparel
- Clothing that has been designed, torn, ripped, or cut in any way that bares the anatomy or undergarments or makes the clothing overly suggestive or revealing. This includes too short skirts, shorts, rompers, dresses, muscle shirts, etc.
- Shirts, blouses, and dresses must completely cover the abdomen, back, and midriff area. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. No see-through clothing, no spaghetti straps.
- Large, long, and/or heavy chains, studded or chained accessories
- Sunglasses
- Pants must be worn at the waist and fastened so they'll remain in that position. (No sagging allowed.)
- No head apparel beyond what is allowed above (hats, caps, bandanas, skullcaps, etc.) (enforced 8:25 a.m.-3:10 p.m.)
- Footwear is required and must be safe for indoor/outdoor activity

Procedures:

Faculty, staff, and/or administration will discern and correct any condition felt to be detrimental to the welfare of the student or of the student body. The student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified. The administration, staff or student group may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

CELL PHONES

Students are encouraged to leave all personal electronic devices at home, however, if a device is brought to school it must be completely turned off and stored in the student's backpack. Use of the devices at any point in the school day is not permitted.

Students using phones or electronic devices without authorization for the first time will be asked to surrender the device to the teacher and can pick up the phone at the end of the day. The second time the device will need to be picked up by a parent/guardian in the main office. The third time there will be a meeting with the administration to create a personal electronics plan/contract.

Personally owned devices are brought to school and used by students at their own risk; the District accepts no responsibility for loss or damage to personally owned devices brought to school by students.

Parents and students should NOT call or text each other on their cell phones during the school day. If parents need to get a hold of their student, they should call the elementary office at 218-745-4441

CARE OF MATERIALS/TECHNOLOGY

When books/technology hardware & accessories are furnished to pupils for their use, students hold responsibility for them. If books/technology hardware & accessories are abused, the pupil to whom the book/technology hardware & accessories was issued is responsible. Books/technology hardware & accessories lost, damaged, or destroyed must be paid for by the student to whom the book/technology hardware & accessories was issued.

FUND-RAISERS

It is required that all fundraisers have the sanction of the Board of Education or administration.

PARTY INVITATIONS AND TREATS

Any invitations for parties, sleepovers, or any other activity that does not include the entire class, must be sent through the mail and not handed out at school. Students are welcome to hand out birthday/party invitations at school if **every student** in the class receives an invitation. If every student in the class is not invited the invitations will be sent back home and parents/guardians will be responsible for distributing them.

The school district is not obligated to provide any personal student information including parent/guardian addresses or phone numbers. Transportation for these parties/activities is the responsibility of the parent and not the school district.

A regulation issued by our State Health Department stipulates that food prepared in the homes cannot be served in the school to other children. Students may bring store-bought birthday treats with prior approval from their classroom teacher. There must be enough treats for every student in the classroom and must follow any allergy restrictions for students in that class.

VALUABLES & ITEMS FROM HOME

Students are provided with the necessary materials and items they need to be successful in the classroom. No toys, trading cards, or other items from home such as these are allowed at school. We understand that sometimes students will have money with them for after-school purposes or may have a cell phone, however, the school district will not be responsible for any lost or stolen valuables or personal property. We will support students in locating any lost items that are used for school purposes.

Check in the office to find the location of the lost and found area. Items not collected by the owner are cleared quarterly and donated to the Pine River-Backus Family Center.

Please label all clothing with your child's name.

PETS/ANIMALS

Pets used in the classroom to enhance the learning atmosphere are allowed at the discretion of the principal and classroom teacher(s). Pets from home are not allowed except with the permission of the classroom teacher and prior approval from the building principal. If any child in the classroom has an allergy to the pet, the pet will not be allowed to visit the classroom. Any pet approved to be brought from home to the school must be free of disease, current on all required vaccinations, and leashed or able to be carried. The parent(s)/guardian(s) of the student bringing a pet from home are responsible for the actions and behaviors of the animal, including any damages or injury caused by the pet while on school property.

BLACKOUT NIGHT

In cooperation with churches and other community organizations, Wednesday evening has been designated a "blackout night" at the school. **No school activity (except community education activities/events) should be scheduled or continue beyond 6 p.m.** This gives students the opportunity to participate in church activities on a weekday night without interference from the school. Exceptions beyond the control of the district will be approved by district administration.

STUDENT GRADING AND PROMOTION

Report cards will be issued quarterly in grades 4th and 5th and by semester in

Kindergarten - 3rd Grade. Extra copies can be sent to parents who wish to provide an additional address. Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

HOMEWORK

Every student will have some homework during the year. We encourage each student to spend time reading each night. The amount and type of homework varies according to grade and classroom teacher. Students are expected to return homework to school when due and completed to the best of their ability. Families can encourage good study habits and practices by providing a quiet study area and establishing a consistent time each night for homework/reading. Should a problem come up with an assignment, please contact your child's classroom teacher at school.

PARENT-TEACHER CONFERENCES & COMMUNICATION

Specific conference days have been set in the fall and mid-winter and are determined by the WAO Board of Education. Specific conference times will be sent home with your child by their classroom teachers. These times are devoted to focusing attention on your individual child. Please make every effort to attend. Should you wish for an additional conference time with school personnel, please contact the teacher to schedule an appointment.

All classroom teachers will provide their preferred communication tool prior to the school year beginning. Alternatively, you can contact any staff member within our school via email or by contacting the elementary office.

JMC - STUDENT MANAGEMENT SYSTEM

All parents/guardians are granted access to our student management system upon student enrollment. This system allows the elementary office to hold specific information including guardian contact information and student records. Families also have access to student records through this system. JMC is also our building and district communication tool. Parents will receive notification in the event of school closure, mass information pushout, and full district information.

STUDENT RETENTION

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. See WAO School District Policy 513 for more information.

SCHOOL USE OF STUDENT PHOTOGRAPHS

The school may use photographs of school events, classrooms, games, and activities from time to time. These photographs may be published internally or on school-related social media outlets (Facebook, Instagram, Twitter, etc.). Parents of currently enrolled

and newly enrolled students will be given the opportunity annually to “opt-out” of having any photographs of their student taken or posted. Opt-out forms can be found in the elementary office. A parent/guardian can also contact the classroom teacher or school directly if there is a change in their decision at any time.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Multi-Tiered System of Supports are used to identify and support struggling students. MTSS is: implementing high-quality, scientifically validated instructional practices matched to learner needs, monitoring student progress using learning rate over time and level of performance, to make important educational decisions based on the student’s response to instruction. The three components of the MTSS model are

- A measurement system that allows for frequent monitoring of progress to inform decisions at each tier of service delivery.
- Instruction that is evidence-based for both core and interventions.
- A Problem-Solving Process that relies on data to determine who needs interventions, when, how, and what interventions are to be delivered.

STUDENT MENTAL HEALTH SUPPORT SERVICES

We have school social workers on staff to support students, staff, and families. We also work in partnership with Marshall County Social Services, Marshall County Sheriff’s Department, North Valley Health Center, Minnesota State University Moorhead, and Alluma to provide a comprehensive approach to student and family needs and support.

RESPONSIVE CLASSROOM & SOCIAL EMOTIONAL LEARNING

At WAO Elementary, we use a classroom management approach called Responsive Classroom. It is an evidence-based approach to discipline that focuses on engaging academics, positive community, effective management, and developmental awareness. We strive to create safe and engaging classrooms and school communities where students develop strong social and academic skills and every student can thrive.

MORNING MEETING

Morning Meeting is an engaging way to start each day, build a strong sense of community, and set children up for success socially and academically. Each morning, students and teachers gather together in a circle for twenty to thirty minutes and interact with one another during four purposeful components: greeting, sharing, classroom activity, and morning message.

REST AND RETURN

As a Responsive Classroom school, a key component of our classroom management is the Rest and Return zone. Students are asked to go to Rest and Return when they are losing control of their actions or are not participating in a safe way. Students may also choose to go to this location when they are feeling overwhelmed or when they can tell that they need some time before they can give their best effort.

PONY PRIDE TICKETS

Pony Pride tickets are given to students by staff when they display positive behavior. The Pony Pride tickets are written to students and turned into the office. Students receive a prize and are put into the drawing for the quarterly assembly.

WALK & REFLECT SLIPS

The Walk and Reflect Slip option is a tool for staff in grades K-5 to use if consistent student behaviors arise even after reminders, explicit teaching/reteaching, and redirection. If given a Walk & Reflect Slip students will bring them to recess and give it to the paraprofessional who is responsible for supervision on the blacktop (basketball court area). A perimeter has been created and during that student's recess time, they can either walk on the perimeter or sit within that boundary. During this time they are asked to reflect on their choices and at the end of recess time they will communicate that reflection to the paraprofessional who will then sign off on the slip and return it to the classroom teacher.

Your student's classroom teacher will be responsible for communicating with you if your student receives a Walk and Reflect Slip at any time. These slips will be saved as documentation. Each incident will be tracked and a referral will be made for support/services once a child has received three or more Walk and Reflect Slips for a similar type of behavior.

SOCIAL-EMOTIONAL CURRICULUM - TILL360

At WAO Elementary we believe in the promotion of skills in the area of social-emotional learning as well as a whole-child approach to our teaching and engagement with all students. We provide explicit and researched based social-emotional lessons within the classroom daily in order to promote positive behavior, community, and ongoing learning for our students.

BEHAVIOR EXPECTATIONS AND DISCIPLINE PROCEDURES (506)

The goal of the elementary school behavioral procedure is to allow all students to learn in a safe environment that promotes respect for self and others. This procedure will improve consistency in dealing with behavioral concerns. Students are responsible for making good choices. Classroom teachers will use their positive behavior management plans to handle mild infractions that do not substantially disrupt the learning of others or create a safety issue for students. School administration will be called to intervene for major violations such as harming or injuring themselves or others, if it is a case of verbal, physical, or sexual harassment, or it is a persistent problem. Interventions and consequences will be determined based on the nature and severity of the infraction. The goal is for students to learn from the choices they make and to practice positive character traits, such as truthfulness, compassion, responsibility, forgiveness, etc.

All students shall:

- Be responsible for themselves and their belongings.
- Respect the education process through the display of appropriate language, attitude, and physical behavior.

- Be safe at all times.
- Respect and honor the rights of other students to learn in an environment free of intimidation or harassment.

Take care of yourself:

- Maintain satisfactory attendance and report to school on time.
- Comply with the dress code.
- Be on time.
- Have necessary materials.
- Be confident.
- Be truthful.
- Follow directions promptly.
- Complete assigned work on time.
- Stay on task.
- Be responsible for your own behavior.
- Listen to the adult in charge. Follow directions without complaining.
- Ask for help, when necessary.
- Keep your hands to yourself.
- Stay in the assigned area or get permission to leave.
- Leave toys and valuables at home.
- Stay within playground boundaries. Line up promptly when the whistle blows.

Take care of each other:

- Be respectful by not using put-downs, touching, pushing, etc.
- Use appropriate voices.
- Allow others to remain on task.
- Listen when someone is speaking to you. Look at them and pay attention to what is being said.
- Show kindness and consideration to everyone.
- Help others.
- Walk in an orderly manner. Speak softly in hallways so other classrooms are not disturbed.
- Include others at all times.
- Respect the opinion and points of view of others.
- Understand when mistakes are made.
- Know your own space.
- Get adult help when needed.
- Display courtesy.
- Pay attention to performances. Express appreciation by clapping. Yelling, whistling, and booing are not tolerated. Remain seated until dismissed by the teacher.

Take care of the school:

- Put paper in the recycle bins.
- Keep your work area clean.
- Pick up paper and trash even if it isn't yours.
- Keep books, bags, etc., under chairs.
- Take good care of textbooks.
- Carry physical education equipment in the hallway.
- Return outside equipment to its proper place after using it.
- Follow recess expectations and rules
- Open and close doors as quietly as possible.

- Clean up the table and dispose of uneaten food. Practice good table manners.
- Leave sand, rocks, snow, etc. on the ground.

Interventions/Consequences

- Consequences may be shared verbally, in writing, or both. The goal is for students to make natural or logical connections between their mistakes and corrective actions and to learn from the choices they have made.
- Mild behavior issues will be handled by the supervising staff by using conflict resolution, class meetings, brief discussions, or other appropriate methods for solving the problem.
- Moderate and severe behaviors will be documented on the student's discipline record. Mild behavioral issues may be recorded if these behaviors are chronic and intervention is appropriate.
- Positive, caring behaviors will be reinforced and recognized through a variety of ways, such as verbal praise, stickers, certificates and announcements, phone calls, extra free time, lunch with an adult of choice, etc.

We believe:

- Behavior can be changed, can be taught, and must be modeled.
- Behavior is non-negotiable in instances of safety and security.
- Behavior has consequences.
- Consequences should be fair and not always equal.
- Consequences teach about behavior.
- Consequences should not be punishments.

It is important that parents/guardians are aware of our discipline plan and that you support us in this endeavor to maintain a positive learning environment at Warren/Alvarado/Oslo Elementary School. Please discuss the expectations that are listed above with your child and keep them on file for future reference. It is the responsibility of all adults to help children feel safe in school and to provide an environment that will allow students to learn and teachers to teach. We are proud to be WAO, a kind and caring community!

Please refer to the Student Discipline Policy 506 for the complete policy

DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file an appeal when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

1. A parent may file for an appeal on behalf of their child, regarding any Discipline report and subsequent discipline determination by the Principal. The Principal or his/her designee will serve as the "report taker". A phone call or an email to the Principal or designee may serve as the reporting procedure.
2. In the event of an appeal, all parties will be afforded the opportunity to provide additional information related to the appeal.
3. The Principal or designee will begin to investigate an appeal within 3 days of receipt of an appeal. All records regarding the investigation will be housed in the Principal's office and will be made available to the parent upon request.
4. The Principal or designee will issue a written determination addressing each

- allegation or question with findings and conclusions regarding the appeal.
5. If the investigation finds that policies were not implemented correctly, the Principal will correct the official record of the discipline report. If needed, the Principal will provide relevant staff with appropriate training, coaching or other accountability practices to ensure future compliance with policies.
 6. WAO prohibits any reprisal or retaliation against any person who asserts, alleges or makes an appeal. In addition, WAO will use progressive discipline per policy and will apply appropriate consequences for a staff member who engages in reprisal or retaliation.
 7. If the appeal involves the Principal or the designee, a parent may make or file the appeal directly with the Superintendent.

NOTE: The School Board and Administration reserves the right to change or modify policies and procedures as needed.

SCHOOL POLICIES & PROCEDURES

(Please check the school website for updates to policies and procedures)

[Master List of School Policies](#)

[501 SCHOOL WEAPONS POLICY](#)

[502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON](#)

[503 STUDENT ATTENDANCE](#)

[504 STUDENT DRESS AND APPEARANCE](#)

[505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES](#)

[506 STUDENT DISCIPLINE](#)

[507 CORPORAL PUNISHMENT](#)

[508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS](#)

[509 OPEN ENROLLMENT FORM](#)

[509 ENROLLMENT OF NONRESIDENT STUDENTS](#)

[510 SCHOOL ACTIVITIES](#)

[511 STUDENT FUNDRAISING](#)

[512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES](#)

[513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN](#)

[514 BULLYING PROHIBITION POLICY](#)

[515 PROTECTION AND PRIVACY OF PUPIL RECORDS](#)

[516 STUDENT MEDICATION](#)

[516.5 OVERDOSE MEDICATION](#)

[517 STUDENT RECRUITING](#)
[518 DNR-DNI ORDERS](#)
[519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES](#)
[520 STUDENT SURVEYS](#)
[521 STUDENT DISABILITY NONDISCRIMINATION](#)
[522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS](#)
[523 POLICIES INCORPORATED BY REFERENCE](#)
[524 INTERNET ACCEPTABLE USE AND SAFETY POLICY](#)
[525 VIOLENCE PREVENTION \[APPLICABLE TO STUDENTS AND STAFF](#)
[526 HAZING PROHIBITION](#)
[527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES](#)
[528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION](#)
[529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS](#)
[529 FORM](#)
[530 IMMUNIZATION REQUIREMENTS - 530 FORM](#)
[531 THE PLEDGE OF ALLEGIANCE](#)
[532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS](#)
[533 WELLNESS](#)
[534 SCHOOL MEALS POLICY](#)
[535 SERVICE ANIMALS IN SCHOOLS](#)

PROCEDURE FOR DEALING WITH STUDENTS UNDER THE INFLUENCE

Upon referral to the administration for suspected alcohol/drug use during the school day, on school property, and/or during school activities the administration will interview the student and:

1. Make a preliminary decision based on sensory observation.
2. Attempts to contact parents will be made if guilt is suspected.
3. Student will be given the opportunity to dispute the findings by a non-evasive search(es) (i.e. breathalyzer). Failure to do this will mean that the administrator's judgment from the sensory search will stand.
4. Students will be referred to the Marshall County Sheriff's Department for criminal charges at the discretion of the administrator.
5. If there is a determination of guilt, the student will be sent home with the parent(s)/guardian(s). If unable to contact parents, the student will be remanded to the Sheriff's Office until a parent can pick the student up.

Consequences for violations of the school policy will be handled as outlined in the handbook. Penalties for extracurricular activities will be determined according to the Minnesota State High School League rules, and will be in addition to the prescribed school penalties. Actions taken by the Marshall County Sheriff's Department will be determined solely by that office.

PARENTS RIGHT TO KNOW ACT

(M.S. 123B.575, Subdivision 1-14)

Notice Concerning Use of Pest Control Materials:

Warren/Alvarado/Oslo Public Schools utilizes a licensed, professional pest control service:

Guardian Pest Control, Inc.

701 East Fourth Street

Duluth, MN 55805

218-772-4616 Fax 218-722-2286

The program consists of:

1. inspection and monitoring to determine whether pests are present, and whether 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;
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease:

Therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the 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 copy in the superintendent's office.

A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Data Management/Data Privacy Information

The Board of Education of Warren/Alvarado/Oslo Public Schools has adopted the Data Management Policy governing public use of school records. Copies of the policy are available for parent and eligible student review in the offices of the high school principal and the superintendent of schools.

Personally Identifiable Data is data which the schools may disclose without the consent of parents. Directory Information includes data which may be disclosed after public notice is given and no objections are received. Private Records and Confidential Records are the other two types of records, and these have strict regulations regarding their accessibility and disclosure.

In accordance with the policy and pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, the Warren/Alvarado/Oslo School Board proposes to designate the following personally identifiable information contained in a student's education record as "directory

information", which may be disclosed without prior written consent:

1. The student's name
2. The name(s) of the student's parent(s)
3. The student's address
4. The sex of the student
5. The student's grade level completed
6. The student's extracurricular participation
7. The student's achievement of awards and honors
8. The student's height and weight if a member of an athletic team

A parent or guardian or an eligible student (student who is 18 years of age or older or a student attending a post-secondary school) who objects to the designation of any or all of the above information as directory information must notify the high school administrator or superintendent of schools in writing by September 30.

DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS

A. The District #2176 will 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 unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. May be used only for the purpose of providing information to students about military service, state and federal veteran's education benefits, and other career and educational opportunities provided by the military; and
2. Cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers. To refuse the release of the above information to military recruiting officers, a parent or eligible student must notify the responsible authority, the building principal, in writing, by September 30 each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;
6. Specific category/categories of information which are not to be released