

## **Annual District Notifications Master Document**

*Minnesota Statute requires that we provide annual notification to district residents and students regarding the following topics. If you have any questions regarding these topics, please contact the identified personnel or the district office at (507)789-7001.*

### **AHERA Annual Asbestos Notification**

September, 2018

During the past school year and continuing into the 2018-2019 school year, the following asbestos management plan activities have been or are currently being completed. These activities are pursuant to the Environmental Protection Agency 40 CFR Part 763- "Asbestos Containing Materials in Schools; Final Rule and Notice."

- (2) Semi-Annual Periodic Surveillance Inspections
- Notification of Asbestos Locations for Short-Term Workers (Electricians, Plumbers, etc.)
- Training of District Personnel

Kenyon-Wanamingo Public Schools has contracted through the Southeast Service Cooperative with the Institute for Environmental Assessment to provide environmental consulting services.

The complete updated Asbestos Management Plan for Kenyon-Wanamingo Public Schools can be found in the Buildings & Grounds Office or in the administrative office at each of the school facilities. The Management Plan can be viewed, without cost or restriction, during normal working hours. Copies can be obtained for a fee of \$.10 per page.

Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to Paul Clauson, Buildings, Grounds and Technology Coordinator, at 507-789-6186 or Thad Dahling, Institute for Environmental Assessment at 507-281-6680.

### **Kenyon-Wanamingo Public Schools Pesticide Notice**

All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9).

In order to provide the required information, schools must maintain a list of parents/guardians and school employees who request notification. Schools must also provide information about individual pesticide applications upon request, including the name of the pesticide product, and the time and location of the planned application. An estimated schedule of pesticide applications is available for review or copying at the Buildings & Grounds Office.

Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests which have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to

materials within the school building or the or to the school building itself, or to control pests or weeds that are seen as a nuisance.

The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Also their playful behavior may expose them to more pesticide residue.

To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label.

To be notified about pesticide applications, please contact Paul Clauson, Buildings, Grounds and Technology Coordinator at 507-789-6186. Any other questions you have regarding the District's pest management practices may also be directed to Paul Clauson.

### **Indoor Air Quality**

Kenyon-Wanamingo Public Schools has an indoor air quality management plan. The management plan outlines specific policies and procedures that will be used in district to address indoor air quality issues. Several staff members were involved in the development of the district indoor air quality management plan. The district health and safety committee reviews the plan annually.

If you have any questions concerning indoor air quality, or would like to use the EPA tools for Schools checklists, please contact the district indoor air quality coordinator Paul Clauson at (507)789-6186.

### **Notice to Home School Parents**

Minnesota Statutes 120A.22-120A.26 and 121A.15 require the person in charge of providing instruction to a child to submit the Minnesota Compulsory Instruction Report to the superintendent of school district in which the student resides. The report is available from the Minnesota Department of Education or the district office. A helpful presentation on Statewide Enrollment Options as well as all necessary forms are available on the district website <http://www.kw.k12.mn.us/publicnotices>

The Compulsory Attendance Report is due to the district office by October 1<sup>st</sup> of each year. Students between the ages of seven and sixteen must be reported in attendance at a school or they are subject to Minnesota truancy laws. Home schooled students that are not reported by October 1<sup>st</sup> or not eligible to receive state funds.

## **Notice to Non-Custodial Parents/Guardians**

Non-custodial parents should contact the school district in which their child is attending to update contact information. Educational records and regular communication such as report cards and conference notices can only be delivered if accurate contact information has been provided by the parent.

## **Notice of Background Checks**

The Kenyon-Wanamingo Public Schools require that applicants for school district positions who receive an offer of employment and all individuals who are offered the opportunity to lead co-curricular or extra-curricular activities in the district, regardless of whether any compensation is paid, submit to a criminal history background check. These are conducted by the Minnesota Bureau of Criminal Apprehension (BCA). The district also reserves the right to conduct additional background checks with other agencies.

## **Data Privacy Practices**

Pursuant to the requirements of state and federal law, the following constitutes the Kenyon-Wanamingo Public Schools' Annual Notification to parents and students regarding data privacy practices.

K-W Public Schools employs the following data practices:

*Privacy Rights:* Educational records that identify or could be used to identify a student other than directory information, are not released to members of the public without the written permission of the parent or guardian of the student or of a student, age 18 or older, or if the student attends a post-secondary institution.

*Directory Information:* Directory information may be released to the public without prior consent unless the parent or student, age 18 or older, has objected in writing to the release of directory information.

Directory information includes the following categories; Student's and parent's name, address and telephone number, date of birth, most recent educational agency or institution and field of study, participation in officially recognized activities and sport, weight and height of members of athletic teams, degrees, honors, and awards received, dates of attendance, grade level, enrollment status, and athletic physical examination expiration date.

Passive consent is also given to photographs, video recordings, or other visual representations for school-approved publications, yearbooks, newspapers, public presentation and web pages.

*Inspection of Records:* Parents or a student, age 18 or older, may request to inspect and review any of the student's educational records except those which are, by state and federal law, made confidential. Copies of the record may be obtained at a reasonable fee.

*Challenge of Accuracy of Records:* A parent or a student, age 18 or older who believes that specific information in the student's educational record is inaccurate, misleading, incomplete, or violates the privacy or other rights of the student may request the school district amend the record in question in accordance with district policy 515.

*Transfer of Records to Other Schools:* The school district forwards educational records of students to other schools in which a student seeks or intends to enroll upon request of that school. A parent or adult

student may request and receive a copy of the records that are transferred. The district does not routinely notify parents prior to the transfer.

*Complaints of Non-Compliance:* Parents or adult students who feel there has been a violation of the rights accorded them, may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201.

This review of the data privacy rights of students in the educational records of the Kenyon-Wanamingo Public Schools is intended only to be a summary of the provisions of the district policy and applicable state and federal law. All district policies are available for review under the District Office menu options at the School Board link. Questions about the policy should be addressed to the Office of the Superintendent.

### **Minnesota Student Survey**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Kenyon-Wanamingo Public Schools to notify you and obtain consent or allow you to opt your child 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 student’s parent; 2. Mental or psychological problems of the student or student’s family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; 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 exams and screenings. Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Kenyon-Wanamingo Public Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.

The Kenyon-Wanamingo Public Schools intend to administer the Minnesota Student Survey to students in grades 5, 8, 9, and 11 this year. The survey window will be during the second semester at a date yet to be determined. A notification letter, including the opt out process will be distributed by site principals at least two weeks prior to the survey.

### **Military Recruiters**

Federal and state laws require all school districts to provide U.S. military recruiters, upon request, with the name, address and telephone number of all 11<sup>th</sup> and 12<sup>th</sup> grade students within 60 days of the request unless the parent or a non-dependent adult student requests that the information not be provided. If you do not want a student’s directory information released to a recruiter, you must specifically deny access in writing to the building principal.

## **Special Services Programs**

Kenyon-Wanamingo Public Schools and the Goodhue County Education District provide support to students through a full range of special service programs. Students with special needs may be provided services in the regular classroom, through individualized instruction in a resource room, in special classes, in special day schools, or in residential schools, homes, or hospitals.

A team of regular and special education personnel works with parents to determine the type of education best fitted to meet the learner's individual needs. For those students who qualify, an individualized educational plan is developed cooperatively between parents and school staff.

State of Minnesota and federal funds (including PL 108-446, Individuals with Disabilities Education Improvement Act of 2004) are used to help support these special programs. Parents and community members may review applications, reports, and evaluations of district activities supported by these funds.

For general information, or if you suspect that your child (age birth through 21) may be in need of special services, contact your child's school principal or the district special education coordinator.

## **Student Accident Insurance**

The Affordable Care Act (ACA) has caused significant changes in the way that families pay for health care. With the introduction of exchanges for purchasing health insurance, many families have found that some costs to obtain care for urgent or emergency situations have considerable out of pocket expenses. This is particularly true for injuries. The school district does have adequate liability coverage; however it does not cover accidental injury under many circumstances. Parents are encouraged to review their insurance coverage and consider the options available to them.

## Top 3 Ways to Save Money on School Expenses

### **1. Complete the eligibility packet for the school lunch program.**

- Eligibility for free or reduced school meals begins at an annual income level of \$78,404 and is adjusted based on the number residents living in the household. Students that are temporarily displaced from a regular home setting are immediately eligible.
- Application materials and participation are completely confidential.
- Federal funding to supplement local sources is directly tied to a school's eligibility rate for free or reduced price meals. Eligible families will save a significant amount on their food expenses and generate additional funds to help provide the best educational resources for their children.
- Participation rates for K-W families derived from last year's data:  
Elementary = 31.8%, Middle = 36.6%, High School = 33.0%

Whether your student eats at school on a regular basis or not, participation saves money for your family and generates educational funding for their school at the same time. Please consider completing the form, which is included in the newsletter.

### **2. Take advantage of the \$100 Chromebook discount provided by the school district.**

- Families apply the discount at purchase and become the owners of the device. Students eligible for free or reduced price meals may purchase a Chromebook through the school office for \$25. Temporary loaner devices are also available.

### **3. Use the Minnesota K-12 Education Subtraction and the Education Credit to save money on your state income taxes.**

- Most required school supplies including a Chromebook or other digital learning device and musical instrument purchase or rental are qualifying expenses.
- Most families are eligible for the subtraction and many families will qualify for the tax credit.
- Save your receipts and check out the video at the following link for more information

[http://www.revenue.state.mn.us/individuals/individ\\_income/Pages/K12\\_promo\\_materials.aspx](http://www.revenue.state.mn.us/individuals/individ_income/Pages/K12_promo_materials.aspx)