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North St. Paul • Maplewood • Oakdale • Lake Elmo • Landfall • Pine Springs • Woodbury

2019-2020 Parent & Student Handbook

School District 622
NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

Serving all or portions of
North St. Paul • Maplewood • Oakdale • Lake Elmo • Landfall • Pine Springs • Woodbury
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School Board

The School Board’s Role
The School Board of Independent School District 622 decides matters pertaining to the maintenance and operation of the School District. The state gives the School Board the authority and responsibility to:

• Develop and adopt district policies.
• Employ a superintendent to provide educational leadership for the district and serve as its chief administrative officer.
• Provide materials, equipment, supplies, and facilities to support an effective educational program.
• Represent the views of the community on educational issues.
• Provide an equal educational opportunity for every child in accordance with state and federal laws.

Board members are elected by voters to represent their interests in determining how the schools will be operated. The Board establishes policy on everything from curriculum to athletic programs. The superintendent of schools is responsible for implementing such policies.

Dear 622 Students and Families,

As we head back to school, District 622 is grateful to our voters for approving the bond referendum in May. This investment in our facilities is an investment in the future of our students, staff, and community.

Previously planned renovations to Castle and Richardson are nearing completion. Both buildings received large-scale updates including secured entrances, redesigned learning spaces, and improved technology, lighting, and energy efficiency. Students will return to the buildings next month with the projects wrapping up this winter.

Planning is underway for the first buildings to be improved under the new bond funding - Carver Elementary and John Glenn Middle School. Architectural plans will be approved this fall, with the projects going to out to bid this winter, and construction starting in the spring.

Inside the classroom, District 622 continues to develop “Route 622”, which establishes college and technical career pathways to help guide students toward their future. Through four career pathways, students explore high-demand, high-wage careers based on Minnesota employment and economic trends.

The four pathways for students are:
- Business, Management, and Entrepreneurship
- Engineering, Manufacturing, and Technology
- Arts, Communications, and Information Systems
- Health Sciences and Human Services

District 622 is among the districts leading the way in offering early college opportunities for our students. Through programs such as PSEO (Post Secondary Enrollment Options) and CIS (College in the Schools), our high school students earned over 2,700 college credits last year, saving our families millions of dollars in college tuition costs.

Students are given the opportunity to develop leadership skills via academic programs and extracurricular offerings including BPA, DECA, Student Council, National Honor Society, and Link Crew. District 622 students continue to earn honors for their accomplishments on the field, in the gym, on stage, and in the community.

Make sure to download the District 622 Mobile App from your app store. You can access a variety of resources and follow along as we share the accomplishments of our students and staff. I also invite you to subscribe to our bi-weekly e-news or keep up with our building projects by visiting www.isd622.org/construction.

Your ongoing support is key to the success of our students.

Sincerely,

Christine Tucci Osorio
Superintendent

Study Sessions
Study Sessions are informal discussion-style meetings, and no official School Board action is taken. Study Session meetings are open to the public and dates and times are posted online at www.isd622.org/schoolboard as soon as they become available.

Business Meetings
The School Board typically conducts one business meeting per month at the District Education Center, 2520 East 12th Avenue, North St. Paul. Meeting agendas are posted online at www.isd622.org/boardbook the Friday before the meeting date.

Business meetings are open to the public and provide an opportunity for parents and residents to stay informed about what is happening in the district. Business meetings generally begin at 6 p.m. Anyone who wishes to address the Board during the public comment portion of the meeting must register before the meeting begins. Comments must be directed to the entire board and limited to four minutes.

Board members do not engage in dialog with speakers during Public Comment; but if appropriate, the Board Chair and/or Superintendent may appoint administration to address speaker comments.

School Board meetings are broadcast live on YouTube and Cable Channel 20. The meeting is rebroadcast daily at 10 a.m., 4 p.m. and 8 p.m on Ch 20 and can be viewed at any time on YouTube by searching for ISD 622.

Public Engagement
To engage district residents in a setting outside the formal structure of a School Board meeting, a number of public engagement opportunities will be scheduled. Public engagement opportunities will be posted on the Web site, www.isd622.org/schoolboard.

Contact Information
To send an email to individual board members, use the following: firstname_lastname@isd622.org. Board members welcome community input via email. Messages are checked regularly and responded to in a timely manner.
Elementary Schools, Grades K-5
Carver, 651-702-8200
(9:15 a.m.-3:45 p.m.)
Gena Abrahamson, Principal
2680 Upper Afton Road
Maplewood, Minnesota 55119

Castle, 651-748-6700
(8:45 a.m.-3:15 p.m.)
Bridget Bruner, Principal
6675 - 50th Street North
Oakdale, Minnesota 55128

Cowern, 651-748-6800
(8:45 a.m.-3:15 p.m.)
Afolabi Runsewe, Principal
2131 North Margaret Street
North St. Paul, Minnesota 55109

Eagle Point, 651-702-8300
(8:45 a.m.-3:15 p.m.)
Shawn Bromeland, Principal
7850 - 15th Street North
Oakdale, Minnesota 55128

Oakdale, 651-702-8500
(8:45 a.m.-3:15 p.m.)
Tracy Buhl, Principal
821 Glenbrook Avenue North
Oakdale, Minnesota 55128

Richardson, 651-748-6900
(8:45 a.m.-3:15 p.m.)
Lisa Gruenewald, Principal
2400 17th Avenue East
North St. Paul, Minnesota 55109

Skyview, 651-702-8100
(9:15 a.m.-3:45 p.m.)
Travis Barringer, Principal
1100 Heron Avenue North
Oakdale, Minnesota 55128

Weaver, 651-748-7000
(8:45 a.m.-3:15 p.m.)
Pangjua Xiong, Principal
2135 Birmingham Street
Maplewood, Minnesota 55109

Webster, 651-748-7100
(8:45 a.m.-3:15 p.m.)
Heidi George, Principal
2170 East Seventh Avenue
North St. Paul, Minnesota 55109

Middle Schools, Grades 6-8
John Glenn, 651-748-6300
(7:45 a.m.-2:15 p.m.)
Jill Miklausich, Principal
1560 East County Road B
Maplewood, Minnesota 55109

Maplewood, 651-748-6500
(7:45 a.m.-2:15 p.m.)
Kevin Wolff, Principal
2410 Holloway Street
Maplewood, Minnesota 55109

Skyview, 651-702-8000
(7:45 a.m.-2:15 p.m.)
Lynn Pham, Principal
1100 Heron Avenue North
Oakdale, Minnesota 55128

High Schools, Grades 9-12
North High, 651-748-6000
(8:15 a.m.-2:45 p.m.)
Greg Nelson, Principal
2416 East 11th Avenue
North St. Paul, Minnesota 55109

Tartan High, 651-702-8600
(8:15 a.m.-2:45 p.m.)
Ty Thompson, Principal
828 Greenway Avenue North
Oakdale, Minnesota 55128

Other District Buildings
District Education Center
District Administrative Offices,
Community Education, Student Services
2520 East 12th Avenue
North St. Paul, Minnesota 55109
651-748-7622

Polar Arena
2444 11th Avenue East
North St. Paul, MN 55109
651-748-6292

Tartan Arena
740 Greenway Avenue North
Oakdale, MN 55109
651-702-8851
Enrollment Center
District 622 has a centralized Student Enrollment Center at the District Education Center in North St. Paul.

2520 East 12th Avenue
North St. Paul, MN 55109
Tel: 651-748-7550
Fax: 651-748-7558

The Enrollment Center allows parents to register their students in one centralized location. For more information, please contact Cindy Dunham, Enrollment Clerk at cdunham@isd622.org or call 651-748-7550.

Hours of Operation*
Monday - Friday
7:30 am - 4:30 pm
* check holiday and summer schedule on the website

Enrollment options are at the discretion of the non-resident district and/or school. For more information on these options, contact the District Enrollment Center at 651-748-7550.

Enrollment Packets
Computer kiosks are available at the Enrollment Center so forms can be filled out online. In addition, enrollment packets can be downloaded at www.isd622.org/enroll. These packets contain fill-in forms that can be completed on a computer, printed out, signed, and returned to the enrollment center. All forms can also be filled out by hand.

Searchable Boundary Map
District 622 has a searchable boundary map on the website at www.isd622.org/boundarymap.

Intra-District Enrollment Option
Intra-District Enrollment allows resident students to transfer to another school within the district. Requests are honored if there is room at the new school and parents agree to provide transportation. Families must submit an Intra-District School Transfer Form which can be found at www.isd622.org/enroll.

Post-Secondary Enrollment Options (PSEO)
PSEO is a program that allows 10th-, 11th- and 12th-grade students to earn college credit while still in high school, through enrollment in and successful completion of college-level courses. With traditional PSEO, these courses are generally offered on the campus of the postsecondary institution; some courses are offered online. Contact your high school guidance office for information.

General Education Development (GED) Preparatory Class
GED Preparatory Class is a self-paced program designed to help adults age 19 or older study and prepare to take the GED test. Eligible students are not enrolled in and have not graduated from high school. Classes are provided at no cost to the student and held at the Harmony Learning Center. More information can be found at www.isd622.org/abe.

Alternative Learning Programs
Alternative Learning Programs in District 622 include middle school programs, a 9th- and 10th-grade program located at North and Tartan high schools, a credit recovery program, and an Alternative Learning Center program for 11th and 12th graders offered through Northeast Metro 916 Intermediate School District. The 916 program is intended to provide an alternative option for students in the 11th and 12th grade who have experienced or are experiencing difficulty in the traditional education system. The goal of the program is to assist students in making progress toward earning a high school diploma in an alternative setting. Students must meet established criteria in order to be eligible for Alternative Learning Programs. Call 651-748-7450 for information.

Family/Resident Census
It is essential that our district maintain an accurate and up-to-date census of its residents. This information includes children not yet in school, those attending non-public schools, or children that are home schooled.

Census data is used by the district for enrollment projections, program planning, staffing and classroom space needs. The district provides services for pre-school children, as well as adult education programs. The information provided on the census is used only for the reasons stated above.

Census forms are available at www.isd622.org by clicking on the Parents icon.
Student Information

Student Records
School Board policy makes students’ records available to parents and students who are 18 years of age or older. This open policy enables parents to inspect, with professional interpretation, their student’s records. Upon turning 18, students have the same rights as parents and have jurisdiction over their records.

If parents wish to challenge school records, they may ask for a hearing to contest the accuracy or inclusion of data.

The School District will not furnish information from students’ records to third parties without the permission of the student or parents, or unless the request is accompanied by a subpoena or court order. Student records are transferred to educational institutions when requested by the school. Parental permission is not required. (See Releasing Information to the Military and Releasing Student Information for instances in which the district releases student records.)

By law, student directory information must be given to all persons requesting it unless the parent does not want the information released. (See Directory Information.)

Directory Information
Certain student data is considered “directory information.” This information allows the district to announce students’ names, publish honor rolls, programs and so forth. Pursuant to Minnesota Statute Chapter 13, regarding directory information and military recruitment offices requesting said information:

“Subd. 5. Directory information. Information designated as directory information pursuant to provisions of United States Code, Title 20, Section 1232g and Code of Federal Regulations, Title 34, Section 99.37 which are in effect on January 1, 2007, is public data on individuals. When conducting the directory information designation and notice process required by federal law, an educational agency or institution shall give parents and students notice of the right to refuse to let the agency or institution designate any or all data about the student as directory information. This notice may be given by any means reasonably likely to inform parents and students of the right.”

The following information is directory information in District 622:

- Student’s name, date of birth, and grade.
- Participation in officially recognized activities and sports.
- Weight and height of athletic team members.
- Degrees, honors, and awards received.
- The most recent educational agency or institution attended.
- Photos, such as those taken for yearbooks or other school and district publications, are directory information for those purposes only.
- Name, address and telephone number of the student’s parents.

Directory information does not include identifying data that references religions, race, color, gender, social position, or nationality.

Withholding Information
Parents may request that a portion or none of this directory information be made available. A parent or student who is 18, who wishes to make directory information private must notify their principal by October 15 of each year the child attends district schools using the ISD 622 Opt-Out form.

The ISD 622 Directory Information, Photo/Video, and Military Opt-Out form can be found at www.isd622.org/optout.

Identifying Students in Photos
Student pictures and identifying names will be included in school publications and may be given to the local media. However, any student or parent may request that photos not be published. (See Withholding Information) This request does not cover pictures taken at public school events by the news media or the district Communications Office. (See Student Photos/Video)

The Communications office works directly with school administrators to respect parent requests to keep their children’s photographs from appearing in district publications.

Student Photos/Video
Throughout the year, photos and videos are taken in classrooms, in buildings, and at events by district staff and partner organizations for use in publications, on websites, in social media and for other outreach and public relations purposes.

If a child is not to be included in these activities, parents must complete the ISD 622 Directory Information, Photo/Video, and Military Opt-Out form by October 15 of each year. The Opt-Out form can be found at www.isd622.org/optout.

This form must be completed each year that your child is enrolled in district schools. The notification remains in effect until October 15 of the next school year. It is also suggested that you discuss this with your children so they are less likely to volunteer to be on camera or interviewed.

Occasionally, the media will ask to take photos or video to accompany a story about an ISD 622 student, program or other activity. School administration will make every effort to notify parents in advance of these opportunities.

District 622 is not responsible for, nor has control of, any photos/video taken by the public, at school public events (such as sporting events and concerts) which are published in newspapers, on TV or online.

Military
Federal law requires high schools to provide military recruiting officers access to public directory data and the names, addresses, and home telephone numbers of all 11th and 12th grade students. Parents or a student who is 18 have a right to refuse release of this data. The ISD 622 Directory Information, Photo/Video, and Military Opt-Out form can be found at www.isd622.org/optout.
District 622 provides parents with several ways to keep informed about district events, decisions, and student achievement.

**622 Website**
Information about the district, School Board agendas, district policies, contact information and links to individual school sites can all be found on the district website at [www.isd622.org](http://www.isd622.org).

**District 622 Mobile App**
Download the free District 622 Mobile App to view district news stories, access menus & bus routes, view activities & athletics information, access Parent Portal, receive important alerts, view calendars and more! Links to the app stores and a QR code can be found at [www.isd622.org/mobileapp](http://www.isd622.org/mobileapp).

**Follow Us on Social Media**
Find ISD 622 on Twitter (@isd622), Facebook (/ISD622), Instagram (@ISD622), and YouTube (ISD 622). School Board meetings are broadcast live on YouTube. Past meetings are also available.

**622 e-News**
The 622 e-news is emailed to all families bi-weekly during the school year and summer break. The e-news contains news and accomplishments, information about upcoming events, school news, and photos.

**Cable Channel 20**
District 622 manages content on Cable Channel 20. School Board meetings are shown at 10 a.m., 4 p.m. and 8 p.m. daily. A bulletin board with district information scrolls continuously across the screen at other times.

**622 News**
The District 622 News is a postcard mailed to all residents and businesses within the district, as well as open-enrolled families, several times a year. The postcard contains news, feature stories, and photos.

**622 Tipline**
District 622 relies on students, staff, and families to help identify the sources of any threats involving our schools. If you or your student see or hear anything, please access the Tip Line on the website or through our District 622 mobile app. Your tip can be anonymous. Reporting categories include bullying, drugs, feedback, fighting, kudos, personal crisis, safety risk, threat, vandalism, and weapons.

**Electronic Notifications**
District 622 uses Blackboard Mass Notification to deliver messages to families via phone, email, text, and the District 622 mobile app. Schools send informational and attendance messages to families, Nutrition Services sends out balance information, and the district provides notification in the case of school closings or early dismissals.

**Campus Parent (formerly Parent Portal)**
District 622 uses the Campus Student Information System for students in grades K-12 to collect student data while also allowing parents to view the records of their children, including grades, schedule, and attendance. The system also provides parents with an easy way to get involved and stay involved in their child’s education.

Rights to Campus Parent will be granted to parents or guardians of currently enrolled students. For new students account information will be sent via email to parents within 1-2 weeks of student enrollment. If your student is changing schools within District 622, your Campus Parent account will follow them - there is no action needed on your part.

**Schoology Learning Management System (High School only)**
District 622 uses Schoology, an integrated learning management solution that provides course management, mobile learning, and support for system-wide communication. Schoology enables our students, parents, and teachers to engage with learning materials and their school community from the classroom and beyond.

With Schoology, students can digitally submit homework assignments, review grades, participate in interactive discussions, receive announcements and feedback, take tests, write academic blogs, and more.

As a parent, you will be able to view your child’s activity within the platform. You and your child will be given login credentials. Student progress and activity will be monitored by faculty to ensure a safe, secure, and controlled environment.

**Internet, Google Apps for Education and Bring Your Own Technology for Students**
Access to the Internet enables students to explore libraries, databases and other resources around the world, enhancing their education. The use of the Internet will be related to learning activities, established curriculum or officially-sanctioned extra-curricular activities.

District 622 reserves the right to monitor content and use of information networks, including personal files and e-mail files of students and to take appropriate disciplinary action when violations occur. Users should expect only limited privacy in the contents of personal files in the school district systems.

A parent/guardian signed District 622 Internet/Bring Your Own Technology (BYOT) agreement form will be required by each student to be allowed access to the District’s wireless network using their own personal device (BYOT), District information systems and to be issued a Google Apps for Education account (GAFE).

The Internet Acceptable Use Policy (524) is summarized in the back of this handbook and can be found online at [www.isd622.org/policies](http://www.isd622.org/policies).


**Student Support**

### Student Services

The role of the Department of Student Services is to ensure that students in District 622 have appropriate support to meet individual student needs related to the educational experience. These programs and services include Special Education, Health Services, School Social Workers, English Language Learners, School Psychologists, Alternative Learning Programs, Perkins & School-to-Work, Safe Schools/Healthy Students, and Homeless.

### Special Education

Special education is a mandated service available to children with disabilities, birth through age 21. The child must meet the special education criteria in one of the 13 disability categories, and also be in need of special education services. Before a special education referral is made, interventions are tried in the regular education classroom to assist the child to make educational progress. If the interventions are not effective, an evaluation can be made by a school assessment team to determine the need for special education.

Services can be provided if a disability is found in one of the following areas: traumatic brain injury, autism spectrum disorders, specific learning disability, emotional-behavioral disorders, communication disorders, developmental delays at the early childhood level, vision or hearing impairments, physical disabilities, other health impairments, developmental cognitive disorders, multiple disabilities, or if the child is deaf or blind.

Related services may also be needed in order for the student to benefit from their special education instruction. Related services include, but are not limited to, counseling, special transportation, occupational and physical therapy, developmental adapted physical education, social work, assistive technology, health/nursing services and psychological services.

Health and special education services are also available to students enrolled in the district’s non-public schools.

### Help for Students with Disabilities (504 Plan)

If your child has an identified, documented medical diagnosis and needs accommodations, they may be eligible for support under Section 504 of the Rehabilitation Act. A 504 Plan can provide accommodations through regular education. A 504 Plan would not apply if your child is currently receiving special services. For more information, contact your child’s school principal and ask for the building 504 coordinator.

### Counseling Services

These services are available to help secondary students develop their educational, vocational, social and emotional potential. Counseling services include scholastic and social counseling, new student orientation, assistance securing scholarships for higher education, academic planning and coordination with other agencies.

### Rights for students experiencing homelessness

The McKinney-Vento Federal law ensures students experiencing homelessness have the right to:

- Immediate enrollment in school
- Continue in the school they attended before they became homeless
- Transportation to their school of origin, if feasible
- Access to school support staff services
- Title I services
- Free school meals
- Dispute school placements that differ from parent or student request

Students experiencing homelessness live in any of these conditions:

- In a shelter (family, individual, domestic violence, youth, temporary housing)
- In a motel or hotel
- Doubled up with others because of lack of housing or economic hardship
- On the street
- In a car, park, abandoned building, or other place not designed for human habitation

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**#readyfortomorrow**
School Bus Information
District 622 works hard to determine the best bus stops for its students. Consideration is given to the age and number of students at the bus stop, the traffic on surrounding streets, and the overall length of the bus ride.

In order to ensure the safety of each child, the School Board has set bus behavior guidelines. Please review these guidelines with your children. Ignorance of the rules is not an excuse for non-enforcement. Students violating these rules may forfeit bus-riding privileges.

Bus Route Information
While bus route information will be posted on the district’s Web site at www.isd622.org/busroutes for the start of the 2019-2020 school year, District 622 will be transitioning to notifying parents electronically about route information. It is very important that parents keep their email address and mobile phone number current in Campus Parent in order to receive bus route updates (and other important messages from District 622) via email and text messages. Find out more about Campus Parent at www.isd622.org/campusparent.

Students with disabilities requiring special transportation will continue to be notified individually before school starts.

Bus Stop Procedures
Students should observe the following procedures at bus stops:

- Be at the assigned bus stop five minutes before the bus is scheduled to arrive.
- Stay off the road when waiting so the driver has room to stop.
- Line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push.
- Use the handrail when getting on and off the bus. Walk up and down the steps one at a time.
- Have respect for people’s property. Don’t trample lawns, flowers, or shrubs.
- Students with bare feet will not be allowed to ride the bus.

The School District will assist in solving problems at the bus stops; however, it cannot legally assume responsibility for incidents that occur.

Bus Stop Guidelines and Criteria
The location of, and changes to, bus stops in School District 622 are in accordance with an established set of guidelines and criteria. These guidelines are published online at www.isd622.org/transportation.

In general, bus stops are located at corners or intersections, due to the expectations of traffic. School bus drivers do not have authority to change bus routes or student stops. District policy for distance to a bus stop from home can be up to 3-tenths of a mile for elementary students and up to 7-tenths of a mile for secondary students.

Special transportation for students with disabilities must be established through the student’s IEP team at their school building and then sent to the Student Services Department at the District Education Center.

Seating Procedures
The District’s seating procedures for students riding the bus are posted online at www.isd622.org/transportation.

Drivers may assign seats in the front of the bus to students with disabilities or to students who have a temporary physical impairment. Drivers, at their option, may also assign seats to avoid misconduct.

Bus Route Changes
Bus stop change requests must be made through the “Bus Stop Change Request Form,” which is available online at www.isd622.org/transportation. If you have questions, please call the Transportation Department at 651-621-1980.

Lost and Found
Any student who loses an item on the bus should contact the driver the next time he or she rides. Items found on the bus are held on the bus for two days and then transferred to the school district Transportation Facility.

Parents may contact the Transportation Department at 651-621-1980 and leave a voicemail message.
### Delays, Dismissals & Closings

#### Emergency School Closings
All delays in school opening, early dismissal of school, or emergency school closings are announced via the School District’s emergency calling system, the District’s website (www.isd622.org), social media outlets (Facebook, Twitter, and Instagram), the District hotline (651-748-7621), and over local radio and television stations.

The emergency calling system allows the district to notify all families by phone, email, text and the School District 622 mobile app in the event of an emergency, such as a school closing. When the emergency calling feature is used, all phone numbers listed as contact numbers for a family will be called. Individual buildings also have the ability to use the system to notify their families of upcoming events.

In the event of a delay in school opening or emergency school closing, local radio and television stations will be contacted as early as possible. Students and parents should monitor any of these forms of communication for more information.

#### Delayed Start
When there is a delay in opening the schools, the school starting time will always be delayed at least two hours. In addition:

- Morning Preschool is canceled.
- Morning Community Education classes and activities are canceled.
- Morning Early Childhood Family Education programs are canceled.
- Morning Early Childhood Special Education programs are canceled.
- Adventure Connection will be closed for the before-school session. The after-school session will be open as usual, unless administration announces otherwise.

#### Early Dismissal
- All afternoon and evening classes and activities (including Community Education) will be canceled unless the Superintendent or designee makes an exception.
- Adventure Connection is closed.
- After-school activities will be canceled unless the Superintendent or designee makes an exception.

#### When School is Closed
- All Community Education activities are canceled including ECFE programs, Adult Basic Education, GED, Adult, Aquatics, Preschool and Youth classes.
- All Adventure Connection sites are closed.
- All after-school activities are canceled unless the Superintendent or designee makes an exception.
- Facility use permits are canceled.

School and Community Education activities may, by order of the Superintendent or designee, be canceled on non-school days or after school hours on days when school is in session.

### Health & Safety Notifications

#### Health & Safety
Questions about building Health & Safety issues, such as indoor air quality, asbestos, or pesticides should be directed to the Health & Safety Supervisor, 651-748-7524.

#### Indoor Air Quality
District 622 strives to maintain good indoor air quality in each of its buildings. The district remains in compliance with the indoor air quality regulations of the Minnesota Department of Education conducting annual air quality testing in the schools. For more information about regulations or indoor air quality in a specific building, contact the Maintenance Department at 651-748-7524.

#### Lead in Water
District 622 conducts lead in drinking water testing per the Minnesota Departments of Health and Education. MN Statute 121A.335 requires public school buildings serving kindergarten through grade 12 to test for lead in water in potable water sources every five years, and to make results of these tests available. Anyone interested the district Lead in Drinking Water program or results should contact the Health & Safety Supervisor at 651-748-7524.

#### Asbestos-Safe Schools
District 622 has surveyed its buildings for asbestos in accordance with the requirements of federal law. A report of the findings, as well as an asbestos management plan, is available for review in each building or the District Education Center, Operations Office. Questions can be directed to 651-748-7524.

#### Pesticides
District 622 utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around district buildings that can sting, bite, cause contamination, damage property or spread disease. The program follows these steps:

- Inspection and monitoring to determine whether pests are present and treatment needed;
- Recommendations for maintenance and sanitation to eliminate pests without using pest control materials;
- Utilization of non-chemical measures whenever possible;
- Application of EPA-registered pest control materials if needed.

The long-term health effects on children from the application of 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. Questions can be directed to 651-748-7524.

#### Mercury Free Zone
In partnership with the MN Pollution Control Agency (MPCA), our District is proud to be a part of the Mercury Free Program. We have taken important steps to protect the health of our students and staff. Our goal is to remove mercury or any mercury-containing chemicals from our buildings and to also educate students, teachers, and staff about the dangers of mercury and mercury reduction practices.
Student Health Services

District 622 provides health services to all students in each building. Students have access to a nurse who will dispense and monitor medication with written direction from both parent and health care provider, provide first aid and emergency care, maintain health records, and create and implement health care plans. Health Services is also actively involved in creating and implementing accommodations to support student achievement.

Parents will be notified prior to any screenings administered during the school day by phone call, school newsletter or notes sent home with the student.

Free and low-cost health insurance available

Minnesota Health Care Programs has free and low-cost health insurance for children and families who qualify. For more information, call your county office, call 1-877-KIDS-NOW, or visit http://mn.gov.dhs/people-we-serve/adults/health-care. Information is also posted on the 622 website at www.isd622.org/mnhealthcare.

Immunization Clinics

District 622, in partnership with Homeland Health, will hold immunization clinics for District 622 students who have not yet received their required shots. Clinics will be held in conjunction with the middle school open houses with two additional clinics offered at North and Tartan High Schools for students enrolled in any 622 school.

Middle School Open Houses

John Glenn
Wednesday, August 28
3:00 - 7:00 pm

Maplewood
Wednesday, August 28
3:00 - 7:00 pm

Skyview
Wednesday, August 28
2:30 - 6:30 pm

District-wide Clinics

North High School
Tuesday, October 8
2:45 - 6:00 pm

Tartan High School
Tuesday, October 8
2:45 - 6:00 pm

Students must bring their Student Immunization form to the clinic, which specifies the immunizations needed prior to starting school. The form is available from the health office at each school or online at www.isd622.org/immunizations. Immunizations will not be given without this form.

A $20 administrative fee is requested per student, but no one will be turned away for inability to pay. Families with insurance should bring their insurance card with them.

To make it easier for staff to give the vaccinations, students should wear short sleeves.

Are Your Kids Ready?

Minnesota’s Immunization Law

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Birth through 4 years</th>
<th>Age: 5 through 6 years</th>
<th>Age: 7 through 11 years</th>
<th>Age: 12 years and older</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early childhood</td>
<td>For Kindergarten</td>
<td>For 1st through 6th grade</td>
<td>For 7th through 12th grade</td>
<td></td>
</tr>
<tr>
<td>Hepatitis A (Hep A)</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
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<td>Hepatitis B (Hep B)</td>
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<td>DTaP/DT</td>
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<td>Polio</td>
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<tr>
<td>Pneumococcal vaccine</td>
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<td>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
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</table>

Immunizations recommended but not required:

- Rotavirus
- Influenza
- Human papillomavirus

Exemptions

- To enroll in child care, early childhood programs, and school in Minnesota, children must show they’ve had these immunizations or file a legal exemption.
- Parents may file a medical exemption signed by a health care provider or a non-medical exemption signed by a parent/guardian and notarized.

Looking for Records?

For copies of your child’s vaccination records, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-3980.

Minnesota Department of Health, Immunization Program

ID# 52788 (4/2017)
Students need healthy eating habits for good health, adequate growth, and better learning. While school districts have some flexibility in what foods are offered to students, school districts are required to plan menus in accordance with guidelines set by the United States Department of Agriculture (USDA).

Nutritional information is provided online at [www.isd622.org/nutritionservices](http://www.isd622.org/nutritionservices).

### Meal Prices
Breakfast and lunch are served daily at every school. Meal prices for the 2019-2020 school year are:

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduced</td>
<td>$.00</td>
<td>$.00</td>
</tr>
<tr>
<td>Elementary</td>
<td>$1.80</td>
<td>$2.75</td>
</tr>
<tr>
<td>Secondary</td>
<td>$1.80</td>
<td>$3.00</td>
</tr>
<tr>
<td>Adult</td>
<td>$2.00</td>
<td>$4.10</td>
</tr>
</tbody>
</table>

Milk may be purchased for 40 cents a carton for students who bring lunch. Lactose-free milk is available upon written request.

### Menus
District 622 menus can be found at [www.isd622.org/menus](http://www.isd622.org/menus).

### Free/Reduced Meals
Households that have already been approved for the following public assistance programs are not required to but can complete an Application for Educational Benefits using case number(s) instead of household income information:

- **Supplemental Nutrition Assistance Program (SNAP)**
- **Minnesota Family Investment Program (MFIP)**
- **Food Distribution Program on Indian Reservations (FDPIR)**

Children approved for these programs may be “directly certified” for free school meals, based on data supplied to MDE by the Minnesota Department of Human Services.

Applications are available in school offices, online at [www.isd622.org/freereduced](http://www.isd622.org/freereduced) and information was mailed to homes.

### PayPAMS.com
Credit card payments can be made online using the PayPAMS system. PayPAMS is free to use and allows parents/guardians to view their child’s account activity, add money to their student’s account and set up reminders. Go to [www.paypams.com](http://www.paypams.com) to access the system.

### Special Diet Form
The USDA requires the meal pattern be met at all times unless there is a disability for a child that restricts their diet. Whenever there is a special diet accommodation, there must be documentation on file. Contact your school nurse to get the Special Diet Statement form.

The ISD 622 School Board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.

In 2017, a revised Wellness policy was adapted to promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

### Competitive Foods and Beverages
All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods.” Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards. Smart Snacks aim to improve student health and well-being, increase consumption of healthy foods during the school day, and create an environment that reinforces the development of healthy eating habits.

Before and Aftercare (child care) programs must also comply with the school district’s nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

### Foods and Beverages Made Available to Students
Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including foods provided through:

- **Celebrations and parties.** The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Suggested alternatives may be found at [www.isd622.org/healthyschools](http://www.isd622.org/healthyschools).

- **Classroom snacks brought by parents.** The school district will provide parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards. [www.isd622.org/healthyschools](http://www.isd622.org/healthyschools)

- **Rewards and incentives.** Schools will not use food/beverages as rewards for academic performance or good behavior (unless allowed by a student’s individual education or behavior intervention plan) and will not withhold foods/beverages as punishment.

- **Fundraising.** The school district will make available to parents and teachers a list of suggested healthy fundraising ideas. [www.isd622.org/healthyschools](http://www.isd622.org/healthyschools)

### Food and Beverage Marketing in Schools
Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.
Community Education

Early Childhood Family Education
Early Childhood Family Education (ECFE) is for parents and their children ages birth to 5 years old (before kindergarten). Classes help strengthen family relationships and provide information and resources to parents in their journey to help their children grow and develop to their maximum potential. 
www.isd622.org/ecfe
651-702-8411 or 651-788-3664 (Español)

Early Childhood Screening
Early childhood screening provides a look at a child's early development, health, vision, and hearing. An early childhood specialist will complete the screening and discuss results. This free service is recommended when a child is age three and required before attending kindergarten.
www.isd622.org/screening
651-702-8468 or 651-788-3664 (Español)

District 622 Preschool
District 622 offers high quality preschool in eight locations throughout the district. Morning and afternoon preschool classes for 3-5 year-olds are offered two, three, four and five days a week. We are committed to the social and academic success of your child.
www.isd622.org/preschool
651-702-8411 or 651-788-3664 (Español)

Youth Programs
Youth Programs provide opportunities for children and teens to gain new skills and knowledge, make connections with others, and achieve increased involvement and empowerment. Opportunities include enrichment classes, driver’s education, field trips, community engagement, and service learning.
www.isd622.org/youth
651-748-7442

Adventure Connection
Adventure Connection is a school-age care program located in District 622 elementary school buildings. It is a convenient, safe and caring place for children before and after school, on non-school days and summers. Adventure Connection provides educational, enriching, recreational, and engaging experiences for children in grades preK-5. During the summer, Adventure Connection consolidates to several sites and expands its services to include youth entering grades 6-8.
www.isd622.org/ac
651-748-7432

Aquatics
A variety of aquatics programs year-round for people of all ages and abilities, including swimming lessons, water exercise, open swim, private pool parties, rentals, and more. Girls Swim Night Out is a monthly opportunity for women and girls to enjoy the pool under the guidance of an all female staff.
www.isd622.org/swim
651-748-7442

Adult Basic Education
Harmony Adult Education offers basic education at no cost to adults in the District 622 area. Programs include English as a Second Language (ESL), GED (high school equivalency) test preparation and testing, citizenship test preparation, and training and certification in IT (information technology), paraprofessional, and health care careers.
www.isd622.org/abe
651-748-6208

Adult Enrichment
We provide quality educational, social, and recreational opportunities that are affordable and close to home. Explore a wide range of themes such as art, culinary, business, finance, home improvement, exercise, wellness, and more!
www.isd622.org/ae
651-748-7232

Community Bridge
Community Bridge offers customized classes, recreational activities, and social opportunities for adults with cognitive disabilities.
www.isd622.org/communitybridge
651-748-7232

Senior Programs
The Gladstone 55+ Center offers daytime educational, recreational, and social activities. Meals on Wheels delivery is available Monday-Friday. Community Resources for older adults and their families are also available.
www.isd622.org/seniors
651-748-7250

Facility Use
District 622 encourages community use of school facilities. District 622 buildings and grounds are available to rent for a variety of meetings or events. Facilities include classrooms, gyms, cafeterias, pools, auditoriums, and fields.
www.isd622.org/facilities
651-748-7439
The Minnesota Comprehensive Assessments (MCA)
Reading, Math and Science MCA tests help schools, districts, and the state measure student progress toward Minnesota’s academic standards. Students take Math tests in grades 3-8 and 11, Reading in grades 3-8 and 10, and Science in grades 5 and 8, and in grade 10 (or the year they complete their high school Life Sciences standards). Test results are reported to the public, parents, and students, and are used by the district in its school improvement processes.

Most students will take the MCA. Some students with significant cognitive disabilities may take the MTAS (Minnesota Test of Academic Skills) in place of the MCA as deemed appropriate by their IEP team.

ACCESS for ELLs
English Language Learners take the ACCESS for ELLs assessment in order to measure progress toward meeting Minnesota’s standards for English language development.

Most EL students will take the ACCESS. Some students with significant cognitive disabilities may take the Alt-ACCESS in place of the ACCESS as deemed appropriate by their IEP team.

Fastbridge Learning
FastBridge Learning is a comprehensive reading and math assessment system developed by the University of Minnesota. Fastbridge supports quick benchmark assessment of all students (universal screening) and progress monitoring tools for teachers and interventionists.

ACT plus Writing
The ACT plus Writing will be offered each spring. All 11th grade students are encouraged to participate.

Career Interest Inventory
Administered in the fall of 8th grade, the career inventory provides information about student interests and preferences, contributing valuable guidance for high school planning.

Why statewide testing?
Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?
A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned with the academic standards.

What is the relationship between academic statewide assessments and the academic standards?
The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Why are these assessments effective?
Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

• To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
• The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
• The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

ISD 622 testing calendar
The 2019-2020 ISD 622 testing calendar can be found at www.isd622.org/testing.
District 622 Testing

All of these tests provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?
As stated in Minnesota Statute, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

Estimated time spent in state and district assessment can be found on the ISD 622 Testing website. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. Most assessments are not timed, and students can continue working as long as they need.

What if I choose not to have my student participate?
Parents/guardians have a right to have their student not participate in state-required and district selected standardized assessments. The Minnesota Department of Education produces a form (reproduced on the next page) to refuse participation in statewide tests and includes an area to note the reason for the refusal to participate. If you also wish to refuse district selected assessments, complete and sign the Parent/Guardian Assessment Refusal form found at www.isd622.org/testing.

When do students take the assessments?
The 2019-2020 ISD 622 testing calendar can be found at www.isd622.org/testing. The MCA and MTAS testing window begins in March and ends in May. The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March. Each school sets its testing schedule within the state testing window.

When do I receive my student’s results?
Each fall, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child’s progress and help guide future instruction.

Where do I get more information?
Students and families can find out more on the Minnesota Department of Education Statewide Testing page (education.state.mn.us > Students and Families > Statewide Testing). More information may be found on the ISD 622 Testing page at www.isd622.org/testing.
**District Student Responsibility Policies**

**Student Rights, Responsibilities**
All students have the right to an education, the right to learn, the right to due process under law, and shall be afforded all rights provided under federal and state law. Students also have certain responsibilities that contribute to the quality of their educational experience.

To that end, the School Board developed the Student Discipline and Notice of Suspension Policy (506), which sets forth students’ rights, the expectations of student conduct and the consequences for failure to comply with those expectations. The policies listed here are part of the district’s Student Responsibility Policy handbook. Each policy is summarized below with the full policy is available online at [www.isd622.org/policies](http://www.isd622.org/policies).

Policies marked with an (*) are on the September 2019 School Board meeting agenda. Proposed changes include one new policy and minor modifications for the existing policies, such as a change of language or terminology. Policy changes will be posted following the meeting.

**Employment Background Checks 404**
The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

* **Harassment and Violence 413**
School District 622 – North St. Paul-Maplewood-Oakdale shall maintain a learning and working environment that is free from harassment and violence on the basis of race, color creed, religion, national origin, sex, gender identity, gender expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**Chemical Use and Abuse 417**
School District 622 – North St. Paul-Maplewood-Oakdale recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

**Drug-Free Workplace/Drug-Free School 418**
School District 622 – North St. Paul-Maplewood-Oakdale shall maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician’s prescription.

**Tobacco-Free Environment 419**
School District 622 – North St. Paul-Maplewood-Oakdale shall maintain a learning and working environment that is tobacco free.

**School Weapons 501**
School District 622 – North St. Paul-Maplewood-Oakdale shall assure a safe school environment for students, staff and the public.

**Search of Student Lockers, Desks, Personal Possessions and Student's Person 502**
School District 622 – North St. Paul-Maplewood-Oakdale shall provide for a safe and healthful educational environment by enforcing the school district’s policies against contraband.

* **Student Attendance 503**
The 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 the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

**Student Dress and Appearance 504**
The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

* **Distribution of Non-School-Sponsored Materials 505**
The purpose of this policy is to protect the exercise of students’ and employees’ free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

* **Student Discipline and Notice of Suspension 506**
School District 622 – North St. Paul-Maplewood-Oakdale shall ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

**Bullying Prohibition 514**
A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a students’ ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the
school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

**Protection and Privacy of Pupil Records 515**
School District 622 – North St. Paul-Maplewood-Oakdale recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

**Student Medication 516**
School District 622 – North St. Paul-Maplewood-Oakdale will set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

**Student Surveys 520**
Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

**Unpaid Meal Charges 534**
The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. This policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

**Gender Inclusion 535**
The purpose of this policy is to foster an educational environment that is safe and free from discrimination for all students, regardless of gender identity or gender expression, and to facilitate compliance with local, state, and federal laws prohibiting discrimination.

This policy is also designed to support the school district’s mission to commit each day to develop and empower lifelong learners who thrive in diverse communities.

**Graduation Requirements 613**
The purpose of this policy is to set forth requirements for graduation from the school district.

**Student Transportation Safety 709**
School District 622 – North St. Paul-Maplewood-Oakdale shall provide safe transportation for students and educate students on safety issues and the responsibilities of school bus ridership.

Complete School District policies are available on the District 622 website [www.isd622.org/policies](http://www.isd622.org/policies).
Get Involved!

There are many ways in which parents, families, and other stakeholders can get involved with District 622. The level of involvement can vary from volunteering to chaperone a field trip to serving on a district advisory committee or a school’s parent group, to responding to surveys, and more.

Volunteer
School District 622 values volunteers in our district. There is no stronger statement of parent and community support than the valuable time you invest in our students. From helping our young people learn to read, to working endless hours for a school activity, and everything in between, you send a powerful message that you are invested in our community’s children and their education.

To help us match you with a meaningful opportunity, please visit the Volunteer Opportunities website at www.isd622.org/volunteer and complete the volunteer application. If you would prefer to complete a paper volunteer application form, please pick one up at the District Education Center, Community Education office (2nd floor), 2520 East 12th Avenue, North St. Paul, MN. If you would like a volunteer application form mailed to you, please call the Partnership Specialist at 651-748-7437.

Every school has a designated volunteer coordinator. Their email addresses can be found at www.isd622.org/parentvolunteers.

Parent Organizations
Each school has a parent group that meets regularly. These parents provide fundamental support to that building supporting students, staff, and administration through events and other activities. Check your school’s website or newsletter for more information.

Q & A Sessions and Forums
District 622 occasionally holds public information sessions to share information and updates about district programs and activities. These gathering also provide an opportunity for parents and other interested community members to provide input and have a dialog with district leadership.

Online Surveys
Periodically, District 622 conducts surveys of its stakeholders to collect information about district programs and services. For example, a parent survey is sent out each spring. Parents are encouraged to respond to this opportunity to provide feedback to the superintendent, school board and district administration.

Advisory Committees
District 622 has several advisory committees that meet throughout the year to provide guidance to the district on financial, technology, communications, and curriculum. Interested parents and community members are encouraged to contact the person listed for a committee to find out more information.

Finance Advisory Committee
The purpose of the Finance Advisory Committee is to advise the School Board and administration regarding fiscal matters.
Randy Anderson, Business Services
randerson@isd622.org

Communications Advisory Council
The Advisory Council will meet three times per school year in an open forum setting where members will have the opportunity to share feedback and ideas on how School District 622 can remain effective in communicating with our internal and external stakeholders.
Josh Anderson, Communications & Technology Innovation
janderson2@isd622.org

District Technology Committee
The District Technology Committee will meet three times per school year, and committee members will be asked to share feedback on ideas on how technology can enhance the education and curricular offerings in District 622
Josh Anderson, Communications & Technology Innovation
janderson2@isd622.org

Special Education Advisory Committee (SEAC)
SEAC is comprised of parents and staff who guide the development and delivery of the services available to meet the needs of all students with disabilities who are eligible for and need special education and related services.
Tricia St. Michaels, Student Services
tstmichaels@isd622.org

622 Advisory Committee
Members serve as a sounding board for the community, gain knowledge about the district’s curricula and its development, and positively influence change within each curriculum area based on knowledge, research, and community needs.
Troy Miller, Assistant Superintendent K-5
tmiller@isd622.org
Lisa Sayles-Adams, Assistant Superintendent 6-12
lsaylesadams@isd622.org

Community Education Advisory Council
Advisory Council members partner with Community Education staff to consider how best to meet the needs and interests of community members.
Jeanne Lanz, Community Education
jlanz@isd622.org
<table>
<thead>
<tr>
<th>July 2019</th>
<th>August 2019</th>
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<tbody>
<tr>
<td><strong>September 2019</strong></td>
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<td><strong>November 2019</strong></td>
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<td><strong>May 2020</strong></td>
<td><strong>June 2020</strong></td>
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**District 622 Calendar 2019-2020**

(Board approved 5-21-19)

- **Sept 2**: Labor Day (no school)
- **Sept 3**: First day of school grades 1-12
- **Sept 4**: First day of kindergarten
- **Oct 4**: K-12 (no school)
  - Q Comp Day #2
- **Oct 17-18**: EM Break (no school)
- **Oct 25**: K-12 (no school)
  - 6-12 Bldg Staff Dev
  - K-5 Goal Setting Conferences (full day)
- **Nov 26**: End of 1st trimester K-12 (57 days)
- **Nov 27**: K-12 (no school)
  - K-12 Bldg Staff Dev/Report Card Prep
- **Nov 28-29**: Thanksgiving (no school)
- **Dec 23- Jan 1**: Winter Break (no school)
- **Jan 2**: Classes resume
- **Jan 20**: Martin Luther King Day (no school)
- **Jan 31**: K-12 (no school)
  - K-12 District/Bldg Staff Dev
- **Feb 17**: Presidents’ Day (no school)
- **Feb 18**: Preschool and Kindergarten Registration Night
- **Mar 3**: K-12 (no school)
  - K-12 District Bldg Staff Dev
  - K-5 Conference Prep (half day)
- **Mar 5**: End of 2nd trimester K-12 (57 days)
- **Mar 6**: K-12 (no school)
  - 6-12 Bldg Staff Dev/Report Card Prep
  - K-5 Conferences (full day)
- **Mar 9-13**: Spring Break (no school)
- **Mar 16**: Classes resume
- **April 10**: Contract Holiday (no school)
- **May 25**: Memorial Day (no school)
- **June 5**: End of 3rd trimester K-12 (58 days)
- **June 8**: Term transition

**Key**

- Non-School Days
- Important dates

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School District 622 does not discriminate on the basis of race, color, national origin, sex, or disability.

School District 622 provides language assistance services free of charge.
El Distrito Escolar 622 brinda servicios de asistencia lingüística de forma gratuita.
Lub Koog Tsev Kawm Ntawv 622 muaj kev pabcuam txhais lus dawb xwb.

Visit www.isd622.org/backtoschool for more information.