



Elementary Student & Parent/Guardian Rights & Responsibilities Handbook

School year 2022-23

Eastern Carver County Schools
11 Peavey Rd. Chaska, MN 55318
952.556.6100

Contents

Eastern Carver County Schools (ECCS) Overview	8
Vision	8
Mission	8
Community Values	8
Core Purpose	8
Administrative interpretation of the Student & Parent/Guardian Handbook	8
Common Terms for our school district	8
Non-Discrimination Policy	9
Eastern Carver County Schools General Phone Numbers	10
Main	10
Elementary Schools	10
Middle Schools	10
High Schools	10
Academic Standards	11
Elementary Grades (KD-5)	11
Grading Parameters for Grades KD-5	11
Activities - Spectator Expectations at Co-Curricular Events	12
Administration	12
Adult Authority	12
Animals in the Classroom	13
Announcements	13
Annual Notices	13
Arrival Time	13
Assemblies/Pep-Fests/Convocations	13
Attendance Information	14
Philosophy	14
Attendance Reporting Procedure	14
Definitions	14
Excused Absence	14
Unexcused Absence	15
School Exempt Absence	15

Attendance monitoring and Truancy	15
UNEXCUSED Absence, Tardy, Left Early	15
EXCUSED Absence, Tardy or Left Early	15
Illness	16
Backpacks and Book Bags	16
Balloons	16
Band	16
Bicycles	16
Birthdays	16
Birthday Invitations	17
Non-food options	17
Building & Hall Upkeep	17
Bus Conduct	17
Consequences for Misconduct on the Bus	17
Severe Clause	18
Changing Buses	18
Calendars and Schedules	18
District Calendar	18
Daily Start and End Times	18
School Events Calendar	18
Care of School Equipment and Materials	18
Cell Phones/iPods/Electronic Devices	18
Child Care/Club Care	19
Chromebooks	19
Community Bulletin Board	19
Construction	19
Counselors/Social Worker	19
Curriculum	19
Custody Determination	20
Dismissal/Early Pick-Up	20
Dress Code	20

Drop off/Pick up Locations	21
Emergency School Closing	21
Family Life Education	21
Fees & Fines	21
Field Trips	21
Food Allergies	21
Fundraisers	22
Gambling & Games	22
Gifted Services	22
Extended Gifted Services Learning Opportunities	22
Gum	22
Gym Shoes	22
Hall Passes	23
Hallway Expectations	23
Health Services	23
Medications	24
Immunizations	24
Holidays	24
Homebound/Home-based Instruction	24
Eligibility Guidelines	24
Medical documentation should include	24
Homeless Students	24
Homework	24
Homework during an absence	25
Identification Cards (ID)	25
Information and/or Concerns	25
iTeam	25
Laser/Laser Lights	25
Leaving School Grounds	25
Illness	25

Appointments	26
Lost and Found	26
Lost or Damaged School Materials	26
Maintaining Updated Contact Information	26
Media Center	26
Expectations of the Media Center	26
Media Center Volunteers	27
Messages	27
Staff	27
Students	27
Money	27
Moving/Withdrawing Students	27
Nutrition Services	27
Meal Prices	28
Special Diets	28
Additional Information	28
Cafeteria Routines	28
Parent/Guardian Involvement	29
Parent Advisory Boards/ED Forum/Vision Team	29
Parent Portal	29
Parent-Teacher Conferences	29
Parent Teacher Organization	29
P.B.I.S. - Positive Behavioral Interventions and Supports	29
Personal Property	30
Ponds	30
Posters/Flyers/Signs	30
Recess/Outdoor time	30
Report Cards	30
Rollerblades, Roller Skates, Roller-Shoes, Skateboards, and Scooters	30
Safety Procedures	30
Schedules	30

- School/Home Communication 31
- School Visits 31
- Search and Seizure 31
- Secured School Entrance Procedures 31
 - Student Visitors 32
 - Guest Teachers & Substitutes 32
 - Parent/Guardian Visits 32
- Sexting 32
- Snacks 32
- Social and Emotional Well Being 32
- Start and Dismissal Times 33
- State Testing 33
 - Why statewide testing? 33
 - Academic Standards and Assessments 33
 - What is the relationship between academic statewide assessments and academic standards? 34
- Student Governance 34
- Student Pictures 34
- Summer School Provisions 34
- Support Services 34
- Suspension 34
 - Suspension Records 34
- Tardy Procedure 35
- Tennessee Warning 35
- Theft/Property Damage 35
- Video Surveillance 36
 - Policy #712 36
 - General Procedures 36
- Visitor Check-in 36
- Volunteers 37
- Wellness Policy 37

WIN Time (What I Need)	37
Yearbook	37
Eastern Carver County School District Policies	37
Bullying Prohibition Policy #514	37
Chemical Use Prevention & Intervention Policy #417 and Drug-Free School Policy #418	38
Communicable Disease Policy #420	38
Data Privacy	38
Disability Nondiscrimination Policy #521	38
Discipline Policy #506	38
Equal Educational Opportunity Policy #102	38
Firearms and Weapons Prohibition Policy #501	39
Harassment and Violence Prohibition Policy #413	39
Hazing Prohibition Policy #526	39
Health and Safety (Including Integrated Pest Management) Policy #807	40
Immunization Requirements #530	40
Life-Threatening Allergies Policy #551	40
Mandated Reporting Maltreatment of Minors Policy #414	40
Pledge of Allegiance Policy #531	40
Protection and Privacy of Pupil Records Policy #515	40
Search of Student Lockers, Desks, personal Possessions, and Student’s Person Policy #502	40
Student Medication Policy #516	41
Student Rights Related to Student Surveys, Physical Exams, and Marketing Policy #520	41
Student Sex Nondiscrimination Policy #522	41
Student Transportation Safety Policy #709	42
Technology and Internet Acceptable Use Policy #524	42
Tobacco Free Environment Policy #419	42
Waste Reduction, Reuse, Recycling Policy #805	42
Wellness Policy #533	42
Forms	43
Bus Ridership Agreement Form	44
Minnesota Department of Education – Opt-Out of Testing form	45

Eastern Carver County Schools (ECCS) Overview

Vision

We are committed to providing educational excellence for all by:

- Offering personalized, rigorous academic and extensive extracurricular programming delivered by highly-trained staff
- Promoting a welcoming, inclusive, and equitable culture where everyone has the opportunities and supports needed to be successful
- Engaging with community partners to support student learning and career exploration
- Investing our resources wisely to best meet the needs of our learners and communities

Mission

We prepare every student to achieve their personal best, engage in lifelong learning, and be a thoughtful and responsible citizen.

Core Values

STUDENT-CENTERED: Student needs and growth drive our words, actions, and choices

EXCELLENCE: Committed to high standards and striving for our best

RESPECT: Everyone is seen, heard, valued, and included

COLLABORATION: Engaging, listening, and partnering with others to learn, develop, and innovate

ACCOUNTABILITY: Fostering a culture of integrity and responsibility

Administrative interpretation of the Student & Parent/Guardian Handbook

The administration of Eastern Carver County Schools (ECCS) reserves the right to interpret the policies and procedures in this handbook as needs arise, based on individual situations, and to address any situations that are not specifically addressed in this handbook, but clearly violates the rights of the school or a member of the school community. The administration reserves the right to amend the Student & Parent Handbook, for just cause, after the approval of the Board. Families and students will be notified when any changes are approved and implemented.

Common Terms for our school district

Throughout this handbook, *Eastern Carver County Schools (ECCS)*, *District 112 (D112)*, *Independent School District 112 (ISD112)*, *District* and *schools*, whether *spelled out* or (abbreviated), refers to our district and the schools within our district.

Non-Discrimination Policy

It is the policy of Eastern Carver County Schools to provide students and employees with an environment for learning and working that is free from discrimination, harassment or violence on the basis of race, color, ethnicity, creed, religion,

culture, national origin, citizenship status, economic status, veteran's status, academic status, marital status, disability, family structure, sex, sexual or affectional orientation, gender identity or expression, age, familial status, status with regard to public assistance, or any other protected class in conformance with federal, state, and local laws; prohibiting any form of harassment or violence by students, employees or guests. Each employee is responsible for upholding and enforcing these policies in our educational programs, activities or employment policies.

Eastern Carver County Schools General Phone Numbers

Main

ECCS District Office	952.556.6100
Community Education (CE) & Family Learning Center (FLC)	952.556.6400
Human Resources Officer	952.556.6251
Superintendent's Office	952.556.6110
Title IX Coordinator	952.556.6141
Transportation Office	952.556.6160

Elementary Schools

Bluff Creek Elementary (BCE)	952.556.6600
Carver Elementary (CVR)	952.556.1900
Chanhassen Elementary (CHN)	952.556.6700
Clover Ridge Elementary (CRE)	952.556.6900
Jonathan Elementary (JES)	952.556.6500
Kinder Academy (KAP)	952.556.6300
La Academia (LAA)	952.556.6300
Victoria Elementary (VES)	952.556.3000

Middle Schools

Chaska Middle School East (CME)	952.556.7600
Chaska Middle School West (CMW)	952.556.7400
Pioneer Ridge Middle School (PRM)	952.556.7800

High Schools

Chanhassen High School (CNS)	952.556.3500
Chaska High School (CHS)	952.556.7100
Integrated Arts Academy (IAA)	952.556.6200

Academic Standards

Academic standards identify what students should know and be able to do in the classroom within a given subject or content area. Standards serve as goals for student learning, guideposts for classroom instruction, and a framework for assessment.

Minnesota's academic standards are among the highest in the nation. Our Teaching and Learning department, in collaboration with teachers, works within these standards and identifies the most essential for our students to learn and understand. These are called Power Standards. Power Standards are those pieces of information a student should know when they complete a class. Teachers spend most of their instructional teaching and assessing time on these standards because it is important for all students to learn them.

Elementary Grades (KD-5)

When learning something new, such as riding a bike, it helps to see someone put that new skill or concept into action, then try it out, gain experience and receive feedback, learn from it, and try again. Working through a collaborative process that allows for students to improve and make progress helps a student develop a deeper understanding of the skill, concept, or power standard.

Eastern Carver County Schools works to develop teaching strategies that encourage students to take more active roles, such as this, in their learning. Following a collaborative learning process, teachers assess student learning using a **learning target**. This assessment gives students the opportunity to demonstrate their learning and also informs the teacher of the student's level of learning. At this point, if students are not meeting the learning target goal, teachers continue to support the student's learning through a variety of instructional strategies and interventions, which may or may not conclude in an opportunity for a reassessment or participate in another opportunity to demonstrate learning. This is determined on a case-by-case basis.

Grading Parameters for Grades KD-5

Families can see the academic progress of their elementary student(s) through Infinite Campus Parent Portal. Within a course, there may be one or several power standards that are reported in the Grades area of Campus Portal. Power standards are the highest priority or most important standards students will learn in a course.

Report cards are posted in Campus Portal at the end of the school year. The "grades" for Power Standards are below.

Score	Description
EL	Independently extends beyond grade-level expectations. Demonstrates high cognitive levels of thinking and a more rigorous application of knowledge or skills.
ML	Independently meets grade-level expectations. Demonstrates solid knowledge and understanding of the skills and concepts measured within the standard.
BL	Achieves some basic grade-level expectations. Demonstrating progress toward achievement of standard. Support may be needed or achievement may be inconsistent.
SL	Starting to understand or demonstrate grade-level expectations toward achievement of the standard. Student needs consistent support.

Activities - Spectator Expectations at Co-Curricular Events

- Students and other spectators will need to follow district policy at any co-curricular event
- Students under age 12 should be accompanied by an adult at school activities - for their safety and the safety of others.
- We welcome enthusiastic fans who come to watch the game and encourage our team. Good sportsmanship is our goal and our trademark.
- Thanks for patronizing our concession stand. Remember that rude behavior such as cutting in line or speaking rudely to those working there is not acceptable.
- Beverages may *not be allowed* in any gymnasium areas.
- Running, throwing candy, or horseplay, like grabbing hats in crowded areas, is both disruptive and dangerous, and not allowed.
- Toys should be left at home. Game balls must be left at the gate.
- We expect all our spectators to address our volunteers, supervisors and each other respectfully. Offensive language has no place at any school activity.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 112 activity.

If you have questions, please call the Chaska High School Activities Director, 952-556-7100 or the Chanhassen High School Activities Director, 952-556-3500.

Administration

The goal of administrators (Principals, Assistant Principals, Administrative Deans) at the building is to support teachers, students, staff and the overall climate of the school. Maintaining a safe, supportive and constructive learning environment is essential for all students to reach their personal potential. Administrators work to ensure a safe, welcoming, and inclusive environment while supporting the success of staff and students in the building. They do this by addressing situations that may violate district or school policies. If a student is unable to meet expectations of the classroom and/or school they may be asked to visit an administrator. During this visit, the student and the administrator will discuss the situation, perspective and possible impact on self and others, how to repair the situation, alternative solutions for the future, and possible consequences. Coaching, teaching, repairing and restoring are the focus of the work. Administrators may also assign appropriate student accountability according to district standards.

When a student is directed to an administrator for a conversation or accountability, parents/guardians, teachers and other staff members may be notified. When a student's behavior is unlawful or unsafe toward themselves or others, suspension or other higher-level consequences may be assigned, including referral to the School Resource Officer. Administrative Deans often act as designees of the Principal and are responsible for handling student behavior, discipline, and suspensions.

Adult Authority

Each person, regardless of position or role at School, has the right to be treated with respect. The deliberate refusal to obey the reasonable request or directive of a school staff member or employee will result in a referral to administration.

(Ex.: Any student who refuses to give their proper name or present their student ID card to a district employee or go to the office when directed to do so will be referred to administration.)

Animals in the Classroom

ECCS recognizes that the presence of animals in our schools can provide a valuable learning experience, but animals cannot be allowed to endanger pupil safety or disrupt learning. For that reason, there should be a clear educational purpose for an animal to visit the school. We recognize that a visiting animal offers the potential for a very positive learning experience for students to learn about taking care of, and showing responsibility for animals, as well as developing an understanding of the importance of the humane treatment of all creatures.

It is the school's policy to notify pupil's parents/guardians when an animal is being introduced into the classroom. The school is particularly keen to support the introduction of service animals such as hearing dogs, therapy dogs or seeing dogs, as this reflects the district's ethos of celebrating diversity and promoting inclusion.

To prevent exposure to allergens and to maintain the health and safety of students and staff, animals may visit in designated areas, but the visit must be approved by the classroom teacher and school nurse. Please call the classroom teacher, or school, prior to the visit.

The owner or handler of any animal, including a service animal, is responsible for the animal at all times and must take responsibility in the event of any accidental harm or otherwise that befalls a student, staff member, or property.

Announcements

Being "in the know" at school means keeping your eyes and ears open. There are many ways to find out about upcoming activities and changes in daily routines. One way is during passing times when announcements are made over our public address system. Also, you may find other information, including teacher websites and contact information, on the school website.

Student groups can use these established communication channels to promote activities and events. In addition, student groups may display important notices, posters, and flyers in designated areas after such items have been approved by an administrator. Notices promoting profit-making organizations are prohibited.

Annual Notices

Eastern Carver County Schools provides annual notice to parents/guardians on several topics including: accessibility, bullying, FERPA/military recruiters, immunizations, online data privacy, privacy, public hearings, student behavior, student data privacy, and student surveys. A full list of notices and notice details can be found at the district website [here](#). A "District Notices & Disclaimers" link is also in the footer of every district web page.

Arrival Time

Students may arrive at the school 10 minutes before classes start. Although teachers arrive earlier, they are not available to supervise the campus, hallways, or classrooms because they are preparing lessons, meeting with parents/guardians, or conferring with other staff.

Assemblies/Pep-Fests/Convocations

During the year, we may have occasions to come together as a school for special learning opportunities through assemblies, Pep-Fest, or Convocations. The goal of these assemblies is to reinforce the skills and concepts students are learning in the classroom as well as build community at school. **Attendance is expected unless special permission has been obtained from administration.**

Attendance Information

Philosophy

The schools of District 112-Eastern Carver County Schools recognize that daily attendance is critical to the academic success of students and therefore expects every student to attend school on time every day. Because students who have good attendance are more likely to experience success and enjoy school to a greater degree, it is very important that parents/guardians make every effort to support student daily attendance. Whenever possible we encourage parents/guardians to schedule doctor and dental appointments, family vacations and special events on days when school is not in session. Illness, family emergencies and special out of school learning opportunities do occur which may impact regular student attendance. Once a student under the age of 7 is enrolled in kindergarten or a higher grade in a public school, the student is subject to compulsory attendance. Our school administrators are committed to working with families to support student attendance in a manner that recognizes these opportunities while consistently following Minn. Stat. 120A.22, subd. 5 and subd. 8.

Attendance Reporting Procedure

Please call the school Attendance Line before school starts if your child will be absent from school. Please leave your child's name, grade, and reason for absence. If we do not hear from you when your child is absent, our automated phone system will call you. If you do not contact us after that with information, the absence will be considered unexcused. Your cooperation helps us ensure the safety of our students. Please call us if your home, work or emergency phone number changes.

Definitions

Excused Absence

A parent/guardian can call or contact the school regarding the absence via phone, email or in person. An absence is excused (does not count toward truancy) for some of the following reasons:

- Family events like wedding, graduation, funeral, drivers exam, moving, church retreats, caring for siblings, interviews, etc.
- Legal/court appearances or appointments
- Co-Curricular activities not sponsored by school including sports clubs
- Doctor, Dentist, or other medical professional appointments
- Environmental emergencies like fire or weather
- Student Illness
- Medical documentation
- Religious instruction (up to 3 hours per week)
- Religious holidays
- Family matters necessitating absence from school with advanced notice
- Special talent/club activities – prior building approval required
- Suspension
- Family vacation
- Issues outside of the student's control (car trouble, late bus, etc.)
- Missed bus if parent/guardian provides a reason

Unexcused Absence

When no call or contact is made by a parent/guardian regarding the absence via phone, email, or in person and the absence is not excused, it counts toward truancy. Unexcused absences may include:

- Truancy/skipping
- Oversleeping/sleeping in
- Tardy: Arriving after the start time of school.
 - A tardy becomes a half day absence after 30 minutes
- Left Early: Leaving before the end of school
 - An early out becomes a half day absence if more than 90 minutes are missed

School Exempt Absence

- School sponsored co-/extra- curricular activities
- School sponsored field trips
- Office visits with school personnel
- Testing

Attendance monitoring and Truancy

Excused absences occur when a parent/guardian calls or contacts the school or the school reaches the parent/guardian to confirm the absence. Parents/guardians will receive notice regarding excessive unexcused or excused absences. Additional notice(s) will be sent out if absences continue. Parents/guardians will then be asked to meet with the school counselor, dean, and/or principal to discuss school attendance. Unreported absences are considered unexcused and excessive unexcused absences will trigger the involvement of Carver County Social Services and a truancy case may be opened. After 15 consecutive days absent, state law requires that we withdraw the student from our enrollment. Upon the student's return, a new enrollment form must be completed, signed and dated by the parent/guardian and submitted to the Welcome Center. If the student attended the *first day* of school, was dropped or left, and is returning the *same school year*, the school can re-enroll them after confirming the parent/guardian contact information and their home address.

UNEXCUSED Absence, Tardy, Left Early

No call or contact from parent/guardian; school could not reach parent/guardian; OR absence is not excused.

- **3 unexcused absences**- When a student has 3 or more unexcused half or full day absences, the school will send a first notification letter to parent/guardian. This letter will remind parents/guardians of school notification procedures.
- **5 unexcused absences**- When a student has 5 or more unexcused half or full day absences, the school will send a second notification letter home to parent/guardian and a pre-diversion meeting will be set up with parent/guardian, administration, other school personnel and the County Truancy Social Worker.
- **7 unexcused absences**- When a student has 7 or more half or full day unexcused absences and the school has made efforts to address the situation without success, the school files the truancy paperwork with Carver County Social Services and a Truancy Case may be opened by the County.

EXCUSED Absence, Tardy or Left Early

Excused absences occur when parent/guardian calls or contacts the school or school reaches parent/guardian to confirm a school excused absence of the student.

- **6 cumulative absences**- After 6 cumulative half or full day absences, the school will send a first notification letter to parent/guardian with the intent of alerting to the amount of time missed out of possible attendance days (unless the school staff is aware of special circumstances and a phone contact is made instead). This does not include school exempt absences.
- **12 cumulative absences**- After 12 cumulative half or full day absences the school sends a second notification letter to parent/guardian (unless the school staff is aware of special circumstances and a phone contact is made instead). This does not include school exempt absences.
- **18 cumulative absences** – After 18 cumulative half or full day absences, the school sets up a meeting to discuss a plan to support student attendance and success in school. This meeting may include the school nurse, school social worker or other support staff that may provide input into the plan. This does not include school exempt absences.

Illness

See details in the *Health Service Section*.

Backpacks and Book Bags

Teachers will be communicating individual classroom policies regarding backpacks and bookbags in the classroom. These policies will be made in accordance with space and safety issues as determined by each teacher or building administration.

Balloons

Latex balloons are not allowed, but mylar balloons may be permitted if approved by the teacher or administration. Latex is one of the most common allergens, and we do our best to minimize exposure in the school environment.

Band

Beginning in fifth grade, students have the opportunity to participate in the Band Program. Students receive instructional lessons and will be involved in concerts during the school year.

Bicycles

If you ride your bike to school, keep it in the bike rack. We encourage you to bring a chain and lock to secure your bike while you are in classes. Bike racks and parking lots are off limits to students during the day. Do not attach bikes to trees on school property.

Birthdays

From birthday parties to holiday celebrations, there are many celebrations in our schools. Along with the fun, usually comes food, which often means sugary juice drinks, chips, cupcakes, candy and ice cream. The Schools of Eastern Carver County recognize the link between student health and learning and are committed to providing a healthy school environment that promotes student and staff wellness, proper nutrition, nutrition education, and regular physical activity. The ECCS Wellness Policy (#533) acknowledges that offering so many treats so often can contribute to unhealthy eating habits and presents a challenge to students with health concerns and food allergies. Our school community requests that parents/guardians shift the focus of school parties from unhealthy food to healthy fun with a few simple changes. Therefore, food related birthday treats or other “special” food related treats are NOT allowed due to the health concerns of other students.

Birthday Invitations

All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.

Non-food options

- Parents/guardians can come to school on their child's birthday and read a book to the class
- Provide a birthday treasure box for students with small toys, books, notepads, pencils, etc.
- Allow your child to select a book of their choice to be read to the class and donate the book to the classroom or school library
- Provide a free time activity to celebrate at the end of the special day
- Provide a birthday bag with cake mix, frosting, napkins, and candles, wrapping paper, bows and tape to donate to the food shelf in the birthday child's name
- Send a collage of baby pictures for your child to share
- Birthday Ball—parents/guardians purchase a ball, classmates sign it, students get to use it at recess in honor of the birthday student(s) and the birthday child can then take the ball home as a memento
- Donate a game to the classroom to be used during indoor recess

Building & Hall Upkeep

Students are expected to accept their responsibility for maintaining the cleanliness of our buildings. Also, occasions will occur when students will be expected to cooperate by picking up litter in the cafeteria or other parts of the building even though they may not have been the ones directly responsible for the litter or mess. We are fortunate to have beautiful facilities in which to work and learn; therefore, everyone needs to work together to keep our Schools beautiful.

Bus Conduct

Please remind your children that you expect them to follow bus expectations and to be well behaved and obedient to the driver. The bus driver is a school employee, and students must follow their instruction. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked.

Students are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up/drop-off areas will be held accountable.

Building administration handles bus concerns. However, if your concerns are related to bus stops, pick-up and/or drop-off times, you should contact the District Transportation office at 952-556-6160.

Please see the Bus Ridership Agreement in the forms section of the handbook.

Consequences for Misconduct on the Bus

Student accountability for misbehavior on the bus may include but is not limited to: discussion of safety expectations, seat assignment, conflict resolution exercise, call/note home to parents/guardians, detention/in school time-out, loss of bus privileges.

Severe Clause

Misbehaviors which are major may result in immediate loss of the privilege to ride the bus. Loss of bus privilege does not mean that a student is suspended from school. The parent/guardian will be responsible for transporting the student to and from school.

Changing Buses

Students who wish to ride a bus other than their own must bring a note to their classroom teacher. The note should indicate which bus is to be taken and must be signed by the parent/guardian.

Calendars and Schedules

District Calendar

You can access the district calendar at: <https://www.district112.org/district/calendar>

Daily Start and End Times

You can find school start and end times at:

<https://resources.finalsite.net/images/v1658854200/district112org/g1nmhdtdb4wpt9vuk7du/SchoolStartEndTime.pdf>

School Events Calendar

You can find your school and school web page at: <https://www.district112.org/district/ourschools>

Care of School Equipment and Materials

Each student has the right to use school equipment and materials in an appropriate manner. All students have the responsibility to take care of the equipment and materials they are using and to follow the proper procedures for checking out materials. Students will have to reimburse the school district for any lost or damaged equipment, texts or materials.

Cell Phones/iPods/Electronic Devices

Students must silence and conceal electronic devices such as cell phones, smart phones, radios, personal gaming devices, MP3 players, iPods, PDAs, etc. during instructional time unless authorized by the classroom teacher. Making or receiving calls or text messages should only occur before or after school, during the individual student's assigned lunch, or during passing time. Students will not use personal or district owned devices to take pictures, make video or audio recordings, or live stream other students or staff at any time on any district property except under the supervision of a classroom teacher, activity advisor, or building administrator and for a specific instructional or school activity related purpose (Policy 524 Section V Part K). Additionally, the use or sharing of cellphones, digital cameras, etc. in locker rooms, and physical education classes is prohibited.

If in use during instructional time without teacher permission, the teacher may redirect, have a conversation with the student, coach/teach on appropriate use, ask that the device be put away or left at the teacher desk. Continued use during instructional time without teacher permission may result in a referral to administration.

Child Care/Club Care

School age child care is offered to the students and parents/guardians of our school. Specific times and dates are available by calling 952-556-6401. Parents/guardians whose children participate must call both the school and Club Care staff with any schedule changes, absences or reminders.

Chromebooks

Students that receive a school-issued Chromebook are highly encouraged to enroll in an annual protection program that will offset the cost of any **accidental** damage that may occur to the device. Information may be found at <http://www.district112.org/connexion/>. The cost of annual insurance for a student is \$20 per year. The cost to replace a Chromebook is approximately \$200 without insurance. Chargers and cables are **not** covered under the insurance plan.

Community Bulletin Board

Eastern Carver County Schools has implemented a new electronic flier communication tool. School-approved e-fliers will be sent electronically to your email inbox. They can also be viewed by clicking on the **Peachjar** button that will be placed on each school's website homepage. This "green" initiative is designed to provide our parents/guardians with better access to information about student programs, activities, and events in our schools and in our community.

No action is required on your part. You will receive a welcome email from the service provider (**Peachjar**) that includes a username and password. This is provided to give you the opportunity to manage your account and flier delivery preferences. **You do not need to login to receive or view e-fliers.** *To ensure smooth delivery of this communication, we suggest you add "school@peachjar.com" to your email contacts. Note: add "school@peachjar.com" to your contact list just as written; do not change it to the name of your school at peachjar.com. When you receive your first e-flier, be sure to click "always display images."*

Construction

Students are not to be in construction zones nor are students to be in prohibited areas of the campus at any time.

Counselors/Social Worker

Students are encouraged to visit with the counselors for personal/social guidance, scheduling concerns, academic concerns and issues related to friends, family, and making positive decisions. Some students meet with the counselors in a small group. These groups meet regularly to work on goals for improvement in a specific area or to discuss common concerns. Some possible groups are family change, divorce, and friendship. Other groups may be conducted based on student need. Counselors visit classes early in the year to explain how to get involved in one of these groups. It is important to understand School Counselors do not provide therapy in a similar manner in which students may receive outside of the district. If a student is needing additional outside support for their mental/emotional wellbeing, the counselor can help connect families to resources within the community.

Curriculum

Students experience personalized learning environments in core curriculum to ensure their academic needs are appropriately developed. The Minnesota Department of Education's rigorous state standards and learning targets guide the work of teachers and students. Both print and digital resources are used across curriculum areas (Math, Language Arts, Science, Social Studies, and Health) to ensure learning is relevant, engaging, and personalized. Assessment results are routinely examined and improve curriculum and methods of instruction.

In addition, students receive regular instruction in specialist areas: Physical Education, Art, Vocal Music, and Media/Technology Skills. Instrumental Band is available to students in 5th grade.

Digital tools (including Chromebooks, laptops, desktops, iPads, etc.) and internet access are routinely integrated into Eastern Carver County Schools' 21st century learning environments. Students receive instruction and ongoing support in the safe, ethical, and responsible use of these significant learning tools.

Custody Determination

In cases where parents/guardians are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. Our school must have on file a copy of the complete divorce decree indicating custody and visitation rights. Schools need to have this legal documentation on file in order to assure compliance with any limiting court order.

The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.

Dismissal/Early Pick-Up

If you are picking up your child during school hours, you **must** stop in the office so we can note that your child is leaving. We will call the child for you from the office. Students will not be released until the teacher receives notification from the school office. For your child's safety, please do not ask us to send your child home from school unattended. Please try to schedule appointments after regular school dismissal time.

Dress Code

The appearance of a student is primarily the responsibility of the individual and the parent. District 112 students are expected to maintain an appearance that is not distracting to teachers or other students, disrespectful to others, or disruptive to the educational process. In addition, student attire must comply with standards of health and safety. (For example, state law requires that shoes must be worn in public buildings.)

Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted. (See District 112 policies on Sexual, Racial and Religious Harassment.)

It is not the intention of this Dress Code to interfere with a student's right to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages usually are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment against others, and do not promote products or activities that are illegal for use by minors.

Examples of prohibited attire may include, but are not limited to, the following:

- Clothing depicting gang symbols, look-alike gang symbols, or gang hand gestures
- Showing excessive undergarments
- Confederate flags
- Items referring to alcohol, drugs, gangs, tobacco, or sex
- Rollerblades, shoes with wheels, (Heelys) or skateboards

When a student's appearance violates the Dress Code, the student will be required to modify their attire and additional accountability may, at the discretion of school officials, be imposed. In exercising discretion to impose additional accountability on students violating this Dress Code, school officials shall consider the age of the student, District 112's

student discipline policy, and whether the violation occurred during the instructional day while school was in session or in connection with a school-related activity.

Drop off/Pick up Locations

The bus loop areas are reserved for bus traffic only. For the safety of our students during the busy dismissal times, please do not stop your vehicle inside any marked pedestrian crossing area. You can check the school website for details, or stop in the office. Please remember that if you park and leave your vehicle unattended at any time in the marked fire lane you may be ticketed or towed.

Emergency School Closing

Emergency school closing due to severe weather will be announced two ways. First, parents/guardians can listen to WCCO-AM (830). We will be listed as *Eastern Carver County Schools*. Second, parents/guardians will be notified by our automated phone system. Parents/guardians should instruct their children where to go if they are sent home from school early. **Phones are typically very busy during such emergencies, so advanced arrangements are important.** Regular return bus routes are followed. Always have an emergency closing plan for your child. We will have your instructions on file and will use them in the case of an emergency school closing. *If contact information changes, please notify the school office.*

Family Life Education

Family Life Education is included as part of the district health curriculum in fifth through tenth grades. Curriculum outlines and list of materials is available from the school office. Any parent/ guardian who does not wish their child to participate in this program is asked to make a written request to their students' classroom teacher.

Fees & Fines

Students pay fees or provide their own equipment or materials in a limited number of areas. Students who qualify for a free or reduced-price lunch also qualify for reduced or waived fee payments. Please talk to your school administrator for exceptions.

Field Trips

Field trips are an important part of our educational program. Through these excursions, students see what they are learning in the classroom applied in real life. It's also a time to develop skills in courtesy, safety, and good citizenship, and we think it stimulates interest and pride in the community. Prior to field trips, a note will be sent home indicating the cost of the trip and request for parent permission. Scholarships are available by contacting the principal or the teacher. Checks should be made payable to your School, or ISD112.

Food Allergies

There may be students with a life-threatening allergy to foods such as milk, soy, peanuts and/or tree nuts (almonds, cashews, walnuts, etc.). Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best approach is prevention since measures may not be adequate to counteract the swift severe reactions that may occur.

During breakfast, lunch, and classroom snack allergens may be present in the school environment and we want to minimize risk for any student with a food allergy. Allergens can be an obvious or hidden ingredient in foods (i.e., used as

a thickener in sauces or as coatings for bars). Any and all requirements included in health plans will be followed. Your building nurse is your primary contact for discussing your child's food allergy and developing a plan for school.

In an effort to keep children safe, we ask that you:

- please frequently remind your children never to share any part of their lunches or snacks.
- check with the school nurse regarding food allergies or dietary restrictions in the class
- If you would like to send snacks to school for your child, please make sure they are nut and peanut free.

Fundraisers

Our PTO and other groups hold fundraisers each year. These funds are used to finance special projects and school programs. All of the funds raised are used to support educational activities or materials for student use or participation. We ask your support and encourage parent participation. Student participation is always optional.

Gambling & Games

All gambling including playing games of chance for stakes is not allowed at school.

Gifted Services

All learners have different interests, talents, and needs. Gifted Services Facilitators in Eastern Carver County schools work alongside classroom teachers to guide high ability students as they personalize their own learning and grow toward their maximum potential. Students work at the level that is right for them--whether that's at grade level with support for many years beyond traditional grade level. Students with especially strong abilities work collaboratively and independently to connect their interests, talents, and passions with the rigorous standards they are mastering. They engage in extensions, in-depth study and special interest projects as they grow to be self-directed and collaborative learners.

Extended Gifted Services Learning Opportunities

- Thinking strategies like Patient Problem Solving and using logic
- Real-world simulations like the Stock Market
- Game and Debate
- Research opportunities like the iWonder unit and Genius Hour
- Extension activities in areas like literature and STEM (Science, Technology, Engineering and Math)
- Special events like the Creativity Festival, Young Authors' Conference, STEM Link field trip, and Environmental Institute at the National Wildlife Refuge

Gum

This is a sticky subject. Students are allowed to have and chew gum in school as long as it is disposed of properly. Students not disposing of gum properly will be held accountable for any inappropriate behavior.

Gym Shoes

For the safety and success of our students, we recommend that students have a pair of shoes appropriate for indoor gym activity. Athletic shoes with rubber bottoms are best. Flip flops, open toed sandals, heels, or wooden shoes are not recommended.

Hall Passes

Students in the halls after the bell rings are required to have a pass. Any students in the hall without a pass may be escorted to their main office or classroom and be held accountable for tardiness as outlined in the tardy policy.

Bathroom passes should be issued by classroom teachers. Students should not request or be given permission to leave a class during the first and last 10 minutes of class.

Hallway Expectations

Students will be expected to conduct themselves in a responsible, respectful manner in the hallways. Students are reminded of the following:

- Use appropriate and respectful language
- Keep your hands and feet to yourself at all times
- Pick up garbage and debris that is on the floor; rather than kicking it, place it in the garbage or lost and found when appropriate.
- Report any concerns to teachers and/or the main office
- Cell phones should not be in use during classes

Health Services

The Health Office has a registered nurse on duty during the student day to help children who become ill or injured, track immunizations, and manage chronic health conditions. The nurse will call the parents/guardians if the child becomes ill at school. According to the Minnesota Department of Health guidelines, students will be excluded from school for the reasons below. If your child is ill and as a parent/guardian you believe that your child needs to stay home, we respect your decision and will work with families to make the best decision for your child. A student will not be admitted to Eastern Carver County Schools if the building nurse suspects a student may have a contagious or communicable disease that has not been treated.

- Fever of 100 degrees or more - the student needs to stay home for 24 hours after the temperature returns to normal, without fever reducing medication.
- Vomiting or diarrhea - the student needs to stay home until 24 hours after the last episode.
- COVID - follow current district protocols
- Rash - Any undiagnosed rash at the nurse's discretion, the student needs to see the physician before admittance.
- Chickenpox - may return to school after the last pox have scabbed over, usually 7-10 days.
- Uncontrolled cough.
- Pertussis - may return 5 days after antibiotic treatment begins. Suspected cases of pertussis should stay home until 5 days of antibiotics are completed or until the laboratory test comes back negative.
- Influenza - readmit when child feels well and fever-free for 24 hours.
- Impetigo - may return to school 24 hours after treatment.
- Pink eye - no exclusion unless the student has a fever or is not healthy enough to participate in routine activities.
- Ringworm - may return 24 hours after treatment.
- Scabies - may return 24 hours after treatment.
- Strep throat - may return 12 hours after antibiotic treatment unless the student has a fever or is not healthy enough to participate in routine activities.
- Pinworm - may return after treatment.
- Hand, foot, and mouth disease - may return 24 hours after fever free.

Medications

According to law, schools may not distribute any prescription or over the counter medications/drugs without written authorization from physician and/or parents/guardians. Students who take medications regularly or who must take medication in response to a short-term condition must bring such an authorization and the medication to the health office. In special circumstances a student may self-carry an inhaler or epi pen with parent/guardian, physician, and school nurse approval.

Immunizations

The Minnesota Immunizations Law requires that every child attending a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, hepatitis B, varicella, and meningococcal. Minnesota School Immunization Law allows for the exemption of these vaccines for medical or conscientious beliefs. Proper documentation of exemption is required.

Holidays

The staff does not view or celebrate holidays from a religious standpoint. They are viewed by our staff as simple, fun, traditional events where students have the opportunity to interact socially with their classmates.

Homebound/Home-based Instruction

The purpose of Homebound/Home-based instructional services is to provide K-12 students who are unable to attend classes at a school building for health or other reasons with educational services which allow the students to maintain academic progress and to facilitate a successful transition back to a school building as quickly as possible.

Homebound/Home-based instructional services are educational services provided to a student in the home or other non-school building site. It is expected that homebound/home-based services will be short-term and unless there are exceptional circumstances, shall not exceed 172 school days, i.e. the normal school year. While a student is receiving homebound/home-based instructional services, that student remains enrolled in and the responsibility of the school site that the student attended immediately before receiving the homebound instructional services.

Eligibility Guidelines

Students are eligible if they are absent or predicted to be absent from school for at least 15 consecutive days (or intermittent days for a chronic condition) for health reasons. This includes students at home or in a hospital or day treatment program that does not have onsite educational services.

Medical documentation should include

Obtain a statement from a physician, psychologist or psychiatrist verifying the student's inability to attend school. The statement should include: diagnosis and treatment plan, estimated hospital release date, length of stay at home after release, estimated date of return to school. Parents/guardians should contact their student's Counselor for additional information concerning homebound instruction.

Homeless Students

Students who communicate that they are homeless (doubling up, staying in a hotel, transitional housing, or staying in an automobile), will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and qualify for free

meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the Student Services Administrator at (952) 556-6141.

Homework

Students may have homework when assigned work during the school day is not finished or as a reinforcement of a skill. Homework may also be an enrichment activity that extends classroom activities.

Homework during an absence

When your child is ill and you want to pick up homework or have it sent home with another student; please notify the teacher before classes begin in the morning. This allows ample time for the teacher to prepare the assignments. The homework can be picked up in the office after school.

Identification Cards (ID)

Students will be issued and should carry their IDs. IDs may be used to check on and off the bus, to check books out of the media center, or for lunch. Replacing a lost ID may have a fee.

Information and/or Concerns

When you need information or have a concern about your child's academic progress, the first person to contact is your child's teacher. If after talking to the teacher, you still have questions, contact a counselor, dean, or administrator.

iTeam

Many students experience academic, social, emotional, or behavioral difficulties at some point in their educational career. The I-Team, an Educational Intervention Team consists of school staff coming together to support students. The team typically includes building administrators, teachers, and other student support staff as appropriate. As part of the iTeam process, the team collects educational data and parent/guardian information about a student's skills. After gathering information, the team recommends educational interventions/strategies that will best meet the needs of the student.

Laser/Laser Lights

The possession and/or use of lasers/laser lights is prohibited on all ECCS campuses and in or around all buildings.

Leaving School Grounds

A student leaving the building for any reason during the day without permission or getting a pass from the nurse or office is unexcused.

Illness

If a student should become ill during the school day, he or she must report to the health office. A parent/guardian will be contacted if a student must be picked up due to illness or injury.

Appointments

If a student needs to leave the building for a scheduled appointment, the parent/guardian should call the office or send a note with the student indicating the time for the student's release. Next, the student should pick up a pass to leave the building from the office. When a student returns to school, they must report to the office before returning to class.

Lost and Found

Each year many items find their way to our Lost and Found and you can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse
- Using caution in allowing articles of sentimental or monetary value to be brought to school

Unclaimed lost and found items are donated to a local agency 3 times each year – during Spring Break, Winter Break, and Summer Break.

Lost or Damaged School Materials

The school will charge an appropriate replacement fee for chromebooks, library books, classroom texts etc., that are lost, damaged, or destroyed by students.

Maintaining Updated Contact Information

Please inform the school office and teachers of any change in your contact information (address, phone, email, etc.). You can also edit your contact information via Parent Portal.

Media Center

The Media Center belongs to the students and teachers of the School. Students may want to use the Media Center for any of these reasons:

- Research for class reports
- Serious studying
- Recreational reading of books, magazines and newspapers

The Media Specialist will help you find materials and check them out. Library books must be checked out properly and returned before the due date so that all students have equal access to materials.

Expectations of the Media Center

- For the benefit of other students and for the maintenance of an atmosphere conducive to learning, students will remain reasonably quiet while using the Media Center.
- Students are responsible for all equipment and materials used both in the Media Center and checked out of the Media Center.
- Students are responsible for maintaining furniture, equipment, and the Media Center facility in general, in clean and in good condition.
- No beverages or food may be consumed in the Media Center.
- Copyright: Students photocopying materials from the Media Center are subject to the U.S. copyright guidelines. These are posted in the Media Center, and a complete explanation is available from the Media Specialist.
- Students must create/print only appropriate materials.

Student violations of the Expectations of the Media Center/Computer Labs will be handled in accordance with appropriate policies.

Media Center Volunteers

If you are interested in becoming a student volunteer in the Media Center contact your building Media Specialist.

Messages

Staff

Each staff member has voicemail access. Those messages are picked up before and after school. Please direct Emergency messages to the office staff. **Any changes in the way your child is to be dismissed from school should not be left on a teacher's voicemail or email.** Please direct these messages to the office staff, preferably an hour before they need to leave. All messages are delivered to classrooms. If you need to leave a non-emergency message for a teacher dial 952-556-*extension#*. Extensions can be found at the online staff directory <https://apps.district112.org/directory/>

Students

We **will not** page during the school day/class time because it is disruptive to the academic environment. We do not like to interrupt classes for any reason other than *an emergency*. Some classes do not have direct access to a phone during class. If you must leave a message for your student, contact the main office.

Money

Except for small amounts, we'd appreciate financial transactions to be handled by checks made out to the school, or ISD 112. Checks eliminate the problems of money lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's name and teacher's name written on the outside. Please emphasize with your children the danger of leaving any valuables in their desks, coat pockets, etc. Some school transactions can be accomplished through the parent portal; please contact the school office for details.

Moving/Withdrawing Students

If you move within the district, please contact the office as soon as possible to fill out a change of address form. This needs to be done to keep student records and emergency information updated.

If you are planning to move out of the District 112 attendance area and your student will no longer attend ECCS, please call the office and give your address and the date of the last day your student will attend this school. All students will be given a check-out list to complete before withdrawal procedures begin. Records for students enrolling in a school outside District 112 will be requested by that school and the District will forward all records.

Nutrition Services

Eastern Carver County Schools students have several healthy meal choices. Breakfast is available for every student each day. There is one breakfast entree choice and a Build-Your- Own-Breakfast. For breakfast, students are able to select an entree, fruit/ 100% fruit juice, grain and milk. Three of the four make a meal. The best choice is to choose all four for a great start to the day.

Students are able to choose a healthy lunch by selecting an entree, vegetable, fruit, grain and milk. Three of the five make a meal. The best choice is to choose all five for a well-balanced meal. There are a variety of meal choices and each is unique with food prepared fresh for the students.

Students who select less than the number of items to "make a meal" (3 for breakfast or lunch) will be charged the a la carte pricing for the selected items.

Meal Prices

All students have a Nutrition Services account. A personal check or cash can be sent to school and given to the front office or a Nutrition Services staff for payment to the account. Please make sure your child's full name is on the envelope. To add money to the account online go through www.mypaymentsplus.com, (a 3.99 % convenience service fee is charged by MyPaymentPlus for each transaction). Negative balances are not allowed and the student's Nutrition Services account number is confidential and not to be used by another student.

Kindergarten Breakfast	Free
Breakfast Grades 1-5	\$1.70
Elementary School Lunch	\$2.65
Milk	\$0.50
A la Carte Items	Prices Vary

Special Diets

If you are requesting any special dietary accommodations for your student for the school year, please have your licensed physician, physician's assistant, or advanced practice registered nurse (e.g. certified nurse practitioner) complete a [Special Diet Statement form](#). We request that these forms be updated each school year and/or whenever the student's diagnosis or special diet changes. Please make sure that your student's form is sent back to our office no later than August 15 to ensure accommodations can be made for the beginning of the school year. We will contact you to discuss your student's needs once our office receives your student's Special Diet Form. If you have any questions, please contact the Assistant Director of Nutrition at 952-556-6153.

Additional Information

The [Nutrition Services page](#) on the Eastern Carver County Schools website (www.district112.org) provides a wealth of interesting and helpful information including menus, nutritional information, a la carte pricing, and contact information. We also have informative videos that display the fresh and delicious foods that we offer daily. You can follow us on Twitter [@112Nutrition](#) or on Instagram [@District112Nutrition](#) to get up to date information on the great things we are doing in the schools.

Do you have questions? Our entire Nutrition Services team is committed to offering delicious and nutritious meals each day. We welcome your questions, comments and concerns now and throughout the school year. You can reach us at 952-556-6150 or Nutrition@district112.org. A well-nourished student makes for a focused learner, and we strive to set up the students in our district for success! For more information please visit our website at [Nutrition Services](#)

Cafeteria Routines

Here are some of the daily routines that help our cafeteria run smoothly:

- We ask that students stay in their assigned location during meal times.
- As students finish eating, they will clean up their area and dispose of their garbage in the closest dump station using appropriate bins for recycling and trash.
- **Students are required to ask permission to use the restroom which is located next to the lunch room.**
- Once the tables or desks are clear (of trays, etc.), we spray down tables with disinfecting cleaner.

Parent/Guardian Involvement

A core belief of ECCS (District 112) centers around parent/guardian involvement. We know that student achievement is increased when parents/guardians are involved in the educational process of their child. We encourage parents/guardians to be involved in our school. Each fall, invitations for a variety of ways to be involved in your child's learning are available. We welcome your participation in an educational partnership. This includes all areas of instruction and specialized services (special education, Title I, etc.). Each school plans, implements, and assesses parent/guardian involvement opportunities that meet the needs of staff and families.

Parent Advisory Boards/ED Forum/Vision Team

This parent-staff team meets multiple times during the year to discuss school goals and initiatives. Parent feedback is welcome. Interested parents/guardians should contact the school principal for more information and to sign up.

Parent Portal

The Parent Portal is the key school communications tool. You will need an email address to establish an account.

Report cards are not sent home. Individual student report cards will be posted on the Parent Portal. To access this information, parents/guardians need to create a password-protected account for their family. One account will allow parents/guardians access to each of their children's personal education information including report cards and bussing information. Parents/guardians do not need individual accounts for each child.

To set up an account, please call the school office. The office staff will generate an activation code from Eastern Carver County Schools which will include the information necessary to establish your account.

Parent-Teacher Conferences

Parent-Teacher Conferences are one of the most important channels of communication between school and home. We're happy that so many parents/guardians attend conferences each year. Conferences may be in person or virtual. You'll get the most out of your conference if you;

- Arrive on time
- Make a list before you come of items you want to discuss or questions you'd like answered
- Ask for clarification of any information the teacher gives that you don't understand
- Follow-up with the teacher in the weeks following as needed.

Parent Teacher Organization

All parents/guardians are invited to become active in the ECCS, School specific, PTO- Parent/Teacher Organization. The PTO is an organization for all parents/guardians. It supports the school in many ways including fundraisers, staff recognition, volunteering and programs which enhance the education of our students. Meetings are held periodically throughout the year as determined by the school. Dates are noted on our school calendar. By joining, you will be supporting education and meeting others with similar interests and goals for their children. For more information, call the school office.

P.B.I.S. - Positive Behavioral Interventions and Supports

This is a district-wide approach to promote and support positive student behaviors and reduce inappropriate student behavior at school. PBIS is a state-initiated project that provides districts and individual schools throughout Minnesota with the necessary training and technical support to promote improvement in student behavior across the entire school.

It establishes clearly defined outcomes that relate to students' academic and social behavior, systems that support staff efforts, practices that support student success, and data to guide decision-making.

Personal Property

Please remember that students may bring cell phones, personal electronic devices and other items to school. However, the schools and district are not responsible for replacement of stolen or damaged items.

Ponds

Students are not allowed to enter into, dive in, jump in, wade in, swim in, fish in, float on, walk on, skate on, or otherwise come into contact with the ponds at the school.

Posters/Flyers/Signs

Only posters, flyers or signs, which promote school-sponsored activities, and are authorized and signed by the administration, may be displayed or distributed in the building. Non-school sponsored trips, camps, tryouts, or activities may not be advertised. Signs or posters to be displayed in school must be approved in an administrative office and may only be displayed for a maximum of 10 days.

Recess/Outdoor time

The large number of students using the playground or outdoor fields during recess/outdoor time prompted us to adopt important safety expectations. We do not allow rough games, fighting, hard balls, snowballs, baseball bats, skateboards, or other objects that may cause injury in a congested area. School expectations of courtesy and respect apply to the outdoor campus as well. If a student breaks a safety rule, they will be warned and the parent/guardian may be informed by a phone call or letter. We are concerned for the safety of each child at our school. Please discuss the importance of following our playground safety expectations with your child/children. All students should be prepared to dress appropriately based on weather conditions. Recess may be canceled if air temperature or windchill are -10 degrees or lower.

Report Cards

Academic reporting can be viewed on Parent Portal. Letter grades or Standards Based Grading Levels are available at the end of each grading period and reflects the student's academic performance. Specific academic areas as well as study habits and social-growth are assessed.

Rollerblades, Roller Skates, Roller-Shoes, Skateboards, and Scooters

Rollerblades, roller skates, roller-shoes, skateboards, and scooters are not allowed inside school buildings.

Safety Procedures

We are prepared for unexpected emergencies. Building Crisis Teams meet and train throughout the year to help ensure our readiness. Fire drills, lockdown drills and severe weather drills will occur during the year. A lockdown drill involves safely securing our students should an intruder appear at school. The first lockdown drill will be announced in advance. Staff/teachers will walk students through the drill and have time to answer questions. Students will then practice procedures to help keep them safe. We ask that parents/guardians visiting our building during any drill cooperate with staff directions when given. Some of the drills throughout the year may be unannounced.

Schedules

See *Calendars and Schedules* section to view the links to the district calendar, school calendar and class schedules. Student schedules are also available in the parent portal.

School/Home Communication

The school websites have information regarding news and events as does the newsletter sent home via email. For environmental and budget reasons we have reduced printed materials that are sent home; however, if you need a paper copy, please contact our office.

ECCS recognizes that transparent, proactive communication is foundational to partnership and success and has adopted communicating protocols to support that. To ensure that every parent/guardian has the most accurate account of what is happening at our schools, parents/guardians must keep their contact information up to date in Infinite Campus – the student data system. You can also indicate a preference to receive messages in an alternate language within Infinite Campus. Simply log in [here](#), then click on “Contact Preferences” in the side menu. At the bottom of the page you have the option of selecting your preferred language. Additional information about communication protocols can be found at the [Community Relations web page](#).

School Visits

Parents/Guardians are always welcome. If you wish to visit/volunteer in a class or at lunch, please make arrangements with the teacher or school administration **beforehand**. We discourage visits by children from other schools. We also ask that younger siblings are not brought into your school age child’s classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity.

Search and Seizure

If school officials have reason to believe that an illegal act or violation of school expectations has been committed or is about to be committed, they are authorized to reasonably search the student, the student’s property (i.e., backpacks, vehicle), the student’s locker, or any school district property used by the student. Items believed to be stolen, injurious, or detrimental to the safety and welfare of the students may be seized by school officials.

Secured School Entrance Procedures

Visitors to Eastern Carver County Schools will see security requirements at each building. Visitors will be required to scan a driver’s license or a state-issued identification card as part of being allowed into schools. Staff in school offices will happily assist visitors who do not have this kind of identification.

All schools/buildings are aligned to district security measures to provide a safe, yet welcoming environment for our students. Equipment has been installed at appropriate locations to allow for the Club Care/Main Vestibule entrance to be locked during the Club Care program hours and during the school day. Our security procedures require that the rest of the building (all areas beyond the main vestibule) is locked before school and after school. Students will need to be responsible for instruments, learning materials or clothing they may accidentally leave in the building. Staff are in the office to assist parents/guardians and will follow security procedures to allow you into the building as appropriate.

Security procedures during school hours are as follows: In the vestibule, locate the Visitor Management System (VMS) and press the Start button. Using the intercom, office staff will assist you.

- You will be allowed to enter office and will be asked to provide your information or swipe your license

- A visitor badge will be provided
- You will be permitted to enter the building
- All visitors should depart through the office where they can be checked out and the visitor badge returned

Student Visitors

We typically do not allow student visitors during the school day. Not only is classroom space and seating limited but we've found that students who bring visitors often concentrate more on how their guests are doing than on their studies. Exceptions have been made to allow a visitor to attend lunch with a student.

Guest Teachers & Substitutes

Guest (substitute) teachers are an essential part of our building. They provide us a tremendous service taking the place of teachers who are absent. These guest teachers deserve the same respect given the regular classroom teacher. It is our responsibility to welcome them to our school and help them feel positive and productive about their work experience in the district.

Parent/Guardian Visits

Parents/guardians are important to us. For this reason, ECCS welcomes visits to their students' classrooms. We ask that you please call ahead to avoid a visit on a day that the class is scheduled for a test, a field trip, or some other special activity.

Due to our concern for student safety, all visitors must first check into the school office upon entering the building and should bring their ID with them to obtain a visitor's badge.

Sexting

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be held accountable according to the *District Discipline Policy*, and may be reported to the appropriate law enforcement agencies.

Snacks

Each student will be able to have a snack time or fruit break built into their day. Kindergarten students have access to free milk during snack time due to MN state legislation. We encourage students to bring a healthy snack to eat during this time. Suggestions are fruit, juice, crackers. We prefer that you do not send cookies, candy, or "junk food". Your cooperation is appreciated as we teach students the value of good nutrition.

Social and Emotional Well Being

The social and emotional services provided are intended to aid students who have health issues preventing their full participation in school programs. Whether the presenting issues are chemical, mental health, or physical impairment, the student services staff attempts to help students find solutions and be ready to learn.

Start and Dismissal Times

School	Start Time	Dismissal Time
Bluff Creek ELM (BCE)	8:30 AM	3:00 PM
Carver ELM (CVR)	7:45 AM	2:15 PM
Chanhassen ELM (CHN)	7:45 AM	2:15 PM
Clover Ridge ELM (CRE)	7:45 AM	2:15 PM
Jonathan ELM (JES)	8:30 AM	3:00 PM
Kinder Academy (KAP)	9:30 AM	4:00 PM
La Academia (LAA)	9:30 AM	4:00 PM
Victoria ELM (VES)	9:30 AM	4:00 PM

State Testing

Information at the [District Testing & Assessment website](#) will help parents/guardians make informed decisions that benefit their children, schools, and communities. If you choose to opt out of testing, please see the form in the forms section.

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 academic's 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. 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 to the academic standards.

- In Minnesota's implementation of the federal, Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policymakers use information from assessments to make decisions about resources and support provided.
- Parents/guardians and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

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.

What is the relationship between academic statewide assessments and 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.

Student Governance

Students practice democratic skills through our Student Council. The Student Council promotes school spirit, cooperation among students to achieve common goals, and service or civic projects. Student representatives are elected at the classroom level. Meetings are held on a regular schedule with projects and activities selected and implemented by the elected representatives.

Student Pictures

Our school contracts annually to have pictures taken of each child early in the school year. Information regarding prices, times, and days is distributed by a notice from school.

Summer School Provisions

Summer school is not a state or federally mandated program, and students are not required to attend. District 112 offers summer programming for elementary and secondary students and information will be provided in the spring.

Support Services

A full range of support services are available for students. A team of specially trained professionals is available to support students with academic, behavioral, social and/or family issues. Support services include: academic support (Interventions, Reading Rangers, PAWS, EL or Gifted Services for high performing students), special education services, paraprofessional staff, health services, physical or occupational therapist, psychologist, and school counselors.

Suspension

Minnesota Statute 127.27, subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 15 school days. In the event of a suspension, written notice will be personally given to the student at or before the time of suspension when reasonably possible. A copy of the notice will be sent to the parent/guardian by mail within 48 hours of the conference for suspensions of two or more days.

A student who has been suspended may not participate in or attend any school activities or functions on the day/s of suspension or on non-school days, such as weekends, during the suspension. If the student is suspended one day only, make-up work, including tests, is due the following day. Students suspended more than one day will receive an equal number of days to make up missed work. **It is the student's responsibility to contact the teacher and request make-up work.**

Suspension Records

Student suspension/expulsion records become part of a student's permanent file as required by federal and state law. If students transfer to another school, these discipline records are sent to the receiving school along with the education records.

Tardy Procedure

We encourage our students to be on time for school. If a student arrives after school starts, they are considered tardy and must sign-in at the office before going to class. If you know your child will be late arriving at school, please call the attendance line to let us know. Parents/guardians must sign a student in at the office if they are tardy and out of the office if leaving school before the school day ends.

Please note: Students are marked tardy if they should arrive within 30 minutes of the start of school. If they arrive after that time we will record it as a half day absence. Students leaving in the middle of the school period are also marked ½ day absent. If a student leaves at more than 90 minutes before the end of the school day, this is considered Leaving Early and will show up on the report card as a half day absence.

Tennessee Warning

Students may be questioned by administration about incidents that may include being held accountable for inappropriate behavior. Students will have a due process right provided to them as per Minnesota statute. The Minnesota Government Data Practices Act requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district.
2. Whether the individual may refuse or is legally required to supply the requested data.
3. Any known consequences arising from supplying or refusing to supply private data
4. The identity of other persons or entities authorized by a state or federal to receive the data.

Students must cooperate in all investigations as per state statute, MS 13.32 and MS 13.04. Students refusing to cooperate in investigations may be held accountable for behavior without the benefit of hearing information from them.

Safe, welcoming, inclusive environments and reasonable order must be present before effective learning can take place. The responsibility for establishing such an environment and responding to issues rests with the teachers; however, administration is responsible to provide supervision, guidance, and assistance to teachers in handling inappropriate behavior.

Staff and Administrators strive to make all aspects of school learning opportunities including accountability for inappropriate behavior. Accountability can include but are not limited to:

- Reflective conversations with staff and/or Administrator
- parent/guardian involvement via phone or meetings
- Restorative practices (fixing what was broken, service time, etc.)
- Lunch detentions
- In school suspensions
- Out of School suspensions and expulsions

Theft/Property Damage

On occasion, property belonging to students, staff, visitors, or District 112 buildings is stolen or damaged. Any individual implicated in a theft or destruction of property is subject to questioning by school officials. Anyone found to be involved in a theft, in possession of stolen property, or involved in property damage is subject to accountability.

Video Surveillance

Policy #712

District 112 Schools are committed to a safe, caring, and positive environment. In order to provide for the personal safety and security of students, staff, and visitors, our schools use video surveillance on school property, including the surveillance of vehicles, in accordance with guidelines established by the school administration. This policy is expected to encourage individuals to demonstrate respect for themselves, for others, and for their surroundings.

General Procedures

Video surveillance devices may monitor school buildings, vehicles, and grounds. Video surveillance may be placed in areas to monitor the safety and security of students, staff, and visitors and where surveillance has proven to be necessary as a result of threats, prior property damages, or other security incidents.

The school principal shall be responsible for managing and auditing the site use and security of video cameras, monitors, and electronic images. Only the principal or individuals designated by the principal shall be permitted access to the video monitors or be permitted to operate the video system controls. Video monitors are located in controlled access areas.

The school is not responsible for sharing video surveillance with students, parents/guardians, neighbors, or visitors.

The recording of actions of students, staff, and others may be reviewed or audited for the purpose of determining adherence to federal and state law, as well as school rules and policies. The school may use video surveillance to detect, report, and/or deter criminal offenses.

The school may monitor video surveillance and recordings from such surveillance to assure the safety and security of students, staff, and visitors. If deemed appropriate by the school administration, further actions may be taken by the school as a result of video surveillance activities including, but not limited to, accountability for individual actions and reporting evidence of crimes to appropriate authorities. Disclosure of video records shall be done on a need to know basis.

Visitor Check-in

We look forward to welcoming parents, families and visitors into our schools. Visitor check-in helps to ensure safety and security in our schools. Each school uses a visitor management system to ensure safety and security for all our students and staff. Our goal is to make our schools as safe as possible and make the check-in process as efficient as we can for our visitors and staff.

- All visitors must enter and exit via the school's main entrance. Please follow the posted directions to gain access to the school office.
- On your first visit to one of our schools, you will be required to provide a state-issued driver's license or state-issued ID (from any state). District staff will use our new Raptor Visitor Management software to complete a registered sexual offenders check and to register you in the system for future visits to any school.
- It is important to note that the Raptor system only scans the required information to complete a comparison with the national databases of registered sex offenders. Additional data from the driver's license is not gathered, nor is the system connected to any other systems such as the Department of Motor Vehicles. Therefore, any other information on the ID is not accessible to school staff.
- Once entry to the building is approved, we will issue a visitor badge that identifies the visitor, the date, and the purpose of the visit. You will be asked to wear the visitor badge during your visit in the school.

- You will NOT be required to show your ID on subsequent visits. On subsequent visits, you will be asked your name and the system will issue a visitor badge for that day's visit.
- A visitor badge will not be necessary if you are visiting the school to simply drop off an item or visit office staff.
- In the event that you do not have a state-issued driver's license or state-issued ID on your first visit, or you are not able to scan your license or state ID, school staff will ask you to stay in the office area and they will bring your child to you. No visitors will be allowed beyond the office without a visitor badge.

Volunteers

We welcome volunteers in our school. In addition, volunteers are needed on a district-wide basis as well. Parents/guardians have the opportunity to sign-up with their student's classroom teacher. Other information and opportunities are available through our PTO or by calling the building administration. Volunteers should follow the visitor check-in process of the district/building.

Wellness Policy

The wellness policy is a guide to ensure students are able to form healthy, life-long nutritional and physical habits. Students will be provided appropriate education in each of these areas, as well as healthy food choices and opportunities to participate in physical activities. Nutritional value and portion size guidelines have been established for food items that are made available to students.

Schools will not use foods or beverages as rewards for academic performance or good behavior (unless written in an IEP or 504), and will not withhold food or beverages as a punishment. All foods offered or sold to students will meet USDA Smart Snacks nutrition standards. A list of Smart Snacks is found on the [district's wellness website](#). The school district will make available to teachers a list of healthy fundraising ideas. The school encourages parents/guardians to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

WIN Time (What I Need)

Blocks of time in the daily schedule used to provide enrichment, remediation and support to all students.

Yearbook

Each fall, students are given an opportunity to purchase yearbooks. Our special memory book brings smiles to children, parents/guardians, and staff members.

Eastern Carver County School District Policies

Included on the following pages are some key policies and brief policy summaries. Each heading is a link to the full policy online. You can also access the complete District Policies at www.District112.org, click on *Community* on the main page, then choose *School Board* from the drop down menu, and click the *district Policies* button. The Student & Parent/Guardian Handbook is updated throughout the year as policies are affirmed, revised, adopted or deleted by the school board. The date(s) the board acted on a given policy can be found in the policy itself.

[Bullying Prohibition Policy #514](#)

- Bullying is prohibited.
- Positive, respectful behavior is expected.
- Complaints of bullying will be investigated.
- Action will also be taken if students or employees retaliate against persons making good faith reports of bullying

behaviors.

[Chemical Use Prevention & Intervention Policy #417 and Drug-Free School Policy #418](#)

- It is the policy of Independent School District 112 to maintain a safe and healthy environment for students, employees, and the public.
- Use or possession of controlled substances, toxic substances, medical cannabis, or alcohol before, during, or after school hours, at school or in any other school location, is prohibited.
- This policy applies to all District buildings and grounds, vehicles, and other places where students and staff are involved in school activities or as District representatives.
- Students who violate this policy are subject to actions up to and including expulsion and referral to law enforcement authorities.

[Communicable Disease Policy #420](#)

- District will provide a healthy environment while protecting the educational rights of students.
- District will have procedures for inclusion and exclusion from school and/or school related activities

[Data Privacy](#)

See Policy #515 – Protection & Privacy of Student Records

[Disability Nondiscrimination Policy #521](#)

- District 112 protects students with disabilities from discrimination.
- Procedures provide a system of procedural safeguards pertaining to the identification, evaluation and placement of students who, because of a disability, need or are believed to need special instruction or related services.
- Reasonable accommodations must be made to protect against discrimination if a person's disability substantially limits a major life activity.
- District procedures provide for the prompt and equitable resolution of complaints of disability discrimination.
- Any student who believes they have been the victim of unlawful discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful discrimination toward a student should report the alleged acts immediately to a building principal and/or may file a grievance with the Section 504 District Administrator.

[Discipline Policy #506](#)

- An environment conducive to learning must be maintained to ensure no interference with the educational process in all District 112 schools.
- Students are responsible to assist in building a school culture and climate where all students are supported, valued, respected, and safe.
- If District 112 policies or school expectations are violated, appropriate disciplinary actions will be taken.
- Early personal growth, development, and intervention is encouraged in attempting to promote positive behavior and limit actions inconsistent with school and district policies.
- The policy includes a code of student conduct outlining unacceptable actions at school.
- If District 112 policies or school expectations are violated, appropriate disciplinary actions will be taken.

[Equal Educational Opportunity Policy #102](#)

- District 112 will ensure equal educational opportunity to all students of the school district.

- District 112 will not discriminate on the basis of race, color, creed, religion or non-believer status, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, or age.
- Equal opportunities apply to all areas of the educational program, including academics and activities.
- Any time students believe there has been a violation of this policy they should speak to a teacher or to the principal.
- If you believe your child has been denied equal opportunity for one of the reasons listed above, you may contact the building principal or the District Human Rights Officer: 952.556.6251; District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.
- The District will investigate all complaints.

Firearms and Weapons Prohibition Policy #501

- All firearms, weapons, or instruments that appear to be a weapon are prohibited on District property and wherever student activities take place.
- “Weapon” means any object, device or instrument designed as a weapon or which, through its use, is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- Firearms are defined as any gun (loaded or unloaded, workable or not), explosives, rockets, bomb, grenades, as defined by Section 921 of U.S. code.
- Students who violate this policy may be reported to law enforcement and are subject to actions up to and including expulsion.

Harassment and Violence Prohibition Policy #413

- District 112 prohibits any form of harassment or violence.
- Harassment includes: physical or verbal conduct, including electronic communications, that create an intimidating or hostile environment, interferes with performance, or affects work or academic opportunities; pressure for sexual activity; brushing against; threats or actions related to individual’s race, color, religion, ethnic heritage, sex, sexual or affectional orientation, gender identity or expression, age or any other protected class.
- All complaints will be investigated.
- Action will be taken to end harassment or violence and prevent recurrence.
- Students who violate this policy are subject to actions up to and including expulsion.
- The school district will also take appropriate action against any person who retaliates against any person who reports the discrimination, testifies, assists, or participates in an investigation or related hearing.

Hazing Prohibition Policy #526

- Hazing of any type is prohibited at all times.
- Complaints of hazing will be investigated.
- District 112 will take appropriate action against any student or staff member who violates district policy or law.
- Action will also be taken if students or employees retaliate against persons making good faith reports of alleged hazing or persons who assist in a hazing investigation or hearing.

[Health and Safety \(Including Integrated Pest Management\) Policy #807](#)

- District 112 will, within the budgetary limitations adopted by the board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds
- District 112 currently has in place an Integrated Pest Management Program for control of insects and other pests inside school buildings.
- The District uses a similar strategy in controlling weeds on its grounds and athletic fields.
- At no time are any pesticides or herbicides used or applied when children are present in the building.

[Immunization Requirements #530](#)

- All students must receive proper immunizations as mandated by law.
- Proof of immunizations or appropriate documentation exempting the student from immunizations must be provided prior to the student's first date of attendance.

[Life-Threatening Allergies Policy #551](#)

- District 112 will provide a safe environment for students with severe, potentially life-threatening allergies.

[Mandated Reporting Maltreatment of Minors Policy #414](#)

- State law requires District staff who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker to report it to local child protection or law enforcement authorities.
- This applies to suspected abuse or neglect within the last 3 years.

[Pledge of Allegiance Policy #531](#)

- State law requires that the Pledge of Allegiance be recited at least once a week.
- Buildings will determine whether the recitation will be conducted in individual classrooms or in unison throughout the building.
- Those individuals choosing not to participate will be treated respectfully.

[Protection and Privacy of Pupil Records Policy #515](#)

- District 112 has determined categories of student data that are public or "directory information." All other student data is private or confidential.
- State and federal laws classify certain information about students and staff as public data.
- Directory information must be made available to organizations or individuals who request it
- Parents/guardians and students over age 18 may request that directory information be classified as private.
- Parents/guardians and students over age 18 may request to inspect and review student records
- Parents/guardians and students over age 18 may request an amendment of the student educational records

[Search of Student Lockers, Desks, personal Possessions, and Student's Person Policy #502](#)

- District 112 will provide a safe and healthful educational environment by enforcing District policies against contraband.
- If school officials have reason to believe that an illegal act or violation of school expectations or policy has been committed or is about to be committed, they are authorized to reasonably search the student, the student's property (i.e., backpacks, vehicle), or any school district property used by the student.

- Each student will be assigned a locker. No student is to switch or share a locker with another student. Each student will be held responsible for the condition of the locker assigned to them and for the contents of that locker.
- School lockers are the property of the school district. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- Personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school expectations.
- Students should not keep money or valuables in lockers.

[Student Medication Policy #516](#)

- The District acknowledges that some students may require prescription or non-prescription medication during the school day.
- The purpose of this policy is to provide safe, proper, and timely administration of both prescription and non-prescription medication to students in the schools.
- District 112 will dispense only FDA approved medications as prescribed by a licensed medication prescriber.
- Medications will be dispensed by the Registered Nurse. The RN may delegate this medical function to the Health Associate, paraprofessional/unlicensed assistive personnel, or other school staff as needed.
- All medications will be stored in a locked drawer/cabinet which is used exclusively for medications. All medications should be stored in the original pharmacy, or manufactured labeled container with the student's name on it.

[Student Rights Related to Student Surveys, Physical Exams, and Marketing Policy #520](#)

- Parent/guardian must give consent before students participate in federally-funded surveys on the following protected topics: political affiliations of students or parents; mental or psychological problems of students or family; sexual behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisal of student's family; privileged relationships; i.e., attorney, physician; religious practices or beliefs of student or family; income.
- Parent/guardian may opt students out of surveys that ask for personal information if the surveys are not funded federally. Parents/guardians may request to inspect the surveys before students take them.
- Parental notice and opportunity to opt out is required for health screening (except for hearing, vision, scoliosis) or using student information for marketing purposes
- Parent/guardian may opt students out of medical examinations or screenings that don't meet federal criteria
- Parent/guardian may request to inspect curriculum materials
- Parent/guardian may deny use of personal student information for marketing, sales or other distribution.

[Student Sex Nondiscrimination Policy #522](#)

- District 112 prohibits discrimination on the basis of sex (Title IX).
- No student will be excluded from participation in, denied benefits of, or subjected to discrimination on the basis of sex or gender.
- It is the responsibility of every school employee to comply with this policy.
- All complaints will be investigated.
- The school district will also take appropriate action against any school personnel who retaliates against any person who reports the discrimination, testifies, assists, or participates in an investigation or related hearing.

[Student Transportation Safety Policy #709](#)

- The bus driver is the responsible authority on the bus.
- Students will board and leave the buses only at designated stops.
- Pick-up times are established; students will be waiting 5 minutes before pick up time at designated stops.
- Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
- Students will not tamper with emergency doors or safety devices.
- Students will not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus.
- A student who violates either the Bus Safety & Student Conduct Expectations or the Student Behavior Responsibilities will be assigned appropriate consequences by the School Bus Driver and building administration.

[Technology and Internet Acceptable Use Policy #524](#)

- Sets for guidelines for access to District computer systems and acceptable and safe use of the internet and electronic communications.
- Use of the system is designed for educational purposes.
- Use of District systems and access to the internet is a privilege, and inappropriate use may result in a consequence.
- Any activity using the District network will be monitored.
- Filtering may be extended to District owned devices used off site.
- Development of techniques for use of personal or District provided devices is encouraged as a teaching tool where appropriate and where it will enhance the learning experience.
- Use of personal or District provided devices should not create a distraction from the learning process, and devices are not used to infringe on the privacy of other students or of staff.
- Student's will be provided an account to access system using for education, but access and related data will be removed 30 days after student is no longer enrolled in Eastern Carver County Schools
- Students may be liable for the cost of repair or replacement of lost or damaged technology.

[Tobacco Free Environment Policy #419](#)

- Use of tobacco, tobacco-related devices, or electronic cigarettes in school, on school property, on a school bus, or at a school sponsored activity including off campus events sponsored by the school district is prohibited.
- This policy applies to students, staff, and community members.
- Students who violate this policy are subject to actions including required education, parent and police liaison officer involvement up to suspension and court referral.
- Community members will be informed of the policy and asked to refrain from use; if they refuse, they will be asked to leave and law enforcement may be contacted.

[Waste Reduction, Reuse, Recycling Policy #805](#)

- District 112 will teach and model practices that help preserve the environment.
- All buildings will recycle cardboard, paper, aluminum cans, plastic bottles, tin cans, and glass bottles.
- Containers will be provided, clearly labeled, and located to encourage use.
- All students and staff will be instructed and encouraged to reuse and/or recycle all paper whenever possible.

[Wellness Policy #533](#)

- Policy is a guide to ensure staff and students are able to form healthy, life-long nutritional and physical habits.

- District 112 will provide students appropriate education in each of these areas as well as healthy food choices and opportunities to participate in physical activities.
- District will have a Health Council to monitor, review, and revise as necessary the Wellness Policy.
- Food made available to students through the breakfast/lunch programs must follow the nutritional guidelines set forth in the procedures.
- Schools will not use food or beverages as rewards for academic performance or good behavior (unless written in an IEP and/or 504) and will not withhold food or beverages as a punishment.
- All foods offered or sold to students will meet USDA Smart Snacks Nutrition Standards.

Forms

The forms, in the following pages, can be printed, signed and returned to your student(s) school, or the district office. You can also get copies from the district or school office, or the district or school website.

Bus Ridership Agreement Form

I understand that riding a District 112 school bus is a privilege as well as part of the school day. In order to be sure that I and other students on the bus have a safe and comfortable ride I will abide by the Bus Safety Expectations and Responsibilities as outlined below.

Bus Safety & Student Conduct Expectations

1. The bus driver is the responsible authority on the bus.
2. Students will board and leave the buses only at specifically designated stops.
3. Students will remain at a safe distance from the bus when buses are arriving or departing from their stops.
4. Pick-up times are established, and students will be waiting 5 minutes before pick up time at designated stops.
5. Students will go directly to their seats. Students will stay seated when the bus is moving.
6. Backpacks, musical instruments, and other large items must be handled by students in such a way as to not come into contact with other students or obstruct the aisles.
7. For safety and cleanliness, gum, food, and drink are prohibited.
8. Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
9. Drivers will assign seats to all elementary students and may assign seats to middle school or high school students when necessary. Students will remain seated at all times. Drivers and administrators may make specific seat assignments.
10. When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.
11. Students will not engage in noisy or boisterous conduct which might distract the driver.
12. Students will not use profane or indecent language.

Student Behavior Responsibilities

1. Students will not tamper with emergency doors or safety devices.
2. Students will not throw, shoot, or spit objects out of, inside, or at the bus.
3. Students will not damage or deface the buses in any manner.
4. Students will not possess or use alcohol, tobacco, or any other type of illicit substance on the bus.
5. Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
6. Students will not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus.
7. Students will not engage in noisy or boisterous conduct which may distract the driver.
8. Students will not use profane or indecent language.
9. Students will not harass others physically, racially, religiously, sexually, or in any other manner.

A student who violates either the Bus Safety & Student Conduct Expectations or the Student Behavior Responsibilities will be assigned appropriate consequences by the School Bus Driver and School Principal.

Consequences for Student Misbehavior

Consequences will be assigned to students who misbehave in order to provide an opportunity for them to learn to behave appropriately. Students are expected to learn quickly because the school bus is a safety sensitive environment and their actions can affect the safety of others. Students who repeatedly misbehave will be assigned consequences which are progressively more severe. Students will immediately be assigned the most severe consequence when their behavior is seriously harmful or destructive. The most severe consequence is the loss of the privilege to ride the bus.

Parents/Guardians are both initially and finally responsible for transporting their children to and from school unless those children demonstrate safe and responsible behavior on and around the school bus. All parents/guardians are asked to work cooperatively with school and bus company officials to ensure that their children behave safely and responsibly. Your participation and support are critical for teaching students the basic skills which will help them navigate safely in the real world.

Minimum Consequences: Misbehaviors which are minor will result first in a warning, and then in the progressive assignment of no more than (5) five consequences. On the fifth consequence the student loses their privilege to ride the bus for the remainder of the year.

Maximum Consequences: Misbehaviors which are major will result in immediate loss of the privilege to ride the bus.

I have read the above information and/or it has been discussed with me in class and I understand that I am responsible for my actions while on the bus (PLEASE PRINT)

Student Name: _____ Date: _____

Teacher Name: _____ Grade Level: _____

I have read the above information and have discussed it with my child.

Parent Name: _____ Date: _____ (SIGNATURE)

NOTE: A signed copy of this form must be kept on file at the school office in order for your child to ride the bus.



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Name:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- MCA/MTAS Reading
- MCA/MTAS Science
- MCA/MTAS Mathematics
- ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 2022 - Page 2 of 2