

# *Jackson Elementary School*

**2020-2021**

Student /  
Parent  
Handbook

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Shakopee, MN 55379  
952-496-5802



## **SHAKOPEE PUBLIC SCHOOLS MISSION STATEMENT**

Shakopee Schools, in partnership with our community, will educate lifelong learners to succeed in a diverse world.

## **FORWARD**

This handbook has been prepared to inform Parents, Guardians and Students regarding policies, regulations and services offered through the Shakopee Elementary Schools. In this way, a more positive and productive educational experience can result for each child.

Parents and guardians are welcome to visit their child's classroom at any time and are encouraged to consult with teachers on any problem concerning their child's education. Please contact the school office to schedule your visit.

For additional information, visit the Shakopee School District web site at [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us).

## **RIGHTS AND RESPONSIBILITIES**

### **Shakopee Student Rights & Responsibilities**

Students shall have the right to:

- an environment free from distraction and disturbances from fellow students.
- an equal educational opportunity and freedom from discrimination.
- due process of law.
- freedom of inquiry and expression.
- protection of personal property.
- be informed of school rules and consequences of breaking those rules.
- be free from verbal and physical abuse.

Students shall have the responsibility:

- to attend school daily, except when excused by the principal or his/her designee, and to be on time to all classes.
- to pursue and attempt to complete the course of study prescribed by state and local school authorities.
- to make necessary arrangements for making up work when absent from school.
- to refrain from making false statements or engaging in disruptive activities.
- to refrain from using profanity or obscenities.

- to respond to reasonable requests of school staff.
- to be aware of all school rules and regulations and conduct themselves in accordance with same.
- to protect and take care of school property.
- to dress and groom to meet fair standards of safety and health and common standards of decency.
- to display good manners and respect for others.

### **Parent/Guardian Responsibilities**

The parent(s)/guardian(s) of students have the responsibilities:

- to know the rules of behavior required of students in their school as outlined in the school handbook and to encourage their children to abide by those rules.
- to work cooperatively with school officials and teachers in assuring a learning environment that is free from unnecessary distraction or disruption.
- to inform the school when a student is to be absent or tardy.
- to work cooperatively with the schools in the enforcement of district and/or building rules or regulations.

## TABLE OF CONTENTS

<b>Attendance.....</b>	<b>4</b>
Assignment of Elementary Children	School Age Child Care – The “Y” Program
Emergency School Closing	School District Enrollment Options Program
Entrance Guidelines	The School Day
Regular Attendance	Early Release Days
Reporting Absences Pre-Arranged Family Trips	Withdrawal from School
Unexcused Absence	Student Records
<b>Behavior Expectations .....</b>	<b>7</b>
Jackson Core Beliefs	Athletic/Art Events
<b>Busing &amp; Transportation.....</b>	<b>10</b>
Bus Transportation Eligibility	Student Pick-Up and Drop-Off
Discipline Procedures	
<b>Curriculum Information .....</b>	<b>12</b>
Accommodations to Assist in Home/School	
Communication	Parent-Teacher Conferences
Field Trips	Presidential Award
Grading Policies	Red Folders/Take Home folders
Homework	
Learning Commons	
<b>Health Services &amp; Information .....</b>	<b>13</b>
Accidents/Injuries	Medications
Allergies	Physical Education Participation
Head Lice	Vision Hearing and Screening
Illness and Injury	Winter Wear
Immunizations	
<b>Food Services Program.....</b>	<b>18</b>
Visitors Eating Lunch at School S	Snacks
<b>Miscellaneous.....</b>	<b>19</b>
Bicycles/Rollerblades/Skateboards	Lost and Found
Birthdays	Personal Property
Classroom Parties	School Texts and Supplies
Dress	Security Cameras
Legal Documentation Lockers	Student Use/Possession of Electronics
Lockers	Telephone Calls
<b>Parent Involvement.....</b>	<b>21</b>
Communication with School	Guidelines for Volunteer Field Trip Chaperones
PTO	Office Sign-In/Out & Name Badge
Visiting Procedures	
Volunteers	
Application and Background Check Authorization Forms	
<b>Student Protection.....</b>	<b>23</b>
<b>Shakopee School District Policies .....</b>	<b>24</b>
Drug-Free Workplace/Drug-Free School and Tobacco-Free Environment	School Weapons Policy
Field Trips	Student Discipline
Harassment and Violence	Student Sex Nondiscrimination
Hazing Prohibition	Visitors
Bullying Prohibition	Reporting Form
Internet and Network Acceptable Use Policy	Media Release
Limited Educational Purpose	Statewide Testing Information
Notice of Directory Information	Statewide Assessment Refusal Form
Photos/Videos/Interviews/Social Media	
Surveys and Other Matters	

## **ATTENDANCE**

### **Assignment of Elementary Children**

Shakopee has five K-5 schools – Eagle Creek, Jackson, Red Oak, Sun Path and Sweeney. Boundaries are established and used for student assignment to a specific school based on home address. If a student attends a before or after-school daycare program, and the parent desires school-provided transportation, the student may be assigned to the school in which the daycare provider is located.

Parents requesting their students' attendance at a school outside of their attendance area shall submit an Intra-District Transfer Request Form in writing to the superintendent's office. The approval or denial of such requests shall be based upon class size and other pertinent factors. When approval to attend a school outside the attendance area is granted, parents must provide transportation to the school.

### **Emergency School Closing**

During inclement weather, school closings, late starts, and/or early dismissal will be communicated via an automated telephone call and/or email to each registered family as well as being announced on WCCO radio (AM 830), plus TV networks FOX, NBC, CBS and ABC. Closings are also recorded on our school district EMERGENCY INFORMATION LINE (952-496-5088) and posted on the district web site.

### **Entrance Guidelines**

All children whose parents or guardians reside within the boundaries of the Shakopee Public Schools shall be eligible for a tuition-free education in the district.

To be eligible for kindergarten, a child must be five on or before September 1st of the current school year. In addition, all children determined eligible by the district's early entrance regulation may be admitted.

The parent or guardian of a child entering the district for the first time must submit the child's birth certificate or other satisfactory evidence of age and legal name to the appropriate school office.

### **Regular Attendance**

Regular and punctual attendance in class is of prime importance if the maximum benefits of schooling are to be achieved. The entire process of education requires continuity of instruction, classroom participation and study in order to achieve the maximum educational benefits for each individual student. It is expected that all students will be in attendance in class on those days school is in session.

When a pattern of excessive absences or tardiness (excused or unexcused) has developed, special interventions will be implemented. Parents who are experiencing difficulty establishing regular attendance with their child are encouraged to contact the Principal or School Social Worker for assistance and support.

If a student arrives after the last bell but before 9:15 AM, s/he is considered tardy for the morning. Any student who arrives after 8:30 AM will be expected to report to the school office for an admittance slip. This practice allows the office personnel to record the tardy as excused or unexcused.

Students are to be counted absent under the following situations:

- If a student arrives after 9:15 AM or leaves before 2:00 PM, s/he will be considered absent for one-half day.
- If a student leaves after 2:00 PM, s/he is considered in attendance for a full day.

### **Reporting Absences – Attendance Line 952-496-5803**

In the event that a child must be absent because of illness, it is important the parent or guardian notify the school attendance line before school on the day of the absence. If this does not occur, the parent will be contacted by the school to inquire as to why the child is not in school.

Attendance information is reported by the classroom teacher and all absences and tardiness are recorded in the school office. Your child's absences or tardiness will be considered **excused** for the following reasons:

- Illness
- Medical/Dental Appointments (Note required from the doctor or dentist.)
- Religious Activities
- Pre-Arranged Family Trip
- Family Emergencies

### **Pre-Arranged Family Trips**

Families are strongly encouraged to plan family trips around breaks during the school year (e.g. winter or spring break). Parents are asked to **contact the school office** and child's teacher well in advance of any planned absence. Note: A family trip may not be excused based on the student's academic progress and/or past attendance issues.

### **Unexcused Absence/Tardy**

For any student who has accumulated seven (7) unexcused absences, the school will notify Scott County Human Services to file truancy or educational neglect. Reasons such as 'overslept', 'missed the bus', 'doesn't want to come', etc. are considered **unexcused** reasons for being absent or tardy from school. The school realizes that a student (and/or family) may experience a **rare unexcused** absence/tardy, but if a pattern develops the child's parent/guardian will be contacted. Two half day absences equal 1 full day of absence. Ten tardies equal 1 full day of absence.

### **School Age Child Care - The "Y" Program**

The Minnesota River Valley YMCA offers before and after school childcare for Shakopee students, grades K-5. For more information regarding the "Y" program offerings, please call 612-230-9622.

### **School District Enrollment Options Program**

The School District Enrollment Options give families the opportunity to select the most appropriate educational experience for their sons and daughters.

All pupils eligible to attend public school may apply to any Minnesota public school outside the district in which they live. Parents/guardians wishing to pursue this option may contact the Superintendent's Office for complete information and application forms.

## **The School Day**

School starts at 8:30 AM for all Jackson students. This means that children should arrive between 8:10 AM and 8:25 AM. Dismissal is at 3:10 PM.

For student safety, all exterior doors (except the main school entrance) are locked after 8:30 AM and will remain locked until 3:00 PM. Visitors can gain entry through the main school entrance by accessing the security system. Once inside, visitors may be asked for ID. <http://www.shakopee.k12.mn.us/page2918>

## **Early Release Days**

Throughout the school year, there are 4 scheduled early release days. This means that school will be dismissed 2 hours earlier than usual. This time will be used by teaching staff for in-service and training as we strive to continuously grow as professional educators in order to continue to provide our students with quality instruction. Early release dates are:

Sept. 25th      November 6th      January 15rd      March 26th

## **Withdrawal from School**

Parents/guardians are asked to notify the school office and the child's teacher as soon as possible if the family intends to move from their present address.

## **Student Records**

Information about students attending Shakopee Public Schools is collected and maintained in individual student records. It is district policy that only information necessary to effectively provide for your child's educational needs will be requested and maintained. Information may be obtained from parents, the child, or any school system in which the child has been previously enrolled and other sources as appropriate.

Parents may ask to see their child's records and have the content and meaning interpreted to them by making a request to the principal of the school the student attends or has most recently attended or to the Director of Special Services. Student records will be disclosed only to the extent that information is needed for a legitimate educational interest. In accordance with the district's Student Records Policy, upon request of any private or public school system in which a child will enroll, the child's student records will be transferred to that school.

Parents may request a copy of the records that have been transferred. Except as mentioned above, and as otherwise stated in the Student Records Policy, student records will not be disclosed to any party other than the parents of a student under 18 years of age, or a student 18 years or older, without the consent of the parent or student. If parents feel recorded information is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, they can challenge the information and request that the records be amended. The procedures for requesting amendment are explained in the School Records Policy. Student records are stored in a secure manner at the school the child attends or most recently attended.

A student's special education records are maintained for 5 years after a student's graduation or withdrawal from the district. Parents who feel the district has failed to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 can file a complaint at: Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

## BEHAVIOR EXPECTATIONS

### JACKSON'S CORE BELIEFS ABOUT SCHOOL DISCIPLINE

1. Every attempt will be made to maintain the dignity and self-respect of both students and staff.
2. Students will be guided and expected to solve their problems without creating problems for anyone else.
3. Students will be given the opportunities to make decisions and learn from the consequences of their choices.
4. Misbehavior will be handled with natural or logical consequences whenever possible.
5. Misbehavior will be viewed as opportunities for individual problem solving and preparation for the real world as opposed to personal attacks on school or staff.
6. Students will be encouraged to arrange a time to tell their side of the story whenever consequences appear to be unfair.

At Jackson we focus on the following three words when it comes to behavior expectations:

#### ***Safety***

#### ***Respect***

#### ***Responsibility***

**SAFETY:** This means that we expect students to always act in a safe and healthy way. Students will not do anything that will hurt themselves or others. This includes, but is not limited to:

- Walking in the building and to and from the playground and bus
- Keeping hands, feet, objects (for example: scissors, pencils, backpacks, etc.) to self.
- Using restrooms appropriately
- Using all equipment, including playground equipment, in a safe manner
- Keeping the school clean at all times

**RESPECT:** This means that we expect students to treat others as they would want to be treated by others. In other words, we expect students to be nice! This includes, but is not limited to:

- Being quiet so that others can learn
- Using respectful language that does not include teasing, put downs, arguing, talking back or swearing
- Listening to others
- Respecting the property of the school and others
- Keeping hands, feet, objects (for example: scissors, pencils, backpacks, etc.) to self
- Keeping the school clean at all times

**RESPONSIBILITY:** This means that students will take responsibility for their own actions and think about why they are in school, which is to learn. Responsibility includes, but is not limited to:

- Arriving to school on time each day ready to learn



- Attending school every day, except for “excused” reasons
- Being prompt and prepared for each day and each class
- Completing assigned work on time
- Keeping the school clean at all times
- Minding one’s own business

Effective strategies for changing behaviors can include:

- Making eye contact with the student
- Moving closer to the student
- Placing a hand on the student
- Having a short conference with a student at an appropriate and respectful time

Strategies of this nature are effective because not only do they often stop the behavior, teaching and/or learning is not interrupted. Staff will try to make the student a part of this process as much as possible. Giving choices to students and asking them how they will “fix it” provides positive lasting results.

When consequences are necessary, every effort will be made to give appropriate and natural consequences. Consequences are based on:

- Severity of the action
- Frequency/repetition of behavior

Possible consequences of inappropriate behavior:

- Creating a ‘fix-it plan’
- Calling home
- Offering a sincere apology
- Taking a time out

There are some behaviors that are considered completely inappropriate at school. Such behavior may be a violation of state law, district policy or totally unacceptable behavior. When a student demonstrates behaviors of this caliber, it may require the involvement of the principal or designee, parents/guardians and may also involve legal authorities. Examples may include, but are not limited to: theft, vandalism, harassment, assault, fighting, possession of weapons/drugs/alcohol/tobacco.

## **Athletic/Art Events**

The following information outlines acceptable and unacceptable behavior standards as specified by the National Federation of State High School Associations:

### **Acceptable Behavior**

- Applause during introduction of players, coaches, and officials.
- Acceptance of all decisions of officials.
- Applause at end of contest for performance for all participants.
- Everyone showing concern for injured players, regardless of team.

- Encouraging surrounding people to display only sportsmanlike conduct.

#### **Unacceptable Behavior**

- Yelling or waving arms to distract or interfere, such as during an opponent's free-throw attempt.
- Disrespectful or derogatory yells, chants, songs or gestures.
- Criticizing officials in anyway or displays of temper with an official's call.
- Yelling, laughing or name-calling to antagonize opponents.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following leading of cheerleaders

It is required that parents accompany elementary children to athletic and other extra-curricular activities. Admission fees are charged for entry to events throughout the length of the game, match or event.

Students are able to attend all home athletic and arts events at Shakopee High School free of charge if accompanied by a parent/adult by showing their student identification card.

#### **Incidents of Severe Behavior**

Severe behaviors include, but are not limited to:

- Fighting/physical aggression
- Possessing a weapon
- Open defiance – verbally or physically
- Swearing at others
- Vandalism
- Stealing
- Threatening/bullying

A student who exhibits a severe behavior may be sent directly to the principal's office for follow-up action.

Consequences for Severe Behavior may include:

- 1) Student writes a letter of apology.
- 2) Student and principal contact the parent by phone.
- 3) A parent/student/principal/teacher conference conducted.
- 4) Detention, In-School Suspension, or Out-of-School Suspension.
- 5) Additional consequences and/or police referral.

#### **Playground Rules & Guidelines**

**Students are expected to use good sportsmanship at all times.**

- Safe participation requires the use of common sense.
- Rocks, sticks, snow, etc. must remain on the ground.
- Students will be outside in the morning and at noon recess unless the temperature/wind chill is below zero or it is raining.
- Dress for the weather.
- Balls or other flying objects should NOT be "in play" in the morning.
- All equipment should be used as it was intended and designed.
- Sit on the swings and use CAUTION in the area...stand at a safe distance.
- Do not run through or between swings.
- Footballs will be allowed for passing and catching only.
- Soccer balls, kick balls and footballs can ONLY be kicked in a game played on the field.
- One-hand touch ONLY (both tag & football).
- Softball and baseball bats are allowed only with the supervisor's permission.
- Do not jump from a height higher than you are tall. If it's over your head – don't jump.

### **STUDENTS PLEASE REMEMBER:**

Think before you act!

Be courteous and respectful to other students and adults!

Stay safe and keep peace!

Do your best and help others do the same!

## **BUSING & TRANSPORTATION**

### **Bus Transportation Eligibility**

All elementary pupils residing in within the Shakopee Public Schools attendance boundaries and attending public school who live one-half (1/2) mile or more from the public school as measured by the shortest route to the school building are eligible to ride the bus. Students eligible for busing may also be transported to a child care provider's residence within the boundaries of the school attendance area (The Alternate Transportation Form must be completed). Any student may be eligible for transportation to childcare providing that (a) the provider is a licensed day care person or a relative and (b) the childcare provider lives one-half mile or more from the assigned school.

Children may not ride any bus but their regularly scheduled bus. Transportation is provided by Palmer Bus Services (952-445-1166). Individuals with questions regarding bus transportation are asked to contact Jerry Anderson, the Director of Finance and Operations (612-213-2885).

**Children not eligible to ride the bus may not do so for any reason other than school field trips.**

### **Discipline Procedures**

For the safety and welfare of every student riding the bus, proper behavior is expected. All students are expected to follow the posted school bus rules. Bus safety procedures and district policies for student conduct are taught to all students during the first three weeks of school. It is important that students and parents realize that district provided transportation is a privilege, not a right. Failure to obey bus rules and regulations will result in disciplinary action.

If a student's behavior is unsafe, or problems continue, a safety violation report will be filed. The school district's bus discipline recommendations are as follows, with the final decision determined by school designee in consultation with Palmer Bus Services:

- **First violation** - Palmer Bus Services notifies the principal (or designee) and a conference with the student is held; bus safety violation report is completed; school communicates with parent. This is a 'warning'.
- **Second violation** – Student conference with principal (or designee); loss of riding privileges for up to three days; phone call and copy of violation report to parents. Note: Students who lose bus privileges are not excused from school; parents are responsible for their child's transportation to and from school.
- **Third violation** - Same as "a" and "b" except that removal from the bus may be up to two weeks. A behavior improvement contract may be developed at this time.

- **Fourth violation** - Parents will be responsible for their child's transportation to and from school for the remainder of the school year.

**Severe behavior** - In case of behavior that puts the student or other students in extreme danger, the principal (or designee) may choose to skip one or more of the above steps.

## **Student Pick-Up and Drop-Off**

A school zone is a busy and potentially dangerous place for students. Courtesy and cooperation is essential in order to eliminate possible hazardous conditions. School traffic is designed around busing transportation and very limited car traffic which is challenging and requires special attention when driving students to and from school.

### **Buses:**

Students riding the busses will be dropped off next to the playground. After being dropped off, students who eat breakfast at school should go inside directly, others have the option of going to the playground. Students will be allowed to go to their classrooms at 8:20.

### **Before school:**

Parents dropping off students before the first bell should use the lower level parking lot/entrance. Students may **not** be dropped off before 8:10 AM. Students being dropped off before the first bell should go directly to the playground area or into the cafeteria for breakfast. Supervisors will direct the students inside when the entrance bell rings. Parents going into the upper parking area **MUST** park and walk their students across the driveway. Students may not walk from the parking lot into school unaccompanied. Always avoid the use of handicap parking spaces without a permit as the police do monitor the use of these spaces at times.

### **After school:**

Parents picking up students at the end of the day should use the upper level entrance. When picking students up at Jackson, please either join the line-up of cars waiting on right hand side of the parking lot near the sidewalk so that students can walk on the sidewalk to join you. If you park in the lot, you must sign your child out in the office to pick up your child and escort him/her to your car. Students may **not** to walk across to the parking lot without you as the traffic is not safe for crossing without an adult. Your help with this procedure will make it much safer for our students and eliminate students crossing to the parking lot without adult supervision. Please do not stop behind cars or busses in a way which may obstruct the view of other drivers. Always avoid the use of handicap parking spaces without a permit as the police do monitor the use of these spaces at times. Thank you for your help and cooperation.

The below map is for your reference of drop off lanes. The indication of *no student drop-off through parking lot* is in reference to allowing students to walk to or from the building unaccompanied.



## CURRICULUM INFORMATION

Parents and guardians of students attending the Shakopee Public Schools are encouraged to become familiar with the curriculum and materials used for instruction. Any parent wishing to further examine any part of a particular curriculum, or a specific teaching aid used at a grade level or subject area, is asked to contact the building principal. A Review of Curriculum Materials Form will be completed when reviewing the material in question.

### Accommodations to Assist in Home/School Communication

Any parent or guardian in need of accommodations to communicate with school personnel or to participate in his/her child's education is asked to contact the school office for assistance. Examples of accommodations may include TTY at your child's school, large print or Braille materials, accessible meeting facilities, sign language interpreter or assistive listening device kit for all meetings/conferences/activities, etc.

### Field Trips

Money from school fundraisers, when available, will be used to cover bus transportation for students. Parents may be asked to contribute money to cover the cost of admissions and other expenses. No student will be denied a field trip experience because of inability to pay. Parents are asked to contribute as much as they are able.

### Grading Policies

A formal report of student progress is issued every quarter in grades 1-5. Kindergarten progress reports are completed twice per year. Informal progress reports are available upon request, and information is often sent home with students.

Grade reports are based on end of year outcomes, with a “1” meaning - limited understanding of grade level standard, “2” meaning – progressing toward grade level standard, “3” meaning – meets grade level standard, or “E” meaning – exceeds grade level standard.

### **Homework**

Students are responsible to complete all work assigned by the teacher. When classwork is not finished during the school day, it may be considered homework. Homework may be assigned by the individual teacher.

### **Learning Commons**

The school maintains a well-stocked Learning Commons from which children may check out materials. Whenever a child checks out materials, he/she assumes responsibility for this property.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled twice during the school year. Dates and times for each school are posted on the school calendar. Additional conferences may be scheduled whenever a parent or teacher feels it is necessary. Please call the teacher to arrange for after school appointments.

### **President’s Award for Educational Excellence**

The President’s Education Awards Program, sponsored by the U.S. Department of Education, in partnership with the National Association of Elementary School Principals and the National Association of Secondary School Principals, was developed to help recognize and honor those students who have achieved high academic goals by their hard work and dedication to learning.

At the end of each school year, the President’s Award for Educational Excellence is awarded to fifth grade students who have maintained a superior grade point average (during fourth and fifth grade) and have demonstrated high achievement in reading or mathematics on state or nationally normed tests.

### **Red Folders/Take Home Folders**

Every Monday, or the first day of the school week, a Red Folder/Take Home Folder is sent home with each Shakopee Elementary School student. The Red Folder/Take Home Folder contains important information from school, including classroom newsletters, notification of upcoming events, past-due or missing work notices, etc. Parents are asked to return the folder the following school day. Items being sent to school can also be sent via the Red Folder/Take Home Folder.

## HEALTH SERVICES INFORMATION

Health services are provided in the Shakopee School District to promote and maintain the health and safety of all students and staff. Healthy students are better learners.

The Shakopee Public School District employs three school nurses who share responsibility for monitoring compliance with all health and emergency procedures as adopted by the Shakopee Board of Education. The school nurses are responsible for providing the necessary treatment and for maintaining appropriate records in order to assure an optimal level of response to all health and medical emergencies. Health assistants are on staff during regular school hours to help with health-related concerns. The Health Assistant can be reached by calling the school office.

The school district, in accordance with state law, develops, maintains and monitors health records and statistics. Every effort is made to safeguard the privacy of all health data that is accumulated. Data that is required by law appears on the student's health record. This information includes, but may not be limited to, immunizations and yearly screening results.

Parents are requested to provide updated health information at the beginning of the school year regarding health problems, medications and allergies. During the School year, please notify the school health office about infectious diseases, major illness, injuries and planned surgeries for your student.

### Accidents/Injuries

In case of an injury or an emergency the school always notifies parents so the necessary arrangement can be made. If it is not possible to contact the parents and the situation appears to be urgent, 911 will be called for assistance.

### Allergies—Procedure for Students with Severe Allergies

Shakopee Public School attempts to take reasonable measures to accommodate student's health needs in order to promote a safe environment for students with severe or life-threatening allergies. Parents who have students with severe allergies should contact their school health office about their student's allergy. Medical documentation from a Licensed Physician, Physician's Assistant or Certified Nurse Practitioner will be required for accommodations to be made at school for the student. Forms related to allergies can be found on the Shakopee School District website under Departments/Health Services/ Health Conditions. Successful management of severe allergies in the school setting requires the development of a plan that will best meet the needs of the child and be least disruptive to the routines of the classroom. Parent and Student Responsibilities that will aid in the successful management of severe allergies are included below:

### Family's Responsibility

- Notify the school of the student's allergies. (**Annual Health Update form** and medical documentation)
- Provide written medical documentation, instructions and medications as directed by a physician, using the **Allergy Action Plan** and **Allergy Questionnaire**. The Allergy Action Plan and Allergy Questionnaire are available on the Shakopee Public Schools website. <http://www.shakopee.k12.mn.us/page/3194>  
Parent/Guardian may be asked to contact the physician for recommendations for accommodations during the school day.

- Work with the school team to develop a plan for reasonable accommodations for the student's needs during the school day including in the classroom, in the cafeteria, playground and field trips.
- Parent/Guardian is encouraged to contact Shakopee Food Service to create an alert on the food service account. Parents are also encouraged to contact food service in their student's building to discuss menu items or review the ingredients of food served at school.
- Parent/Guardian will coordinate a plan for before and after school activities and for transportation to and from school. Parents are encouraged to introduce themselves and their student to the bus driver and alert him/her to the student's allergy.
- Provide properly labeled medications and replace medications after use or upon expiration. One Epinephrine dose is to be kept in the health office at a minimum.
- Provide safe alternative for snacks, birthday treats. Review the school lunch menu for possible unsafe foods.
- Parents are encouraged to educate their student in the self-management of their food allergy including:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods (bring their own safe snack to school, review school lunch menu for possible unsafe foods)
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels (age appropriate)
  - Self-administration of Epinephrine (Epi-Pen) per parent and student readiness
  - Obtain a medical alert bracelet for the student to wear.
  - Parents are encouraged to provide a current picture of their student to the health office.
  - Parents are encouraged to review upcoming projects and field trips, and communicate any concerns to the teacher.

#### **Student Responsibility**

- Should not trade food with others
- Should not eat anything with unknown ingredients or known to contain any allergen
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic
- It is recommended that the student wear appropriate Medic-Alert bracelet or similar identification.
- It is recommended that the student share (or have the teacher or nurse share) information regarding his/her allergy with classmates.
- Student should minimize risk in the lunchroom by sitting at the allergen-free table if it is available.

#### **Head Lice**

Parents or teachers may ask the nurse at school to check a student who seems to have symptoms of head lice: itching of the head and neck, scratch marks on the back of the neck or around the ears.



- If the child has live lice, the nurse will notify the parent by phone and they will be asked to treat their child for lice before the child returns to school the next day. Students with live head lice do not need to be sent home early from school. They can stay in the classroom and go home at the end of the day, returning to school after appropriate treatment has begun. Successful treatment should kill adult lice.
- When informing a parent of the presence of live lice on their child, the nurse may ask the parent if they want siblings to be checked. It is advantageous to treat all infected family members at the same time. It is not recommended to treat family members who have no signs of lice or nits.
- The parent is given information about Food and Drug Administration (FDA) approved treatment choices and are encouraged to talk with their pharmacist or health care provider. The parent must follow label directions, such as the recommended day of a second treatment (usually 7-10 days) after the first treatment. The parent is given information on using a nit comb and focused cleaning in the home and of personal objects. Information, such as the handout from the Hennepin County Public Health Infectious Disease [Manual](#) is given to the parent.
- The Centers for Disease Control recommends that insecticide sprays for lice not be used in the home. Insecticide sprays are dangerous when absorbed through the skin or inhaled.
- Less than 10% of head lice cases are passed around at school. Sharing a bed with a person with head lice, going to camp, going on overnights are examples of how lice is often transmitted. Educational messages about head lice will be sent to parents of elementary students several times a year to help parents learn how to check their children for head lice and recommended treatment steps.
- If there are three or more cases of head lice in a classroom, a letter is sent home with all students in the affected classroom. Preserving confidentiality of each student / family is mandated.
- It is in each family's best interest to check their children periodically for head lice, rather than wait for a notification from school.
- Upon returning to school after treatment, the student is rechecked for live lice by the nurse. Health services staff rechecks the student in 6-7 days after treatment. It is very common that a second treatment is needed in 7-10 days.
- After two failed treatments, parents are encouraged to contact their health care provider for prescription treatment.

### **Illness and Injury**

A health assistant (a Licensed Practical Nurse) is employed in each school health office to administer medications, provide first aid for injuries and care for students who become ill at school. This is done under the supervision of the district's Licensed School Nurses. When a child becomes ill at school, a parent or guardian is called to inform him/her of the child's illness and to request that the child be transported home.

Students exhibiting the following symptoms are excluded from attending school at the discretion of the school nurse, principal, health assistant or designee.

- Elevated temperature over 100 degrees
- vomiting and/or diarrhea
- suspected contagious disease such as chicken pox or transmittable infestation, such as scabies, for which the American Public Health Association recommends staying home as part of the treatment
- other circumstances as identified in consultation with the student's parent or guardian

### **Immunizations**

In accordance with Minnesota Statutes, sections 121A.15 and 135A.14, parents of all children who are enrolled in a Minnesota school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella or submit signed exemption forms. Students entering Kindergarten and 7<sup>th</sup> grade must also be immunized against

hepatitis B. Immunization records of all children entering the Shakopee schools will be reviewed. **No child, unless s/he meets allowable exemptions, will be allowed to attend school if those records are not up to date.**

Allowable exemptions include either (1) a medical exemption signed by a physician stating that the immunization is prohibited for medical reasons or because an adequate immunity already exists or (2) a conscientious exemption signed by the parent or legal guardian and notarized stating that the child has not been immunized because of conscientiously held beliefs of the parent or legal guardian.

Immunization data is shared with “Immulink”, a metro area immunization registry administered by the Hennepin County Health Department that collects data from private and public healthcare providers and school districts in order to provide a consolidated, secure record of immunizations for parents, schools, clinics and other community agencies that care for children. Only authorized users have access to registry data and these include “Immulink” staff, participating health care providers, group purchasers (HMOs, insurance companies), parents and guardians, schools, local health departments and the MN Department of Health. Parents wishing to deny access to their child’s immunization records may do so at any time by either informing the district school nurse or notifying “Immulink” directly. Once this occurs, only the child’s name appears with a memo saying that the family has chosen to opt out of the registry.

### **Medications**

Shakopee Schools maintain a safe, effective medication procedure that is consistent with accepted standards. Generally, LPNs administer all medications in the school. In the absence of the LPN, other designated school personnel in each building who are in-serviced yearly and supervised by the district Licensed School Nurses may dispense medication. Medication must be brought to school in an **original container** appropriately labeled by the pharmacy with date, child’s name, dosage, time intervals and any other key instructions. Over-the-counter medication will be administered only when the medication comes in the original container.

The “**Medication Permission**” form or “Action Plan” must be filled out completely and submitted in order for the school to administer medication to a student. The form needs to be signed by both the parent and the physician for all prescription medications. Only a parent signature is required for over-the-counter medication. These forms will not be carried over from one year to the next and new forms must be submitted each year. Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student.

A student with asthma who is capable of managing use of an inhaler may carry a pharmacy labeled inhaler at school after the parent has signed a “Medication Permission” form. A student who requires an Epi-pen for life-threatening emergencies will have access to their Epi-pen. Parent / LPN / Licensed School Nurse consult to determine the best plan for the student at school.

### **Physical Education Participation**

Physical education is taught to students in grades K-5. Everyone must participate in this activity unless excused by a medical doctor. If a child has been ill and is convalescing, the child cannot be excused for more than two days without a doctor's written excuse. It is recommended that students keep a pair of tennis shoes at school to be used during physical education.

### **Vision and Hearing Screenings**

In accordance with the recommendations of the Minnesota Department of Health, students are screened for vision and hearing problems in the following elementary grades:

Kindergarten.....hearing and vision  
First Grade.....hearing and vision  
Second Grade.....hearing only

Third Grade.....hearing and vision  
Fourth Grade....vision only (+ color vision for boys)  
Fifth Grade.....hearing and vision

The school nurse rescreens any student who does not pass the initial screening. Parents or guardians are notified by mail and/or phone when a student fails the screening and advised to take their child to a health care professional for diagnosis and treatment.

### **Winter Wear**

Unless the temperature or wind chill are below zero, our students are outside before school and during noon recess. It is imperative that each child is dressed properly for the cold weather. A warm coat, mittens or gloves, hats and boots are "must" items.

## **FOOD SERVICES PROGRAM**

Foods and beverages made available through the district food service program will be consistent with the current USDA Dietary Guidelines for Americans. Both breakfast and lunch are served daily. Elementary students have the offer vs. choice alternative, which means each student must take at least three of the food items available at each meal. If your child has any allergies please notify the food service department (952-496-5140) so that we will be able to help accommodate your child. A child who is lactose intolerant needs to have a parent's note on file in the kitchen stating such an allergy. The child will be offered Lactaid Free milk in place of regular milk.

The Shakopee Schools use a computerized prepay food service system. Each student is assigned an account number which remains the same from year-to-year. Money should be sent to school in a sealed envelope labeled with the name of student, teacher's name and amount enclosed. If one check is sent for several children in one family, PLEASE LIST EACH CHILD'S NAME on the envelope to ensure proper credit. Lunch and/or milk can also be bought with cash on a daily basis. (full price breakfast - \$1.60; adult breakfast - \$2.75; full price lunch - \$2.70; milk - \$.55; adults & guests - \$4.00) MEALS MAY NOT BE CHARGED.

Lunch bags or boxes from home should be clearly marked with the student's name. We strongly discourage students from drinking soda pop at lunch.

Free breakfasts and lunches are available to children of qualifying families. Applications for Educational Benefits are mailed to families each school year, available at each school office and can be downloaded from the district web site. **PLEASE NOTE: If you qualified for free meals previously, YOU STILL NEED TO REAPPLY EACH SCHOOL YEAR.** Families are STRONGLY ENCOURAGED to apply for free lunch benefits. Monthly lunch menus, Applications for Educational Benefits forms, account balance information and credit card pay options can be accessed through the Food Services page of the Shakopee District web site [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us). Online payments require your child's ID number to access the account. You can also view your child's balance online at no charge.

All kindergarten students receive free breakfast.

Monthly lunch menus, Applications for Educational Benefits forms, account balance information and credit card pay options can be accessed through the Food Services page of the Shakopee District web site [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us). Online payments require your child's ID number to access the account. You can also view your child's balance online at no charge.

**Inquiries regarding lunch accounts can also be made through the Food Services Office at (952) 496-5140.**

## Visitors Eating Lunch at School

If you will be joining your child for lunch at Jackson, please call the office before 10:00 AM to let us know you will be eating school lunch. Doing this helps us to prepare enough lunches for everyone.

## Snacks

Depending on classroom schedules, students may be asked to bring in snacks from home. Snacks are usually eaten during a 10-15 minute snack break or less-active class time. Research indicates that a healthy, high protein snack can enhance a child's ability to learn. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. Healthy snacks are defined as fruits, vegetables, crackers, cheese, etc. Items with high sugar or salt content are discouraged. **Snack options may be limited in the case of student allergies.**

### Preferred snack list:

- popcorn
- cheese and crackers
- unsweetened cereal
- fruit
- vegetables
- 100% fruit juice
- beef jerky
- crackers
- graham crackers
- muffins
- granola bars (plain-no chocolate)
- banana, date or other breads
- raisins
- pretzels

## MISCELLANEOUS

### Bicycles/Rollerblades/Skateboards/Roller Shoes

Children are allowed to ride bicycles to and from school. Racks are provided for parking them on the lower level behind the school, but the school does not accept any responsibility for the bicycles. Please be aware of the following guidelines:

1. All bicycles must be parked & locked in the racks provided for that purpose.
2. All bicycles must be pushed - not ridden - whenever on the school grounds.
3. Students are not allowed to ride bicycles during the school day.
4. Students may not ride a bicycle belonging to another student.
5. It is strongly recommended that children in grades K-2 do not ride bicycles to school.
6. Violation of bicycle rules will result in the loss of bicycle riding privileges.

Also for safety reasons, the use of roller shoes, skateboards and/or in-line skates are not allowed on school property. Walk bikes on school property.

## **Birthdays**

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. Children are often disappointed when invitations are handed out and they are not included.

Parents are welcome to send or bring treats to honor their child's birthday. The Minnesota Department of Health requires that no home-baked goods be brought for treats, so please keep that in mind when planning your treat. Providing a book for the school library is a welcome alternative to a birthday treat. A special inscription may be included in the donated book acknowledging the gift to the school. (Contact the school media specialist for additional information).

## **Classroom Parties**

Occasional class parties are held throughout the year for special events. Donations may be collected from each student at the beginning of the year to cover the cost of these events.

## **Dress**

Students are expected to dress modestly and appropriately, maintaining an appearance that is not distracting to teachers or other students. Parents and guardians are asked to monitor clothing worn to school. When a student's dress is immodest, or interferes with the educational process, the parent/guardian will be notified and a change of clothing will be requested. In some instances, a student may be expected to change clothes before returning to the classroom.

Examples of inappropriate dress include, but are not limited to: clothing with inappropriate pictures, emblems, sayings, or advertisements for alcohol or drugs, gang-related attire and/or exposed undergarments. Students will be expected to remove hats when indoors, except for medical necessity.

## **Legal Documentation**

When needed, parents may be asked to provide the school any documents specific to the legal name, citizenship, residence, custody or health/safety of Shakopee Elementary Students. A copy of important documents will be maintained in the student's cumulative file, as appropriate.

## **Lockers**

Lockers or coat racks are provided to students for storing coats, books and other school supplies. Lockers remain the property of the school district. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Students should not store valuables or money in the locker.

## **Lost and Found**

The school maintains a lost and found area for items which may have been misplaced. Periodically during the year, particularly at the time of parent-teacher conferences, items may be displayed in the hall to facilitate getting those lost items home. Please remember to label **ALL** student belongings.

### **Personal Property**

Children should not bring expensive jewelry, toys, electronics, money, etc., to school. All outer garments, caps, over shoes or tennis shoes should be plainly marked on the inside with the child's name.

Any money sent to school should be placed in an envelope clearly labeled with the child's name, teacher's name, and purpose. The school is not responsible for lost, stolen or broken personal items.

### **School Texts and Supplies**

The school furnishes all texts, workbooks, iPads, and curriculum materials. These are the property of the school and loaned to the child.

Pencils, crayons, paper, markers and other expendable items are furnished by the student. It is requested that parents check the supply of these items so their children will be adequately provided for at all times. A list of suggested school supplies for each grade level is available in the school office or on the district website.

### **Security Cameras**

Security cameras are located throughout the school property. Please anticipate that your images may be captured.

### **Student Use/Possession of Electronics**

Student use of electronics (e.g. cell phones, cd players, iPods, MP3 players, handheld games, etc.) within the school day is prohibited. All items brought to school must remain in the student's backpack at all times. A first violation of this expectation will result in confiscation of the item by the classroom teacher and the item will be returned at the end of the school day. A second violation will result in the item being given to the principal, and the item will be returned to the student's parent.

### **Telephone Calls**

Parents are urged to contact the school anytime there is a question, concern or problem. If there is the need to talk to a particular teacher please call between 7:30 to 8:20 AM, before school is in session. Each teacher is assigned a voice mailbox, which allows parents to leave a message for the teacher. To keep classroom disruptions at a minimum, teachers or students are not called away from the classroom except in an emergency. We strongly discourage children from using the telephone unless absolutely necessary. Cell phone use during the school day is prohibited.

## **PARENT INVOLVEMENT**

### **Communicating with School**

While face to face communication is often the most effective, feel free to make use of telephone and email to communicate with personnel at Jackson. In most cases the e-mail address is the staff member's first initial followed by up to seven letters of the staff member's last name, then @shakopee.k12.mn.us. Here is an example:

[kbjerken@shakopee.k12.mn.us](mailto:kbjerken@shakopee.k12.mn.us)

Information about Jackson Elementary can also be found on our district website:

**[www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us)**

## **PTO**

A great way to become involved is to become active in the **Jackson Parent Teacher Organization (PTO)**. Jackson PTO is made up of parents/guardians and school staff to provide social, informational and educational experiences for Jackson students and families.

Whether you are a parent/guardian who can only attend one meeting or every meeting, your involvement is appreciated. If you cannot attend meeting, but would like to volunteer to help with PTO activities, your help is also greatly appreciated. Feel free to contact the Jackson PTO via email at: [jacksonpto28@gmail.com](mailto:jacksonpto28@gmail.com).

By becoming involved, you show your child that you care about what is going on at Jackson and that you care about your child's education.

## **Visiting Procedures**

We want you to feel welcomed to visit Jackson at any time. While we encourage you to visit on special days, please come whenever you have the opportunity. We feel that the more opportunities you have to visit us, the better feel and understanding you will have of how you can be more involved with education in the Shakopee school district.

It is recommended that you do call a day ahead to let us know when you will be visiting. Sometimes the class is scheduled for an assembly, field trip or special project that might make another day better for your visit!

When you do come to Jackson to visit, or volunteer, please stop in the office first to register and receive a visitor or volunteer name tag. This is for the safety of our students. If you do not have on a visitor or volunteer name tag, please do not be offended if a staff member asks you to go back to the office to obtain one.

If you will be joining your child for lunch at Jackson, please call the office before 10:00 AM to let us know you will be eating school lunch. Doing this helps us to prepare enough lunches for everyone.

## **Volunteers**

The Shakopee School District operates a district-wide volunteer program to effectively manage adult volunteerism in the schools. Volunteer program components include:

- District-wide coordinator - supervises the volunteer program and ensures consistent procedures for volunteers across the district.

- Site volunteer coordinator (SVC) - manages volunteerism at the school including recruitment, training, risk management and recognition of volunteers. The SVC is a very part-time, stipend position that is funded in collaboration between the school and Shakopee Community Education.
- Classroom Volunteers - Supervision and Student Safety
- Teachers working directly with a volunteer are responsible for directing and supervising the volunteer.
- For the safety of everyone, volunteers working with students one-on-one or in small groups must work only in areas of the school which are in continual, direct supervision of district professional staff.

### **Application and Background Check Authorization Forms**

As part of maintaining a safe and respectful environment for all, volunteers are subject to standards set forth by school district policies. A Handbook for Volunteers is available to help volunteers understand their role and responsibilities. Volunteers 18 years and older must complete an application form (paper or online) and a Background Check Authorization Form **yearly** at each school where they volunteer. By signing the application form, volunteers agree to abide by the Volunteer Guidelines. The Background Check Authorization Form gives the district permission to complete a criminal history background search on the volunteer if the volunteer assignment warrants.

### **Guidelines for Volunteer Field Trip Chaperones**

To help ensure that field trips result in safe and rewarding experiences for all participants, we have prepared a list of guidelines for volunteer field trip chaperones. Teachers are asked to have chaperones sign the form and provide an emergency contact prior to the field trip. In addition, all chaperones must have the required forms for volunteers on file before the field trip.

### **Office Sign-In/Out & Name Badge**

Volunteers are required to sign-in at the school office and wear the name badge provided. For the safety of everyone, we need to know who is in the building in case of an emergency. A record of each volunteer's hours enables us to evaluate our program as well as recognize volunteers for their contributions.

For more information, contact the site volunteer coordinator at your school.

Parents/guardians and other community members are invited and encouraged to volunteer at Jackson. Volunteers can help out by completing projects at home, helping with PTO events, chaperoning field trips, assisting in our media center, helping in a classroom or thousands of other ways! If you want to volunteer and do not get contacted, please let your child's teacher know of your desire to get involved in volunteering or contact our building volunteer coordinator by calling the school office number.

## **STUDENT PROTECTION**

Visitors are welcome at school, but must identify themselves at the school office before going to the classroom, lunchroom or playground areas. Guests, volunteers and visitors will receive a visitor or volunteer badge to wear while at school. Those not doing so will be redirected to the office.



Our check-in practice, referred to as Raptor, is implemented at every school in our district to add another layer of security in our buildings. Raptor is a visitor management system. Visitors of our schools who wish to go past the front office must check-in using Raptor. Visitors will simply swipe a driver's license or report their first and last name into the Raptor system. This new system allows us to ensure that we know exactly who is in our buildings at any time.

For the protection of our students, only the main upper-level door to the office is left unlocked after 8:30 AM. Entrance can be obtained by accessing the security system. Be prepared to show ID upon arrival.

When it is necessary for a student to be dismissed early, we ask parents to call ahead and to come to the school office to sign him/her "out." No student will be allowed to go home other than the pre-planned way without a written note or call to the school.

No student may be interviewed by anyone except the custodial parents or guardians, persons authorized by the parent by note or phone school personnel or Human Services personnel.

No student may be taken out of school by anyone except the custodial parents or guardians, persons authorized by the parent by note or phone, police officer or Human Services personnel.

All student information is confidential with the exception of directory information. Directory information includes student's name, date of birth, place of birth and dates of attendance. This information can be released unless a written request not to do so is received by the school district. Only parents, students and school personnel working with a student may have access to information regarding a student.

Parents are urged to call the school attendance line (952-496-5803) any time before 8:30 AM if a child is going to be absent. If this does not occur, the school office will call a parent at home or at work to confirm knowledge of the absence.

## **SHAKOPEE SCHOOL DISTRICT POLICIES**

The following are brief descriptions of Shakopee School District policies relating to behavior standards and expectations. A complete copy of any district policy may be obtained by contacting the elementary school or Superintendent's office.

### **Drug-Free Workplace/Drug-Free School and Tobacco-Free Environment**

**Policy #418 & 419:** The Shakopee Public School District has written policy prohibiting the possession or use of tobacco products, cigarettes, alcohol, or controlled substances by students on school property.

#### **Consequences:**

a) First Offense - Parent(s) will be contacted immediately or as soon as possible. The student will be suspended from school for 1-3 days. The teacher will assign make-up work and the Police Liaison Officer will be contacted.

b) Second Offense - Parent(s) will be contacted immediately or as soon as possible. The student will be suspended for 3-5 days. The teacher will assign make-up work and the Police Liaison Officer will be contacted.

c) Third Offense - Parent(s) will be contacted immediately or as soon as possible. The student will receive 5 days suspension. The teacher will assign make-up work, the Police Liaison Officer will be contacted and a PST (Problem Solving Team) referral will be made.

d) Fourth offense - The principal will refer the matter to the school board for action on the possible expulsion of the student. Parents will be notified of the intended action.

Following any suspension of more than one day, the student and his/her parents will be required to meet with the principal and classroom teacher to review the reason for suspension and develop a readmission plan.

## **Field Trips**

**Policy #610** Instructional Trips that take place during the school day, relate directly to a course of study and require student participation shall fall into this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. By Minnesota Statute, fees may not be assessed against students to defray direct costs of instructional trips.

**Field Trip General Guidelines:** Instructional trips are generally required for students. They must relate directly to the objectives of the class or activity for which the trip is requested. Instructional field trips require parent/guardian authorization with the exception of students who are of legal age. Field trips normally occur within the scheduled hours of the student attendance day. Students must go to and from the field trip with their class and teacher. Students will not be allowed to be dropped off or picked up from the field trip site.

The number of adult chaperones shall be provided appropriate to the age level and needs of the students. Chaperones shall be selected by, and are under the supervision of, the teacher or program/activity advisor. Chaperones other than school staff are considered school volunteers. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district. All chaperones shall follow and enforce District policies and procedures.

## **Harassment and Violence:**

**Policy #413:** It is the policy of the Shakopee Public Schools to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

**Consequences:** The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

HARASSMENT IS when someone does or says something to you of a sexual, racial, religious or violent nature that makes you feel uncomfortable. IF THIS HAPPENS, tell an adult you trust.

## **Hazing Prohibition**

**Policy #526:** "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose. No student, teacher, administrator, volunteer, contractor or other employee of the Shakopee Public Schools shall plan, direct, encourage, aid or engage in hazing.

**Consequences:** Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

## **Internet and Network Acceptable Use Policy**

**Policy #524:** Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district's computer, data, network systems and the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The Shakopee School District expects that all users will blend thoughtful use of the systems and the Internet.

### **LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**Consequences:** Depending on the nature and degree of the violation and number of previous violations, unacceptable use of the Shakopee School District's system of the Internet may result in one of more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

## **Notice of Directory Information**

**Policy #515 – PROTECTION AND PRIVACY OF PUPIL RECORDS:** The Shakopee School District declares the following to be directory information: student name and date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended. By law, designated directory information may be made public unless a parent notifies their child's school that they do not want it to be released without their consent. Notification must be given to the principal of the child's school by October 1<sup>st</sup> of each school year.

**Photos, Videos, Interviews, Social Media:** Through the year, Shakopee students may be interviewed, recorded or photographed by the school district and local or national media. The pictures and videos may appear on the school's website, social media sites, district publications and district presentations. They may appear on any local or national media. Parents who do not want their child to be photographed, interviewed, or recorded must complete a Multi Media Release Form and turn it in by Oct. 1.

### **Rights Regarding Surveys and Other Matters:**

The Protection of Pupil Rights Amendment (PPRA) gives students and a parent/guardian rights regarding student surveys and other matters. Parents, students who are 18 or older, and emancipated minors have certain rights regarding the district's conduct of surveys, collection and use of information for marketing purpose and conduct of certain physical exams.

Districts must receive written consent before administering any surveys funded by the U.S. Department of Education if survey information includes information about any of the following: political affiliations, mental or psychological problems of the student or his/her family, sexual behavior or attitudes, illegal, antisocial, self-incriminating behavior, critical appraisals of the student's family, privileged relationships recognized by law such as those with attorneys, physicians and ministers, religious practices or beliefs of the student or family, income (does not include requests for information used to determine eligibility in state/federal programs or for receiving financial assistance).

Parents also have the right to opt out of surveys that are not funded by the U.S. Department of Education, if the surveys include any of the following information: one or more of the topics listed previously; collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing said information to others, any non-emergency, invasive physical exams or screenings that are not necessary to protect the immediate safety of the student or other students; except for hearing, vision and other screenings as permitted or required by state law.

Parents and eligible students may inspect the following materials prior to district's participating in such an activity: information survey of students (instructional materials used in connections with the survey may also be reviewed), documents used to collect personal information from students if used in marketing, sales or distribution to others; instructional materials used as a part of the educational curriculum. Report violations of the PPRA to the Department of Education Policy Compliance Office, 400 Maryland Ave. SW, Washington, D.C. 20202.

## **School Weapons Policy**

**Policy #501:** Possession or use of a weapon is prohibited. Anyone found to be in possession of a weapon on school premises before, during, or after school hours or at any school-sponsored activity is subject to administrative and/or legal action.

"A weapon" means any object, device or instrument designed as a weapon or 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, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains arrows and objects that have been modified to serve as a weapon.

**Consequences:** Confiscation of weapon; notification of parent/guardian; notification of police with possible recommendation to charge; suspension from 1-15 days; possible alternative placement or expulsion.

## **Student Discipline**

**Policy #506:** Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to request the removal of the student from class. The removal of a student from class shall occur only when a teacher refers the pupil to the principal or his/her designee. The length of time of the removal of a pupil from class shall be determined by the principal, unless the length of removal or suspension is specifically defined in another district policy, which would take precedence.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students or the property of the school; or
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy.

## **Student Sex Nondiscrimination**

**Policy #522:** The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in any educational program or activity, including any class or extracurricular activity operated by the school district on the basis of sex.

**Consequences:** The School District Human Rights Officer(s), upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

## **Visitors to School District Buildings and Sites**

**Policy #903:** The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

**Visitor Limitations:** A visitors log shall be developed for use in all buildings. Exceptions shall be made for scheduled events such as grandparents' day. All approved visitors shall wear a visitors pass while in the building.

Teachers shall be notified in advance, whenever possible, of scheduled visitations to their classrooms. The principal shall encourage school visitations, but at the same time must insist that the provisions of the policy be enforced. A visitor's privilege may be revoked if the visit is not in the best interest of students, employees or the school district.

**Wellness:** Shakopee Public Schools has established a wellness policy that supports healthy eating and physical activity.

**Health and Safety:** Shakopee Public Schools has plans for fire safety, indoor air quality, pesticides, asbestos and playground safety. For more information contact the district's Buildings and Grounds Manager at 952-496-5046.

**District Policies:** Copies of district policies are available on our website at [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us) or at our District Office, 1200 Town Square, Shakopee, MN 55379

## **Bullying Prohibition**

**Policy #514:** “Bullying” means intimidating, threatening, abusive or harming conduct that is objectively offensive and (1) there is an actual or perceived imbalance of power between the student engaging in the prohibited conduct and the target of the prohibited conduct and the conduct is repeated or forms a pattern; or (2) the conduct materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

An act of bullying, by either an individual student or a group of students, is extremely prohibited on school premises, school district property, school functions and activities and on school transportation.

This prohibition applies to any student who engages in cyberbullying (i.e. bullying by means of electronic devices). As student who retaliates or engages in reprisal against someone for reporting an incident of bullying and a student who makes a false report of bullying or other prohibited conduct.

The prohibition against bullying also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students and employees.

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or a belief that conduct may constitute bullying or other prohibited conduct shall report the alleged acts immediately to the building principal, or other building supervisor. A person may report bullying anonymously, but the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

Questions regarding the bullying policy should be directed to the building principal or other building supervisor.

**Wellness #533:** Shakopee Public Schools has established a wellness policy that supports healthy eating and physical activity.

**Health and Safety:** Shakopee Public Schools has plans for fire safety, indoor air quality, pesticides, asbestos, and playground safety. For more information contact the district’s Buildings and Grounds Manager at 952-496-5046. [www.shakopee.k12.mn.us/Page/8665](http://www.shakopee.k12.mn.us/Page/8665) [www.shakopee.k12.mn.us/Page/9708](http://www.shakopee.k12.mn.us/Page/9708)

**District Policies:** Copies of district policies are available on our website at [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us) or at our District Office, 1200 Town Square, Shakopee, MN 55369 [www.shakopee.k12.mn.us/Page/3399](http://www.shakopee.k12.mn.us/Page/3399)

## SHAKOPEE PUBLIC SCHOOLS

### RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

#### General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

Shakopee Public Schools maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

**Complainant** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Work Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Date of Alleged Incident(s)** \_\_\_\_\_

**Circle as appropriate:** sexual / racial / religious

**Name of person you believe harassed or was violent toward you or another person**

\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person.

\_\_\_\_\_

**Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Where and when did the incident(s) occur?** \_\_\_\_\_

\_\_\_\_\_

**List any witnesses that were present** \_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_ (Complainant Signature)

**Received by** \_\_\_\_\_

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

# MULTI-MEDIA RELEASE FORM

Updated July 2017



Dear parent/guardian,

Throughout the school year, Shakopee students may have the opportunity to be photographed, videotaped and/or interviewed by school, district, local and/or national media.

The coverage of Shakopee Schools can include:

**School Building/School District** - school and district Web sites, publications such as yearbooks, newsletters, school calendars, flyers, brochures, presentations and social media.

**Public Media** - such as radio, television, newspapers, magazines and online news sources.

**If you do not want to grant permission** for the release of your child's image (i.e. photograph, videotape) and interviews at school-related activities or events, **please sign and return** the bottom portion of this form.

If you do not grant permission, the school district will not allow the release of your child's image (i.e. photograph, videotape) or the content of interviews, to the extent such activities and the release of such data is within the school district's control.

If at any time during the school year, you would like to change your decision, please contact your child's school.

Thank you for your cooperation.

.....

## Multi-Media Release Form

I **do not give** consent for the release of images (i.e. photographs, videotape) and interviews of my child by the school district or public media during school-related activities or events.

\_\_\_\_\_  
Students Name

\_\_\_\_\_  
School and Grade

\_\_\_\_\_  
Parent/Guardian  
(if student is under 18 years of age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian daytime phone #



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

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

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

### Why does participation matter?

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose 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, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents 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

#### What are academic standards?

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

#### What is the relationship between academic statewide assessments and the academic standards?

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

#### Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

## Why are these assessments effective?

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

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

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

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

**To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.**

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

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 or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_