

2019-2020

**Student/
Parent
Handbook**

East Middle School

Shakopee East Middle School
1137 Marschall Road
Shakopee, MN 55379
(952) 496-5862



Shakopee Middle Schools

WELCOME!!

Welcome to the 2019-2020 school year at the Shakopee Middle Schools. We look forward to this coming school year and ask that you join us in our efforts to continue the rich tradition of excellence here in Shakopee.

Parents, it is important for you to have a positive relationship with your student's teachers and advisor. The advisor will have time to focus on:

- Teacher—Student—Parent Relationships
- Academic Monitoring
- Behavior and Character Expectations
- Service

Please take some time to read through this handbook so you know important dates, expectations, and aspects at the Shakopee Middle Schools. If we work together, we are certain to have a great year and make our community an even better place to live and learn!

Our Mission

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

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IMPORTANT PHONE NUMBERS

PRINCIPAL	Jim Miklausich	496-5700
ASSISTANT PRINCIPAL	Matt Headrick	496-5709
DEAN OF STUDENTS	Krysten Ellis	496-5707
ADMINISTRATIVE ASSISTANT/REGISTRAR	Mary Karst	496-5701
RECEPTIONIST	Mary Jo Eggert	496-5702
ATTENDANCE RECORDING LINE	Available 24/7	496-5703
ATTENDANCE SECRETARY	Janelle Ludzack	496-5714
NURSE	Jean Boroos	496-5704
COUNSELOR	Joan Hunstiger	496-5773
COUNSELOR	Megan Morinville	496-5711
SOCIAL WORKER	Carol Geesey	496-5725
** TO REACH A TEACHER **	** (see below) **	496-5702
FOOD SERVICE	Carol Tschaekofske Deb Ross-Coen	496-5141 496-5140
SCHOOL RESOURCE OFFICER (SRO)	Officer Cannon Christianson	496-5710
PALMER BUS COMPANY		445-1166
SPANISH LIAISON	Lina Marin	496-5730
RUSSIAN LIAISON	Svetlana Mshar	496-5094
SOMALI LIAISON	Abdi Iyow	496-5041
NATIVE AMERICAN COORDINATOR	Dee Buros	496-5790
DIST. EMERGENCY HOTLINE		496-5088

CONTACTING TEACHERS

Teachers do not have direct dial numbers in their classrooms. If you need to contact a teacher, please call the appropriate building main office number (see below) and ask for the teacher you are looking to speak with. If the teacher is teaching a class during the time you call, you will be put into their voicemail. If they are on their Prep periods, we will gladly put you through to their room. Email is another great way to connect with teachers. All district staff email addresses follow this pattern: The first letter of their first name followed by the first 7 letters of their last name @shakopee.k12.mn.us. You may also find contact numbers and email addresses on the website. Whichever way you choose, we will do our best to keep in touch with you.

Bell Schedule

Regular Bell Schedule

PERIOD	CLASS TIME
1ST	7:45 - 8:30
2ND	8:35 - 9:20
3RD	9:25 - 10:10
4TH	10:15 - 11:00
5 TH - (LUNCHES)	11:05 - 12:30
A	11:00 - 11:30
B	11:30 - 12:00
C	12:00 - 12:25
6TH	12:30 - 1:15
ADVISORY	1:20 - 1:35
7TH	1:40 - 2:25

Block Day Schedules

BLOCK SCHEDULE A	
PERIOD	TIME
1	7:45 - 9:15
3	9:20 - 10:50
5 Lunch	10:55 - 12:50
A Lunch	10:50 - 11:20
B Lunch	11:20 - 11:50
C Lunch	11:50 - 12:20
7	12:55 - 2:25

BLOCK SCHEDULE B	
PERIOD	TIME
2	7:45 - 9:15
ADVISORY	9:20 - 9:45
WIN	9:50 - 10:50
4 Lunch	10:55 - 12:50
A Lunch	10:50 - 11:20
B Lunch	11:20 - 11:50
C Lunch	11:50 - 12:20
6	12:55 - 2:25

Early Release Day Schedule

** 6 TH hour meets <u>BEFORE</u> 5 th hour on Early Release Days	
PERIOD	CLASS TIME
1ST	7:45 - 8:14
2ND	8:19 - 8:48
3RD	8:53 - 9:21
4TH	9:26 - 9:54
** 6 TH **	9:59 - 10:27
5 TH - (w/Lunches)	10:27 - 11:57
A	10:27 - 10:57
B	10:57 - 11:27
C	11:27 - 11:57 (11:52)
7TH	11:57 - 12:25
EARLY RELEASE DAYS FOR 2019 - 2020 September 26, November 7, January 23 & March 26	

2019-2020 East Middle School Calendar Dates

Please see the East Middle School website at: www.shakopee.k12.mn.us for more current calendar information as dates may change

- East concerts will take place in the West Auditorium unless otherwise noted.
- Parent/Teacher Conferences - Open House Format... Come at your convenience

August

28 Open House w/pictures 3-7 PM

September

2 **NO SCHOOL – Labor Day**

3 Students First Day

6 Picture Make-up Day

10-11 **BLOCK DAYS**

24-25 **BLOCK DAYS**

26 **Student Early Release – 2 hours**

October

8-9 **BLOCK DAYS**

10 Picture Retakes

16 **NO SCHOOL – Staff Development Day**

17-18 **NO SCHOOL - Fall Break**

22 Fall Conferences 3:30-7:30 PM

24 Fall Conferences 3:30-7:30 PM

29-30 **BLOCK DAYS**

November

7 **Student Early Release – 2 hours**

7 1st Quarter Ends

8 **NO SCHOOL – Teacher Planning Day**

19-20 **BLOCK DAYS**

26 7th/8th Band Concert @ West – 7 PM

27-29 **NO SCHOOL - Thanksgiving Break**

December

3 7th/8th Choir Concert @ West – 7 PM

4-5 **BLOCK DAYS**

10 6th Band Concert @ West – 7 PM

16 6th Choir Concert @ West – 6 PM

18-19 **BLOCK DAYS**

23 - Jan 1 **NO SCHOOL - Winter Break**

January

2 School Resumes

7 Winter Conferences 3:30 – 7:30 PM

10 MS Jazz Band Concert @ West – 7 PM

14-15 **BLOCK DAYS**

15 HS Registration Night @ HS – 5-7:00 PM

20 **NO SCHOOL – Students and Staff**

23 **Student Early Release – 2 hours**

23 1st Semester Ends

24 **NO SCHOOL – Teacher Planning Day**

27 MS Parent Reg. Info Night @ HS 6-8:00 PM

February

4-5

14

17

18-19

24

BLOCK DAYS

NO SCHOOL – Staff Development Day

NO SCHOOL – Students and Staff

BLOCK DAYS

Winter Conferences 3:30 – 7:30 PM

March

3-4

6-8

16

17-18

21

26

26

27

30-Apr 3

BLOCK DAYS

Middle School Musical @ West

7th Band Concert @ West – 7 PM

BLOCK DAYS

Band Festival Concert @ HS – 4 PM

Student Early Release – 2 hours

3rd Quarter Ends

NO SCHOOL – Teacher Planning Day

NO SCHOOL – Spring Break

April

6

14-15

23

28-29

School Resumes

BLOCK DAYS

MS – A Night on Broadway @ West – 7PM

BLOCK DAYS

May

1

4

5

12

13-14

18

21

26

25

26-27

NO SCHOOL – Staff Development Day

All District Jazz Night @ HS – 7 PM

7th/8th Choir Concert @ West – 7:30 PM

6th Band Concert @ West – 6 PM

BLOCK DAYS

7th/8th Band Concert @ West – 7:30 PM

Awards Program – 7:00 AM

6th Choir Concert @ West – 6 PM

NO SCHOOL - Memorial Day

BLOCK DAYS – day 2

June

4

Last Day of School

There are (4) Early Release days on the 2019-20 calendar. On these days students are dismissed two hours early from school so that teachers and other educators may meet, collaborate, receive training, and develop methods and programs to improve instructional skills and academic achievement of all students.

ATTENDANCE POLICIES AND INFORMATION

Please be sure to call the building attendance line as soon as possible whenever your student is going to be late to school or absent from school.

ATTENDANCE LINE (24/7) 952-496-5703

THE IMPORTANCE OF 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 goal of maximum educational benefits for each individual student. It is expected that all students will be in attendance in class on those days that school is in session. Parents are responsible for making sure their children attend school every day.

REPORTING ABSENCES:

It is the parent/guardians responsibility to call the attendance line right away in the morning whenever a student is going to be absent from or late to school for whatever reason. If this does not occur, the parent will be contacted by the school. If we are unable to reach you or do not hear back from you, the absence/tardy will automatically be marked unexcused. The classroom teacher reports attendance information and all absences and tardiness are recorded in the school office.

LEAVING DURING THE SCHOOL DAY:

If a student will be leaving for any reason during the day, parents/guardians **MUST** call the office as much in advance as possible. Please indicate your student's name, grade, reason for leaving, the time they will be picked up and who will be picking them up. **Students will not be permitted to leave with anyone other than a parent unless indicated by the parent.** *For students safety, student are not permitted to meet their ride at the door. Parents/guardians are asked to come into the office to get their student.*

PRE-ARRANGED FAMILY TRIPS:

If a family trip is planned during school time, the parents/guardians should call the attendance line well in advance to inform them of the date(s) the student(s) will be absent. The parent may request homework be collected in advance of the departure date so their student(s) can work on it during their absence to help stay caught up. Family trips are **EXCUSED** absences as defined above as long as a call is made to the school. If the parent fails to contact the office, the absence will be considered unexcused.

CONTINUING TRUANT:

There is a new definition under statute titled "continuing truant". A continuing truant is a student that is absent without valid excuse for three (3) days within a school year. The law requires that schools notify parents after three unexcused absences that their child is continually truant and will be monitored. For any student who has accumulated seven (7) unexcused absences, the school is obligated to notify the Scott County District Attorney's Office to file truancy.

For any student who develops a pattern of excessive absences or tardies (excused or unexcused), special interventions may be warranted. Parents who are experiencing difficulty with their child establishing regular attendance are encouraged to contact their child's Assistant Principal or the school social worker for assistance and support.

TRUANCY/UNVERIFIED ABSENCES:

Compulsory attendance policies for students under the age of 16 years will be applied in cases of chronic absences or tardiness. A student with more than 7 unexcused absences may be referred to Scott County Juvenile Court. Excused absences are for reasons of illness, medical or dental appointments, or appointments that cannot be made outside the school day. Unexcused absences are any other reason than those listed below:

TARDY = Student is not in class/at desk when bell rings

ABSENT = Student not in class at all

Parents can request for a child's absences or tardiness to be considered **EXCUSED** for the following reasons:

1. Illness
2. Medical/Dental Appointments
3. Religious Activities
4. Pre-Arranged Family Trips
5. Family Emergencies

UNEXCUSED REASONS:

Reasons for being absent not listed are **unexcused**. Examples include: oversleeping, missed bus, late ride, refusal to attend, etc.

BUILDING ASSIGNMENT OF STUDENTS:

Students in grades K-5 will attend either Jackson, Sweeney, Red Oak, Eagle Creek or Sun Path Elementary. See the District website for updated Elementary School boundaries.

Students in grades 6 – 8 will attend the East or West Middle School.

Students in grades 9 - 12 will attend the Senior High School.

ENTRANCE GUIDELINES:

All children between the ages of 5 and 21 years of age whose parents or guardians reside within the boundaries of ISD 720 shall be eligible for a tuition-free education in the district.

SCHOOL DISTRICT ENROLLMENT OPTION PROGRAM:

The School District Enrollment Option gives families (or youth no longer living at home) the opportunity to select the best educational experience for their sons and daughters. All pupils eligible to attend public school may apply to any public school or program outside the district in which they live. If you wish to pursue this option, contact any building principal who will provide you with complete information and the necessary application forms.

ACTIVITIES

The Shakopee Middle School Activities Program is open to all Shakopee students. There are a variety of athletic and non-athletic opportunities during the school year. We schedule contests with other school districts that offer similar programs. Most athletic seasons consist of a seven-week season with 8-10 competitions. Competitions will be both home and away with bussing provided to all away contests.

ATHLETICS:

Fall:

- Volleyball (7-8th)
- Boys/ Girls Soccer (7-8th)
- Girls Tennis (6-8th)
- Boys/ Girls Cross Country (7-12th*)
- Girls Swim & Dive (7-12th*)
- Performance Dance (7-12th*)
- Adapted Soccer (7-12th*)

Winter:

- Wrestling (6-8th)
- Girls Hockey (8-12th*)
- Boys Swim & Dive (7-12th*)
- Competitive Dance (7-12th*)

Spring:

- Softball (7-8th)
- Baseball (7-8th)
- Boys/ Girls Track & Field (7-8th)
- Boys/ Girls Golf (6-8th*)
- Boys Tennis (6-8th)
- Girls Lacrosse (7-12th*)
- Adapted Softball (7-12th*)

*Middle School students are incorporated with and compete with the 9-12th grade levels.

Fall athletics will start the week **before** school starts.

ACTIVITIES:

- | | | |
|-----------------------|-------------------------------|--------------------|
| School Newspaper | National Junior Honor Society | Science Olympiad |
| Yearbook | Band/ Jazz Band | Mountain Bike Club |
| Student Council | Choir | Knowledge Bowl |
| Middle School Musical | Saber Squad | |

Information on these activities will be announced at the school. Additional information can be found online on the Activities Department webpage.

WEBSITE: www.shakopeesabers.com

REGISTRATION:

Registration is completed online through the Activities Department webpage. Registration must be completed BEFORE an individual may begin participation on any sports team. Registration must be done for every sport, every season. There are three parts to the registration process:

1. ONLINE REGISTRATION

All registrations must be completed online. Please go to www.shakopeesabers.com, then under the "Registration" tab, click "Registration Link" in the drop down menu. A Sports Engine account must be created if one does not exist already. All starred questions must be answered in order for the registration to be completed.

2. FEE PAYMENT

Fees are paid online at the end of the registration process. No student will be excluded from any activity based on the inability to pay the fee. The student or parent should call or email the Activities Office with financial assistance inquiries. Managers in a given sport shall not pay fees but do need to register (no physical required). Refunds will be made to those students who drop from an activity during the first two weeks of the activity. All athletic equipment must be turned in before any refund is made.

6th—8th GRADE SPORT PARTICIPANTS - \$100 per sport season

3. PHYSICAL EXAM

All athletes must have an MSHSL Sports Qualifying Physical Examination Form filled out by their physician and on file with the school. Once completed, these Physicals are good for 3 years. These forms are available on the website and in the school offices. Many local physicians have them in their offices as well. PHYSICAL FORMS MUST BE TURNED IN TO THE ACTIVITIES OFFICE BEFORE PARTICIPATION IS ALLOWED. A well-child check does not always include a sports physical. Please make sure a sports physical is completed before forms are turned in.

POLICIES ON ATTENDANCE & ACTIVITY PARTICIPATION:

Student activity participation on the day of an absence is governed by the following rules:

- Students may participate with an excused absence, except those students who are ill and do not arrive before the start of third period.
Parents are encouraged to keep students at home when they are ill and to forgo activity in the best interest of the student and the health of other students participating in the activity.
- Students may not participate or attend activities on the days that they are suspended. Students may also be held out of activities for inappropriate school behavior.
- Students are ineligible if they violate school policies on chemical use or harassment.
- Students may be denied early release from school for games if their teacher feels they are not making progress in the classroom.
- Students may not participate if they have an unexcused absence during the day

ACADEMICS-ADDITIONAL INFORMATION

ACADEMIC INTERVENTIONS:

The Middle Schools seek to help every student achieve academic success. When students struggle, interventions may include working with teachers before/after school, participation in the reading strategies course, math intervention course, peer tutors, trail sheets, parent meetings, working with the Special Services Facilitator, Assistant Principal, or Principal.

HONOR ROLL:

The Honor Roll is computed each quarter, after the deadline for incompletes. The honor roll is published each quarter to recognize students for their scholastic achievements. The following mark value table is used to figure the average:

(A) =	4.0	(B-) =	2.7	(D+) =	1.3
(A-) =	3.7	(C+) =	2.3	(D) =	1.0
(B+) =	3.3	(C) =	2.0	(D-) =	0.7
(B) =	3.0	(C-) =	1.7	(F) =	0.0

A Honor Roll: Must have a numerical average of 3.7

B Honor Roll: Must have a numerical average of 2.7 to 3.69

SECONDARY ACADEMIC AWARDS **Criteria beginning 2016-2017**

ALL ACADEMIC AWARDS Criteria:

- All students are awarded a certificate
- 3.7 or greater GPA all 4 quarter (A Honor Roll all 4 quarters)
- Award in fall of each school year for the previous year

GPA GROWTH RECOGNITION / AWARD – top 10 students with greatest growth in GPA from end of 6th grade through 1st Semester of 8th grade

NATIONAL JR. HONOR SOCIETY: (Grade 8) cumulative GPA of 3.75 or greater. Complete application: scholarship, service, citizenship, character and leadership

PRESIDENTIAL AWARD - (award in spring - annually grade 8 only)

Cumulative GPA of 3.5 or greater for grades 6 through first semester of 8th grade
90th percentile+ test score on at least one state or national test*

GPA are not rounded when determining awards

*Tests used are agreed upon by building administration and district assessment coordinator

MAKE UP WORK FROM ABSENCES:

It is the responsibility of the student to create a plan with each teacher for making up missed work after an absence. A general guideline is one day of make-up time for each day they are absent. Students are encouraged to check teacher websites or email teachers during extended absences. If you do NOT have Internet access in your home, homework can be requested through the attendance line (496-5703) **if you are absent for 3 or more days in a row.**

If you are leaving for a family vacation, please let the office know at least 2 days in advance and they will provide a vacation assignment sheet that you can have your teachers fill out before you leave.

REPORT CARDS:

Report cards are viewable in Infinite Campus via the Parent Portal.

INFINITE CAMPUS (ON-LINE STUDENT INFORMATION SYSTEM FOR PARENTS)

Infinite campus provides instant access to accurate, current, and confidential information about your child. This includes: assignments, grades, attendance, food service balance, unofficial transcripts, testing results, school contact information, emergency contact information, and more!

In addition, you may sign up to be notified automatically via email of absences, tardies, and missing assignments. This information is secure, view only data that will be accessed through a confidential user name and password. Data is updated into the parent portal from our student management system and from individual teacher grade books in real time.

For directions on how to sign up for the parent portal, please visit our website at <https://www.shakopee.k12.mn.us/domain/1962> or contact the school directly.

Parent access is provided as a means to further promote educational excellence and to enhance communication with parents. Every parent is expected to act in a responsible, ethical and legal manner. Access is available to every parent or guardian of a student enrolled at Pearson.

Users are required to adhere to the following guidelines:

- Users should not share their passwords with anyone, or set browsers to auto login.
- Users will not attempt to harm or destroy data on any district network.
- Users will not use Infinite Campus for any illegal activity, including violation of Data Privacy laws.
- Users will not access data or any account owned by another parent or user.
- Users who identify a security problem with Infinite Campus must notify the office immediately. Please do not demonstrate this problem to anyone else.
- Users who are identified as a security risk to Infinite Campus or any other ISD 720 computers or networks, will be denied access.

CANVAS

Canvas is the online learning management system (LMS) used by students in grades 6-12. Every teacher has their own Canvas page for their specific course content. It can be accessed either through an app or internet browser. Below are the main purposes for which students will utilize Canvas:

- Check calendar with due dates for all courses
- Find assignment materials, resources, and directions. These will be organized into modules by unit so students can focus on the materials in the current unit of study.
- Turn in/Upload assignments and quizzes

All students will have their own Canvas accounts and are able to show their parents/guardians content through their own student account. Parents are encouraged to set up their own account as well. Click the link for directions on how to get a parent account- bit.ly/canvasforparents

GENERAL INFORMATION

ADDRESS CHANGES:

If at any time your address changes, please contact the school office as soon as possible so there is no interruption to your school correspondence. If you are moving out of the school district and will no longer be attending Shakopee schools, please allow at least 2 days advance notice whenever possible so your student can complete a Withdrawal Grades sheet to take to their new school.

AFTER SCHOOL DETENTION PROGRAM:

Students accumulating four or more unexcused tardies to any class may be assigned After School Detention. Detentions will continue to be assigned for every 4th unexcused tardy. The Administration reserves the right to assign additional consequences in the event a student does not serve the detention as assigned or in the event a student is habitually tardy to school or to classes. Additionally, After School Detention may be assigned as a consequence for behaviors that do not warrant a day of In School Suspension, yet need to be addressed.

ANNOUNCEMENTS:

Announcements are made in the AM at the beginning of first hour and in the PM at the end of last hour, if needed. Announcements are then posted on the website daily.

ARRIVAL TIME:

7:15AM - Please do NOT arrive earlier than 7:15AM unless you are here to work with a teacher or attending a meeting for a school event. Students are required to stay in locker bays until 7:40 at which time they may enter classroom areas.

ATHLETIC BAGS:

We will provide a storage area for athletic gear – please see the main office for that location.

BACKPACKS:

All backpacks, large bags, drawstring bags, etc must be kept in your locker during the school day and are not allowed in classrooms.

BREAKFAST:

See "School Meal Program."

BUSSES:

Only students ASSIGNED to a bus may ride the bus. The bus company DOES NOT allow students to bring friends home on the bus. Questions? Contact Palmer Bus Co. at (952)445-1166.

DEPARTURE:

The last bell rings at 2:25PM. Students are required to leave the building by 2:40 unless they are under the direct supervision of a teacher or involved in an after school activity. Repeated non-compliance may result in a property exclusion (trespass) filed with the Shakopee Police Department.

DRESS:

Students are expected to dress appropriately for school with midriffs and all under clothing covered. Additionally, clothing may not include words or visuals which are lewd, obscene, disruptive, abusive or discriminatory, or which create a safety hazard, or which promotes products or activities that are illegal for minors. Dress or grooming which is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. Students may not wear hats or head coverings (except for religious reasons).

EARLY RELEASE DAYS:

Four Early Release days were added to the academic calendar. On these days, students are dismissed two hours early from school so that teachers and other educators may meet, collaborate, receive training, and develop methods and programs to improve instructional skills and academic achievement for all students.

ELECTRONICS POLICY:

Information is readily available and accessible through many different forms of technology. The use of any electronic devices not provided by the school district in the classroom would be for educational purposes only, as determined by the teacher. Individual teachers reserve the right to prohibit personal electronic devices in the classroom. Electronic devices can't be used in the bathrooms (or locker room) of the school at any time. Students may use electronic devices during passing times and while at lunch. Independent texting, gaming, and participation in social media in class are strictly prohibited. Repeated violations will be addressed with escalating consequences. Electronic device examples include, but are not limited to: iPad, iPod, Laptop, Cell phone, Kindle, EBooks, Tablets

FEES:

Classes - Classes such as Art, PLTW, and Band may collect a fee if you wish to keep a project that is done in class. The individual teachers will give you information.

Sports and Clubs - After school sports and some clubs that meet after school will require a fee. This fee may be waived in the case of financial need. If this is a concern for you, please see your dean, the athletic director at the High School, or the Principal.

Field Trips - When field trips are taken, we collect ticket fees, entrance fees, bus fees and permission slips from students. If you do not have the money to pay please talk to your teacher. Your teacher will keep your concern confidential, but may be able to help.

Fines - Fines will be assessed for lost or damaged books. Students and parents will be notified throughout the year, and in the spring. Students may be assigned consequences in an effort to collect missing books or fines. Consequences may include lunch detentions, after-school detentions, and possibly withholding of yearbooks. A certain amount of wear and tear is expected each year. Book fines are reserved for cases of excessive damage and lost books. At the close of the year a letter will be mailed to those students with outstanding fines.

FIRE/TORNADO/LOCK DOWN DRILLS:

Fire/Tornado/Lock down drills are held throughout the school year. Signs are posted in classrooms indicating the proper exits to use. During a drill or emergency evacuation, students are to proceed to the assigned area in an orderly and quiet manner. Students are to listen carefully to their teachers for instructions during a fire or tornado drill. Cooperation during such drills is expected.

FOOD IN THE CLASSROOM/HALLS:

Food and drinks are allowed in the cafeteria not in the classrooms, hallways, or on buses.

FUNDRAISERS:

Items may be sold only if the fund-raiser has been approved by the principal. Students may not sell items during class. The school cannot be responsible for money students have collected. Do not keep money in your locker.

HALL PASSES:

Students must have a signed and timed hall pass or pass book whenever they leave the classroom. Students in the halls without a pass may be subject to disciplinary action.

LATE ARRIVALS:

Be sure to check in with the Office BEFORE going to class whenever you arrive late for any reason.

LEAVING FOR LUNCH:

Students are not to leave school for lunch unless going with **their parent**. You may not go home for lunch or go out to lunch with another student's parent. Parents are welcome to bring lunch items for their own student. Please do not bring food items in for groups of students. Students are not permitted to have outside vendors deliver food for lunch.

LOCKERS:

Lockers are the property of Shakopee Schools and may be searched at any time by school Administration. Advisors also have access to student lockers. Each student is assigned their own locker at the beginning of the year. **Students are required to use their own locker. Sharing lockers or locker combinations is NOT permitted.** Using your assigned locker is the best way to ensure the security of your items. If you have a problem with your locker, please let office staff know.

LOITERING:

"Hanging Out" - Students are required to leave the building **immediately** after school unless participating in a school activity or working with a staff member. Loitering (hanging out) is not allowed. If you need a ride home, please make these arrangements ahead of time to avoid waiting in the entrance areas.

LOST AND FOUND:

Whenever you lose an item, please be sure to check the Lost and Found right away and claim your item. Small items such as electronics, jewelry, keys and eyewear are kept in the main office. It is your responsibility to check for your lost items. All items not claimed will be donated to charities. Lost iPads should be reported to the Learning Commons ASAP.

LUNCH:

See "School Meal Program."

MONEY / VALUABLES:

DO NOT bring excess money or valuables to school. The safety of these items cannot be guaranteed. Also note - for security purposes, **the Main Office does NOT keep cash in the office.**

NUISANCE ITEMS:

The Middle Schools are committed to providing an environment free from distraction and focused on learning. Often items such as spinners, slime, or other trendy toys become significant distractions, get stolen, or become the primary focus of students over the intended attention to learning. Such items are better suited for home use. When improperly used in school, these items may be confiscated to be picked up later by a parent. This is not to be confused with fidgets identified as accommodations for students as approved by case managers.

NURSES OFFICE:

If a student is not feeling well, they must get a pass from their teacher to go to the nurse's office. Students may NOT call home from the classroom phone or use of their cell phone in such cases. Such use of cell phones will be considered a violation of the acceptable use policy.

PERSONAL ITEMS:

Shakopee Public Schools are not responsible for any personal belongings lost or taken. Please use care if bringing items such as cell phones to school. Items of significant value are discouraged.

PLEDGE OF ALLEGIANCE:

Middle School students will recite the pledge of allegiance to the flag of the United States of America the first day of each week. Any student or teacher may decline, for personal reasons, to participate in recitation of the pledge, and students and staff must respect their right to make that choice.

SELLING OF GOODS:

Students are not allowed to buy and sell personal items to peers on their own accord at school. Such activity leads to significant distraction from learning.

STUDY HALLS:

Study Halls are offered to 7th and 8th graders and are designed so those students will have time to study, read, and/or work on homework. Students are required to bring appropriate materials to work on in study halls. Expectations and guidelines will be reviewed with students during the first week of class.

SWIMMING IN PE CLASS:

Students swim in PE in grades 6, 7 and 8. You may bring your own swimsuit. Girls' suits must be one piece. Boys' suits must be "boxer" style and may not be cut-off jeans. School suits are available if needed. Students will be required to swim each day of the unit. Any missed day(s) of swimming need to be made up with a swim make up. Make up swims are made up either before or after school.

TEXTBOOKS:

Please take care of them. You will be charged the replacement cost of any book you lose or be charged a fee for damage. According to Minnesota Statutes 120.101: "The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students."

VISITORS:

LobbyGuard is a visitor management system. Visitors of our schools who wish to go past the front office must check-in using LobbyGuard. Visitors will simply swipe an identification card or report their first and last name to the office secretary. This system allows us to ensure that we know exactly who is in our buildings at any time. Middle School students are not allowed to bring visitors to school.

WEBSITE:

The district website is www.shakopee.k12.mn.us. Be sure to use this often for updated information.

WITHDRAWAL:

If you are moving out of the district and will be attending a different school, the school office should be informed as early as possible. Please contact the school Registrar @ 952-496-5701.

YEARBOOK:

Students who did not purchase their Yearbook at the Open House will get another opportunity to purchase one at another time that will be announced in advance. Please listen for announcements and watch for postings on the website. Yearbooks will be distributed during the last week of school. Please be sure to keep your receipt in case there are any problems.

HEALTH SERVICES

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

ILLNESS / INJURY:

If you should become ill during the day, you **MUST** report to the Nurses' Office. Please do not call from the classroom or from a cell phone. Students must get a pass from the nurse or the office to leave the building. A health assistant (a Licensed Practical Nurse) staffs 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. A parent will be contacted and asked to pick up a student if the student is vomiting, has diarrhea, has a temperature over 100 degrees, has a suspected contagious condition such as chicken pox, or has an injury that may require medical attention. **Fever of 100 degrees or more:** The student needs to stay home for 24 hours after the temperature returns to normal. **Vomiting and diarrhea:** The student needs to stay home 24 hours after the last episode.

IMMUNIZATIONS:

In accordance with Minnesota Statutes, sections 121A.15 and 135A.14, all children who are enrolled in a Minnesota school must submit documentation of immunization against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella.

Parents may file a legal exemption from immunizations. Allowable exemptions for any or all immunizations include:

- **Medical exemption** - signed by a physician stating that the immunization is prohibited for medical reasons or because an adequate immunity already exists,
- **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.

School-age children have a grace period of eight months to complete any primary immunization series. Records of all children entering Shakopee schools will be reviewed. **No child will be allowed to attend school if immunization records are not up-to-date.**

MEDICATIONS:

Shakopee Schools maintain a safe, effective medication procedure that is current with accepted standards.

- Medication is dispensed by designated school personnel in each building who are in-serviced yearly and supervised by the district licensed school nurses.
- 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 schools, by law, are not permitted to supply medications of any kind.
- The "*Permission to Dispense Medication*" form 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.

PROCEDURE FOR STUDENTS WITH SEVERE ALLERGY:

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 web site under District Services/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. 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 students 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 will 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
- 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.

SCHOOL MEAL PROGRAM

FOODSERVICE HEADQUARTERS:

Located at the District Office. Students can bring their cash or checks directly to the Food Service office and they will enter the deposit on their account right away. Funds can also be delivered to the main office at the Middle School or added to the account online.

FREE/REDUCED MEALS:

Applications and financial guidelines for Free/Reduced priced meals are provided to all families at the beginning of each school year. Everyone is welcome to turn in an application to the Food Service Department or their school's Main Office. Only one application per family is needed. Applications can also be obtained on-line, or from any school office. After applying, the Food Service department will inform you if you are qualified for Free or Reduced meals. F/R status does **NOT** carry over to the next year. **You MUST re-apply every year.**

MEAL COSTS:

Students not qualifying for free or reduced meals will pay the following price per meal:

BREAKFAST: \$1.75

LUNCH: \$2.85

EXTRA MILK: .55

ADULT: \$4.00

MY STUDENTS ACCOUNT BALANCE:

You can check your student's account balance online. Students are also informed by lunch room cashiers when their lunch account is LOW. Please remember, students are NOT allowed to charge meals so please be sure to put money in your student's account when this happens. This can be done online or sent to school with your student. To make a deposit online, you will need to know your student's ID number. If you are having difficulty paying your child's lunch account please contact the Food and Nutrition office at 952-496-5140. We will be contacting you if your child's lunch balance is negative.

SPECIAL REQUESTS:

If you choose to flag your student's account with limitations (i.e. no extras), you must contact Food Service at 952-496-5140 or 952-496-5141 to have a message indicated on their account.

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 #

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 students 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 for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- 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.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

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 Assessments (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 MCA 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](#) (education.mn.gov > 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](http://education.mn.gov) (education.mn.gov > 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/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 school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Posted May 2019