

Red Oak Elementary School

Student & Parent Handbook 2018-2019

**Red Oak Elementary School
7700 Old Carriage Court
Shakopee, MN 55379
Office: 952-496-5952
Attendance Line: 952-496-5953**

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 .

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.

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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 the request in writing to the superintendent. 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 at (952) 496-5088 and posted on the district web site. Please do not call the school. Our phone lines are not equipped to handle incoming calls at that capacity.

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.

In elementary school, students are to be counted tardy under the following situations:
If a student arrives after the last bell but before 9:50 AM, s/he is considered tardy for the morning.

Any student who arrives after 9:05 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 9:50 AM, or leaves before 2:35 PM, s/he will be considered absent for one-half day.
- If a student leaves after 2:35 PM, s/he is considered in attendance for a full day.

Reporting Absences – Attendance Line 952-496-5953

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. Minnesota regulations require any student who misses 15 consecutive days to be dropped from schools rolls and readmitted. The district adheres to this regulation. Excessive excused absences can also result in a request for information from a physician.

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

Families are strongly encouraged to plan family trips around breaks during the school year (e.g. winter or spring break). If a family is planning to vacation on days that school is in session, the student will be held responsible for school work missed. Under most circumstances, it will not be possible for a student to be given make-up work prior to his/her absence. 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 parents 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

The morning session starts at 9:05 AM for Red Oak students in grades K-5. This means that children should arrive between 8:45 AM and 9:00 AM. Dismissal is at 3:45 PM.

For student safety, all exterior doors (except the main school entrance) are locked after 9:05 AM. Visitors can gain entry through the main school entrance. Once inside, visitors may be asked for ID before being allowed out of the office area.

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 inservice 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. 26th Nov. 28th Mar. 13th April 24th

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

RED OAK'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 Red Oak Elementary, 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 everyday, 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
-

In teaching students about our behavior expectations, we will refer to behaviors as:

- Above the Line
- Below the Line
- Bottom Line

Examples of **Above the Line** Behaviors include:

- Being safe
- Being respectful
- Being responsible

Examples of **Below the Line** Behaviors include:

Swearing/inappropriate language
Being uncooperative
Budging in line
Being disrespectful
Inappropriate physical contact
Teasing

Examples of **Bottom Line** Behaviors include:

Vandalism
Theft
Harassment
Possession of Weapons
Assault/fighting
Possession of drugs/alcohol/tobacco

Students are expected to demonstrate Above the Line behaviors. If a student makes a behavior choice that falls Below the Line, the student will be responsible for the behavior. Our #1 goal when addressing inappropriate behavior is to change/improve the behavior – it is not to punish.

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, 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

Students who choose a Below the Line behavior will be given a choice by the adult in charge. Students will be asked if they want to “Fix-It” or if they want a consequence for falling Below the Line. If the student selects the “Fix It” option, the student will be responsible for developing an acceptable plan for the problem s/he caused.

When a student requests a consequence for a Below the Line behavior, the consequence will be assigned by the adult in charge.

Red Oak does not have a standard consequence for every Below the Line behavior. Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary action becomes unique in nature. A consequence will be generated for every situation following these guiding principles:

- The consequence will be RELATED to the behavior.
- The consequence will be delivered RESPECTFULLY.
- The consequence will be REASONABLE.

There are some behaviors that are considered totally inappropriate at school. These behaviors are considered Bottom Line behaviors. A Bottom Line behavior is a violation of state law, district policy, or totally unacceptable behavior. When a student demonstrates a Bottom Line behavior, it will require the involvement of the principal or designee, parent(s)/guardian(s), and may also involve legal authorities.

Recovery:

Recovery is the technique we will use to provide a “time away” from the group for a student who might be interfering with the learning of others. The goal is to provide such a student with a spot to go temporarily so that the teacher can continue to teach. A student should only be sent to Recovery after the teacher has tried several positive interventions first. Recovery is not to be used in a punitive or humiliating way. Instead, the adult will let the student know that s/he wants the student to return just as soon as possible and that s/he is welcome back when s/he is ready!

Recovery Settings include:

- a spot in the classroom, ideally one that provides the student with as little attention as possible
- a spot in the cluster area where the teacher is still able to keep the student in view
- a spot in another classroom in the cluster
- a spot in the office
- if necessary, recovery may need to be at home, in which case, a parent will be called to come and pick up the student and take him/her home for the remainder of the day.

While in recovery, students will not be asked to complete work and will not receive counseling. The purpose of recovery is to allow the student the opportunity to calm down and be able to return to class just as quickly as possible. If a student seems to need recovery often, or takes longer than 15 minutes to be ready to return to class, teachers are expected to discuss this issue with the child’s parent(s) and our school social worker.

Bottom Line Behaviors

Bottom Line behaviors include, but are not limited to:

Theft	Assault/Fighting
Vandalism	Possession of Weapons Tobacco/ Drugs/Alcohol
Harassment	

Because each student is a unique individual with unique personal, social, and educational needs, every disciplinary action becomes unique in nature. For this reason, the same approach will be taken for Bottom Line behaviors as Below the Line behaviors. The only difference will be that Bottom Line behaviors will involve the principal or designee. Consequences will be generated that meet the test of being RELEATED to the behavior, delivered RESPECTFULLY, and being REASONABLE. Because Bottom Line behaviors are more serious, consequences may include detention, in-school suspension, out of school suspension, or even expulsion.

Theft: The unauthorized taking, using, transferring, hiding, or possession of the property of another person without the consent of the owner, or the receiving of such property.

Vandalism: Littering, defacing, cutting, marking, or damaging property or equipment that belongs to the school district, other students, staff members, or other individuals.

Harassment: When someone does or says something of a sexual, racial, religious, or violent nature that makes the other person feel uncomfortable.

Assault/Fighting: Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

Possession of Weapons: Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples are firearms, pellet guns, knuckles, switchblade/butterfly knives, non-folding knives or folding knives with a blade over 2.5 inches in length, chains, clubs, stars, etc.
2. Articles designed for other purposes, but which are used to inflict bodily harm and/or intimidate. Examples are small pocket knives, belts, combs, pencils, files, compasses, scissors, poisonous chemicals, etc.

Tobacco/Drugs/Alcohol: Possession or being under the influence of any alcohol, narcotic, tobacco product, or controlled substance, or possession of drug paraphernalia is prohibited.

Behavior situations that arise that are not covered by these guidelines that is willful, disruptive, or potentially harmful will be considered as Bottom Line behaviors and will be handled as such.

Our goal is to create a safe learning environment for all of our students. We appreciate your support and cooperation

Athletic 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 all decisions of officials.
- Applause at end of contest for performance for all participants.
- Everyone showing concern for injured player, regardless of team.
- Encouraging surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

- Yelling of 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; displays of temper with an officials 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 recommended 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.

Athletic/Arts Events: 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.

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 childcare provider's residence within the boundaries of the school attendance area. 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 the Director of Finance and Operations (952-496-5011).

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 procedure is as follows:

- **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; school communicates with parent. 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.

In the morning, students should not arrive before 8:45 AM. Students being dropped off should be dropped off at the upper level main entrance. These students will be asked to remain in the hallway area outside of the office. At 8:45, they will be allowed to go to their classrooms.

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 into the school to go to their classrooms, or to stay outside until 8:55.

When picking students up at Red Oak, 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, or park in the lot and then walk up to the building to pick up your child and escort him/her to your car. Students will be instructed not to walk across to the parking lot without you! Your help with this procedure will make it much safer for our students and eliminate students crossing to the parking lot without adult supervision. Thank you for your help and cooperation.

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. Informal progress reports are available upon request, and information is often sent home with students.

Kindergarten, Grade 1, Grade 2, Grade 3 and Grade 4 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

Grade 5 reports student progress in letter grades derived from achievement

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. t.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled twice during the school year. Dates and times for each school are posted on the district 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.

Red Folders

Every Monday, or the first day of the school week, a Red Folder is sent home with each Shakopee Elementary School student. The Red 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. There may be a nominal fee charged for replacement of Red Folders.

SHARP

SHakopee **A**cademic **R**ecognition **P**rogram (SHARP) - is a district-wide academic recognition program. The primary purpose of SHARP is to make superior academic achievement an integral part of the student's value system.

HEALTH SERVICES INFORMATION

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

District #720 employs Licensed School Nurses (Registered Nurse – RN) who share responsibility for monitoring compliance with all health and emergency procedures as adopted by the Shakopee Board of Education. They oversee school health services for our district, provide education for staff about medical emergencies and chronic illness, and participate in the special education assessment and evaluation process. Licensed Practical Nurses (LPN), who are under the supervision of the Licensed School Nurses are on staff in each school health office during regular school hours to help with medications, illness and injuries. The LPN 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 screening results. Parents can access some of the health information on their child through School View.

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 is called.

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
- 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

If it is suspected that a student may have head lice, the LPN, Licensed School Nurse or office personnel examine the student. If live lice are found, the following measures are taken:

1. The parent is notified to treat the child before the child returns to school the next day.
2. The parent is informed that the child cannot return to school until treatment has occurred.
3. Siblings of identified students are also examined.
4. The parent is given instructions on recommended treatment. These instructions also include information on how to clean the home and personal objects.
5. If there are 2 or more cases of head lice in the classroom a letter is sent home with all students in the affected classroom
6. Upon returning to school, the student is rechecked for live lice by the LPN.
7. Health services staff rechecks the student in 5-7 days after treatment. It is very common that a second treatment is needed in one week
8. The Licensed School Nurse follows up with parent(s) or guardians if a student continues to have active lice infestation after 2 treatments and offers additional assistance.

9. A report to Scott County Child Protection occurs in extreme and/or chronic cases. This occurs only after the Licensed School Nurse has exhausted all other means of addressing the problem.
10. Classroom or group head checks will only be conducted upon the recommendation of the Licensed School Nurse.

Illness and Injury

A Licensed Practical Nurse (LPN) 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 Licensed School Nurse, LPN, Principal, or designee:

- elevated temperature over 100 degrees
- vomiting and/or diarrhea
- suspected contagious disease such as chicken pox, or pink eye(s) with matter (pus, crusting), or transmittable infestation, such as head lice or scabies, for which the American Public Health Association recommends staying home as part of the management.
- unexplained rashes
- 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, rubella, and varicella or submit signed exemption forms. Students entering Kindergarten and 7th 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, is 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. Minnesota law permits schools and clinics to share immunization information with each other. The health office personnel also look up immunization records on MIIC, the Minnesota Immunization 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 sign 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

In accordance with the recommendations of the Minnesota Department of Health, students are screened for vision and hearing problems in the elementary grades. Additionally, parents / guardians / teachers / students can request that hearing or vision screening be performed at school if there are concerns.

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 (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 - \$1.50; adult breakfast - \$2.85; full price lunch - \$2.60; milk - \$.50; adults & guests - \$3.85) 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 at lunch.

Free breakfasts and lunches are available to children of qualifying families. Applications for Educational Benefits are published within the school district calendar, available in 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.

Kindergarten children 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. On line payments require your child's ID number to access the account. You can also view your child's balance on line 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 Red Oak, 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 peanut butter 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 nuts
- raisins
- pretzels

MISCELLANEOUS

Bicycles/Rollerblades/Skateboards/Roller Shoes

Students are allowed to ride bicycles to and from school. Racks are provided near the playground, 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 (before school or during recess only).
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 is 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.

Do not send in birthday treats on your child's birthday. Instead, consider donating a book, new or gently used, to your child's classroom in honor of your child's birthday if you would like. A birthday book will last many years, while a birthday treat only lasts minutes. A special inscription may be included in the donated book acknowledging the gift to the classroom.

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, boots, 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, 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.

Student Use/Possession of Electronics

Student use of electronics (e.g. cell phones, cd players, iPods, MP3 players, hand-held 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 8:00-8:50 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 Red Oak. 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:

mperrine@shakopee.k12.mn.us Information about Red Oak Elementary can also be found on our district web site:

PTO

A great way to become involved is to become active in the **Red Oak Parent Teacher Organization (PTO)**. Red Oak PTO is made up of parents/guardians and school staff to provide social, informational, and educational experiences for Red Oak 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 meetings, but would like to volunteer to help with PTO activities, your help is also greatly appreciated. Feel free to contact the Red Oak PTO via email at:

redoakpto.shkp@gmail.com

Or visit the Red Oak PTO website at: www.shakopee.k12.mn.us/domain/363

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

Visiting Procedures

We want you to feel welcomed to visit Red Oak 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 Red Oak to visit, or volunteer, please stop in the office first to register and to pick up 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. Thanks!

If you will be joining your child for lunch at Red Oak, 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 a volunteer name badge. 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 or the district volunteer coordinator at ext. 5028.

Parents/guardians and other community members are invited and encouraged to volunteer at Red Oak. Each fall, a volunteer survey is sent out. Please complete it to let us know in what way(s) you would like to volunteer. This could mean 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, Shawn Hallett, by calling the school office number.

STUDENT PROTECTION

Our check-in practice, referred to as LobbyGuard, is implemented at every school in our district to add another layer of security in our buildings. 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 new system allows us to ensure that we know exactly who is in our buildings at any time.

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.

For the protection of our students, only the main upper-level doors are left unlocked after 9:05 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 taken out of school or interviewed by anyone except the custodial parents or guardians, persons authorized by the parent/guardian by note or phone, police officers, 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 (952-496-5953) any time before 8:55 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 dropped off or pick 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 or 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 1st 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 should inform the school by October 1st.

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 purposes, 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.

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.

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 expressly 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), a 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, 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: 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 or at our District Office, 1200 Town Square, Shakopee, MN 55369

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 _____