

# Sweeney Elementary School



## Student & Parent Handbook 2020-2021

1001 Adams Street South  
Shakopee, MN 55379  
Office: 952-496-5832  
Attendance Line (24 hrs): 952-496-5833  
Principal: Derek Bell 952-496-5830  
Dean of Students: Jody Hansen 952-496-5839

# **Shakopee Mission Statement**

In partnership with the  
community, we will educate  
lifelong learners to succeed in a  
diverse world

## **FORWARD**

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

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

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

# **RIGHTS AND RESPONSIBILITIES**

## **Shakopee Student Rights & Responsibilities**

### **Students shall have the right to:**

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

### **Students shall have the responsibility:**

- to attend school daily, except when excused by the principal or his/her designee, and to be on time to all classes.
- to pursue and attempt to complete the course of study prescribed by state and local school authorities.
- to make necessary arrangements for making up work when absent from school.
- to refrain from making false statements or engaging in disruptive activities.
- to refrain from using profanity or obscenities.
- to respond to reasonable requests of school staff.
- to be aware of all school rules and regulations and conduct themselves in accordance with same.
- to protect and take care of school property.
- to dress and groom to meet fair standards of safety and health and common standards of decency.
- to display good manners and respect for others.

## **Parent/Guardian Responsibilities**

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

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

## TABLE OF CONTENTS

<b>Attendance</b>	<ul style="list-style-type: none"> <li>Assignment of Elementary Children</li> <li>Emergency School Closing</li> <li>Entrance Guidelines</li> <li>Regular Attendance</li> <li>Reporting Absences</li> <li>Pre-Arranged Family Trips</li> </ul>	<ul style="list-style-type: none"> <li>Unexcused Absence</li> <li>School Age Child Care – The “Y” Program</li> <li>School District Enrollment Options Program</li> <li>The School Day</li> <li>Early Release Days</li> <li>Withdrawal from School</li> </ul>	5-6
<b>Behavior Expectations</b>	<ul style="list-style-type: none"> <li>PBIS</li> <li>Addressing Inappropriate Behavior</li> <li>Athletic Events</li> </ul>	<ul style="list-style-type: none"> <li>Incidents of Severe Behavior</li> <li>Playground Rules &amp; Guidelines</li> </ul>	7-11
<b>Busing &amp; Transportation</b>	<ul style="list-style-type: none"> <li>Bus Transportation Eligibility</li> <li>Discipline Procedures</li> <li>Student Pick-Up and Drop-Off</li> </ul>		12-13
<b>Curriculum Information</b>	<ul style="list-style-type: none"> <li>Accommodations to Assist in Home/School</li> <li>Communication</li> <li>Field Trips</li> <li>Grading Policies</li> <li>Homework</li> <li>Media Center</li> </ul>	<ul style="list-style-type: none"> <li>Parent-Teacher Conferences</li> <li>President’s Award for Educational Excellence</li> <li>Red Folders</li> <li>Special Programs</li> </ul>	14
<b>Health Services &amp; Information</b>	<ul style="list-style-type: none"> <li>Accidents/Injuries</li> <li>Allergies</li> <li>Head Lice</li> <li>Illness and Injury</li> </ul>	<ul style="list-style-type: none"> <li>Immunizations</li> <li>Medications</li> <li>Physical Education Participation</li> <li>Vision and Hearing Screenings</li> </ul>	15-18
<b>Food Services Program</b>	<ul style="list-style-type: none"> <li>Snacks</li> </ul>		19
<b>Media Opt-Out</b>			20
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>Bicycles/Rollerblades/Skateboards</li> <li>Birthdays</li> <li>Classroom Parties</li> <li>Dress</li> <li>Legal Documentation</li> <li>Lockers</li> <li>Lost and Found</li> </ul>	<ul style="list-style-type: none"> <li>Personal Property</li> <li>School Patrol</li> <li>School Texts and Supplies</li> <li>Security Cameras</li> <li>Student Use/Possession of Electronics</li> <li>Telephone Calls</li> <li>Winter Wear</li> </ul>	21-22
<b>Parent Involvement</b>			23
<b>Student Protection</b>			25
<b>Shakopee School District Policies</b>	<ul style="list-style-type: none"> <li>Drug-Free Workplace/Drug-Free School and Tobacco-Free Environment</li> <li>Harassment and Violence</li> <li>Hazing Prohibition</li> <li>Internet and Network Acceptable Use Policy</li> <li>Notice of Directory Information</li> <li>Photos, Interviews, Videos, Social Media</li> <li>Rights Regarding Surveys and Other Matters</li> </ul>	<ul style="list-style-type: none"> <li>School Weapons Policy</li> <li>Student Discipline</li> <li>Student Sex Nondiscrimination</li> <li>Visitors to School Buildings and Sites</li> <li>Bullying Prohibition</li> <li>Wellness</li> <li>Health and Safety</li> <li>District Policies</li> </ul>	26-29

## **ATTENDANCE**

### **Assignment of Elementary Children**

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

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

### **Emergency School Closing**

During inclement weather, school closings and/or early dismissal will be announced on WCCO radio (AM 830), plus TV networks FOX, NBC, CBS and ABC. Closings are also recorded on our school district EMERGENCY INFORMATION LINE (952-496-5088) and posted on the district web site. A *School Messenger* voicemail may be used to notify families when school is starting late or when school is being released early.

### **Entrance Guidelines**

All children whose parents or guardians reside within the boundaries of the Shakopee Public Schools shall be eligible for a tuition-free, K-12 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.

#### **At Sweeney elementary school, students are to be counted tardy under the following situations:**

- If a student arrives after the 9:05 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. It is the parents' responsibility to walk the child into the office when the child is late or returns from an appointment.

#### **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 952-496-5833**

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:

1. Illness
2. Medical/Dental Appointments (Note required from the doctor or dentist.)
3. Religious Activities
4. \*Pre-Arranged Family Trips
5. Family Emergencies

**\*Pre-Arranged Family Trips**

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

**Unexcused Absence / Tardy**

For any student who has accumulated seven (7) unexcused absences, the school will notify Scott County Human Services to file truancy or educational neglect. Reasons such as ‘overslept’, ‘missed the bus’, ‘doesn’t want to come’, etc. are considered unexcused reasons for being absent or tardy from school. The school realizes that a student (and/or family) may experience a **rare unexcused** absence/tardy, but if a pattern develops the child’s parents will be contacted. Two half day absences equal one day of absence. Ten tardies equals one 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 school day starts at 9:05 AM for Sweeney students. 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 are locked after 9:05 AM and remain locked until 3:45PM. Visitors can gain entry through the main school entrance by accessing the security system. Once inside, visitors will be asked for identification and to sign in using the Raptor Security System located in the office 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 in-service and training as we strive to continuously grow as professional educators in order to continue to provide our students with quality instruction. Early release dates are:

Sept. 25<sup>th</sup>                      Nov. 6<sup>th</sup>                      Jan. 15<sup>th</sup>                      Mar. 26<sup>th</sup>

**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.

## **BEHAVIOR EXPECTATIONS**

# **PBIS**

Dear Parents/Guardians,

The approach of PBIS is to manage behavior by acknowledging positive behavior through recognition tickets, positive praise and rewards. Students will begin to build intrinsic motivation to behave in a positive way which will help create a positive learning environment in all areas of the school. Sweeney Elementary has developed a common language for behavior expectations in each area. You will see these expectations posted around the building and all students are explicitly taught in each area of the school (cafeteria, playground, classroom, etc.)

Sweeney Elementary is continuing to reach school-wide expectations and expected behavior through the acronym *PAWS*.

**P**racticing Safety  
**A**cting Responsibly  
**W**orking Together  
**S**howing Respect



Students are acknowledged for showing their *PAWS* by receiving a PAW Ticket and sticker. If you see your student come home with a PAW sticker, ask them what they did to earn it!

Teaching proper behaviors is a team effort between the school and parents. We appreciate the support and follow-through when both positive and negative behaviors are observed.

**Be kind. Work hard. Show your PAWS!**

**SWEENEY BEHAVIOR MATRIX**

# Sweeney PAWS

	Lunchroom	Hallway	Playground	Arrival and Dismissal	Bathroom
<b><u>P</u>actice Safety</b>	Walking feet Eat only your food Calm body	Walking feet Face forward	Move with care and watch for others Dress for weather Use equipment correctly	Walking feet Be where you should be Face forward	Walking feet Wash hands
<b><u>A</u>ct Responsibly</b>	Clean up your area Stay seated until dismissed Raise your hand to get help	Hands at sides <i>(pockets or behind back)</i> Technology is off and at your side	Share and put equipment away Stay where you can see and hear an adult	Hands at sides <i>(pockets or behind back)</i> Stay in your assigned line Be mindful of surroundings	Flush Wash Leave
<b><u>W</u>ork Together</b>	Be helpful and friendly Use your lunch code	Share the hallway Stay to the right	Be helpful and friendly Include everyone	Share the hallway	Throw paper towels in trash
<b><u>S</u>how Respect</b>	Inside voice Use your manners Be patient	Whisper voice Non-verbal greetings <i>(silent wave)</i>	Use kind words and actions Follow adult directions	Whisper voice	Whisper voice Give others privacy

## ADDRESSING INAPPROPRIATE BEHAVIOR

**SWEENEY’S CORE BELIEFS ABOUT SCHOOL DISCIPLINE**

1. The goal when addressing inappropriate behavior is to change/improve the behavior - it is not to punish.
2. Every attempt will be made to maintain the dignity and self-respect of both students and staff.
3. Students will be guided and expected to solve their problems without creating problems for anyone else.
4. Students will be given the opportunities to make decisions and learn from the consequences of their choices.
5. Misbehavior will be handled with natural or logical consequences whenever possible.
6. 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.
7. Students will be encouraged to arrange a time to tell their side of the story whenever consequences appear to be unfair.

**Referral Form:**

<b>Student Discipline Referral</b>		Date: _____	Others Involved: (Circle One)	
Name: _____		Grade: K 1 2 3 4 5	None Peer Staff Substitute	
Teacher: _____		Time: _____	<input type="checkbox"/> Repeated Behavior	
Referring Staff: _____		Location: _____		
Behavior Problem: _____		<b>Student Motivation: (Circle One)</b>		
_____		Peer Attention Adult Attention Obtain Item/Activity Avoid tasks		
_____		Avoid Peers Avoid Adult Unknown Motivation		
_____		<b>Administrative Decision:</b> <input type="checkbox"/> Minor <input type="checkbox"/> Major		
<u>Minor Behaviors:</u>		_____ Time In Office _____ Parent Contact		
<input type="checkbox"/> Inappropriate Language		_____ Loss of Privileges _____ Conference with Student		
<input type="checkbox"/> Physical Contact		_____ Loss of Recess _____ Other _____		
<input type="checkbox"/> Defiance/Disrespect		_____ Restitution		
<input type="checkbox"/> Disruption		_____ Out of school suspension (____ days)		
<input type="checkbox"/> Technology Violation		_____ In school suspension (____ hours/days)		
<input type="checkbox"/> Property Misuse				
<input type="checkbox"/> Other _____				
<u>Major Behaviors:</u>				
<input type="checkbox"/> Abusive Language				
<input type="checkbox"/> Fighting/Physical Aggression				
<input type="checkbox"/> Defiance/Disrespect				
<input type="checkbox"/> Harassment/Bullying				
<input type="checkbox"/> Technology Violation				
<input type="checkbox"/> Lying/Cheating				
<input type="checkbox"/> Other _____				
_____		_____		
Parent Signature		Student Signature		Staff Signature
WHITE-PARENT COPY		CANARY-OFFICE COPY		PINK-TEACHER COPY

	<b>Minors</b>	<b>Majors</b>
--	---------------	---------------

Disrespect	<ul style="list-style-type: none"> <li>▪ Talking back to staff</li> <li>▪ Tattling</li> <li>▪ Running in a walking area</li> <li>▪ Rumors/Gossip</li> <li>▪ Name calling</li> <li>▪ Lying</li> <li>▪ Cheating</li> <li>▪ Arguing</li> <li>▪ Low level defiance</li> <li>▪ Not sharing/taking turns</li> <li>▪ Avoiding class</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stealing</li> <li>▪ Yelling at a student or staff member with anger</li> <li>▪ Bullying</li> <li>▪ Possession of weapons or paraphernalia</li> <li>▪ Running away from an adult or leaving the building</li> <li>▪ Defiance</li> </ul>
Disruption	<ul style="list-style-type: none"> <li>▪ Blurting</li> <li>▪ Inappropriate noises</li> <li>▪ Off-task behavior</li> <li>▪ Out of seat</li> <li>▪ Interrupting</li> <li>▪ Distractions</li> <li>▪ Excessive crying</li> </ul>	<ul style="list-style-type: none"> <li>▪ Temper-tantrum</li> </ul>
Dress Code	<ul style="list-style-type: none"> <li>▪ Inappropriate logos and print</li> <li>▪ Hats, hoods, headwear</li> <li>▪ Inappropriate cut apparel</li> <li>▪ Purposeful showing of undergarments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Doesn't comply with teacher's request to follow dress code</li> </ul>
Inappropriate Language	<ul style="list-style-type: none"> <li>▪ Swearing</li> <li>▪ Sexual content</li> </ul>	<ul style="list-style-type: none"> <li>▪ Using inappropriate/abusive language towards another student or staff member (swearing, racial slurs, offensive statements, gestures)</li> <li>▪ Threats</li> </ul>
Physical Contact	<ul style="list-style-type: none"> <li>▪ Pushing</li> <li>▪ Invading personal space</li> <li>▪ Budging</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fighting</li> <li>▪ Intent to harm or cause injury</li> <li>▪ Inappropriate physical contact</li> </ul>
Property Misuse	<ul style="list-style-type: none"> <li>▪ Throwing objects</li> <li>▪ Graffiti</li> <li>▪ Misuse of supplies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vandalism</li> <li>▪ Destruction or disfigurement of property</li> <li>▪ Throwing objects with intent to harm</li> </ul>
Technology Violation	<ul style="list-style-type: none"> <li>▪ Inappropriate use of cell phone, pager, music/video players, camera, and/or computer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cyber bullying</li> <li>▪ Using technology to threaten, bully, or display inappropriate material or language</li> </ul>

**Playground Rules**

Students will be outside in the morning and for lunchtime recess unless the temperature/wind chill is below zero or it is raining. Students should dress appropriately for the weather.

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

1. Rocks, sticks, snow, etc. must remain on the ground.
2. All equipment should be used as it was intended and designed.
3. SIT on the swings and use CAUTION in the area...stand at a safe distance.
4. One-hand touch ONLY (both tag & football).
5. Running, chasing, and tag games are for the open field, not the playground equipment. We "Walk on the wood chips".
6. Softball & baseball bats are NOT allowed unless given permission by a supervisor.
7. Do not jump from a height higher than your waist.
8. Go down the slides only on your seat.
9. Three children at a time on the tire swing -one student may push
10. No pushing on the glider.
11. No headphones, walkie talkies, electronic games or toys are allowed on the playground.
12. No eating on the playground.

\*\*\*Please refer to the Sweeney Behavior Matrix for expected behaviors on the playground.

**Playground Consequences**

- |    |   |
|----|---|
| 1. | Verbal Warning  |
| 2. | Time out  |
| 3. | Office referral or minor behavior tracking form completed |

**STUDENTS PLEASE REMEMBER:**

*Think before you act!*  
*Be courteous and respectful to other students and adults!*  
*Stay safe and keep peace!*  
*Do your best and help others do the same!*

**Athletic Events**

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

Acceptable Behavior	Unacceptable Behavior
<ul style="list-style-type: none"> <li>● Applause during introduction of players, coaches, and officials.</li> <li>● Accept all decisions of officials.</li> <li>● Applause at end of contest for performance for all participants.</li> <li>● Everyone showing concern for injured player, regardless of team.</li> <li>● Encourage surrounding people to display only sportsmanlike conduct.</li> </ul>	<ul style="list-style-type: none"> <li>● Yelling or waving arms to distract or interfere, such as during an opponent's free-throw attempt.</li> <li>● Disrespectful or derogatory yells, chants, songs or gestures.</li> <li>● Criticizing officials in any way; displays of temper with an official's call.</li> <li>● Yelling, laughing or name-calling to antagonize opponents.</li> <li>● Use of profanity or displays of anger that draw attention away from the game.</li> <li>● Doing own yells instead of following leading of cheerleader</li> </ul>

**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 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 other than 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 Transportation (612-213-2885).

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

### **Discipline Procedures**

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

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

- a. **First violation** - Palmer Bus Services notifies the principal (or designee) and a conference with the student is held; bus safety violation report is completed; copy of violation report is sent to the parent. This is a 'warning'.
- b. **Second violation** – Student conference with principal (or designee); loss of riding privileges for up to three days; phone call and copy of violation report to parents. Note: Students who lose bus privileges are not excused from school; parents are responsible for their child's transportation to and from school.
- c. **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.
- d. **Fourth violation** - Parents will be responsible for their child's transportation to and from school for the remainder of the school year.
- e. **Severe behavior** - In case of behavior that puts the student or other students in extreme danger, the principal may choose to skip one or more of the above steps.

### **Student Pick-Up and Drop-Off – General Information**

1. A school zone is a busy and potentially dangerous place for students. Courtesy, cooperation and patience are essential in order to eliminate possible hazardous conditions.
2. Parents picking up or dropping off students should do so at the building main entrance on Adams Street.
  - Cars should not be parked along the curb and left unattended.
  - The handicap access ramp at the front of the building should not be blocked by vehicles.
  - Both before and after school the main entrance is a very busy location. ***It is very dangerous.*** Please be patient, remain in line and drive slowly through this area.
3. Students being dropped off before 8:45am and 8:55am should go directly to the playground area. Students should not be dropped off before 8:45am.
4. Supervisors will direct the students inside when the entrance bell rings at 8:55am.
5. If your plans change during the day regarding student pickup (eg. not riding the bus, not walking home...) please call to let us know.

### **Student Pick-Up and Drop-Off – Detailed Procedure**

## **Student Pickup – Sweeney Elementary**

In an effort to make student pickup as safe as possible for our students and adults, we ask that you carefully read through the procedures below and follow them.

**Procedure during end of day pickup (~3:45pm school days)**

1. Please use caution at all times, safety is our number 1 concern!
2. Students will enter cars directly from the sidewalk. They will not move across the parking lot to get to their ride.
3. Student pickup will take place only along the sidewalk, near the end of the parking lot.
4. As cars leave, others pull into the open spaces.
5. Cars must enter from the south.



Note: The Shakopee Police Department has indicated that it is unsafe for cars to wait/park on Adams Street while waiting to enter the pickup loop. Both lanes on Adams are intended for traffic flow. Instead of lining up on Adams, please wait just south of the pickup loop entrance at the log cabin where overflow parking will line up.

**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.

### **Accommodations to Assist in Home/School Communication**

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

### **Field Trips**

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

### **Grading Policies**

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

- **All grades** are based on end of year outcomes with a "1" meaning - limited understanding of grade level standard, "2" meaning – progressing toward grade level standard, "3" meaning –meets grade level standard, or "E" meaning – exceeds grade level standard

### **Homework**

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

### **Learning Commons**

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

### **Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled twice during the school year. Dates and times for each school are posted on the district calendar. Additional conferences may be scheduled whenever a parent or teacher feels it is necessary. Please contact the teacher to arrange for before or 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 for replacement of red folders.

## **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 Infinite Campus.

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 Schools 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 Department/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 is to be kept in the health office at a minimum.
- Provide safe alternative for snacks. 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's Responsibility**

#### **Teaching Staff**

- Communicate with parent/guardian to develop a plan when there may be exposure to an allergen (ie. When food is part of an activity/lesson plan or at snack time). Students should not be excluded from school activities solely based on their food allergy.
- Teachers will communicate with parents/guardians of non-allergic students in the class regarding the potential life-threatening allergy with the goal of minimizing allergen-containing foods being brought in the snacks, holiday parties, or birthday treats.
  - Classroom signage prohibiting the specific allergen may be used as a communication tool to minimize the allergen in the classroom.
- Leave instructions in a sub folder for substitute teachers regarding care of allergic students. The teacher will also place a copy of the emergency care plan or allergy action plan for the allergic student in their sub folder.
- Teaching staff will encourage/give elementary students opportunity to wash hands with soap and water after eating.
- Allergic student's medication should be taken on all field trips. If parent/guardian is not accompanying student on the field trip, student should be supervised by a staff member who has received training by the nursing staff in the administration of the student's medication.

#### **Health Staff**

- Review allergic students health records submitted by parents and physicians
- Identify a core team of, but not limited to, school nurse, teacher, principal, school food service and director, and counselor (if available) to work with parents and the student ( age appropriate) to establish a prevention plan. Changes to the plan should be made with core team participation.
- Assure that medications are stored in the school's health office in an unlocked cabinet easily accessible to designated school personnel.
- Relevant information will be shared with classroom teacher, food service staff, health office, and secretaries.
- School Health Staff will provide training of appropriate school staff regarding prevention of an allergic reaction and recognition of allergic symptoms. The Licensed School Nurse may delegate the administration of the injectable epinephrine to a teacher, principal, paraprofessional, secretary, or staff member as needed. Training is delegated to staff when there is not a nurse available to administer the epinephrine (ie. When students are on a field trip)

### School Food Staff/Lunchroom Personnel

- Publish mainline and alternate line menus on the School District website for access by families.
- An allergen free table, may be set up if the allergy is life threatening. An “allergen free” sign will be placed on the table. Historically the need for an allergen free table has been indicated with elementary school students due to lower levels of maturity, autonomy, and capability to self-monitor their allergy.
- Lunchroom Paraprofessionals will be instructed as to a student’s particular allergy and will monitor the allergen free table to help maintain safety for students with allergies. The allergen free table will be washed with water containing a detergent by staff or students who do not have allergies.
- Products containing allergens in the a la carte lines will be labeled as containing allergen ie. contains “peanuts”.

### Head Lice

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

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

### Illness and Injury

A 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 7<sup>th</sup> grade must also be immunized against hepatitis B. Immunization records of all children entering the Shakopee schools will be reviewed. **No child, unless s/he meets allowable exemptions, 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.

1. 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.
2. 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.
3. 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.
4. Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student.
5. 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.
6. 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	Third grade.....hearing and vision
First grade.....hearing and vision	Fourth grade...vision only (+ color vision for boys)
Second grade....hearing only	Fifth grade.....hearing and vision

The school nurse rescreens any student who does not pass the initial screening. Parents or guardians are notified by mail and/or phone when a student fails the rescreening and advised to take their child to a health care professional for further 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, mitten's or gloves, hats and

boots are "must" items. Families that have difficulty obtaining these items should contact the school social worker at 952-496-5836.

## **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 - \$1.60; adult breakfast - \$2.75; full lunch price \$2.70 milk - \$.55; adults & guests - \$4.00) **MEALS MAY NOT BE CHARGED.**

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

Free breakfasts and lunches are available to children of qualifying families. FRP applications 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/reduced 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, FRP applications, account balance information and credit card pay options can be accessed through the Food Services page of the Shakopee District web site [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us). 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.**

### **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 fruit, 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	crackers
cheese and crackers	muffins
unsweetened cereal	granola bars (plain-no chocolate)
fruit	banana, date or other breads
vegetables	raisins
beef jerky	pretzels

**MEDIA OPT-OUT**

# 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 #

## **MISCELLANEOUS**

### **Bicycles/Rollerblades/Skateboards/Roller Shoes**

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

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

The use of skateboards or in-line skates is not allowed on the playground during the school day. Students who decide to "blade" to and from school will be expected to put on street shoes as soon as s/he arrives on school property. The school district is not liable for injuries to students riding bikes, skateboards or using in-line skates. Students are strongly encouraged to wear helmets when biking, "blading" or skateboarding. The use of roller shoes ("wheelies") is not permitted at school.

### **Birthdays**

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

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

### **Classroom Parties**

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

### **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, exposed undergarments. Students will be expected to remove hats when indoors.

### **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 & found area for items which may have been misplaced. Periodically during the year, particularly at the time of parent-teacher conferences, items are 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, valuable toys, electronics, money, etc., to school. All outer garments, caps, overshoes, 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 Patrol**

A school patrol is set up at the school to serve at the most hazardous intersections around the school. The school patrol is made up of fifth grade students. The purpose of the patrol is to ensure the safety of all students who walk to and from school. Morning school patrols will be at assigned corners at 8:50AM. Students who walk to school and cross at designated patrol crossing corners are asked to plan accordingly.

### **School Texts and Supplies**

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

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

### **Security Cameras**

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

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

Student use of electronics (e.g. cell phones, cd players, iPods, MP3 players, hand-held games) within the school day is prohibited. Electronic items in this category are a distraction to the educational process, and are often lost, broken or stolen when brought to school. If there is a need to bring an electronic item to school, it 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. The school assumes no responsibility for electronic items brought to school.

### **Take Home Books**

In the 2007-08 school year Sweeney started the "15 for Fun" reading program. Students are expected to read 15 minutes at home everyday. The goal is for students to pick something to read that is just for fun. There will be no assignments, writing, questions, test or expectations other than the reading. Students can pick anything they want to read, as long as they read for 15 minutes. It's ok to read, be read to, or read with someone else. Depending on grade and classroom, students will be given a colored book bag to use for transporting their reading material. Sweeney also has a take home library in which students can use for reading material. Please check this out at its location in the hallway near the office.

To get better at most things, you need to practice – Reading is no different! The more you do it, the better you will get. Please support this program by setting aside time and encouraging your kids to read for 15 minutes each day or even better read with them or to them. THANKS!

### **Telephone Calls**

Parents are encouraged 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 and 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 Sweeney. 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:

jdoe@shakopee.k12.mn.us

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

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

### **PTO**

A great way to get involved is to become active in the **Sweeney PTO**. The PTO is made up of parents/guardians and school staff. The PTO works to provide social, informational, and educational experiences for Sweeney students and families.

Whether you are a parent/guardian who can only attend one meeting or every meeting, your attendance and involvement is greatly appreciated. If you cannot attend meetings, but would like to volunteer to help with PTO activities, your help is also welcomed. Please call the Sweeney office at 952-496-5832 to leave a message for the PTO.

PTO meetings are generally held the 2<sup>nd</sup> Tuesday of each month. They meet in the Media Center from 6:30pm-7:30pm.

Becoming involved communicates to your child the value you place on his/her education.

### **Visiting Procedures**

We want you to feel welcomed to visit Sweeney 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.

A new check-in practice, referred to as Raptor, was implemented at every school in our district during the 2018-19 school year to add another layer of security in our buildings. Raptor is a visitor management system. Visitors of our schools who wish to go past the front office must check-in using Raptor. Visitors will simply swipe 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.

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 Sweeney to visit, or volunteer, please stop in the office first to register and to pick up a visitor or volunteer nametag. This is for the safety of our students. If you do not have on a visitor or volunteer nametag, please do not be offended if a staff member asks you to go back to the office to obtain one. Thanks!

### **Volunteering**

Parents/guardians and other community members are invited and encouraged to volunteer at Sweeney. 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, Melissa Sibinski, by calling the school office number (952-495-5832).

## **STUDENT PROTECTION**

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

No student may be taken out of school by anyone except the custodial parents or guardians, persons authorized by the parent by

note or phone, police officer or Human Services personnel.

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

Parents are urged to call the school attendance line (952-496-5833) 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.

### **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.

- A. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - i. Pornographic, obscene or sexually explicit material.
  - ii. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.

- iii. Materials that unreasonably use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post.
  - iv. Information or materials that could cause damage or danger of disruption.
  - v. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  - B. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  - C. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
  - D. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  - E. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
  - F. Users will not use the school district system to post, transmit or distribute private information about another person as classified by state or federal law as not public, private, or confidential.
  - G. Users must keep all account information and passwords on file with the designated school district official.
- Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
- H. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  - I. Users will not use the school district system for the conduct of conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.
  - J. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official.

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

**Notice of Directory Information**

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

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

**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.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

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

### **Student Discipline**

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

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

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

### **Student Sex Nondiscrimination**

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

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

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

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

**Visitor Limitations:** A visitors log shall be developed for use in all buildings. Exceptions shall be made for scheduled events such as grandparents' day. All approved visitors shall wear a visitor's 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.  
[www.shakopee.k12.mn.us/Page/8665](http://www.shakopee.k12.mn.us/Page/8665), [www.shakopee.k12.mn.us/Page/9708](http://www.shakopee.k12.mn.us/Page/9708)

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

### **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.