

Student Handbook 2018-19

Tokata Learning Center



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About the Tokata Learning Center

Overview

The Tokata Learning Center is an inclusive community that celebrates people as unique individuals and prioritizes the magic of authentic relationships. We use personalized learning and restorative practices to empower individuals to take control of their futures.

The Tokata Learning Center (TLC) is a small, student centered, relationship focused, alternative high school designed to help struggling students overcome challenges that are barriers to a successful school experience. TLC staff recognize that each student and struggle is unique. Therefore, the staff is committed providing a personalized educational experience, rooted in restorative practices, tailored to meet the individual needs and goals of each student. With flexible scheduling, traditional and self-paced course options, access to comprehensive student supports, and most importantly an understanding, caring, and supportive TLC school staff and community, TLC students who have struggled in mainstream school settings often find renewed hope and engagement in the learning process.

Contacting the TLC




Dial 952-496-5982 for attendance, questions, concerns, and contacting teachers and staff. Please leave a voicemail if the line is not answered; your call will be returned as soon as possible.

Staff Contact Information

Eric Serbus	Principal	952-496-5980	eserbus@shakopee.k12.mn.us
Arine Condon	Secretary	952-496-5982	acondon@shakopee.k12.mn.us
Paul Kelly	Guidance Counselor	952-496-5990	pkelly@shakopee.k12.mn.us
Michelle Anderson	Social Studies	952-496-7315	manderson@shakopee.k12.mn.us
Dave Froehlich	Fine Arts	952-496-7303	dfroehli@shakopee.k12.mn.us
Kelly Holstine	Language Arts	952-496-7301	kholstin@shakopee.k12.mn.us
Kyle Ryan	Mathematics	952-496-7302	kryan@shakopee.k12.mn.us
Dave Driver	Science	952-496-7305	ddriver@shakopee.k12.mn.us
Jon Stock	Language Arts	952-496-7335	jstock@shakopee.k12.mn.us
Steve Lingenfelter	Special Education	952-496-7319	slingenf@shakopee.k12.mn.us
Jenny Vande Castle	TLC building substitute	952-496-5982	javande@shakopee.k12.mn.us
Judy DeWeese	School Health Nurse	952-496-5987	jdeweese@shakopee.k12.mn.us
Ms. Svetlana Mshar	Russian Liaison	952-496-5094	smsnar@shakopee.k12.mn.us
Mr. Ibrahim Mohamed	Somali Liaison	952-496-5041	imohamed@shakopee.k12.mn.us
Mrs. Dee Buros	Native American Cultural Liaison	952-496-5790	dburos@shakopee.k12.mn.us
Mr. Yael Ripoll	Spanish Cultural Liaison	952-496-3404	yripoll@shakopee.k12.mn.us
Mrs. Maya Diaz Slipka	Spanish Cultural Liaison	952-496-3404	mdiaz@shakopee.k12.mn.us

TLC Updates and Announcements:

For TLC news and announcements please follow us on the web, facebook, and twitter:

 <https://www.shakopee.k12.mn.us/tlc>
 Tokata Learning Center Community (Shakopee, MN)
  @eserbus

Daily Office Schedule

Main Office:

Monday - Thursday 7:45 AM - 3:45 PM

Friday 7:45AM - 1:30 PM

Teachers:

Monday - Friday 7:30 AM - 3:30 PM

** On days when there is no school for students, please call ahead (952-496-5982) before stopping in to ensure someone is available, as the school may be closed*

TLC Day Program

The TLC Day Program provides students with a personalized learning experience during traditional school hours. The TLC Day Program utilizes a block schedule to provide students with personalized learning experiences through a combination of traditional and hybrid course offerings. The block schedule is supplemented with a flex period in which staff provide students with academic support and activity enrichment options to bring balance to the longer academic days.

Monday - Thursday Schedule		Friday Schedule	
BLOCK Schedule		Early Release Schedule	
8:00 – 9:20	1 st Block	8:00 – 9:00	1 st Block
9:25 – 10:45	2 nd Block	9:05 – 10:05	2 nd Block
10:50 – 11:40	Flex	10:10 – 10:25	Friday Shout Outs
11:45 – 12:15	Lunch	10:30 – 11:30	3 rd Block
12:20 – 1:40	3 rd Block	11:35 – 12:35	4 th Block
1:45 – 3:05	4 th Block	12:35 – 1:05	Lunch
		Students riding the bus will be transported home after lunch. Due to staff professional development commitments, students are not allowed to stay in the building after lunch on Fridays.	

TLC Recovery Program

The TLC Recovery Program is designed to be an education setting for students who are in need of earning additional credits (credit recovery), a flexible scheduling option, or a self-paced learning environment with teacher support. The TLC Recovery Program utilizes the APEX learning system (online, self-paced, digital curriculum) as the primary curriculum and instructional tool. Students in the TLC Recovery Program complete one APEX course at a time before moving on to their next course.

* Students enrolled in the TLC Recovery Program as their primary school enrollment must fulfill the following expectations before being considered for the TLC Day Program:

- attend school 85% of their scheduled time (either excused or unexcused)
- earn at least two credits during the grading period in which they were enrolled
- meet all behavior expectations of the TLC Recovery Program

There are a limited number of seats available in the TLC Recovery Program. Students can register with the counselor.

IMPORTANT: *There are no transportation services provided for students participating in the TLC Recovery Program.*

TLC Recovery Program Schedule	
Monday:	3:30 – 5:00 PM
Tuesday:	3:30 – 5:00 PM
Wednesday:	3:30 – 5:00 PM
Thursday:	3:30 – 5:00 PM
Friday:	No School
<ul style="list-style-type: none">• Please see the TLC Recovery Program calendar for more information regarding the TLC Recovery Program schedule	

WHAT IS APEX LEARNING?

For more than a decade, Apex Learning has been the leading provider and publisher of web-based digital curriculum. Its suite of courses serves all students, from those not prepared for grade level academic challenges to those capable of Advanced Placement* coursework.

- Apex Learning courses are created by a team of educational experts and aligned to state and national standards.
- Technology is used in purposeful ways to enhance the learning process.
- Multimedia instruction motivates and engages students.
- Individualized learning lets students move at their own pace to master the material.
- Multiple course pathways allow educators to differentiate instruction and spend more time working with students one-on-one to address critical challenges.
- Assessment opportunities are integrated throughout each course.

Apex Learning partners with school districts nationwide to provide high quality education solutions. Their digital curriculum is helping our school offer *all* students rigorous coursework, raise achievement levels, and prepare them for college, work, and life.

For more information about Apex Learning, visit: <http://www.apexlearning.com>

School Year Calendar

The TLC operates on the same school year calendar as the other schools in District 720, including start/end dates and holidays. Visit <http://www.shakopee.k12.mn.us> for the most updated calendar information.

Parent Teacher conferences / student showcase dates (times to be determined)

Thursday, Oct. 4

Thursday, December 13

Thursday, March 7

Thursday, May 9

Please listen to voicemails, check facebook, emails, and keep an eye on your mailbox at home to receive notifications of schedule changes. Please review the calendar for important dates. Please note that seniors are required to attend school through the last scheduled day. They do not get out a week early at the TLC.

Curriculum

The curriculum at the TLC follows the same Minnesota state standards and requirements as the curriculum at Shakopee High School. The assessment and credit requirements for graduation are the same at the TLC as they are at SHS.

The quality of education provided at the TLC is comparable to that provided at SHS. However, the emphasis the TLC places on teacher-student relationships, smaller class sizes, block scheduling, personalized self-paced learning and academic power standards ensures that the education experience at the TLC is different than at SHS. The following types of instructional models are used to meet the various needs of TLC students:

Seat-Based Courses

Seat-based courses at the TLC are generally self-paced with most of the course work being facilitated on Canvas, the Shakopee School District's learning management software. Students receive a combination of individual, small group, and whole group instruction as they work through the course content at their own pace. Students who do not complete all of the content of course during a grading term are awarded partial credit and are scheduled to continue the remainder of their coursework the following grading term whenever possible.

Independent Study – Project Based Learning

The TLC offers independent study opportunities in the form of Project Based Learning to students who demonstrate motivation and strong independent work skills. Students are required to document a minimum of 50 hours and demonstrate proficiency in the project's content standards in order to be awarded a full semester credit. Of the required time spent to earn a full credit, 10 hours must be spent working with a TLC staff member. Students interested in beginning an Independent Study PBL should talk with one of their teachers.

Credit Recovery

Students have the opportunity to complete more credits after the school day ends by taking a credit recovery course through our APEX learning system (online, self-paced, digital curriculum) or through independent study curriculum developed by TLC teachers. Students interested in credit recovery should sign up for the TLC Recovery Program with the school counselor. For more information about the TLC Recovery Program see page 4.

Attendance

Attendance Requirements & Considerations

Attendance Expectation: All students are expected to attend all of their scheduled classes every day on time (unless accommodations have been made on the student's continual learning plan).

If a student is not able to attend school for any reason, a parent/guardian is expected to call the secretary at 952-496-5982. Attendance calls are sent to parents/guardians when prior notification to the secretary of an absence/tardy is not provided. Attendance letters are sent home regularly for students who are absent.

TLC Policies for Promoting Consistent Attendance:

1. Daily phone call home for students who are not present in school.
 2. Daily phone call home for students who leave school early without permission.
 3. After 3 absences in any class –a communication home expressing attendance concerns.
 4. After 6 absences in any class – a truancy letter will be sent home and a truancy plan/ referral will be made if applicable. In addition, student schedule modification will be considered, which may result in the loss of credits. A parent meeting may take place with Mr. Serbus to create an attendance plan.
- Students are expected to make up all work and time missed to the satisfaction of the teacher when absent/tardy.
 - **Students who fail to meet attendance expectations may result in an altered or reduced schedule for the next grading period including possible removal from the TLC Day program and placement in the TLC Recovery Program.**

Attendance for Students 18+

If a student is over 18 years of age and submits an 18+ waiver complete with a signature of a parent or guardian, the student may call themselves in if they are going to be absent or late, but administration reserves the right to contact a parent/guardian to verify any absence with the parent or guardian.

Withdrawing from School

Students who withdraw from the TLC for any reason must submit a completed withdrawal form with parent/guardian signatures to the school secretary. Students may pick up a withdrawal form from the school secretary. Please give as much advance notice to the school secretary if you intend to withdraw from the TLC.

Student Progress Expectations

The Tokata Learning Center emphasizes “effort” as a primary ingredient to school success. The TLC understands the internal and external barriers that often get in the way of school success and works hard to eliminate these barriers through connection, flexibility, and a variety of other interventions. In conjunction with students and families, the TLC uses a continual learning plan (CLP) to guide students on their path to school success. If after leveled interventions a student is not making progress toward graduation as documented on their CLP a change in programming options will be communicated.

Behavior Expectations

Basic Rules of Conduct

It is everyone’s responsibility create and maintain a safe and healthy learning environment. It’s our positive learning environment that makes the TLC a Family. Here are the basic behavior expectations for everyone in our TLC Family:

1. **BE PRESENT:** show up – attend school every day and be present both physically and mentally.
2. **BE KIND:** Practice the Golden Rule: Treat others the way you want to be treated by others.
3. **BE WILLING:** Put forth effort and try. “Do your best. Forget the rest.”
4. **BE CLEAN:** No drugs (illegal, prescription, over-the-counter, or otherwise), alcohol, weapons, potentially dangerous items, or nuisance items (e.g., laser pointers, silly string) to school. Do not have these items in your car, your locker, your pocket, your bag, or anywhere else on or near school grounds.

Restorative Justice

The TLC uses Restorative Justice practices whenever possible and appropriate. According to Howard Zehr, a pioneer in the modern concept of Restorative Justice, “Restorative justice is a process to involve, to the extent possible, those who have a stake in an offense and to collectively identify and address harms, needs and obligations, in order to heal and put things right as possible.”

The TLC follows all District 720 discipline policies and uses the Behavioral Expectations & Consequences (Secondary Students) as a reference for all discipline issues that are not able to be processed using Restorative Justice Practices.

Student lockers, vehicles, personal items and persons are subject to search. You will be notified of a search of your locker, possessions, or vehicle after it has concluded.

Behavior and Attendance Contracts

The TLC uses a contract system to support students who do not meet the behavior and attendance expectations of the TLC. Students may be placed on a *contract* when a student’s behavior(s) or attendance is adversely impacting the student’s academic progress or school climate. The terms and length of behavior and attendance contracts depend on individual circumstances. If a student violates an initial behavior or attendance contract they will be placed on a “terminal” contract. **Students who violate a terminal contract may be removed from the class and given an alternative schedule for the remainder of the grading period or be removed from the day program and given an alternative schedule in the TLC Recovery Program.**

Cell Phones and other handheld devices

Students have access to all necessary learning technology through school issued devices. Cell phones and other handheld devices have the potential to be a significant distraction to the learning process and school environment. Therefore: **STUDENTS MAY NOT USE CELL PHONES/HANDHELD DEVICES IN ANY CAPACITY DURING SCHEDULED CLASS TIME.** Students may use their cell phones/devices during passing time and during lunch.

* Parents/Family Members needing to contact a student during school hours should call the TLC office (952-496-5981) to have a message delivered or student pulled out of class to take a phone call.

Students who use their cell phone/device during class time will have their device confiscated and returned at the end of the school day. Students who continually violate this policy will be required to check their cell phone/device with the school secretary prior to the start of their school day. Students who don't willingly comply with these expectations will be dismissed for the day.

Smoking/Tobacco

The TLC is a tobacco free campus. Students are not allowed to smoke or chew tobacco (including E-cigarettes) during the school day or on school property, which includes the awning/sidewalk area around the front of the Town Square Mall and parking lot in the back of the Town Square Mall. Students will be disciplined according to ISD 720 guidelines for any violation of the tobacco policy.

Closed Campus Policy

The Tokata Learning Center is a closed campus, meaning students may not leave during the TLC during the school day without permission from a TLC staff member. Furthermore, students are not allowed to have food delivered or dropped off at the TLC. If a student leaves the building or outside learning space without permission the student will be dismissed for the day.

What NOT to Wear

Use your common sense when you dress for school. Some basic things to keep in mind:

- No foul language
- No violent or sexual imagery or references
- No gang symbols or references
- No drug, alcohol, or tobacco references
- No revealing clothing

At minimum, you will be asked to change or cover up if your clothing is offensive or revealing. Additional consequences may be imposed at the discretion of administration.

Respecting Our Neighbors

The TLC is part of the Shakopee Town Square Mall community of tenants (e.g., businesses), patrons and guests. Therefore, TLC staff requires all students to:

1. Be respectful and courteous to all people in and around the mall at all times – even when school is not in session.
2. Obey all policies and requests of employees of the businesses in the mall and of the mall itself.
3. Take care of mall property. If you see garbage on the floor, put it in a wastebasket. If you make a mess, notify the secretary or a mall employee. If you see someone defacing the mall, call the police.

Students who engage in disruptive or criminal behavior in the mall community will be referred to law enforcement as well as discipline under District 720 policy, up to and including removal from the TLC program, suspension, and expulsion.

Use of Technology

The full district technology policy can be found in District Policy Manual 524. The following is a brief summary and does not encompass all rules and regulations regarding technology:

1. You are provided access to computers and the Internet at school for purposes of school work only. Use your common sense when using school technology.
2. **Once you log on to a school computer, access the Internet in the school building, or use other technology present at the TLC, you are agreeing to use the technology responsibly,** including, but not limited to, the policies below, District 720 policy, and any guidelines established by your teachers and/or posted in the school.
3. School technology and Internet access are for academic purposes only.
4. Avoid websites and downloads that contain violent or sexual references or imagery, hateful language, or other offensive or inappropriate content.
5. If you accidentally end up at a website, or download something, that contains offensive/inappropriate content, tell your teacher immediately. Our technology department can see what you do online, and if they think you intentionally visited an

inappropriate website or downloaded something you shouldn't have, they will disable your account – but if your teacher knows it was an accident, your account may not be disabled.

6. Do not visit Facebook, Twitter, Instagram, Pandora, YouTube or other non-academic websites. (In fact, most such websites are blocked for all student and guest accounts at all times.)
7. Do not send emails or post messages online with violent, sexual, offensive or inappropriate content.
8. Do not attempt to access or alter another user's account(s) or files.
9. If you bring an electronic device of your own, the same rules and policies apply.
10. If you are using an electronic device, whether it is school property or your own property, and a teacher asks you to stop using it, or not to use it at all, you must comply.

If you fail to engage in common sense use of technology, including, but not limited to, the items listed above, you may lose access to the technology in the school or district (temporarily or permanently), and if you are using your own electronic device, your device can be confiscated. Additional or other consequences may be imposed by administration.

Student digital learning devices and accessories will be checked at the end of each school year at a date and time determined by the administration. Students who graduate early, transfer, withdraw or are expelled will return the device and accessories at time of withdrawal. Failure to return the property in a timely fashion may result in the involvement of law enforcement.

Getting to Graduation

Grade Level

TLC students are enrolled in grade levels 9-12 based on credits earned, not based on graduation year. This is a Minnesota state requirement for area learning centers that makes it easier for students to understand where they are in relation to graduating.

Grade 9	0-12 credits earned
Grade 10	12.25-24 credits earned
Grade 11	24.25-36 credits earned
Grade 12	36.25-48 credits earned

Grading & Credits

Below are the standard grading criteria at the TLC:

A	94-100+%	A-	90-93%	B+	88-89%	B	84-87%	B-	80-83
C+	78-79%	C	70-77%	P	70-100+%	NY	0-69% *	NC	0-69% *

* 'NY' ("Not Yet") grading allows teachers the flexibility to have students redo work that is not up to at least average ('C') standards, and to give extra time for completion as they feel is acceptable. Students who do not complete what they need to within the teacher's established parameters and time frame will receive an 'NC' (no credit) for grades below 70%.

Credits are awarded each quarter at the TLC for most courses. (Comparatively, students can earn one credit per course per quarter at the TLC, and one credit per course per semester at SHS.) Students who do not complete all of the content of course during a grading term are awarded partial credit and are scheduled to continue the remainder of their coursework the following grading term whenever possible.

Monitoring Student Progress

- **Student Progress Conferences** take place weekly between every student and teacher to discuss current grades, missing assignments, and attendance.
- **Conferences** are scheduled each quarter. No appointments are required unless a translator is needed.
- **Report Cards** are sent home after each quarter.
- **Campus Portal** - Parents/guardians can have access to their student's **Portal** through the district's student information system to view students' academic progress and attendance. You as a student also have access to Portal so you can view your own progress. Users of Portal are not allowed to attempt to change any records or to access other users' information. For Portal account setup, contact the TLC secretary. Grades are updated in infinite campus every two weeks.

- **Canvas** - Parent's/guardians can have access to their student's courses through Canvas - Shakopee School District's learning management system. Through Canvas parents/guardians can become "observers" in their students' courses and view the learning activities and progress students are making in their courses. To gain access to your student's courses through Canvas please follow the directions on the "Canvas Info for Parents" found in the Quick Links section on the Tokata Learning Center homepage.
- **Transcripts** can be requested for current and past students by having the organization or person needing the transcript fax a request to the TLC, or by contacting the TLC secretary and advising where to send the transcript.

Credit Requirements for Diploma

	<i>Class of 2019</i>	<i>Class of 2020 Class of 2021</i>	<i>Class of 2022 & Beyond</i>
<i>English</i>	8		8
<i>Mathematics</i>	6		6
<i>Social Studies</i>	8		7
<i>Science</i>	6		6
<i>Fine Arts</i>	2		2
<i>Health</i>	1		1
<i>Physical Education</i>	2		2
<i>Freshman/TLC Seminar</i>	0		1
<i>Program of Study Electives</i>	0		3
<i>Additional Electives</i>	15		13
<i>Total Credits Required:</i>	48		49

Celebrations of Success at the TLC

On the last day of each quarter, TLC students who will be finished with their credits during that quarter are invited with their families to celebrate their accomplishments. These are the "graduation ceremonies" at the TLC. Students who participate in the celebrations of success can also participate in the SHS graduation ceremony at the end of the school year IF they meet the eligibility requirements. Participation Requirements: Students must have completed all coursework and satisfy all graduation requirements by the end of the day prior to the graduation celebration in order to participate. Students who do not meet their graduation requirements by this deadline will be celebrated the following quarter.

Walking in the SHS Graduation Ceremony

You are eligible to walk in the SHS graduation ceremony ONLY IF you

- have earned 46 of the credits required for graduation by the end of the school day eight (8) days prior to the ceremony,
AND
- have not previously participated in an SHS graduation ceremony,
AND
- notify the TLC secretary you would like to participate, before you finish your credits or before April 1, whichever comes first,
AND
- participate in the graduation rehearsal (details will be provided in the spring).

Your eligibility may change if your attendance or behavior becomes a cause for concern at any time.

Additional Information for Students

Activities

You may participate in after-school activities at Shakopee High School with prior approval of the SHS principal. This includes dances, sports, clubs, and more. You must pay all applicable fees and submit required paperwork.

If you want to participate in a dance at SHS, you must be enrolled in 10th grade, notify the TLC secretary by Wednesday the week of the dance, and register guests from schools other than SHS or the TLC by Wednesday the week of the dance (see secretary for guest form).

- Guests must be under 21 and at least in 10th grade.
- If you or your guest is removed from the dance, you will both have to leave.
- You and your guest must both have valid photo identification to enter the dance.
- All other rules posted at SHS or indicated by SHS staff must be obeyed or you will be removed from the dance.

TLC Student Survey

The TLC administers a school climate survey to all students every quarter. The purpose of the survey is to collect data regarding student engagement, academic expectations, student motivation, sense of belonging, and sense of autonomy. Data from the student survey is used to inform programmatic changes and identify students that may need additional school support. All students are expected to complete the survey each quarter. Parents/guardians come elect to opt their student out of taking the survey by notifying the TLC secretary or principal by phone or email.

Emergencies & School Closures

TLC staff leads students in various emergency drills throughout the school year for severe weather, fires, and more.

In the case of severe weather or other emergencies, **school may be canceled or delayed by the superintendent**. You will receive a voice recording by phone early in the morning if school is canceled or delayed.

Health Services

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

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

Illness and Injury

A School Nurse (Registered Nurse) provides advisement to the TLC on administration of medications, first aid for injuries and care for students who become ill at school. Ill students will be allowed to rest in a designated area for 20 minutes. After 20 minutes a student will return to class or a parent/guardian will be contacted and asked to pick up a student if the student is unable to return to class.

Immunizations

In accordance with Minnesota Statutes, section 121A.15 and 135A.14, all children who are enrolled in a Minnesota school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella or submit signed exemption forms. Students age 12 yrs old and older must also be immunized against hepatitis B, and meningococcal. Records of all children entering the Shakopee schools will be reviewed. No child, unless he/she meets allowable exemptions, will be allowed to attend school if those records are not up to date. Allowable exemptions include either (1) a medical exemption signed by a physician stating that the immunization is prohibited for medical reasons or because an adequate immunity already exists or (2) a conscientious exemption signed by the parent or legal guardian and notarized stating that the child has not been immunized because of conscientiously held beliefs of the parent or legal guardian.

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

Special arrangements must be made with the principal and School Nurse of the TLC for students to bring medications of any kind to school (even over-the-counter medications like ibuprofen and cold medicine). Students who do not make these arrangements and bring any kind of medication to school may be disciplined for having unauthorized medications and/or be required to have a parent/guardian-dean-student conference to continue attending.

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

1. Medication is dispensed by designated school personnel in each building who are in-serviced yearly and supervised by the district's Licensed School Nurses.
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 Permission to Dispense Medication form must be filled out completely and submitted in order for the school to administer medication to a student. The form needs to be signed by both the parent/guardian and the physician for all prescription medications. Only a parent/guardian signature is required for over-the-counter medication. These forms will not be carried over from one year to the next; 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.

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/Guardians who have students with severe allergies should contact the secretary about their student's allergy. Medical documentation from a Licensed Physician, Physician's Assistant, or Certified Nurse Practitioner will be required for accommodations to be made at school for the student. Forms related to allergies can be found on the Shakopee School District web site under District Services/Health Services/Health Conditions.

Successful management of severe allergies in the school setting requires the development of a plan that will best meet the needs of the child and be least disruptive to the routines of the classroom. Parent/Guardian 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, which are available on the Shakopee 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, on the playground, and on 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 the ingredients of food served.
- Parent/Guardian will coordinate a plan for before and after school activities and for transportation to and from school. Parents are encouraged to introduce themselves and their student to the bus driver and alert him/her to the student's allergy.
- Provide properly labeled medications and replace medications after use or upon expiration. One Epinephrine dose will be kept in the health office at a minimum.
- Provide safe alternative for snacks, birthday treats. Review the school lunch menu for possible unsafe foods.
- Parents are encouraged to educate their student in the self-management of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods (bring their own safe snack to school, review school lunch menu for possible unsafe foods)
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - How to read food labels (age appropriate)
 - Self-administration of Epinephrine (Epi-Pen) per parent and student readiness
 - Obtain a medical alert bracelet for the student to wear.
 - Parents are encouraged to provide a current picture of their student to the health office.

- Parents are encouraged to review upcoming projects and field trips, and communicate any concerns to the teacher.

Student Responsibility

- Should not trade food with others
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- It is recommended that the student wear appropriate Medic-Alert bracelet, or similar
- It is recommended that the student (or a teacher/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.

Standardized Testing at the TLC

The TLC administers all required state standardized tests. 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. Please contact the TLC secretary if you would like a copy of the Opt-Out form.

Media Opt Out Option

Throughout 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. It may also appear on any local or national media.

Lockers

If you need a locker, one will be made available to you. Sharing may be required, but if you are NOT asked to share your locker, DON'T. Remember, your locker and possessions are subject to search.

Transportation & Parking

Busing is available to students who live outside of a two-mile radius of the TLC. Palmer Bus Company provides busing services to Shakopee schools. They can be reached at 952-445-1166 if you have questions about eligibility, bus stops, or pick-up/drop-off times.

Students who choose to drive to school are expected to park in the parking lot in front of the TLC sign on the west side of the Town Square Mall. **Remember, vehicles and possessions are subject to search with reasonable suspicion.**

Visitors

Visitors are allowed at the discretion of school administration. If you wish to have a visitor during the school day, you must alert the secretary at least one full school day in advance. ANY visitor may be asked to wait until the school day ends to visit and/or asked to leave the TLC for any reason. Visitors who cause disruptions in the school or on mall property will be referred to law enforcement.

Food services

Breakfast

Breakfast is \$1.65 for students and may be purchased with cash or withdrawn from their student account.

Sufficient money needs to be in students' accounts to ensure they will be able to purchase a lunch.

Lunch

Lunch is \$2.65 and may be purchased with cash or withdrawn from their student account

Students are allowed to bring their own lunch to school, however students are not allowed to have restaurant food delivered or dropped off at the TLC.

Rights Regarding Pupil Records

Independent School District No. 720 gives notice to parents of students currently in attendance in the district, and eligible students currently in attendance in the district, of their rights regarding pupil records.

Independent School District No. 720 has adopted a board policy in order to comply with state and federal laws regarding education records. The policy does the following:

It classifies records as public, private or confidential.

It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

It establishes procedures and regulations for access to and disclosure of education records.

It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of Board policy and accompanying procedures and regulations are available to parents and students upon written request to the Office of Superintendent of Schools.

Pursuant to applicable law, Independent School District No. 720 gives notice to parents of students currently in attendance in the district, and eligible students currently in attendance in the district, of their rights regarding "Directory Information."

Continued on next page...

- "Directory information" includes the following information relating to a student: the student's name; date and place of birth; 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 the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.
- The information listed above shall be public information which the school district may disclose from the education records of a student.
- Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
- In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information: name of student; home address; school presently attended by student; parent's legal relationship to student, if applicable; specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.
- Complaints regarding alleged violations of rights accorded parents or eligible students by the federal law and the regulations promulgated there under may be submitted in writing to the Student Family Education Rights and Privacy Office, U.S. Department of Education, Washington, DC 20202.

Tennessee Warning

The Minnesota Government Data Practices Act (Minn. Stat. 13.01 et seq.) provides that an individual asked to supply private or confidential data concerning the individual has the right to be informed of the following:

1. The purpose and intended use of the requested data;
2. Whether the individual may refuse or is legally required to supply the requested data;
3. Any known consequence of supplying or refusing to supply the private or confidential data; and
4. The identity of persons or entities authorized by state or federal law to receive the data. Minn. Stat. 13.04, subd. 2. This notice is commonly called a Tennessee warning.

Compliance Statement

Shakopee High School and the Tokata Learning Center comply with all federal and state laws prohibiting discrimination on the grounds of race, color, national origin, creed, religion, sex, marital status and age.

Any person who feels his/her rights under these policies have been violated should report the circumstances to the building principal.

Notice of Nondiscrimination

It is the policy of the Shakopee School District Board of Education to provide a free and appropriate public education to each student with a disability within the school's jurisdiction.

It is the intent of the district to ensure that learners who have disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 (Federal Civil Rights Law) are identified, evaluated and provided with appropriate education services.

Any person having inquiries concerning the Shakopee School District's compliance with the regulations implementing Section 504 is directed to contact Kathy McKay who has been designated by the school district to coordinate the district's efforts to comply with and implement these regulations.

Director of Special Services: Julie Fred

1200 Town Square Mall | Shakopee, MN 55379 | Phone: 952-496-5062 | Fax: 952-496-5091