

# 2023-2024 Student Handbook Changes Summary

Board Members,

Below you will find a list of the updates made throughout the student handbooks for 2023-2024 across sites and programs. The handbooks have been updated by administrators at each level, aligned with MN statute/current law, and reviewed by district administration. They will be communicated starting in early August to ensure students and families have clear information regarding the expectations, policies, and practices for the upcoming school year.

## **Elementary:**

- Page 2 - Strikethrough in Family Involvement section; wording error
- Page 2 - Added within Intervention Section to explain identifying process
- Page 2 - Added information about Community Ed's free Homework Help & Tutoring Program
- Page 3 - Added FastBridge rather than FAST
- Page 3 - Added information about the Family Resources Program to the Social Work section
- Page 3- Added information about Homeless Supports per the federal McKinney-Vento law
- Page 6 - Added under Student Telephone Use section to clarify protocol
- Page 11 - Separated the Before and After School Activities section and the Targeted Services section; added word "Enrichment" to the EPIC section
- Page 12 - Strikethrough of sentence in Dress Code sentence (hats, etc.)
- Page 12 - Added in dress code section to alert families to resources provided if families do not have or have access to outdoor gear
- Page 12 - Added in Electronic Devices section to clarify that expectations for technology will be taught each year
- Page 12 - Added information about chaperoning to the Field Trip section
- Page 13 - Breakfast and Lunch section reworked to reflect new guidelines (free breakfast and lunch for all)
- Page 14 - Strikethrough in Parent/Sibling Visits During Lunch to reflect variability in school processes
- Page 19 - Strikethrough the fee schedule for iPads
- Page 20 - Strikethrough a redundant volunteer phrase that may be misleading
- Page 20 - Added clarity to the volunteer process. Added that fee assistance/reimbursement is available for those for whom the background check fee would be a barrier.
- Page 24 - Added fee assistance information for volunteers under the Background Check section.
- Page 24 - Strikethrough and an addition under Fees to reflect elementary specific needs and alert families to resources provided through school social workers if needed
- Page 30 - Strikethrough on recess before lunch to allow for variable school scheduling

- Page 31-In the Visitor Check-in section, added note that volunteers must go through the Sharing Inspiration Volunteer Program prior to visiting.
- Page 31 - Added “including” in Bus Assignment section

**CMS:**

- Cover Page- Update year to 2023-2024
- Page 1 - Update year to 2023-2024
- Page 2 - Remove “make modifications” and add “differentiate” under the heading “Instructional Excellence”.
- Page 3 - Remove “and related” from the “Comprehensive Curriculum” section
- Page 4 - Change the main headings, reorganized content and updated language
- Page 4 - Under Section 504 update “his/her” language
- Page 5 - Change the heading “Student Academic Success” to Gifted and Talent-Development Services”
- Page 6 and 7 - Change the content under “Student Support Plan for Advanced and Enriched Classes”
- Page 6 - Under “Evaluation/Reporting Systems/Grades”, updated language.
- Page 7 - Change the “Student of the Quarter” content
- Page 7 - Strikethrough some language under the “Homework” heading
- Page 7 - Change the heading “Academic Integrity” to “Academic Misconduct” and change content.
- Page 8 - Remove all content under the heading “plagiarism”
- Page 7- Moved “Student Support” heading
- Page 7 - Moved “Organizational System- Power Binder” to “Student Life” and updated language.
- Page 7- Update language under “Targeted Services” and “Teaming”
- Page 8 - Under the heading “Communications” remove all content from both “Alerts” and “Publications”
- Page 8 and 9 - Create a new heading “CMS Communications” and added content
- Page 9 - Change the heading “Contacting your Student” to “Contacting your Student During the School Day” and added content
- Page 9 - Change the heading “Email” to “Parent Communication with CMS Staff”
- Page 10 - Under the heading “Parent/Guardian and Student Information”, changed the “Website” content
- Page 9 - Add content to “CMS Communication”
- Page 9 - Under the heading “Curriculum Nights” to explain the purpose of curriculum nights.
- Page 10 - Change the heading “Safe and Supportive Schools” to “Parent/Guardian and Student Information”
- Page 11 - Add a banner and heading “Resources for Students”
- Page 11 - Add content “Organizational System” with content
- Page 11 - Remove the “Counseling” section
- Page 12 - Under “Personal Electronic Device/Cell Phone” changed some language
- Page 12 - Under the “Food/Drinks/Gum” section add language around expectations

- Page 12 - Update “him or her” language
- Page 13 - Under “Lost and Found” updated language
- Page 13 - Under “School Store” updated location and hours of operation
- Page 13 - Under “Lockers” updated language
- Page 14 - Under “Student Meal Time” and the “Lunch” section update language
- Page 15 and 16 - Add new dividing heading “Student Activities” add content heading “Co-Curricular Activities”
- Page 19 - Update “his/her” language
- Page 20 - The “iPad Statement of Responsibility for Parent/Guardian and Student” is completely rewritten to reflect the new fee schedule.
- Page 24 - Under “Behavior Guidelines” section “Disruptive Behavior” change name and update consequences
- Page 24 - Under “Behavior Guidelines” section “Dress and Grooming” update language and add consequences
- Page 25 - separate “Roughhousing” into its own section, add content and consequences
- Page 26 - Add section “Non-compliance/Refusal”, content and guidelines.
- Page 27 - Add section “Selling Items for Profit”, content and guidelines.
- Page 27 - Add section “Tardies”, content and guidelines.
- Page 28 - To the “Tobacco/Vaping Possession or Use” updated consequences section
- Page 29 -Under “Weapons” update he/she language
- Page 30 -Under “Behavior Consequence Definitions” update “his/her” language
- Page 31 - Under “Volunteering” - “District Volunteers to District Advisory Council Volunteers
- Page 31 - Under “Volunteering” - strikethrough existing writing under District Volunteers and added updated language to match Elementary Handbook
- Page 31 and 32 - Under Volunteering - Parent–Teacher Organizations added information about sharing inspiration volunteer process.
- Page 31 - Under “Volunteering” strikethrough school volunteers and existing language, updated to Sharing Inspiration Volunteer program and added updated language to match Elementary Handbook.
- Page 33 - Under the “Attendance” and “Unexcused Absences or Truancy” updated content
- Page 34 - Under “On-the job-Training” update he/she language
- Page 36 and 37- Under “Outside Resources for Teens” and “Crisis” updated content
- Page 37 - Added “Housing Insecurity and Homelessness Support” content
- Page 43 - Under “Safety and Security” add an “Alerts” content area
- Page 43- Under the new “Alerts” area add content
- Page 44- Under “Safety and Security” and “Before and After School Expectations” change time
- Page 44- Under “Transportation” and “Activity Buses for CMS” updated grade band
- Page 44-Under Transportation update “he/she” language
- Page 45- Under “Transportation” and “Grades 7-12” updated grade band

**EPHS:**

- Cover Page - Update year to 2023-2024
- Page 10 - Minor addition to activity bus riding. Change reflects operational process update.
- Page 12 - Updated media center hours.
- Page 13 - Minor revision to clarify when senior and junior privileges will be reviewed.
- Page 18 and 19 - Macbook Statement of Responsibility revision
- Page 16 - Grammar change "he/she" to "they".
- Pages 27 and 28 - Minor revision. Take out anger management and add restorative mediation and parent/guardian contact for verbal and written abuse. This more accurately reflect our practice
- Page 29 - Added THC and variants under controlled substances to provide clarity on updates by the DEA on new variants.
- Pages 32 and 33 - Major revisions. Clarified previous "dismissal" language to be more specific (restricted study)
- Page 34 - Major revisions. Separated fighting/assault from inciting fighting/assault. Added language and examples to what inciting means.
- Page 38 - Minor revision. Added letting people into the building as prohibited.
- Pages 19 and 25 - Minor revision. Change he/she to gender neutral language
- Page 26 - Suspension language from #5 in Attendance requirements.
- Page 46 - Mental health and crisis resources
- Pages 47 and 47 - Added "Housing Insecurity and Homelessness Support" content

**EPO Elementary:**

- Added new cover page
- Page 12 and 16 - Added new language regarding EPS Technology device deployment policies and struck no longer relevant language
- Page 11 - Added new language regarding 911, suicide prevention, and crisis support services
- Incorporated relevant proposed revisions from the 23-24 brick and mortar Elementary Handbook (highlighted above)

**EPO Secondary:**

- Added new cover page
- Page 20 and 21 - Added new language regarding EPS Technology device deployment policies and struck no longer relevant language
- Page 16 - Added new language regarding 911, suicide prevention, and crisis support services
- Incorporated relevant proposed revisions from the 23-24 CMS & EPHS Handbooks (highlighted above)

**TASSEL Transition Program:**

- Added new cover page
- Page 3 - Students now qualify for special education services until the age of 22
- Page 3 - Removed the location of one of TASSEL classrooms at HTC - no longer rent it
- Page 4 - Added the statement about free meals for students
- Page 9 - Lost or stolen device replaced with the statement of responsibility
- Pages 9-11 - Summarized statements about both iPads and Macbooks
- Page 12 - added statement about headphones
- Page 18 - added description of alcohol and chemical substances
- Page 19 - changed the Program Coordinator to Supervisor title
- Page 19 - added crisis and suicide prevention resources