



Shakopee Public Schools  
School Board Work Session  
Shakopee High School Thrust Stage  
100 17th Avenue West  
Shakopee, MN 55379

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Our Mission:

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

Monday, August 10, 2020  
6:00 PM

1. CALL TO ORDER SCHOOL BOARD BUSINESS MEETING AND ROLL CALL -  
CHAIR PETERSON
2. PLEDGE OF ALLEGIANCE
3. CONSIDERATION OF AGENDA AS PRESENTED
4. PUBLIC COMMENT
5. CONSENT AGENDA
  1. Approval of NonCertified Contract
6. INFORMATION
  1. Information: Views on Equity
  2. Consideration \_\_\_\_\_ to \_\_\_\_\_ Approve:  
1st Reading of Resolution: Endorsement of Safe and Inclusive Schools
  3. Consideration to Approve: 1st Reading of School District Policy: 102.A
  4. Consideration to Approve: 20-21 School Handbooks
  5. Consideration to Approve: Doorstep Health (Dental Services)
  6. Information: Levy 2020 Information
  7. Information: Return to School
  8. Consideration to Approve: Pandemic Response—Changes for the 2020-21  
School Year
7. OTHER
8. COMMITTEE REPORTS
9. UPCOMING MEETINGS AND IMPORTANT DATES
  1. 2020 School Board Filing Period - July 28 - August 11, 2020
10. ADJOURNMENT



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# Widespread Diversity Issues

In MN:

- Less than 5% of teachers are people of color
- Students of color make up 66% of suspensions while only making up 31% of the school population.

Across the US:

- African American students with similar test scores as Caucasian students are 50% less likely to get into gifted/accelerated programs.
- 65% of Americans believe it has become more common for people to express racist beliefs.

# How Shakopee Students are Impacted by Race

- Children as young as 6 show racial discrimination (White Supremacy)
- Children as young as 9 hide their racial discrimination from adults in the room.
- Curriculum shapes what students see as normal
  - Who is represented
  - Who is not
- Shakopee curriculums, like most districts across the nation, predominantly focus on white norms, culture, and morals giving rise to the white supremacy found in stats above.

# How SPS Can Contribute

- Continue current endeavors
  - Equity Alliance MN, Equity & Teaching and Learning, AVID & Young Scholars
- Rethink how we actively teach and assess equity skills to students
- Commit to reforming punitive discipline practices
- Ensure employees have access to consistent PD centered around Equity

**Publically commit to goals; tell students and community members as much as possible.**



## SCHOOL BOARD RESOLUTION

Endorsement of Safe and Inclusive Schools

August 24, 2020

WHEREAS, The learning and safety of the students of Shakopee Public Schools is our top priority; and

WHEREAS, The Shakopee Public Schools School Board is committed to the success of each and every student by providing a safe, secure and inclusive school district; and

WHEREAS, As leaders of Shakopee Public Schools, we are compelled to speak out in response to events that call attention to racist actions and all forms of racism which has a profound impact on our students, families, staff, and community; and

WHEREAS, Students and families and community members have expressed fear, sadness, and concerns for their safety, heightened by intolerant rhetoric; and

WHEREAS, We believe each of us, individually and collectively, are responsible for nurturing educational learning environments where each and every child is respected and valued for who they are regardless of ability, age, gender, gender identity, home or first language, national origin, race, religious belief, sexual orientation, or socioeconomic status; and

WHEREAS, Providing a safe and inclusive school environment that ensures physical and emotional safety of students and staff creates the conditions necessary to foster academic achievement:

NOW, THEREFORE, BE IT RESOLVED, Shakopee Public Schools:

1. Condemns all hateful speech and all forms of racism;
2. Commits to fostering a school environment that promotes respect for and curiosity about all cultures, affirms the equal humanity of all members of the community, and rejects all forms of bullying and discrimination;
3. Commits to instituting School Board goals and policies, and district educational curriculum, that reflect the values expressed in this resolution, and to reform current policies should they not be aligned with the vision presented in this resolution.

# **Equal Educational Opportunity**

## **(Policy Addendum 102.A)**

Shakopee Public Schools will provide equitable, respectful, and inclusive educational services and experiences for each student, family, and staff member regardless of

- Ability
- Age
- Gender
- Gender identity
- Home or first language
- National origin
- Race
- Religious belief
- Sexual orientation
- Socioeconomic status

We provide inclusive experiences where each student can flourish as a learner and be well prepared for post-secondary success. The achievement of our equity vision will, in part, occur when the outcomes of student academic performance are no longer predicted by the race, and/or other identifying characteristics, of our students. We will strengthen staff skills in cultural responsiveness and support them in working effectively with learners, families, and colleagues from diverse backgrounds.

# **"A Shakopee" Elementary School**

## **Student & Parent Handbook**

**2020-2021**

**"A Shakopee" Elementary School**

**ADDRESS**

**Shakopee, MN 55379**

**Office: Phone#**

**Attendance Line: Phone#**

## **SHAKOPEE PUBLIC SCHOOLS MISSION STATEMENT**

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

### **FORWARD**

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

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

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

## **RIGHTS AND RESPONSIBILITIES**

### **Shakopee Student Rights & Responsibilities**

Students shall have the right to:

- an environment free from distractions 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 the 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 the same.
- to protect and take care of school property.
- to dress and groom to meet fair standards of safety and health and common standards of decency.
- to display good manners and respect for others.

### **Parent/Guardian Responsibilities**

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

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

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# ATTENDANCE

## Assignment of Elementary Children

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

Parents requesting their students' attendance at a school outside of their attendance area shall submit 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, late starts, and/or early dismissal will be communicated via an automated telephone call and/or email to each registered family as well as being announced on WCCO radio (AM 830), plus TV networks FOX, NBC, CBS, and ABC. Closings are also recorded on our school district EMERGENCY INFORMATION Line at (952) 496-5088 and posted on the district web site. **Please do not call the school. Our phone lines are not equipped to handle incoming calls at that capacity.**

## Entrance Guidelines

All children whose parents or guardians reside within the boundaries of the Shakopee Public Schools shall be eligible for a tuition-free education in the district.

To be eligible for kindergarten, a child must be five on or before September 1st of the current school year. In addition, all children determined eligible by the district's early entrance regulation may be admitted.

The parent or guardian of a child entering the district for the first time must submit the child's birth certificate or other satisfactory evidence of age and legal name to the appropriate school office.

## Regular Attendance

Regular and punctual attendance in class is of prime importance if the maximum benefits of schooling are to be achieved. The entire process of education requires continuity of instruction, classroom participation, and study in order to achieve the maximum educational benefits for each individual student. It is expected that all students will be in attendance in class on those days school is in session.

When a pattern of excessive absences or tardiness (excused or unexcused) has developed, special interventions will be implemented. Parents who are experiencing difficulty establishing regular attendance

with their child are encouraged to contact the Principal or School Social Worker for assistance and support.

In elementary school, students are to be counted tardy under the following situations:

If a student arrives after the last bell but before 9:50 AM, s/he is considered tardy for the morning.

Any student who arrives after 9:05 AM will be expected to report to the school office for an admittance slip. This practice allows the office personnel to record the tardy as excused or unexcused.

Students are to be counted absent under the following situations:

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

### **Reporting Absences – Attendance Line 952-496-5953**

In the event that a child must be absent because of illness, it is important that 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 school rolls and readmitted. The district adheres to this regulation. Excessive excused absences can also result in a request for information from a physician.

Attendance information is reported by the classroom teacher and all absences and tardiness are recorded in the school office. Your child's absences or tardiness will be considered **excused** for the following reasons:

- Illness
- Medical/Dental Appointments (Note required from the doctor or dentist.)
- Religious Activities
- \*Pre-Arranged Family Trip
- Family Emergencies

Families are strongly encouraged to plan family trips around breaks during the school year (e.g. winter or spring break). ~~If a family is planning to vacation on days that school is in session, the student will be held responsible for school work missed. Under most circumstances, it will not be possible for a student to be given make-up work prior to his/her absence.~~ Parents are asked to **contact the school office** and child's teacher well in advance of any planned absence. Note: A family trip may not be excused based on the student's academic progress and/or past attendance issues.

### **Unexcused Absence/Tardy**

For any student who has accumulated seven (7) unexcused absences, the school will notify Scott County Human Services to file truancy or educational neglect. Reasons such as "overslept", "missed the bus", "doesn't want to come", etc. are considered **unexcused** reasons for being absent or tardy from school. The school realizes that a student (and/or family) may experience a **rare unexcused** absence/tardy, but if

a pattern develops the child's parent/guardian will be contacted. Two half-day absences equal 1 full day of absence. Ten tardies equal 1 full day of absence.

### **School-Age Child Care - The "Y" Program**

The Minnesota River Valley YMCA offers before and after school childcare for Shakopee students, grades K-5. For more information regarding the "Y" program offerings, please call 612-230-9622.

### **School District Enrollment Options Program**

The School District Enrollment Options give families the opportunity to select the most appropriate educational experience for their sons and daughters.

All pupils eligible to attend public school may apply to any Minnesota public school outside the district in which they live. Parents/guardians wishing to pursue this option may contact the Superintendent's Office for complete information and application forms.

### **The School Day**

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

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

### **Early Release Days**

Throughout the school year, there are 4 scheduled early release days. This means that school will be dismissed 2 hours earlier than usual. This time will be used by teaching staff for inservice and training as we strive to continuously grow as professional educators in order to continue to provide our students with quality instruction. Early release dates are:

Sept. 25th

Nov. 6th

Jan. 15th

March 26th

### **Withdrawal from School**

Parents/guardians are asked to notify the school office and the child's teacher as soon as possible if the family intends to move from their present address.

## **Student Records**

Information about students attending Shakopee Public Schools is collected and maintained in individual student records. It is district policy that only information necessary to effectively provide for your child's educational needs will be requested and maintained. Information may be obtained from parents, the child, or any school system in which the child has been previously enrolled and other sources as appropriate.

Parents may ask to see their child's records and have the content and meaning interpreted to them by making a request to the principal of the school the student attends or has most recently attended or to the Director of Special Services. Student records will be disclosed only to the extent that information is needed for a legitimate educational interest. In accordance with the district's Student Records Policy, upon request of any private or public school system in which a child will enroll, the child's student records will be transferred to that school.

Parents may request a copy of the records that have been transferred. Except as mentioned above, and as otherwise stated in the Student Records Policy, student records will not be disclosed to any party other than the parents of a student under 18 years of age, or a student 18 years or older, without the consent of the parent or student. If parents feel recorded information is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, they can challenge the information and request that the records be amended. The procedures for requesting amendment are explained in the School Records Policy. Student records are stored in a secure manner at the school the child attends or most recently attended.

A student's special education records are maintained for 5 years after a student's graduation or withdrawal from the district. Parents who feel the district has failed to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 can file a complaint at: Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

## **BEHAVIOR EXPECTATIONS**

### **RED OAK'S CORE BELIEFS ABOUT SCHOOL DISCIPLINE**

1. Every attempt will be made to maintain the dignity and self-respect of both students and staff.
2. Students will be guided and expected to solve their problems without creating problems for anyone else.
3. Students will be given opportunities to make decisions and learn from the consequences of their choices.
4. Misbehavior will be handled with natural or logical consequences whenever possible.
5. Misbehavior will be viewed as opportunities for individual problem solving and preparation for the real world as opposed to personal attacks on school or staff.
6. Students will be encouraged to arrange a time to tell their side of the story whenever consequences appear to be unfair.

At Red Oak Elementary, we focus on the following three words when it comes to behavior expectations:

Safety

Respect

Responsibility

SAFETY: This means that we expect students to always act in a safe and healthy way. Students will not do anything that will hurt themselves or others. This includes, but is not limited to:

- Walking in the building and to and from the playground and bus
- Keeping hands, feet, objects (for example: scissors, pencils, backpacks, etc.) to self
- Using restrooms appropriately
- Using all equipment, including playground equipment in a safe manner
- Keeping the school clean at all times

RESPECT: This means that we expect students to treat others as they would want to be treated by others. In other words, we expect students to be nice! This includes, but is not limited to:

- Being quiet so that others can learn
- Using respectful language that does not include teasing, put-downs, arguing, talking back, or swearing
- Listening to others
- Respecting the property of the school and others
- Keeping hands, feet, objects (for example: scissors, pencils, backpacks, etc.) to self
- Keeping the school clean at all times

RESPONSIBILITY: This means that students will take responsibility for their own actions and think about why they are in school, which is to learn. Responsibility includes, but is not limited to:

- Arriving at school on time each day ready to learn
- Attending school every day, except for “excused” reasons
- Being prompt and prepared for each day and each class
- Completing assigned work on time
- Keeping the school clean at all times
- Minding one’s own business

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

- Above the Line
- Below the Line
- Bottom Line

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

Being safe  
Being respectful  
Being responsible

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

Swearing/inappropriate language  
Being uncooperative

Budging in line  
Being disrespectful  
Inappropriate physical contact  
Teasing

Examples of **Bottom Line** Behaviors include:

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

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

When consequences are necessary, every effort will be made to give appropriate and natural consequences. Consequences are based on:

- Severity of the action
- Frequency/repetition of behavior

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

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

#### Bottom Line Behaviors

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

Bottom Line behaviors include, but are not limited to:

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

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

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

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

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

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

Possession of Weapons: Weapons are identified in two categories:

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

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

Behavior situations that arise that are not covered by these guidelines that is willful, disruptive, or potentially harmful will be considered as Bottom Line behaviors and will be handled as such. Our goal is to create a safe learning environment for all of our students. We appreciate your support and cooperation

Recovery:

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

Recovery Settings include:

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

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

## **Athletic Events**

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

### **Acceptable Behavior**

- Applause during introduction of players, coaches, and officials.
- Acceptance all decisions of officials.
- Applause at the end of contest for performance for all participants.
- Everyone showing concern for injured player, regardless of team.
- Encouraging surrounding people to display only sportsmanlike conduct.

### **Unacceptable Behavior**

- Yelling of waving arms to distract or interfere, such as during an opponent's free-throw attempt.
- Disrespectful or derogatory yells, chants, songs or gestures.
- Criticizing officials in any way; displays of temper with an officials call.
- Yelling, laughing or name-calling to antagonize opponents.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the leading of cheerleaders

It is recommended that parents accompany elementary children to athletic and other extracurricular activities. Admission fees are charged for entry to events throughout the length of the game, match, or event.

**Athletic/Arts Events:** Students are able to attend all home athletic and arts events at Shakopee High School free of charge if accompanied by a parent/adult by showing their student identification card.

## **BUSING & TRANSPORTATION**

### **Bus Transportation Eligibility**

All elementary pupils residing in within the Shakopee Public Schools attendance boundaries and attending public school who live one-half (1/2) mile or more from the public school as measured by the shortest route to the school building are eligible to ride the bus. Students eligible for busing may also be transported to a child care provider's residence within the boundaries of the school attendance area. Any student may be eligible for transportation to child care providing that (a) the provider is a licensed daycare person or a relative and (b) the childcare provider lives one-half mile or more from the assigned school.

Children may not ride any bus but their regularly scheduled bus. Transportation is provided by Palmer Bus Services (952-445-1166). Individuals with questions regarding bus transportation are asked to contact Jerry Anderson, 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 decision determined by school designee in consultation with Palmer Bus Services:

- **First violation** - Palmer Bus Services notifies the principal (or designee) and a conference with the student is held; bus safety violation report is completed; school communicates with parent. This is a 'warning'.
- **Second violation** – Student conference with principal (or designee); loss of riding privileges for up to three days; school communicates with parent. Note: Students who lose bus privileges are not excused from school; parents are responsible for their child's transportation to and from school.
- **Third violation** - Same as "a" and "b" except that removal from the bus may be up to two weeks. A behavior improvement contract may be developed at this time.
- **Fourth violation** - Parents will be responsible for their child's transportation to and from school for the remainder of the school year.

**Severe behavior** - In case of behavior that puts the student or other students in extreme danger, the principal (or designee) may choose to skip one or more of the above steps.

## **Student Pick-Up and Drop-Off**

A school zone is a busy and potentially dangerous place for students. Courtesy and cooperation is essential in order to eliminate possible hazardous conditions.

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

Students riding the busses will be dropped off next to the playground. After being dropped off, students who eat breakfast at school should go inside directly, others have the option of going into the school to go to their classrooms, or to stay outside until 8:55.

When picking students up at Red Oak, please either join the line-up of cars waiting on right-hand side of the parking lot near the sidewalk so that students can walk on the sidewalk to join you, or park in the lot and then walk up to the building to pick up your child and escort him/her to your car. Students will be instructed not to walk across to the parking lot without you! Your help with this procedure will make it much safer for our students and eliminate students crossing to the parking lot without adult supervision. Thank you for your help and cooperation.

## **CURRICULUM INFORMATION**

Parents and guardians of students attending the Shakopee Public Schools are encouraged to become familiar with the curriculum and materials used for instruction. Any parent wishing to further examine any part of a particular curriculum, or a specific teaching aid used at a grade level or subject area, is asked to contact the building principal. A Review of Curriculum Materials Form will be completed when reviewing the material in question.

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

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

### **Field Trips**

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

### **Grading Policies**

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

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

## **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 **school** calendar. Additional conferences may be scheduled whenever a parent or teacher feels it is necessary. Please call the teacher to arrange for after school appointments.

## **Red Folders**

Every Monday, or the first day of the school week, a Red Folder is sent home with each Shakopee Elementary School student. The Red Folder contains important information from school, including classroom newsletters, notification of upcoming events, past-due or missing work notices, etc. Parents are asked to return the folder the following school day. Items being sent to school can also be sent via the Red Folder. There may be a nominal fee charged for replacement of Red Folders.

## **HEALTH SERVICES INFORMATION**

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

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

The school district, in accordance with state law, develops, maintains and monitors health records and statistics. Every effort is made to safeguard the privacy of all health data that is accumulated. Data that is required by law appears on the student’s health record. This information includes, but may not be limited to, immunizations and screening results. Parents can access some of the health information on their child through School View.

Parents are requested to provide updated health information at the beginning of the school year regarding health problems, medications and allergies. During the School year, please notify the school health office about infectious diseases, major illness, injuries and planned surgeries for your student.

### **Accidents/Injuries**

In case of an injury or an emergency the school always notifies parents so the necessary arrangements can be made. If it is not possible to contact the parents and the situation appears to be urgent, 911 is called.

### **Allergies—Procedure for Students with Severe Allergies**

Shakopee Public School attempts to take reasonable measures to accommodate student's health needs in order to promote a safe environment for students with severe or life-threatening allergies. Parents who have students with severe allergies should contact their school health office about their student's allergy. Medical documentation from a Licensed Physician, Physician's Assistant, or Certified Nurse Practitioner will be required for accommodations to be made at school for the student. Forms related to allergies can be found on the Shakopee School District website under Departments/Health Services/ Health Conditions. Successful management of severe allergies in the school setting requires the development of a plan that will best meet the needs of the child and be least disruptive to the routines of the classroom. Parent and Student Responsibilities that will aid in the successful management of severe allergies are included below:

### **Family's Responsibility**

- Notify the school of the student's allergies. (**Annual Health Update form** and medical documentation)
- Provide written medical documentation, instructions and medications as directed by a physician, using the **Allergy Action Plan** and **Allergy Questionnaire**. The Allergy Action Plan and Allergy Questionnaire are available on the Shakopee Public Schools website.  
<http://www.shakopee.k12.mn.us/page/3194>

Parent/Guardian may be asked to contact the physician for recommendations for accommodations during the school day.

- Work with the school team to develop a plan for reasonable accommodations for the student's needs during the school day, including in the classroom, in the cafeteria, playground, and field trips.
- Parent/Guardian is encouraged to contact Shakopee Food Service to create an alert on the foodservice account. Parents are also encouraged to contact food service in their student's building to discuss menu items or review the ingredients of food served at school.
- Parent/Guardian will coordinate a plan for before and after school activities and for transportation to and from school. Parents are encouraged to introduce themselves and their student to the bus driver and alert him/her to the student's allergy.

- Provide properly labeled medications and replace medications after use or upon expiration. One Epinephrine dose is to be kept in the health office at a minimum.
- Provide safe alternative for snacks, birthday treats. Review the school lunch menu for possible unsafe foods.
- Parents are encouraged to educate their student in the self-management of their food allergy including:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods (bring their own safe snack to school, review school lunch menu for possible unsafe foods)
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels (age-appropriate)
  - Self-administration of Epinephrine (Epi-Pen) per parent and student readiness
  - Obtain a medical alert bracelet for the student to wear.
  - Parents are encouraged to provide a current picture of their student to the health office.
  - Parents are encouraged to review upcoming projects and field trips, and communicate any concerns to the teacher.

### **Student Responsibility**

- Should not trade food with others
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- It is recommended that the student wear appropriate Medic-Alert bracelet, or similar
- It is recommended that the student share (or have the teacher or nurse share) information regarding his/her allergy with classmates.
- Student should minimize risk in the lunchroom by sitting at the allergen-free table if it is available.

### **Head Lice**

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 the 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 chickenpox, 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 lookup immunization records on MIIC, the Minnesota Immunization Registry.

## Medications

Shakopee Schools maintain a safe, effective medication procedure that is consistent with accepted standards. Generally, LPNs administer all medications in the school. In the absence of the LPN, other designated school personnel in each building who are in-serviced yearly and supervised by the district Licensed School Nurses may dispense medication. Medication must be brought to school in an **original container** appropriately labeled by the pharmacy with date, child's name, dosage, time intervals and any other key instructions. Over-the-counter medication will be administered only when the medication comes in the original container.

The "**Medication Permission**" form or "Action Plan" must be filled out completely and submitted in order for the school to administer medication to a student. The form needs to be signed by both the parent and the physician for all prescription medications. Only a parent signature is required for over-the-counter medication. These forms will not be carried over from one year to the next and new forms must be submitted each year. Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student.

A student with asthma who is capable of managing use of an inhaler may carry a pharmacy labeled inhaler at school after the parent has **signed** a "Medication Permission" form. A student who requires an Epi-pen for life-threatening emergencies will have access to their Epi-pen. Parent / LPN / Licensed School Nurse consult to determine the best plan for the student at school.

## Physical Education Participation

Physical education is taught to students in grades K-5. Everyone must participate in this activity unless excused by a medical doctor. If a child has been ill and is convalescing, the child cannot be excused for more than two days without a doctor's written excuse. It is recommended that students keep a pair of tennis shoes at school to be used during physical education.

## Vision and Hearing Screenings

In accordance with the recommendations of the Minnesota Department of Health, students are screened for vision and hearing problems in the following elementary grades:

Kindergarten.....hearing and vision  
First grade.....hearing and vision  
Second grade....hearing only

Third Grade.....hearing and vision  
Fourth Grade....vision only (+ color vision for boys)  
Fifth Grade.....hearing and vision

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

Parents or guardians are notified by mail and/or phone when a student fails the screening and advised to take their child to a health care professional for diagnosis and treatment.

## Winter Wear

Unless the temperature or wind chill are below zero, our students are outside before school and during noon recess. It is imperative that each child is dressed properly for the cold weather. A warm coat, mittens or gloves, hats and boots are "must" items.

## FOOD SERVICES PROGRAM

Foods and beverages made available through the district food service program will be consistent with the current USDA Dietary Guidelines for Americans. Both breakfast and lunch are served daily. Elementary students have the offer vs. choice alternative, which means each student must take at least three of the food items available at each meal. If your child has any allergies please notify the food service department (496-5140) so that we will be able to help accommodate your child. A child who is lactose intolerant needs to have a parent's note on file in the kitchen stating such an allergy. The child will be offered Lactaid Free milk in place of regular milk

The Shakopee Schools use a computerized prepay food service system. Each student is assigned an account number which remains the same from year-to-year. Money should be sent to school in a sealed envelope labeled with the name of student, teacher's name, and amount enclosed. If one check is sent for several children in one family, PLEASE LIST EACH CHILD'S NAME on the envelope to ensure proper credit. Lunch and/or milk can also be bought with cash on a daily basis. (full price breakfast - \$1.60, full price adult breakfast - \$2.75; full price lunch - \$2.70; milk - \$.55; adults & guests lunch - \$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. Applications for Educational Benefits are published within the school district calendar, available in each school office and can be downloaded from the district web site. **PLEASE NOTE: If you qualified for free meals previously, YOU STILL NEED TO REAPPLY EACH SCHOOL YEAR.** Families are STRONGLY ENCOURAGED to apply for free lunch benefits.

Kindergarten children receive free breakfast.

Monthly lunch menus, Applications for Educational Benefits forms , account balance information and credit card payment 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). Online payments require your child's ID number to access the account. You can also view your child's balance online at no charge.

**Inquiries regarding lunch accounts can also be made through the Food Services Office at (952)496-5140.**

### **Visitors Eating Lunch at School**

If you will be joining your child for lunch at Red Oak, please call the office before 10:00 AM to let us know you will be eating school lunch. Doing this helps us to prepare enough lunches for everyone.

### **Snacks**

Depending on classroom schedules, students may be asked to bring in snacks from home. Snacks are usually eaten during a 10-15 minute snack break or less-active class time. Research indicates that a healthy, high protein snack can enhance a child's ability to learn. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. Healthy snacks are defined as fruits, vegetables, crackers, cheese, etc. Items with high sugar or salt content are discouraged. **Snack options may be limited in the case of student allergies.**

#### **Preferred snack list:**

- popcorn
- cheese and crackers
- ~~peanut butter and crackers~~
- unsweetened cereal
- fruit
- vegetables
- 100% fruit juice
- beef jerky
- crackers
- graham crackers
- muffins
- granola bars (plain-no chocolate)
- banana, date or other breads
- ~~nuts~~
- raisins

- pretzels

## MISCELLANEOUS

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

Students are allowed to ride bicycles to and from school. Racks are provided near the playground, but the school does not accept any responsibility for the bicycles. Please be aware of the following guidelines:

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

Also for safety reasons, the use of roller shoes, skateboards, and/or in-line skates is not allowed on school property. Walk bikes on school property.

### **Birthdays**

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

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

### **Classroom Parties**

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

### **Dress**

Students are expected to dress modestly and appropriately, maintaining an appearance that is not distracting to teachers or other students. Parents and guardians are asked to monitor clothing worn to school. When a student's dress is immodest or interferes with the educational process, the parent/guardian will be notified and a change of clothing will be requested. In some instances, a student may be expected to change clothes before returning to the classroom.

Examples of inappropriate dress include, but are not limited to: clothing with inappropriate pictures, emblems, sayings, or advertisements for alcohol or drugs, gang-related attire, and/or exposed undergarments. Students will be expected to remove hats when indoors, except for medical necessity.

## **Legal Documentation**

When needed, parents may be asked to provide the school any documents specific to the legal name, citizenship, residence, custody, or health/safety of Shakopee Elementary Students. A copy of important documents will be maintained in the student's cumulative file, as appropriate.

## **Lockers**

Lockers or coat racks are provided to students for storing coats, books and other school supplies. Lockers remain the property of the school district. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Students should not store valuables or money in the locker.

## **Lost and Found**

The school maintains a lost and found area for items that may have been misplaced. Periodically during the year, particularly at the time of parent-teacher conferences, items may be displayed in the hall to facilitate getting those lost items home. Please remember to label **ALL** student belongings.

## **Personal Property**

Children should not bring expensive jewelry, toys, electronics, money, etc., to school. All outer garments, caps, boots, or tennis shoes should be plainly marked on the inside with the child's name.

Any money sent to school should be placed in an envelope clearly labeled with the child's name, teacher's name, and purpose. The school is not responsible for lost, stolen or broken personal items.

## **School Texts and Supplies**

The school furnishes all texts, workbooks, 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, etc.) within the school day is prohibited. All items brought to school must remain in the student's backpack at all times. The first violation of this expectation will result in confiscation of the item by the classroom teacher and the item will be returned at the end of the school day. A second violation will result in the item being given to the principal, and the item will be returned to the student's parent.

## **Telephone Calls**

Parents are urged to contact the school anytime there is a question, concern or problem. If there is a need to talk to a particular teacher please call between 8:00-8:50 AM, before school is in session. Each teacher is assigned a voice mailbox, which allows parents to leave a message for the teacher. To keep classroom disruptions at a minimum, teachers or students are not called away from the classroom except in an emergency. We strongly discourage children from using the telephone unless absolutely necessary. Cell phone use during the school day is prohibited.

# **PARENT INVOLVEMENT**

## **Communicating with School**

While face to face communication is often the most effective, feel free to make use of telephone and email to communicate with personnel at Red Oak. In most cases the email address is the staff member's first initial followed by up to seven letters of the staff member's last name, then @shakopee.k12.mn.us. Here is an example:

[mperrine@shakopee.k12.mn.us](mailto:mperrine@shakopee.k12.mn.us)

Information about Red Oak 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 become involved is to become active in the **Red Oak Parent Teacher Organization (PTO)**. Red Oak PTO is made up of parents/guardians and school staff to provide social, informational, and educational experiences for Red Oak students and families.

Whether you are a parent/guardian who can only attend one meeting or every meeting, your involvement is appreciated. If you cannot attend meetings, but would like to volunteer to help with PTO activities, your help is also greatly appreciated. Feel free to contact the Red Oak PTO via email at:

[redoakpto.shkp@gmail.com](mailto:redoakpto.shkp@gmail.com)

Or visit the Red Oak PTO website at: [www.shakopee.k12.mn.us/domain/363](http://www.shakopee.k12.mn.us/domain/363)

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

### **Visiting Procedures**

We want you to feel welcomed to visit Red Oak at any time. While we encourage you to visit on special days, please come whenever you have the opportunity. We feel that the more opportunities you have to visit us, the better feel and understanding you will have of how you can be more involved with education in the Shakopee school district.

It is recommended that you do call a day ahead to let us know when you will be visiting. Sometimes the class is scheduled for an assembly, field trip, or special project that might make another day better for your visit!

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

If you will be joining your child for lunch at Red Oak, please call the office before 10:00 AM to let us know you will be eating school lunch. Doing this helps us to prepare enough lunches for everyone.

### **Volunteers**

The Shakopee School District operates a district-wide volunteer program to effectively manage adult volunteerism in the schools. Volunteer program components include:

- District-wide coordinator - supervises the volunteer program and ensures consistent procedures for volunteers across the district.
- Site volunteer coordinator (SVC) - manages volunteerism at the school including recruitment, training, risk management, and recognition of volunteers. The SVC is a very part-time, stipend position that is funded in collaboration between the school and Shakopee Community Education.
- Classroom Volunteers - Supervision and Student Safety
- Teachers working directly with a volunteer are responsible for directing and supervising the volunteer.

- For the safety of everyone, volunteers working with students one-on-one or in small groups must work only in areas of the school which are in continual, direct supervision of district professional staff.

#### Application and Background Check Authorization Forms

As part of maintaining a safe and respectful environment for all, volunteers are subject to standards set forth by school district policies. A Handbook for Volunteers is available to help volunteers understand their role and responsibilities. Volunteers 18 years and older must complete an application form (paper or online) and a Background Check Authorization Form **yearly** at each school where they volunteer. By signing the application form, volunteers agree to abide by the Volunteer Guidelines. The Background Check Authorization Form gives the district permission to complete a criminal history background search on the volunteer if the volunteer assignment warrants.

#### Guidelines for Volunteer Field Trip Chaperones

To help ensure that field trips result in safe and rewarding experiences for all participants, we have prepared a list of guidelines for volunteer field trip chaperones. Teachers are asked to have chaperones sign the form and provide an emergency contact prior to the field trip. In addition, all chaperones must have the required forms for volunteers on file before the field trip.

#### Office Sign-In/Out & Name Badge

Volunteers are required to sign-in at the school office and wear a ~~volunteer name badge~~ **name badge provided**. For the safety of everyone, we need to know who is in the building in case of an emergency. A record of each volunteer's hours enables us to evaluate our program as well as recognize volunteers for their contributions.

For more information, contact the site volunteer coordinator at your school. ~~or the district volunteer coordinator at ext. 5028.~~

Parents/guardians and other community members are invited and encouraged to volunteer at Red Oak. Each fall, a volunteer survey is sent out. Please complete it to let us know in what way(s) you would like to volunteer. This could mean completing projects at home, helping with PTO events, chaperoning field trips, assisting in our media center, helping in a classroom, or thousands of other ways! If you want to volunteer and do not get contacted, please let your child's teacher know of your desire to get involved in volunteering, or contact our building volunteer coordinator, Lauren Singer by calling the school office number.

## STUDENT PROTECTION

Our check-in practice, referred to as ~~LobbyGuard~~ **Raptor**, is implemented at every school in our district to add another layer of security in our buildings. ~~LobbyGuard~~ **Raptor** is a visitor management system. Visitors of our schools who wish to go past the front office must check-in using ~~LobbyGuard~~ **Raptor**. Visitors will simply swipe an identification card or report their first and last name to the office secretary. This new system allows us to ensure that we know exactly who is in our buildings at any time.

Visitors are welcome at school but must identify themselves at the school office before going to the classroom, lunchroom or playground areas. Guests, volunteers, and visitors will receive a visitor or volunteer badge to wear while at school. Those not doing so will be redirected to the office.

For the protection of our students, only the main upper-level doors are left unlocked after 9:05 AM. Entrance can be obtained by accessing the security system. Be prepared to show ID upon arrival.

When it is necessary for a student to be dismissed early, we ask parents to call ahead and to come to the school office to sign him/her "out". No student will be allowed to go home other than the pre-planned way without a written note or call to the school.

No student may be taken out of school or interviewed by anyone except the custodial parents or guardians, persons authorized by the parent/guardian by note or phone, police officers, or Human Services personnel.

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

Parents are urged to call the school attendance line (952-496-5953) any time before 8:55 AM if a child is going to be absent. If this does not occur, the school office will call a parent at home or at work to confirm knowledge of the absence.

## **SHAKOPEE SCHOOL DISTRICT POLICIES**

The following are brief descriptions of Shakopee School District policies relating to behavior standards and expectations. A complete copy of any district policy may be obtained by contacting the elementary school or Superintendent's office.

### **Drug-Free Workplace/Drug-Free School and Tobacco-Free Environment**

**Policy #418 & 419:** The Shakopee Public School District has written policy prohibiting the possession or use of tobacco products, cigarettes, alcohol, or controlled substances by students on school property.

#### **Consequences:**

a) First Offense - Parent(s) will be contacted immediately or as soon as possible. The student will be suspended from school for 1-3 days. The teacher will assign make-up work and the Police Liaison Officer will be contacted.

b) Second Offense - Parent(s) will be contacted immediately or as soon as possible. The student will be suspended for 3-5 days. The teacher will assign make-up work and the Police Liaison Officer will be contacted.

c) Third Offense - Parent(s) will be contacted immediately or as soon as possible. The student will receive 5 days suspension. The teacher will assign make-up work, the Police Liaison Officer will be contacted and a PST (Problem Solving Team) referral will be made.

d) Fourth offense - The principal will refer the matter to the school board for action on the possible expulsion of the student. Parents will be notified of the intended action.

Following any suspension of more than one day, the student and his/her parents will be required to meet with the principal and classroom teacher to review the reason for suspension and develop a readmission plan.

### **Field Trips**

**Policy #610** Instructional Trips that take place during the school day, relate directly to a course of study and require student participation shall fall into this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. By Minnesota Statute, fees may not be assessed against students to defray direct costs of instructional trips.

**Field Trip General Guidelines:** Instructional trips are generally required for students. They must relate directly to the objectives of the class or activity for which the trip is requested. Instructional field trips require parent/guardian authorization with the exception of students who are of legal age. Field trips normally occur within the scheduled hours of the student attendance day. Students must go to and from the field trip with their class and teacher, Students will not be dropped off or pick up from the field trip site.

The number of adult chaperones shall be provided appropriate to the age level and needs of the students. Chaperones shall be selected by, and are under the supervision of, the teacher or program/activity advisor. Chaperones other than school staff are considered school volunteers. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district. All chaperones shall follow and enforce District policies and procedures.

### **Harassment and Violence:**

**Policy #413:** It is the policy of the Shakopee Public Schools to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

**Consequences:** The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

HARASSMENT IS when someone does or says something to you of a sexual, racial, religious, or violent nature that makes you feel uncomfortable. IF THIS HAPPENS, tell an adult you trust.

## **Hazing Prohibition**

**Policy #526:** "Hazing" means committing an act against a student, or coercing a student into committing an

act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. No student, teacher, administrator, volunteer, contractor or other employee of the Shakopee Public Schools shall plan, direct, encourage, aid or engage in hazing.

**Consequences:** Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

## **Internet and Network Acceptable Use Policy**

**Policy #524:** Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district's computer, data, network systems, and the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Shakopee School District expects that all users will blend thoughtful use of the systems and the Internet.

### **LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes the 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 that might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

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

## **Notice of Directory Information**

**Policy #515 – PROTECTION AND PRIVACY OF PUPIL RECORDS:** The Shakopee School District declares the following to be directory information: student name and date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended. By law, designated directory information may be made public

unless a parent notifies their child's school that they do not want it to be released without their consent. Notification must be given to the principal of the child's school by October 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 Oct. 1.**

**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 appraisal of the student's family, privileged relationships recognized by law such as those with attorneys, physicians and ministers, religious practices or beliefs of the student or family, income (does not include requests for information used to determine eligibility in state/federal programs or for receiving financial assistance).

Parents also have the right to opt-out of surveys that are not funded by the U.S. Department of Education, if the surveys include any of the following information: one or more of the topics listed previously; collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing said information to others, any non-emergency, invasive physical exams or screenings that are not necessary to protect the immediate safety of the student or other students; except for hearing, vision, and other screenings as permitted or required by state law.

Parents and eligible students may inspect the following materials prior to district's participating in such an activity: information survey of students (instructional materials used in connections with the survey may also be reviewed), documents used to collect personal information from students if used in marketing, sales or distribution to others; instructional materials used as a part of the educational curriculum. Report violations of the PPRA to the Department of Education Policy Compliance Office, 400 Maryland Ave. SW, Washington, D.C. 20202.

## **School Weapons Policy**

**Policy #501:** Possession or use of a weapon is prohibited. Anyone found to be in possession of a weapon on school premises before, during, or after school hours or at any school-sponsored activity is subject to administrative and/or legal action.

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

## **Student Discipline**

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

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

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

## **Student Sex Nondiscrimination**

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

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

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

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

**Visitor Limitations:** A visitors' log shall be developed for use in all buildings. Exceptions shall be made for scheduled events such as grandparents' day. All approved visitors shall wear a visitors pass while in the building.

Teachers shall be notified in advance, whenever possible, of scheduled visitations to their classrooms. The principal shall encourage school visitations, but at the same time must insist that the provisions of the policy be enforced.

A visitor's privilege may be revoked if the visit is not in the best interest of students, employees, or the school district.

## **Bullying Prohibition**

**Policy #514:** "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and (1) there is an actual or perceived imbalance of power between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or (2) the conduct materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, school district property, school functions and activities, and on school transportation.

This prohibition applies to any student who engages in cyberbullying (i.e. bullying by means of electronic devices), a student who retaliates or engages in reprisal against someone for reporting an incident of bullying, and a student who makes a false report of bullying or other prohibited conduct.

The prohibition against bullying also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, and employees.

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or a belief that conduct may constitute bullying or other prohibited conduct shall report the alleged acts immediately to the building principal, or other building supervisor. A person may report bullying anonymously, but the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

Questions regarding the bullying policy should be directed to the building principal or other building supervisor.

**Wellness #533:** 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)

## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>

Posted May 2018

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

Posted May 2018



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:
---------------------

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science  
 \_\_\_\_\_ MCA/MTAS Mathematics            \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.	Student ID or MARSS Number _____
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Posted May 2018



**2020-2021**

**Student/  
Parent  
Handbook**

***East Middle School***

Shakopee East Middle School  
1137 Marschall Road  
Shakopee, MN 55379  
(952) 496-5702



# Shakopee Middle Schools

## WELCOME!!

Welcome to the 2020-2021 school year at the Shakopee Middle Schools. We look forward to this coming school year and ask that you join us in our efforts to continue the rich tradition of excellence here in Shakopee.

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

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

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

### Our Mission

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

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## IMPORTANT PHONE NUMBERS

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

## CONTACTING TEACHERS

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

# Bell Schedule

## Regular Bell Schedule

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

## Block Day Schedules

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

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

## Early Release Day Schedule

<b>** 6<sup>TH</sup> hour meets <u>BEFORE</u> 5<sup>th</sup> hour on Early Release Days</b>	
PERIOD	CLASS TIME
1ST	7:45 - 8:14
2ND	8:19 - 8:48
3RD	8:53 - 9:21
4TH	9:26 - 9:54
<b>** 6<sup>TH</sup> **</b>	9:59 - 10:27
5 <sup>TH</sup> - (w/Lunches)	10:27 - 11:57
A	10:27 - 10:57
B	10:57 - 11:27
C	11:27 - 11:57 (11:52)
7TH	11:57 - 12:25
<b>EARLY RELEASE DAYS FOR 2020 - 2021</b> September 25, November 6, January 15 & March 26	

## 2020-2021 East Middle School Calendar Dates

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

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

### September

2            **September**  
 7            **NO SCHOOL – Labor Day**  
 8            Students First Day  
 10          Picture Make-up Day  
 25          **Student Early Release – 2 hours**  
 30          **BLOCK DAY**

### October

14          **NO SCHOOL – Staff Development Day**  
 15-16      **NO SCHOOL - Fall Break**  
 21          Picture Retakes  
 22          Fall Conferences 3:30-7:30 PM  
 27          Fall Conferences 3:30-7:30 PM  
 29-30      **BLOCK DAYS**

### November

6            **Student Early Release – 2 hours**  
 12          1<sup>st</sup> Quarter Ends  
 13          **NO SCHOOL – Teacher Planning Day**  
 19          7<sup>th</sup>/8<sup>th</sup> Band Concert @ West – 7 PM  
 25-27      **NO SCHOOL - Thanksgiving Break**

### December

3            7<sup>th</sup>/8<sup>th</sup> Choir Concert @ West – 7 PM  
 10          6<sup>th</sup> Band Concert @ West – 7 PM  
 17          6<sup>th</sup> Choir Concert @ West – 7 PM  
 23 - Jan 1 **NO SCHOOL - Winter Break**

### January

2            School Resumes  
 12          MS Jazz Band Concert @ West – 7 PM  
 14          Winter Conferences 3:30 – 7:30 PM  
 15          **Student Early Release – 2 hours**  
 18          **NO SCHOOL – Students and Staff**  
 20          HS Registration Night @ HS – 6-8:00 PM  
 25          MS Parent Reg. Info Night @ HS 6-8:00 PM  
 28          1<sup>st</sup> Semester Ends  
 29          **NO SCHOOL – Teacher Planning Day**

### February

12          **NO SCHOOL – Staff Development Day**  
 15          **NO SCHOOL – Students and Staff**

### March

5-7          Middle School Musical @ West  
 8            Winter Conferences 3:30 – 7:30 PM  
 16          7<sup>th</sup> Band Concert @ West – 7 PM  
 20          Band Festival Concert @ HS – 4 PM  
 26          **Student Early Release – 2 hours**

### April

1            3<sup>rd</sup> Quarter Ends  
 2            **NO SCHOOL – Teacher Planning Day**  
 5-9          **NO SCHOOL – Spring Break**  
 12          School Resumes  
 22          MS – A Night on Broadway @ West – 7:30 PM

### May

3            All District Jazz Night @ HS – 7 PM  
 4            7<sup>th</sup>/8<sup>th</sup> Choir Concert @ West – 7:30 PM  
 7            **NO SCHOOL – Staff Development Day**  
 10          6<sup>th</sup> Band Concert @ West – 6 PM  
 18          7<sup>th</sup>/8<sup>th</sup> Band Concert @ West – 7:30 PM  
 20          Awards Program – 7:00 AM  
 24          6<sup>th</sup> Choir Concert @ West – 7:30 PM  
 31          **NO SCHOOL - Memorial Day**

### June

10          **Last Day of School**

*There are (4) Early Release days on the 2020-21 calendar. On these days students are dismissed two hours early from school so that teachers and other educators may meet, collaborate, receive training, and develop methods and programs to improve instructional skills and academic achievement of all students.*

## ATTENDANCE POLICIES AND INFORMATION

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

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

### **THE IMPORTANCE OF REGULAR ATTENDANCE:**

Regular and punctual attendance in class is of prime importance if the maximum benefits of schooling are to be achieved. The entire process of education requires continuity of instruction, classroom participation, and study in order to achieve the goal of maximum educational benefits for each individual student. It is expected that all students will be in attendance in class on those days that school is in session. Parents are responsible for making sure their children attend school every day.

### **REPORTING ABSENCES:**

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

### **LEAVING DURING THE SCHOOL DAY:**

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

### **PRE-ARRANGED FAMILY TRIPS:**

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

### **CONTINUING TRUANT:**

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

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

### **TRUANCY/UNVERIFIED ABSENCES:**

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

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

**ABSENT = Student** not in class at all

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

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

### **UNEXCUSED REASONS:**

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

**BUILDING ASSIGNMENT OF STUDENTS:**

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

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

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

**ENTRANCE GUIDELINES:**

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

**SCHOOL DISTRICT ENROLLMENT OPTION PROGRAM:**

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

**ACTIVITIES**

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

**ATHLETICS:**

**Fall:**

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

**Winter:**

- Wrestling (6-8<sup>th</sup>)
- Girls Hockey (8-12<sup>th</sup>\*)
- Boys Swim & Dive (7-12<sup>th</sup>\*)
- Competitive Dance (7-12<sup>th</sup>\*)

**Spring:**

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

\*Middle School students are incorporated with and compete with the 9-12<sup>th</sup> grade levels.

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

**ACTIVITIES:**

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

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

**WEBSITE:** [www.shakopeesabers.com](http://www.shakopeesabers.com)

**REGISTRATION:**

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

**1. ONLINE REGISTRATION**

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

**2. FEE PAYMENT**

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

**6<sup>th</sup>—8<sup>th</sup> GRADE SPORT PARTICIPANTS - \$100 per sport season**

### 3. PHYSICAL EXAM

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

#### **POLICIES ON ATTENDANCE & ACTIVITY PARTICIPATION:**

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

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

### **ACADEMICS-ADDITIONAL INFORMATION**

#### **ACADEMIC INTERVENTIONS:**

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

#### **HONOR ROLL:**

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

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

A Honor Roll: Must have a numerical average of 3.7

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

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

#### **ALL ACADEMIC AWARDS Criteria:**

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

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

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

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

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

GPA are not rounded when determining awards

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

### **MAKE UP WORK FROM ABSENCES:**

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

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

### **REPORT CARDS:**

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

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

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

In addition, you may sign up to be notified automatically via email of absences, tardies, and lunch balances. This information is secure and can only be accessed through a unique username and password. Data is updated into the parent portal from our student management system in real time.

For directions on how to sign up for the parent portal, please visit <https://bit.ly/shakoicportal> or contact the school directly.

### **CANVAS**

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

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

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

### **PARENT ACCESS EXPECTATIONS**

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

*Users are required to adhere to the following guidelines:*

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

## **GENERAL INFORMATION**

### **ADDRESS CHANGES:**

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

### **AFTER SCHOOL DETENTION PROGRAM:**

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

### **ANNOUNCEMENTS:**

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

### **ARRIVAL TIME:**

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

### **ATHLETIC BAGS:**

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

### **BACKPACKS:**

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

### **BREAKFAST:**

See “School Meal Program.”

### **BUSSES:**

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

### **DEPARTURE:**

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

### **DRESS:**

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

### **EARLY RELEASE DAYS:**

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

### **ELECTRONICS POLICY:**

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

### **FEES:**

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

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

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

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

**FIRE/TORNADO/LOCK DOWN DRILLS:**

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

**FOOD IN THE CLASSROOM/HALLS:**

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

**FUNDRAISERS:**

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

**HALL PASSES:**

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

**LATE ARRIVALS:**

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

**LEAVING FOR LUNCH:**

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

**LOCKERS:**

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

**LOITERING:**

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

**LOST AND FOUND:**

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

**LUNCH:**

See "School Meal Program."

**MONEY / VALUABLES:**

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

**NUISANCE ITEMS:**

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

**NURSES OFFICE:**

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

**PERSONAL ITEMS:**

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

**PLEDGE OF ALLEGIANCE:**

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

**SELLING OF GOODS:**

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

**STUDY HALLS:**

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

**SWIMMING IN PE CLASS:**

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

**TEXTBOOKS:**

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

**VISITORS:**

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. Middle School students are not allowed to bring visitors to school.

**WEBSITE:**

The district website is [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us). Be sure to use this often for updated information.

**WITHDRAWAL:**

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

**YEARBOOK:**

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

## HEALTH SERVICES

Health services are provided in the Shakopee School District to promote and maintain the health and safety of all students and staff. Healthy students are better learners. The school district, in accordance with state law, will develop, maintain and monitor health records and statistics. Every effort will be made to safeguard the privacy of all health data that must be accumulated. Data that is required by law will appear on the student's health record. This information includes, but may not be limited to, immunizations and yearly screening results.

### **ILLNESS / INJURY:**

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

### **IMMUNIZATIONS:**

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

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

- **Medical exemption** - signed by a physician stating that the immunization is prohibited for medical reasons or because an adequate immunity already exists,
- **Conscientious exemption** - signed by the parent or legal guardian and notarized stating that the child has not been immunized because of conscientiously held beliefs of the parent or legal guardian.

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

### **MEDICATIONS:**

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

- Medication is dispensed by designated school personnel in each building who are in-serviced yearly and supervised by the district licensed school nurses.
- Medication must be brought to school in an original container appropriately labeled by the pharmacy with date, child's name, dosage, time intervals and any other key instructions. Over-the-counter medication will be administered only when the medication comes in the original container. The schools, by law, are not permitted to supply medications of any kind.
- The "*Permission to Dispense Medication*" form must be filled out completely and submitted in order for the school to administer medication to a student. The form needs to be signed by both the parent and the physician for all prescription medications. Only a parent signature is required for over-the-counter medication. These forms will not be carried over from one year to the next and new forms must be submitted each year.
- Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student.

### **PROCEDURE FOR STUDENTS WITH SEVERE ALLERGY:**

Shakopee Public School attempts to take reasonable measures to accommodate student's health needs in order to promote a safe environment for students with severe or life-threatening allergies. Parents who have students with severe allergies should contact their school health office about their student's allergy. Medical documentation from a Licensed Physician, Physician's Assistant, or Certified Nurse Practitioner will be required for accommodations to be made at school for the student. Forms related to allergies can be found on the Shakopee School District web site under District Services/Health Services/ Health Conditions. Successful management of severe allergies in the school setting requires the development of a plan that will best meet the needs of the child and be least disruptive to the routines of the classroom. Parent and Student Responsibilities that will aid in the successful management of severe allergies are included below:

### Family's Responsibility

- Notify the school of the student's allergies. (***Annual Health Update form*** and medical documentation)
- Provide written medical documentation, instructions and medications as directed by a physician, using the ***Allergy Action Plan*** and ***Allergy Questionnaire***. The ***Allergy Action Plan*** and ***Allergy Questionnaire*** are available on the Shakopee Public Schools website. Parent/Guardian may be asked to contact the physician for recommendations for accommodations during the school day.
- Work with the school team to develop a plan for reasonable accommodations for the student's needs during the school day including in the classroom, in the cafeteria, playground, and field trips.

- Parent/Guardian is encouraged to contact Shakopee Food Service to create an alert on the food service account. Parents are also encouraged to contact food service in their students building to discuss menu items or review the ingredients of food served at school.
- Parent/Guardian will coordinate a plan for before and after school activities and for transportation to and from school. Parents are encouraged to introduce themselves and their student to the bus driver and alert him/her to the student's allergy.
- Provide properly labeled medications and replace medications after use or upon expiration. One Epinephrine dose will be kept in the health office at a minimum.
- Provide safe alternative for snacks, birthday treats. Review the school lunch menu for possible unsafe foods.
- Parents are encouraged to educate their student in the self-management of their food allergy including:
  - Safe and unsafe foods
  - **Strategies for avoiding exposure to unsafe foods (bring their own safe snack to school, review school lunch menu for possible unsafe foods)**
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels (age appropriate)
  - Self-administration of Epinephrine (Epi-Pen) per parent and student readiness
  - Obtain a medical alert bracelet for the student to wear.
- Parents are encouraged to provide a current picture of their student to the health office.
- Parents are encouraged to review upcoming projects and field trips, and communicate any concerns to the teacher.

### Student Responsibility

- Should not trade food with others
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- It is recommended that the student wear appropriate Medic-Alert bracelet, or similar
- It is recommended that the student share (or have the teacher or nurse share) information regarding his/her allergy with classmates.
- Student should minimize risk in the lunchroom by sitting at the allergen-free table if it is available.

### SCHOOL MEAL PROGRAM

#### **FOODSERVICE HEADQUARTERS:**

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

#### **FREE/REDUCED MEALS:**

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

#### **MEAL COSTS:**

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

**BREAKFAST: \$1.75**

**LUNCH: \$2.85**

**EXTRA MILK: .55**

**ADULT: \$4.00**

**MY STUDENTS ACCOUNT BALANCE:**

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

**SPECIAL REQUESTS:**

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

# MULTI-MEDIA RELEASE FORM

Updated July 2017



Dear parent/guardian,

Throughout the school year, Shakopee students may have the opportunity to be photographed, videotaped and/or interviewed by school, district, local and/or national media.

The coverage of Shakopee Schools can include:

**School Building/School District** - school and district Web sites, publications such as yearbooks, newsletters, school calendars, flyers, brochures, presentations and social media.

**Public Media** - such as radio, television, newspapers, magazines and online news sources.

**If you do not want to grant permission** for the release of your child's image (i.e. photograph, videotape) and interviews at school-related activities or events, **please sign and return** the bottom portion of this form.

If you do not grant permission, the school district will not allow the release of your child's image (i.e. photograph, videotape) or the content of interviews, to the extent such activities and the release of such data is within the school district's control.

If at any time during the school year, you would like to change your decision, please contact your child's school.

Thank you for your cooperation.

.....

## Multi-Media Release Form

I **do not give** consent for the release of images (i.e. photographs, videotape) and interviews of my child by the school district or public media during school-related activities or events.

\_\_\_\_\_  
Students Name

\_\_\_\_\_  
School and Grade

\_\_\_\_\_  
Parent/Guardian  
(if student is under 18 years of age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian daytime phone #

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K-12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<b>Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</b>	<b>ACCESS and Alternate ACCESS for English Learners</b>
<ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>

### Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

### Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

### What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

### When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

### When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

### How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

### Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

### Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date \_\_\_\_\_ (This form is only applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

Please initial to indicate you have received and reviewed information about statewide testing.

\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal: \_\_\_\_\_

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- MCA/MTAS Reading       MCA/MTAS Science
- MCA/MTAS Mathematics       ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

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

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

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

Posted May 2019

## Middle School Pandemic Plan Addendum

### School Day

Middle schools will alter their 7 period daily schedule to a 4 period block schedule for the 2020-21 school year. Year long courses will be completed in a semester, semester classes will be completed in a quarter and Gateway classes will be completed in a half quarter.

During a Hybrid model of school students will be assigned to an alternating A/B day rotation schedule. The schedule is attached. (We attach it when it is done.)

### Grading and Honor Roll

Grades will be reported as A, B, C, P or NI at the middle school level for the 2020-2021 school year. Students opting for a P in a middle school class will not be eligible for the honor roll. Thoughts? The word middle school are intentional because if a student is attempting a HS class they may take a P even though the grade is a B

Grades will be reported at the end of each quarter. Grades will be maintained in the Canvas grade book with final grades entered into Infinite Campus.

Grades are based on student performance on student formative and summative assessments. Students will not receive a score of less than 50% on formative or summative assessments including incomplete or missing assignments. Teachers will explore alternative assessments to meet individual needs (variety of ways to show what they know).

### Attendance

For In-person students, teachers will take attendance for each block as it is typically done in Infinite Campus.

Students in quarantine participating in school activities will not be considered absent

For Distance learning students, teachers will report attendance in Infinite Campus by the end of each school day.

Students attending distance learning days will be marked present for any online engagement or direct interaction for a given day, such as:

Participation in a group interaction (online meetings)

Phone call or text message exchange between teacher and student

Accessed Canvas course

Completion of assignments



***2020 - 2021  
SHAKOPEE  
HIGH SCHOOL  
Student  
Handbook***



**SHAKOPEE HIGH SCHOOL  
100 17<sup>TH</sup> AVENUE WEST  
SHAKOPEE, MN 55379  
952-496-5152      952-496-5155 (fax)**

**SHAKOPEE HIGH SCHOOL  
STUDENT HANDBOOK 2020-2021**

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Dear Shakopee Students/Parents/Guardians:

*Students and families, welcome to the Academies of Shakopee! We are excited and looking forward to the 2020-21 school year. The Academies of Shakopee was created to ensure a welcoming, inclusive environment within a large high school setting and to improve student success in post-secondary programs and careers. We encourage students to become involved in the school, whether that be through a club, an activity, a sport or within their academy. High school is a time for students to explore different interests, discover new talents, and reach their goals both inside and outside the classroom.*

*We encourage parents and guardians to be a part of their student's education. Please continue to connect and communicate with your student, as well as communicate with staff. Communicating with staff will help your student know that many individuals care and want them to succeed and be ready for life after high school.*

*Please do not hesitate to contact the office with any questions, comments, or concerns.  
Shakopee High School Administration*

**Shakopee School Song**

Fight, fight, fight, for Shak-o-high,  
We're going to fight, fight, fight for fame.  
Fight, fight, fight for Shak-o-high,  
We're going to fight to win this game.  
Glory and honor to our high school,  
Shak-o-high we'll stay right with you while you  
Fight, fight, fight for Shak-o-high,  
We're going to fight, fight, fight, fight, fight!

## SHAKOPEE HIGH SCHOOL HELPFUL PHONE NUMBERS

MAIN OFFICE:		(952)496-5152
PRINCIPAL:	Jeff Pawlicki	(952)496-5151
ACADEMY PRINCIPALS:	Stuart Lang: <i>Freshman Academy</i>	(952)496-5159
	Sarah Jordan: <i>Arts &amp; Communication / Business &amp; Entrepreneurship</i>	(952)496-5163
	Scott Doran: <i>Health Science / Human Services</i>	(952)496-5169
	Adam Dittberner: <i>Engineering &amp; Manufacturing / Science &amp; Tech</i>	(952)496-5113
DEANS:	Millie Kleinfehn: <i>E&amp;M/S&amp;T, Health Science/Human Services</i>	(952)496-5134
	Danny Glass: <i>B&amp;E /A&amp;C, Freshman Academies</i>	(952)496-5146
ACTIVITIES DIRECTOR:	John Janke	(952)496-5079
ATHLETIC DIRECTOR:	Matt Hanson	(952)496-5170
OFFICE STAFF:	Activities Office: Crissy Shoemaker	(952)496-5178
	Activities Office: Haley Altringer	(952)496-5171
	Admin Assistant: Janelle Ludzack	(952)496-5151
	Attendance: Sherry DeBehnke	(952)496-5153
	Office Assistant: Shauna Younge	(952)496-5165
	Office Assistant: Jessica Glidden	(952)496-5162
	Office Assistant (Freshman/A&C/B&E): Susan Charter	(952)496-5136
	Office Assistant (E&M/S&T/Health/Human): Carrie Webb	(952)496-5121
	Registrar: Ronda Dessin	(952)496-5173
	Special Ed Office: Lisa Gruetzmacher	(952)496-5185
STUDENT SUPPORT:	Counselor: Paige Swanson - <i>Freshman Academy (Alpha)</i>	(952)496-5105
	Counselor: John Rose- <i>Freshman Academy (Omega)</i>	(952)496-5106
	Counselor: Erica Lang - <i>Arts &amp; Communication</i>	(952)496-5187
	Counselor: Nicole Drangstveit - <i>Business &amp; Entrepreneurship</i>	(952)496-5164
	Counselor: Beth Cordes - <i>Health Science</i>	(952)496-5196
	Counselor: Kelsey LaRue - <i>Human Services</i>	(952)496-5179
	Counselor: Katie Stifter - <i>Engineering &amp; Manufacturing</i>	(952)496-5188
	Counselor: Wendy Klute - <i>Science &amp; Technology</i>	(952)496-5144
	SPED Coordinator: Ben Finger	(952)496-8784
	Psychologist: Brenda Geraghty	(952)496-5137
	Psychologist: Gretchen Haisman	(952)496-8778
	Social Worker: Heather Schroeder	(952)496-5156
	Social Worker: Kelly Ley	(952)496-8788
	Evaluation Team: Jenelle Swenson	(952)496-5138
	Evaluation Team: Jill Wallert	(952)496-6977
	Licensed School Nurse: Julie Bocock	(952)496-5154
	School Nurse: Theresa Poppler	(952)496-5199
CULTURAL LIAISONS:	Native American: Dee Buros	(952)496-5790
	Russian: Svetlana Mshar	(952)496-5094
	Somali: Aden Fithar	(952)496-5041
	Spanish: Yael Ripoll	(952)496-5104
HEAD CUSTODIAN:	Jorge Marin-Cuevas	(952)496-5158
HS RESOURCE OFFICERS:	Michael McLain (2nd floor Hub)	(952)496-5194
	Travis Goerish (1st floor Hub)	(952)496-5167

**High School Hours**

The High School office is open from 7:30 a.m. to 4:00 p.m. on school days. Voice messages may be left at any time. During the summer and on non-school days, the hours are 8:00 a.m. to 2:00 p.m (Monday - Thursday).

**Regular Schedule**

<b>1st Block</b>	<b>8:20am - 9:46am</b>	86
<b>2nd Block</b>	<b>9:54am - 11:20am</b>	86
<b>3rd Block</b>	<b>11:28am - 1:26pm</b>	89,86,86,89
<b>Lunch Breakouts</b>	<b>A Lunch</b>	<b>11:20am - 11:52am</b> Class resumes 11:57
	<b>B Lunch</b>	<b>11:52am - 12:19pm</b> Class resumes 12:24
	<b>C Lunch</b>	<b>12:30pm - 12:57pm</b> Class resumes 1:02
	<b>D Lunch</b>	<b>12:57pm - 1:26pm</b>
<b>4th Block</b>	<b>1:34pm - 3:00pm</b>	86

**Saber Time Schedule (Wednesdays)**

<b>1st Block</b>	<b>8:20am - 9:46am</b>	86 min. <b>(ST: 9:26)</b>
<b>2nd Block</b>	<b>9:54am - 11:20am</b>	86 min. <b>(ST: 11:00)</b>
<b>3rd Block</b>	<b>11:28am - 1:26pm</b>	89,86,86,89 min.
<b>Lunch Breakouts</b>	<b>A Lunch</b>	<b>11:20am - 11:52am</b> Class resumes 11:57 <b>ST: 1:06</b>
	<b>B Lunch</b>	<b>11:52am - 12:19pm</b> Class resumes 12:24 <b>ST: 1:06</b>
	<b>C Lunch</b>	<b>12:30pm - 12:57pm</b> Class resumes 1:02 <b>ST: 1:06</b>
	<b>D Lunch</b>	<b>12:57pm - 1:26pm</b> <b>ST: 12:37</b>
<b>4th Block</b>	<b>1:34pm - 3:00pm</b>	86 min. <b>(ST: 2:40)</b>

## Early Release Schedule

<b>1st Block</b>	<b>8:20am - 9:18am</b>	58
<b>2nd Block</b>	<b>9:24am - 10:22am</b>	58
<b>3rd Block</b>	<b>10:28am - 11:26am</b>	58
<b>4th Block</b>	<b>11:32am - 12:30pm</b>	58
<b>Lunch</b>	<b>Lunch</b>	<b>12:30 - 1pm</b>
<b>** Busses leave at 1:10pm</b> <i>All students need to exit the building after lunch</i>		

### Early Release Dates

Four Early Release days are scheduled for the 2020-21 academic calendar. On these days, students are dismissed two hours early from school so that teachers and other educators may meet, collaborate, receive training, develop methods and programs to improve student academic achievement.

The dates are as follows:

Thursday, September 25th, 2020

Thursday, November 6th, 2020

Thursday, January 15th, 2020

Thursday, March 26th, 2020

### Final Exams

Final Exams will occur within the scheduled class periods. Please refer to your class syllabi and classroom teacher for more detailed information.

End of Q1: Wednesday/Thursday, November 11/12

End of Q2: Wednesday/Thursday, January 27/28

End of Q3: Wednesday/Thursday, March 31/April 1

End of Q4: Wednesday, Thursday June 9/10 - 9th-11th grade

Tuesday, June 8th - Last instructional day for seniors

Wednesday, June 9th - Graduation rehearsal

Thursday, June 10th - No school for seniors

# **ACADEMIC EXPECTATIONS**

## **Graduation Requirements**

**Students are responsible for keeping track of their credits and monitoring their status for graduation.**

A quarter long course that is successfully completed will yield one credit. Current graduation credits needed for the class of 2021 is 52 credits. Specifics regarding the changes in graduation requirements for each year through 2023 and beyond can be found at:

<https://www.shakopee.k12.mn.us/Page/8183>

**Students completing all the requirements of the district for graduation will be awarded a diploma. In order to participate in the graduation ceremony, students must be within 2 credits of meeting all graduation standards on the last day of attendance for seniors. (Board Policy 613).**

## **Grading Policy**

*These policies are established to reflect Shakopee High School's philosophy that grades are a reflection of learning and our commitment to EACH student's learning. The purpose of grading is to communicate to parents/guardians, students, and the community the extent to which the student has met the objectives of a course. Letter grades are determined in each class as follows, unless agreed upon by the teacher and administration.*

## **Grading Scale**

- A: 93-100%
- A-: 90-92%
- B+: 87-89%
- B: 83-86%
- B-: 80-82%
- C+: 77-79%
- C: 73-76%
- C-: 70-72%
- D+: 67-69%
- D: 63-66%
- D-: 60-62%
- F: 0-59%
- **Pass/No Credit system: P = 60% or higher**

**A student's academic grade in any course will be based on:**

- **A minimum of 70% Summative Assessment (Academic Performance) and the remaining percentage Formative Assessment (Academic Practice).\***

*\*The **Formative** category (no more than 30% of the grade) deals with the practice work students do as they are going through the learning process. This is the time the teacher introduces new material, conducts lessons, monitors learning, and adjusts instruction as needed based upon the results of Formative Assessments that the teacher has given the students. A good analogy is to think of the Formative category as the practice/rehearsal leading up to the game/performance at the end of the week.*

*\*The **Summative** category (no less than 70% of the grade) deals with the major assessments that the students perform that will demonstrate what they know and what they can do. This would include chapter and unit tests, major essays, presentations, projects, labs, etc. A good analogy is to think of the Summative category as the game/performance at the end of the week after all the drill work, practice, rehearsal, instruction, and re-teaching have taken place.*

## **Extra Credit**

No Extra Credit factored into grade.

## **Final Exam**

*Final Exams may be added into the summative category OR separated into its own category. However, the % must not be over 10% of the total grade.*

## **Retakes/Redos**

Retakes/redos apply to course identified Essential Learnings and Skills assessed through a student's Summative Assessment (Academic Performance). Any Final Exam/Assessment for a course will not be subject to the retake/redo policy.

Procedures regarding retakes/redos will be consistent within a course and communicated by the teacher at the beginning of each term.

**\*All late work, retakes/redos must be completed/submitted to one's teacher by 3:00pm, on the Friday prior to the end of each quarter.**

**Q1:** Friday, November 6

**Q3:** Friday, March 26

**Q2:** Friday, January 22

**Q4:** Friday, June 4

## **Weighted Grades**

Grades will be weighted for nationally recognized programs such as College in the Schools and Advanced Placement Courses, Project Lead the Way and for comparable classes taken through the PSEO program. Present courses include Advanced Placement classes and CIS classes. Grades will be weighted in the following way:

Any "A" Grade, add 0.6 (A= 4 + 0.6= 4.6)

**No additions** for D and F grades

Any "B" Grade, add 0.4

Any "C" Grade, add 0.2

Grade Points for all other courses: **A = 4    A- = 3.7    B+ = 3.3    B = 3.0    B- = 2.7**

**C+ = 2.3    C = 2    C- = 1.7    D+ = 1.3    D = 1**

**D- = 0.7    F = 0**

## **Pass/No Credit Options**

Pass/fail grading may be assigned to a student by administration and/or counselors. These circumstances would include medical issues, hospitalizations and other situations deemed appropriate by the administration.

The guidelines for the pass/no credit option are:

- The student must continue to meet all classroom expectations after choosing the P/NC option or the option will be revoked and the student will be graded on an A - F scale. This includes completion of daily work, projects, and quizzes/tests. Class attendance is mandatory.
- The passing grade for all departments will be a "D-" (60%) of the accumulated points or grades for the term.

*\*Note: Many colleges and universities request courses be taken for the grade.*

## **Incomplete Policy**

Incompletes can be given to students who did not complete coursework due to extenuating circumstances that are beyond their control. If students are missing Essential Learnings and Skills in the Summative Assessment (Academic Performance) category at the end of a term, the student grade may be reported as incomplete until the student completes those items. When a student earns a grade of "I" Incomplete, it will be reflected in the computation of their new GPA as a zero. This zero remains until the grade is changed. In order to resolve an incomplete, the student must make arrangements and sign a contract with the teacher to complete the missing work.

If a student contracts with a teacher, the teacher stipulates what must be done and a deadline (a minimum of 2 weeks after the end of the term) for completion of the work. If the student contracts with the teacher, and does not complete requirements by the contracted deadline, the student's grade for the semester will be determined upon the work submitted up to that point. A failing grade may result. ([Incomplete Form](#))

## **Credit for Prior Learning**

In order to satisfy the academic standards for the Credit for Prior Learning, students must be enrolled in Shakopee Public Schools and be able to demonstrate that they have met all of the standards associated with the course in which they believe they are proficient. In addition, students must adhere to the following procedures:

- Meet with their assigned counselor
- Complete an "Application for Credit for Prior Learning"
- Submit the application to their counselor by the appropriate deadline for proper placement
  1. For first quarter: August 15
  2. For third quarter: December 1

## **Credit by Assessment**

*In order to satisfy the academic standards for the Credit by Assessment, students must be enrolled in Shakopee Public Schools and be able to demonstrate by their performance on a course's final assessment(s) that they have mastered the content, skills, and standards of said course. In addition, students must follow the following procedures:*

- *Meet with their assigned counselor*
- *Complete an "Application for Credit by Assessment"*
- *Submit the application to their counselor by the appropriate deadline for proper placement*
  1. *Deadline for full-year or first semester courses: May 1 - Students interested in reviewing over the summer may access the course outcomes and text used by the identified course*
- *Deadline for second semester courses only: December 1*

## **Post-Secondary Enrollment Options (PSEO)**

- Contact your counselor for questions.
- Please visit: <https://education.mn.gov/MDE/fam/dual/pseo/>

## **Independent Study Policy**

- Students may only take an independent study option for courses that are already designed and developed for credit in the High School registration guide.
- As a general rule, students will not be allowed to substitute an Independent Study class for a course that is offered and available to a student in their schedule.
- Availability of independent study will depend on teacher availability and student's ability to be successful in an independent environment.
- Students must request and complete the necessary steps for approval within five days of the start of a quarter.
- Students will receive Pass/Fail grades on courses taken through Independent Study. The credit will count as an elective credit and the student's GPA will not be affected.
- For more information about Independent Study options, students should see their counselor.

## **Registration For Classes and Schedule Corrections**

Students register for courses for the upcoming school year shortly after winter break. Classes are designed, scheduled, and teachers are hired based upon students' registration.

The criteria listed below are used to review any course request corrections in the spring and applied to any schedule corrections in the fall.

### **Schedule corrections will only be considered for the following reasons:**

1. The student did not meet the prerequisite for the course.
2. The student has already completed the course.
3. The academic level of the course is inappropriate.
4. The student is a senior who needs the course for graduation.

### **Schedule corrections WILL NOT be considered for any of the following reasons:**

1. Student no longer wants to take a course that was picked during registration.
2. Student wants to move a course to a different hour.
3. Student wants a different teacher.
4. Student wants a different lunch period.

In order to stay on track for graduation, all students are required to maintain 4 academic classes each quarter.

\*Senior option will be available for students that meet the necessary criteria ([Senior Option Information & Form](#))

\*Teacher aide and office aide? (Teacher/Office Aide Letter)

**\*Any schedule corrections must occur in the first 3 days of each quarter.**

## **Academy Placement and Registration Process**

Prior to registration, students will have an opportunity to express their preference for academy placement through Freshman Seminar. All students will be placed in academy based on the following procedure:

1. Students will complete a survey and rank their level of preference for an academy. (note: The class of 2022 is required to complete a program of study within their chosen academy).
2. Students and parents/guardians will be notified of their placement.
3. Sophomores may request a change of Academy assignment prior to the registration process for 11th grade. A student may request a change of Academy assignment during the registration process for 12th grade but requests will only be granted in the case of unusual or extenuating circumstances.

## **Repeating Credits**

In order to graduate, students must pass all required classes. If a student repeats a previously failed class, the "F" will stay on their transcript along with the passing grade earned when the course was re-taken.

## **Report Cards**

Report cards will be available online at the end of each quarter. Credits are earned at the end of each 9 week quarter/grading period.

## **Withdrawal Procedures**

If you are moving out of the district and will be attending a different school, the school office should be informed as early as possible. Prior to withdrawing students are required to return books, technology and materials to their teachers and counselors, pay accumulated fees, clean out their lockers and complete the withdrawal form provided by their counselor. For more information please contact the High School Registrar, at (952)496-5173.

## **Parent-Teacher Conferences**

We structure conferences to provide you with an opportunity to meet and start a dialogue with teachers. An extended discussion is not possible, as we have asked parents and teachers to observe a five-minute time limit. If you would like to talk more in depth, it is always possible to schedule an appointment with the teacher for a different date. Conferences are held in the academy wings. We encourage parents to bring students to conferences. The conference schedule can be found on the SHS website.

## **Academic Integrity**

Integrity is essential to excellence both in education and life. Assessments and other schoolwork are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge. Student work must be evaluated on what the student knows and can do in order for the student and their family to have a clear and accurate accounting of the student's mastery of the material. When a student chooses to cheat and/or plagiarize on schoolwork, they compromise integrity and project an inaccurate picture of their performance. As such, academic integrity violations will include both academic and disciplinary responses.

## **Academic Dishonesty**

- *All academic dishonesty incidents will be reported and documented in Infinite Campus. A contract must be completed by student, teacher, parent/guardian and administrator prior to the student being able to make up any assignment/assessment.*
- *An academic dishonesty incident may result in disciplinary responses and/or loss of credit (see [Academic Integrity policy](#)).*

## **Examples of Dishonesty**

### **Copying vs. Collaboration:**

At times students will work together on assignments. Understanding the distinction between copying another's work and collaborating on an assignment is important. SHS teachers are responsible for informing their respective students as to the appropriate protocol regarding collaboration. Disclaimer: If a teacher does not clearly state that an assignment is collaborative, all work that the student completes should be independently created and not obtained from any other source including, but not limited to classmates.

### **Cheating:**

- Copying any portion of another student's homework with or without their permission.
- Viewing and/or copying answers from another student's test or quiz.
- Being responsible for, or partaking in, the transference of confidential information. (i.e., test answers or test/quiz copies).
- Utilizing written or electronically stored information that is pertinent to a test, quiz or class activity, without consent from a teacher.
- Allowing one's work to be copied by another student.
- Having someone else do your assignment that was meant to be done alone.

## **Plagiarism:**

When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. On written assignments, if verbatim statements are included, the statements must be enclosed by quotation marks or set off from regular text as indented extracts. A student will avoid being charged with plagiarism if there is an acknowledgement of sources of information whenever one:

- Quotes another person's actual words, or replicates all or part of another's product.
- Cutting and pasting another person's actual words.
- Uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words.
- Borrows facts, statistics, or other illustrative materials - unless the information is common knowledge.
- Submitting own work that was created for a different class/assignment

## **SHAKOPEE ACADEMIC RECOGNITION PROGRAM**

Shakopee School District believes that students should be recognized for their hard work and academic success. The goal of the program is to encourage and recognize academic excellence within Shakopee Public Schools. Following are the different awards that recognize student academic achievements. GPAs are not rounded when determining awards. The weighted GPA is used to determine the awards.

### **Honor Roll**

Shakopee High School will have an "A" honor roll for students with a quarter grade average of 3.7.

Students who are on the A honor roll for all 4 quarters will receive an All-Academic Award.

The "B" honor roll is based on a quarter grade average of 2.7.

### **All-Academic**

The All-Academic Award recognizes students for continued excellence over an extended period of time. The criteria for the award is:

- Students in grades 9-11: Achieving A-Honor Roll for 4 quarters in the previous academic year (awarded in the Fall)
- Students in grade 12: Achieving A-Honor Roll for 1st 2 quarters of the current academic year (awarded in the Spring)

### **Academic Lettering**

Students in grades 9-12 who meet the grade point and course criteria listed below will be awarded an Academic Letter.

- Grade point
  - For grades 9-11, a student must have a 3.85 or higher for the previous academic year (awarded in the Fall)
  - For grade 12, the student must have a 3.85 or higher after quarter 2 in the current academic year (awarded in the Spring)
- Course Criteria
  - Must have taken 2 courses, through completion, in one calendar year (AP, CIS, Accelerated, PLTW, or college credit bearing courses, as noted in the Registration Guide) For seniors, this criteria must be met by the end of quarter 2.

First time academic-letter winners receive a chenille letter S and chenille academic bar. Students who have previously lettered in athletics or activities receive an academic chenille bar the first time they letter in academics. Once students have received a chenille academic bar, they will each receive a gold bar in the succeeding year(s).

### **National Honor Society**

National Honor Society (NHS) is a nationally recognized student recognition program. Students selected for NHS demonstrate achievement in scholarship, character, leadership and service. At Shakopee, juniors and seniors with a 3.3 GPA are eligible for NHS upon completion of an application form and selection into the organization. Eligible students are rated by the teachers on character, leadership and service. A faculty committee uses the teacher ratings to make the final decisions on membership. Students who meet the criteria are invited to join the NHS.

### **Presidential Award (awarded spring of 12<sup>th</sup> grade)**

Students will be awarded the Presidential Award if the 12<sup>th</sup> grade student has:

- 3.5 or greater cumulative GPA through the fall of 12<sup>th</sup> grade
- 90<sup>th</sup> percentile or greater on at least one state or national test taken during high school

## **Graduation Awards**

Graduating seniors may be recognized as honor graduates by attaining one of three standards at the end of quarter 2 in their senior year.

Students with a cumulative GPA between 3.3 and 3.59 are Commended Graduates.

Students with a cumulative GPA between 3.6 and 3.79 are Honor Graduates.

Students with a cumulative above 3.8 are High Honors Graduates.

**All three groups of students receive honor cords.**

## **National Merit Scholarship Program**

High school juniors enter the National Merit Program by taking the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®). 50,000 students with the highest PSAT/NMSQT® Selection Index scores (calculated by doubling the sum of the Reading, Writing and Language, and Math Test scores) qualify for recognition in the National Merit® Scholarship Program. Students are notified starting in September if they qualify for recognition and the opportunity to continue in the National Merit Scholarship Competition.

### **National Commended Student**

A student would be a National Commended Student by being in the top 50,000 high scores on the PSAT/NMSQT. These students do not continue in the competition to be a National Merit Scholar.

### **National Merit Semifinalists**

A National Merit Semifinalist is one of the top 16,000 scores in the nation on the PSAT/NMSQT. Semifinalists are designated on a state representational basis.

### **National Merit Finalist**

A Finalist is one of 15,000 students selected. Of these students, approximately half will qualify for one of three different types of merit scholarships.

### **National Merit Scholar**

A National Merit Scholar is a student who wins one of the merit scholarships. All winners are chosen based on their abilities, skills, and accomplishments through an application process after being chosen as a National Merit Semi-finalist.

## **Advanced Placement Scholar Awards**

The Advanced Placement (AP) Program offers four levels of AP Scholar Awards to recognize outstanding student performance on AP Exams. The AP Scholar Awards are based on the number of AP exams taken and the scores earned on those exams. The College Board uses the following criteria:

- AP Scholar qualifies by scoring 3 or higher on 3 or more AP exams.
- AP Scholar with Honors averages 3.25 or higher on 4 or more exams.
- AP Scholar with Distinction averages 3.5 or higher on 5 or more exams.
- National AP Scholar scores 4 or more on 8 or more exams.

## **ATTENDANCE**

Our school is committed to the philosophy that every student should attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habits of regular attendance are legitimate objectives for any course, and learning that is lost due to absence can never be adequately replaced. Education is more than reading and writing. The classroom contact with teachers and other students is vital to the development of critical thinking and evaluative processes. Learning is enhanced by regular attendance. Every absence stops the educational process for that day, and the information and interaction missed can never be made up. This is a well-established principle of education that underlies and gives purpose to the requirements of compulsory education in Minnesota.

Following this principle and our need to prepare students to be productive employees and citizens, we have established a policy of excused absences and unexcused absences. Family emergencies may be excused by the principal. It is our intention to be strong advocates for education. People want the education system to be accountable for the achievement of students. We cannot meet these expectations if students are not in attendance.

## **Student Responsibility**

It is the student's responsibility to attend all classes every day. Educational progress is undoubtedly tied to attendance. A day of school missed can never truly be made up. The parent/guardian will have 48 hours in which to call in and change this to an excused absence. Absences not

verified by a parent or guardian within 48 hours will remain unexcused.

Any student leaving the building during the day must come to the office to receive a pass. Failure to follow this procedure will result in an unexcused absence. Students must report to the main office with a pass if returning to the school later that same day.

If a student leaves the building without a pass, and attempts to re-enter the building, the student and their belongings will be searched.

### **Parent/Guardian Responsibility**

Parents/guardians are encouraged to take an active role in promoting good attendance. When a student is absent from school, the parent/guardian must call the school attendance line (952-496-5153). The parent/guardian will be asked to give a reason for the absence. The parent/guardian will have 48 hours in which to call in and verify an absence as excused.

If a family trip is planned during school time, the parent/guardian is asked to call the school at least 24 hours before the first day of absence and an Extended Leave Absence form should be filled out by your student. This form can be found online or picked up in the main office.

Parents will receive a computer generated phone call if their student is absent without any explanation. If a student feels that the attendance was marked inaccurately, they should come into the main office the next day to clear the absence and/or receive more information.

If parents receive an attendance letter indicating their student has excessive absences, the parent should call the student's academy dean found at the bottom of the attendance letter to set up a meeting to discuss a student support plan.

When a student has an extended absence due to medical problems, the student may be eligible for additional services. Call the appropriate academy dean/counselor for information on additional services.

### **Teacher Responsibility**

Each teacher is required to take daily attendance and maintain his or her own attendance records for each class. The teacher shall provide any student who is marked absent with all assignments that can be completed outside the classroom. A teacher will contact home if a student has accrued 3 or more absences in their class.

### **Administration Responsibility**

The attendance office and respective administrator(s) will inform parents/guardians when their son or daughter has reached 3 and 5 total absences in 1 course, within 1 quarter. If a student accumulates 7 total absences in a class, an administrator will inform the student and the student's parents/guardians that they may be required to attend an attendance meeting where a contract may be drafted. Failure to abide by the attendance contract may result in a loss of credit.

The attendance office and respective administrator(s) will inform parents/guardians when their son or daughter has reached 3 and 7 full days (3 unexcused blocks in 1 day) of unexcused absences.

### **Excused Absences**

The following reasons shall be sufficient to constitute excused absences and students will be permitted to complete make-up work:

1. Illness\*
2. Serious illness in the student's immediate family
3. A death or funeral in the student's immediate family or of a close friend or relative
4. Medical, dental, or orthodontic treatment, or counseling appointment
5. Court appearances occasioned by family or personal action
6. Religious instruction not to exceed three hours in any week
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing
9. Removal of a student pursuant to a suspension
10. Religious observance
11. Family vacation
12. Family emergencies
13. A student's condition that requires ongoing treatment for a mental health diagnosis
14. Active duty in any military branch of the United States

**In order for an absence to be excused, a parent needs to call the school attendance line within 48 hours of the absence.** The parent needs to state when the child will be absent and explain the reason for the absence. Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students who accumulate excessive absences, even when excused, will work with the school staff and parents to develop a plan to assure attendance at school daily.

**\*Students who need to leave school because they are ill must report to the nurse's office.**

The following school sponsored events are considered excused and DO NOT need a parent phone call.

1. Field Trips
2. Support Groups
3. Fine Arts Activities
4. Athletic Activities
5. Academic Contests
6. Suspensions

### **Family Trips or Extended Absences**

Students who plan to go on a **family trip** must have a parent call the Main Office at least 24 hours in advance. Students can pick up the Extended Leave Absence Form in the Main Office which they will use to notify teachers of absence and collect assignments. Students must make up as much assigned schoolwork in advance as possible.

**Extended Absence** – If a family is taking an extended family trip, exceeding 10 consecutive days of absence, we recommend the student make arrangements to meet with their assistant principal at least one week prior to leaving.

### **Unexcused Absences**

These are examples of absences that will not be excused:

1. Any absence where the student/ family failed to comply with any reporting requirements of the school district's attendance procedures.
2. Leaves the school building at any time for any reason without checking out or notifying the Administration, Attendance Office or Health Office.
3. Reports to class after the first 10 minutes of class without a signed pass from a staff member.
4. Reports to a class but leaves without permission.
5. Work at home.
6. Work at a business, except under a school-sponsored work release program.
7. Missing the bus.
8. Oversleeping.
9. Any other absence not included under the attendance procedures set out in this policy.

SHS has an automated phone calling system that will contact a parent/guardian when a student has an unexcused absence of one or more classes during a school day. Parents should call the school if they have concerns.

Students are considered truant from school under the following conditions:

1. A student under the age of sixteen who is absent from school without a lawful excuse.
2. A student between the ages of sixteen and eighteen who is absent from school without a lawful excuse and does not have permission from their parents to quit attending school.

### **Consequences**

- Any student who accumulates seven or more full or partial days of unexcused absences is considered to be legally truant. The school may file truancy referrals in such circumstances with Scott County Court Services.
- Students will be dropped from enrollment if they exceed 15 consecutive absences.
- Students will receive one hour of detention for each unexcused absence from class. Students receive one hour of detention for every 5 tardies to class.
- Students accumulating excessive unexcused absences/detentions may lose the privilege of attending school activities/events, having hall pass privileges, and/or parking permit.

### **UNEXCUSED Absences**

These are accumulated throughout the year, they **do not** start over at a quarter/semester break. A day of unexcused absence is defined by the state as missing 3 periods or more of a school day without a valid excuse.

Number of Unexcused Absences (in days)	Action
3	Truancy statute letter sent home with truancy diversion information.
7	Second truancy statute letter sent home. Meeting to develop school support plan will be scheduled.

### **TOTAL ABSENCES (excused & unexcused)**

These are accumulated throughout a quarter, and are specific to each period/course. These start over at quarter break.

Number of Total Absences (per block/course)	Action
3	Notification letter sent home.
5	Second notification letter sent home.
7	When a student reaches their 7 <sup>th</sup> absence, they receive a grade of “no credit” (NC) or a possible grade and credit through the appeals process. Students earning a failing grade will receive the F.

## **EXAMPLES**

### **UNEXCUSED Absences**

These are accumulated throughout the year, they **do not** start over at a quarter/semester break. A day of unexcused absence is defined by the state as missing 3 periods or more of a school day without a valid excuse.

Number of Unexcused Absences (in days)	Example
3	Student has totaled 3 days throughout the year where he/she missed 3 or more periods without an excuse.
7	Student has totaled 7 days throughout the year where he/she missed 3 or more periods without an excuse.

### **TOTAL ABSENCES (excused & unexcused)**

These are accumulated throughout a quarter, and are specific to each period/course. These start over at quarter break.

Number of Total Absences (per block/course)	Example
3	Student has missed 1 <sup>st</sup> period chemistry class 3 times during first quarter.
5	Student has missed 1 <sup>st</sup> period chemistry class 5 times during first quarter.
7	Student reaches their 7 <sup>th</sup> absence in 1 <sup>st</sup> hour chemistry class. They must file an appeal to earn the credit for this course. An appeal may be granted (when absences are all excused), or a student may be put on an attendance contract (when unexcused absences are the issue) to be fulfilled in order to earn a letter grade.

### **Tardy Process**

Once a student has been tardy to class 3 times, the teacher will address the matter with the student as well as make contact home to discuss the importance of arriving to class on time. Recurring patterns will be examined and may result in further consequences. Once a student reaches 5 cumulative tardies they will automatically receive one hour of detention and will continue to receive consequences for every 5 thereafter.

### **General Information Related to Attendance/Attendance Issues**

**Hallway Passes:** Students who wish to move from one area of the building to another when classes are in session must have a hall pass. Students are expected to be considerate of others who are studying and in class by passing quietly.

**Lunch Period:** During a student’s lunch, they must remain in the designated lunch area. Shakopee High School is a closed campus, therefore students may not leave the building during this time. Please do not call in to excuse your student during lunch.

**Make-Up Work Following an Absence:** Students will be required to work with their teacher to make up missing work.

**Students Outside:** Students are not allowed to leave the building without permission during the school day, as we are a closed campus. Parents will be contacted when students are leaving the building without permission.

### **Participation in Activities and Athletics Relating to Attendance**

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

1. Students may participate with an excused absence, except those students who are ill and do not arrive before the start of the second block. Parents are encouraged to keep students at home when they are ill and to forgo activity in the best interest of the student and the health of

the other students participating in the activity.

2. Students may not participate if they have an unexcused absence during the day.
3. Students may not participate in activities on the days that they are suspended, either in-school or out-of-school.

Activity Participation and Appointments-Parents should attempt to schedule doctor and dental appointments after school, or during study halls. Students who miss a practice due to a doctor or dental appointment will be excused from practice with no penalty.

Absences and Activity Membership-Students may not be dismissed from a squad for absences that the school has excused. Playing time is a separate issue and is up to the discretion of the coach/director.

### **Process for Attendance Meetings**

All students will receive written notification when they have had three, five absences in a course. When students have reached seven absences, they will be required to participate in an attendance meeting arranged by their administrator. The team will work with the student and their family to develop an attendance support plan if one is not already in place. If the attendance support plan is violated the student may lose credit in one or more of their classes and truancy may be filed with the County.

## **STUDENT LIFE**

### **Academic Supports During the School Day**

Academic support is available throughout the day to assist students in acquiring the content knowledge needed to be successful. Teachers are available before and after school. Students should communicate with their teachers to set up time to ask for help and get any questions answered related to assignments, quizzes, or getting assessments made up. For further information about what types of interventions and academic support options are available, students should contact their counselor.

### **After-School Guidelines**

The following guidelines must be met if a student is to remain after school:

- Any student staying after school must belong to a school-sponsored activity that meets after school.
- Students who are not a part of an activity, or not seeking academic support, must exit the high school campus by 3:30 p.m.
- Any student staying after school for academic support must be in the Learning Commons, the Commons or be under the supervision of school staff.
- Once a student has completed their supervised activity, they must remain in a designated area determined by security staff.
- Students who fail to comply with these guidelines may have a discipline referral, and/or a trespassing notice filed with the Shakopee Police Department.

### **Dances**

**Dances at Shakopee High School are for students in grades 9-12.** Middle School students will not be admitted to high school dances.

The following rules will apply to all dances:

- Any dance held at Shakopee High School and sponsored by a class or organization of the high school shall be for students of Shakopee High School and guests when permitted.
- Students must be in good standing in not having more than 5 detentions owed.
- Students must present a school ID and guests must present a photo ID to be admitted to dances.
- A student of SHS may invite a guest to the dance. The guest must be in high school and under the age of 21.
  - The guest must have a completed [Dance Registration Form](#) submitted to the Main Office by 3:00pm of the Wednesday before the dance. These forms can be found in the Main Office.
- The hours for dances shall be 7:30 to 10:30 PM.
- Once a student leaves a dance, they will not be readmitted.
- The supervisor(s) of the dance reserves the right to refuse admittance to any Shakopee High School student.
- Students asked to leave the dance due to their actions will be referred to an administrator and may lose the privilege to attend future dances for up to one calendar year.
- Students under the influence of mood altering chemicals or alcohol will be detained and the parents or guardians and police will be called. Students will face regular school disciplinary action and will lose privileges to attend dances for one calendar year.
- Groups sponsoring dances must complete a dance request form.

## **Eighteen-Year-Old Students**

Students who are eighteen years old may, with parent/guardian permission, assume responsibility for their own records and attendance. If a student and their family would like to allow them to have rights to attendance, records, or both, the student must go to the attendance secretary and request the 18+ Permission Form. Once the form is signed and returned, rights may be given to the student. School administration reserves the right to revoke the permission if it is being abused.

## **Homework**

When a student is ill, the student is encouraged to contact a classmate or contact a teacher by email, voicemail, and access Canvas to get assignments. If students need textbooks from a locker, parents/guardians are encouraged to stop at the high school and pick up the books from their student's locker. Teachers are not required to provide assignments prior to a student's vacation. Students must turn in homework within an agreed upon time frame. Parents must call the attendance line, 952-496-5153, within 48 hours to excuse an absence.

## **Learning Commons**

The Learning Commons supports all learners and staff by providing print and electronic collections, areas for collaboration, instruction, technology, and library services in a quiet academic atmosphere.

Students are encouraged to use the Learning Commons for class assignments, research work, and leisure reading. Reference books, magazines, computers for internet research, and fiction/non fiction books are available to the students. Different regulations apply to each type of material. Learn these rules quickly and take advantage of our fine facility. Students will be charged for any destroyed or lost media center materials. The Learning Commons specialist and staff are available to serve you between the hours of 7:30a.m – 3:30 p.m (Mon - Fri.)

The Academic Resources Center (ARC) is located in the Learning Commons. Students may access the ARC from 7:30am - 4:00pm daily for academic support and testing.

## **Lockers**

Each 9th grade student will be assigned a locker. Sophomores, Juniors, and Seniors may request a locker. Combinations should be carefully guarded and not shared with other students to minimize the possibility of property loss. Student assigned lockers and physical education and athletic lockers are to be locked at all times.

It is strongly recommended students not leave large amounts of money or valuables in lockers. If a student is found to be responsible for damage to a locker, the cost of repairing damage to lockers may be charged to the student. Locker problems should be reported to the Main Office.

- The district cannot reimburse you if your personal property is stolen.
- Items left in lockers at the end of the school year will be donated to charity.

## **Lost and Found**

In the event that a student has misplaced a personal item, there are several places to check. If the item is an electronic device such as a cell phone, iPod or calculator, students should check in the Main Office or with the School Resource Officer. If the item is of lesser value, such as an article of clothing or book, students should check the lost and found box.

## **Neighborhood**

Shakopee High School is part of a neighborhood. Our neighbors have every right to expect that their property (house, yard, cars, business, etc.) will be treated with respect. Therefore, SHS students are not to trespass on neighborhood businesses or private property.

## **Personal Electronic Devices**

Information is readily available and accessible through many different forms of technology. During class time, teachers may ask the students to take out an electronic device to enhance and/or aid in the lesson. The use of any electronic devices not provided by the school district in the classroom should be for educational purposes only, as determined by the teacher. Electronic devices can't be used in the bathrooms or locker rooms at any time. Students may use electronic devices during passing times and while at lunch.

Electronic devices include, but are not limited to: Smartwatches, iPads, iPods, laptops, cell phones, Kindles, e-books, tablets.

**If an electronic device becomes a distraction in any school environment, it may be confiscated and school policies will be enforced. Failure to comply will result in further action.** SHS is not responsible for lost or stolen electronic devices.

## **SouthWest Metro Intermediate: Transportation**

Students enrolled in classes at SouthWest Metro may apply to drive or ride with another student to the Chaska location on a daily basis. Applications may be picked up in the Main Office. The application process must include:

- Completion of the application including an approved statement of need.
- Written parent permission on file.
- The school district may revoke driving privileges at their discretion.

### **Senior Option - Senior Option Information/Form**

During their senior year, students who have at least 40 credits entering the 1<sup>st</sup> quarter and 46 credits entering the 3<sup>rd</sup> quarter are eligible to participate in senior option. If a student meets the criteria they may, with parent/guardian permission, be excused from 1<sup>st</sup> or 4<sup>th</sup> block during the school day. Senior Option placement will be based off of the master schedule availability.

Students must have:

- Top ½ of their class
- On track for graduation with their grade-level cohort (within 12 credits of graduation, for seniors 40 credits at start of 20-21 school year)
- No Behavior Referrals
- No attendance concerns with unexcused absences, less than 5 unexcused tardies
- Continued progress towards graduation, including passing all current classes. Failing a class will result in the loss of senior option for the remainder of the year.

\*Senior option may begin upon completion of paperwork and Academy Principal or Counselor approval, and can be revoked for disciplinary and/or attendance issues.

### **Student ID's**

Students must carry their current school provided ID at all times and show the ID when requested by school staff. Failure to show an ID when requested may result in administrative intervention.

If a student arrives late to school, they must enter through the secured main office and show their ID before being allowed to enter the building.

### **Student Parking**

Students who choose to drive to school will operate their vehicles in conformance with all rules and regulations of the state of Minnesota, the city of Shakopee, and School District 720 Board of Education policy governing the reserved parking lot. Motor vehicles must be licensed and covered by insurance. The school is not responsible for the motor vehicle or its contents. It is important to remember that driving to school is considered a privilege and rules will be strictly enforced. **Students may not park their vehicles in a fire lane, visitor's space, staff designated space, or police reserved section.** Students parking on campus without a parking permit or illegally parked are subject to penalties including, but not limited to: fines, wheel locks, towing and removal of parking privileges.

*\*A wheel lock may be used for parking violations. Students must pay a \$10 fine to have a wheel lock removed from their vehicle. Students will not be permitted to drive to school until their fine has been paid.*

Students driving to school must have a parking permit and must park in the designated student parking areas. Students and parents will sign a Parking Permit Form. The permit fee will be \$120 for a full school year. Students applying for a permit after the school year has begun, will pay a prorated fee as long as permits/spaces are available. If the student is driving a different vehicle to school on any given day, it is their responsibility to transfer the removable parking permit to the vehicle they have driven to school. Lost decals can be replaced at a cost of \$10. Permits may not be given or sold to another student. Failure to follow the above rules will result in administrative intervention and behavior consequences. Any student found in possession of, or attempting to distribute counterfeit permits will be subject to disciplinary action including, but not limited to, loss of parking privileges and police referral. Students should be aware of the Search and Seizure policy outlined within the handbook as it pertains to vehicles parked on school grounds.

Students with outstanding fines or outstanding detentions from the previous semester or school year will not be allowed to buy a permit for the current semester until the fine is paid or hours of detention are served. Vehicles that display references to alcohol, tobacco, drugs, or anything deemed disruptive to others including but not limited to swastikas, confederate flags, obscene bumper/window stickers, or other slogans or decorations not appropriate for school, will be banned from school grounds. Students who violate the agreement will have their parking privileges revoked.

The Parking Regulations and Application can be picked up in the Main Office or can be found online. The completed application form, proof of valid driver's licence, and full payment are required to purchase a permit.

### **Study Halls**

There are no study halls for the 20-21 school year.

### **Supplies and Copies**

Students need to check with their teachers to determine what supplies are needed for their classes and special class projects. Additionally, the Registration Guide may list supplies required for classes. When students need to have copies made for class, they can do so in the Learning Commons.

**Textbooks and School-owned Equipment: Lost or Stolen** The school will charge an appropriate replacement fee for textbooks, workbooks, library books, and school-owned equipment lost, stolen or damaged by students. School-issued property is the student's responsibility until returned. Students have the responsibility to safeguard the materials or equipment at all times until returned. Stolen property cannot be reimbursed by the school district.

## **Visitors (Limiting visitors for the 20-21 school year as a result of COVID)**

Students who want to bring visitors to the school must make a request to the administration **at least one day in advance**. All visitors are required to report to the Main Office and provide picture identification. Student visitors must report to the Main Office to pick up a guest pass and name tag. Visits may or may not be approved depending on the visitor, the visitee, and the reasons for the visit, and consideration of all other circumstances. In most cases, students who have recently dropped out or transferred will not be allowed to visit. Visitors who attend another local school district currently in session will generally not be provided a guest pass. Student visitors will not be permitted during the last two weeks of a semester.

## **TECHNOLOGY EXPECTATIONS**

(The following was taken from the Digital Learning Handbook and Student Agreement. This can also be found online on the district website.)

Our goal in Shakopee Public Schools is to help students demonstrate digital responsibility, technological awareness and the ability to use technology to create, research, communicate and produce in the academic and professional setting. The goal of our digital initiative is to foster an engaging curriculum, dynamic learning environments and students who are better prepared for the world beyond our school doors; it is not about the device, but rather how to use the device in education.

### **Shakopee Public Schools Expectations for Digital Learning**

1. Use technology to access and produce information
2. Use technology to collaborate and communicate with others
3. Use technology to craft, refine and publish content to a wider audience
4. Use technology to create and innovate

### **Expectations for Digital Citizenship**

Being a responsible citizen in our schools, communities and the digital world requires responsibilities adapted for a changing world. We embrace the following conditions of being a digital citizen:

- *Respect yourself.* I will select names that are appropriate. I will carefully consider the information and images I post online. I will not post personal information about my life, experiences, experimentation, or relationships. I will not be obscene.
- *Protect yourself.* I will ensure that the information I post online will not put me at risk. I will not publish details about myself, my contact information, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- *Respect others.* I will show respect to others. I will not use technology to bully, harass, tease, or stalk other people. I will show respect for others through my choice of websites. I will not visit sites or display images that are inappropriate or disrespectful. I will not abuse my rights of access.
- *Protect others.* I will protect others by reporting abuse and not forwarding inappropriate or hurtful materials or communications and not visiting sites that are inappropriate or disrespectful.
- *Respect & protect intellectual property.* I will suitably use and cite any and all content (websites, books, media, etc.) according to copyright or creative commons licensing. I will request to use the software and media that others produce.

**Access to Shakopee Public Schools' owned technology is a privilege and not a right. At any point access to devices, Internet and other technology resources can be revoked.**

**Student Digital Responsibility includes, but is not limited to:**

### **Board Policy**

Consent to the digital device agreement also includes adherence to Board Policy 524: Internet Acceptable Use and Safety Policy. **In instances where the student has put their own safety or the safety of others at risk (i.e. sexting or bullying), digital learning device privileges will be revoked immediately.**

### **Accessing/Posting Inappropriate Material**

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

### **Personal Safety**

Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, times, dates, etc.).

## **Privacy**

**Students and families need to know that files stored on school computers (including digital learning devices) are not private.** Network and Internet access is provided as a tool for educational purposes only. Shakopee Public Schools has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All files are the property of Shakopee Public Schools and no user shall have any expectations of privacy regarding such files. Students may be selected, at any time, to provide their digital learning device for inspection.

## **Password Protection**

The student or family should secure the digital learning device with a passcode and it is the responsibility of the student and family to remember the passcode. Never share your passcode, steal or use another person's passcode.

## **Online Etiquette**

Follow the guidelines of accepted behaviors within each school's handbook. Do not use technology, including this device to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

## **Blogging and/or Podcasting**

Use of blogs, podcasts, emails, texting, social media or other tools are considered an extension of the classroom. Expectations for behavior and online etiquette will apply regardless of the tools being used or the setting in which speech takes place.

## **Plagiarism/Copyright/Licensing**

Plagiarism is the act of representing or using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted, paraphrased, or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Students must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

## **Photos and Video**

Students should only take pictures or videos of staff or students with staff permission. Any student use of cameras in Shakopee Schools should be part of a class or club activity.

## **Malicious Use/Vandalism**

Any malicious use, disruption or harm to the district's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement. No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to manipulate the operating system or remove or attempt to remove or circumvent the management system installed on each digital learning device. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any Shakopee Public Schools digital learning device will be in violation of this agreement. The use of anonymous proxies, VPNs, or similar software to circumvent content filtering is strictly prohibited.

## **Classroom Expectations**

**Failure to follow teacher direction in regards to the use of devices/tools/websites during class is a violation of this agreement.**

If students leave their digital learning device at home they are responsible for completing coursework as if they had their digital learning device present.

## **Student Discipline**

If a student violates any part of the above policy, they will be subject to disciplinary action. The disciplinary action for a violation will range from the student needing to check his or her digital learning device in and out of school each day for a period of time, to having all digital learning device privileges revoked. The student may also be subject to other disciplinary action as outlined in the Shakopee Guidelines for Student Behavioral Expectations handbook.

## **Tech Support**

If technical difficulties arise with a digital learning device, or inappropriate content is discovered, the device may be restored by district technology department staff. If staff needs to restore the digital learning device, the district is not responsible for the loss of content put on the device by the student. It is strongly encouraged that all important data is regularly backed up to Google Drive.

## **Digital Learning Device General Precautions**

- The digital learning device is Shakopee Public Schools' property.
- The digital learning device must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by Shakopee Public Schools staff.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Never expose a device to extreme cold or heat, direct sunlight, or prolonged periods of time in places that are not at a normal room temperature.
- Digital learning devices must be kept in a secure location at all times. It is the student's responsibility to know where their device is. During classes or lunch periods when the device is not needed, place the device in your locker or in a locked classroom. **DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE. DO NOT place your device on the BOTTOM of your locker, but rather on**

top of all other materials.

- The use of or access to the digital learning device in any unauthorized area (i.e. locker rooms, restrooms) is prohibited.
- If your digital learning device is either lost or stolen students should report that information to the front office or technology staff as soon as possible. The digital learning devices contain software that can be activated to track and possibly recover missing devices. The district will coordinate with law enforcement to track missing or lost devices in partnership with the student/family.

### **Device Cases: Transporting To & From School**

Shakopee Public Schools provides a protective case for iPads and a padded bag for transporting MacBooks. -

- iPads should ALWAYS be in the protective case.
- MacBooks should be stored and transported in the provided bag.
- The device should be charged using the charger provided and brought to school ready to use each day.
- Do NOT place your device in a book bag that contains food, liquids, heavy or sharp objects.

### **Digital Learning Device Screen & Cleaning**

- The screens are sensitive to pressure and therefore can be damaged; they are scratch *resistant*, not scratch proof.
- The screens are made of glass and can either break or shatter.
- Do NOT use liquids to clean the device. This includes, but is not limited to: window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.
- PLEASE USE: A soft, dry cloth or anti-static cloth.

### **Digital Learning Device Maintenance**

- Do NOT attempt to try to repair the internal workings of any digital learning device yourself.
- If your device is not working take your device to the Media Center/Learning Commons as soon as possible and have technology department staff examine it. If your device needs to be worked on for an extended period of time, you will be issued a temporary device until yours is working properly. For cases of hardware failure or other damage, a replacement device will be provided.
- Each digital learning device has identifying labels which must not be removed or altered in any fashion.

### **Earphones and Audio**

Shakopee Public Schools does not provide earphones. If a student wishes to purchase their own earphones then:

- Earphones shall not be used within or on school property unless a teacher specifically requests or allows students to do so.
- If allowed to use earphones, the appropriate level is when only the person wearing the earphones can hear the sound. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Storing Documents**

There will be limited storage on the device and academic files take priority over personal. Several backup options exist to cloud storage or personal computers. Students should backup their files. The district is not responsible for saving, restoring or backing up documents, music, or photos that students may be storing on the digital learning device.

### **Applications and Content**

Students may install apps made available to them through Shakopee Public Schools' Self Service app store. Students may load music and photos on their district-owned digital learning device as long as all content complies with the Acceptable Use Policy. Applications or content that does not have an educational purpose, is not in compliance with the Acceptable Use Policy, or is disruptive to the educational process or at home may be removed from the device. If technology department staff need to restore a digital learning device for any reason, the district is not responsible for any content put on the device by the student.

### **Use of online educational applications**

The Children's Online Privacy Protection Act (COPPA) requires that parents and guardians of children under the age of 13 provide written consent for the accessing and use of many online services, including academic applications that will be used at school.

The district reviews the use of online services to ensure that student data is maintained in a secure manner, that personally identifiable student data is not shared with third parties, and that our use is compliant with district policies related to student privacy and records.

A compiled list of online services is available for review on the district website <https://www.shakopee.k12.mn.us/Page/7602> or by request from the school office.

### **Turn In**

Students in grades 9-11 and in good standing, may keep their district issued device over the summer. Students choosing to turn-in their digital learning devices and accessories will check them in at the end of each school year at a date and time determined by school administration.

**Students who graduate early, transfer, withdraw or are expelled will return the device and accessories at the time of withdrawal. Failure to return the property in a timely fashion may result in the involvement of law enforcement.**

## **Device Insurance**

The Shakopee Public Schools digital initiative is designed to provide a powerful and personalized learning experience for all students.

The district recognizes the need to protect our investment in digital learning devices and to protect families from expenses from theft or damage of the device assigned to the student. Therefore, the district is offering families a choice of two protection plan options. Parents will be given a Digital Learning Device Protection Plan & Use Agreement Form.

## **STUDENT SERVICES**

### **Busses**

Busses are provided for students who live more than two miles from the main entrance of the high school. Transportation questions can be directed to Palmer Bus, 952-445-1166. Consequences for violating transportation expectations are outlined in the **Behavior Guidelines** section of the handbook.

### **Career Center/Student Support Services**

The Career Center is located off the Commons area.

Counselors can be found in the HUB Offices of their respective academies.

- Freshman Academy, Business & Entrepreneurship and Arts & Communications Academy (1st floor - C100 offices)
- Health Science, Human Services, Engineering & Manufacturing and Science and Technology Academies (2nd floor - SW200 offices)

**SCHOOL COUNSELORS:** Counselors are available to help students with their high school academic program, post-high school planning, and personal counseling referrals. If students are experiencing any problems, they can consult their counselor for direction and help. Counselors can also assist students with the college selection, application, and scholarship process. They also help students to select and research possible careers as well as students interested in working with MCIS/Family Connection system.

The following services are available through the counseling offices and are located throughout the building:

**CHEMICAL HEALTH:** Students concerned about their own chemical use, or a friend's chemical use, may contact their counselor in the Student Services office. Their counselor may make a referral to the Chemical Health Counselor at SHS. The Chemical Health Counselor is affiliated with Scott County. Students must have a parent/guardian sign a release before they can meet with the Chemical Health Counselor.

**HIGH POTENTIAL COORDINATOR:** A High Potential Coordinator is available to help students maximize their potential. This might include help with course selection, scheduling, selecting options, etc. Seniors may want to consult with the coordinator on college selection and admission.

**MENTAL HEALTH COUNSELORS:** Students experiencing emotional difficulties should contact their counselor for referral to the school psychologist or social worker. This includes students experiencing problems at home or outside of school; counselors have resources to help students.

**SCHOOL RESOURCE OFFICERS:** A police resource officer is available for students when necessary. Contact the officer through the Main Office.

**SCHOOL PSYCHOLOGIST:** Provide consultation and conduct evaluations necessary for special education services.

**SOCIAL WORKER:** A social worker is available for students. Contact the social worker through your counselor.

### **Food Service**

#### **Breakfast**

Breakfast is \$1.75 for students and can be purchased directly out of your meal account, 3 food items need to be selected to qualify for the reimbursable meal. Please note that there are a la carte items to purchase at breakfast time in addition to the main breakfast. There must be money in your account for you to purchase a la carte breakfast items. All food items must be consumed in the Commons area. No food is allowed out of the Commons area.

#### **Lunch**

Lunch is \$2.85 for students and can be purchased directly out of your meal account, 3 food items need to be selected to qualify for the reimbursable meal. If you wish to purchase an extra entrée, side item or something from a la carte, there must be money in your account in order for you to purchase any extras. Sufficient money needs to be in your account to ensure that you will be able to purchase a lunch. If you are having difficulty paying your child's lunch account, please contact Food and Nutrition office at 952-496-5140. We will contact you if your child's lunch balance is negative.

After finishing your lunch, bus all your own dishes and silverware to the designated area. Abusing your lunchroom privileges will result in suspension from the lunchroom for various periods of time or other disciplinary actions. Please do not take any food out of the Commons. Students who bring their own lunch are asked to eat in the Commons. Food from restaurants may not be dropped off or delivered to a student

during the school day.. Students may not have guests that are not currently enrolled at SHS join them for lunch.

**Shakopee High School has a closed campus; therefore, students will not be excused to leave the building during their lunch period.**

### **Depositing Money Into Accounts**

Money may be deposited online at <https://shakopee.revtrak.net> There is a \$1.75 fee. You can also send payment to Shakopee Food Service, 1200 Town Square Shakopee – Attention: Deb. You may also pay before meal time at the cashier station. We do not recommend paying money over serving time as this slows down the lunch line. Please make sure the student's first and last name is in the memo part of the check.

Any questions about food service or your meal account can be directed to Carol in Food Service at 952-496-5141.

### **Fundraising**

All fundraising requests need to be associated with an active student organization and need to be approved through the Activities Office in advance.

### **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. Information in the pupil health record includes, but may not be limited to, immunizations and vision and hearing screening results.

### **Illness & Injury**

A Registered Nurse (Licensed School Nurse) and Licensed Practical Nurse (LPN) staff the school health office to administer medications, provide first aid for injuries and care for students who become ill at school. The Licensed School Nurse writes emergency care plans and individual health plans as needed and distributes them to staff who need to know.

Students exhibiting the following symptoms will be excluded from attending school at the discretion of the school nurse, principal, or designee:

- elevated temperature over 100 degrees
- vomiting and/or diarrhea
- suspected contagious disease such as chicken pox
- other circumstances as identified in consultation with the student's parent or guardian

Parents/ guardians are asked to contact the school nurse about new health problems that impact education, anytime a student is absent 3 or more days in a row or if an extended absence due to scheduled surgery or hospitalization is expected.

### **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 entering Kindergarten and 7th grade must also be immunized against hepatitis B. Records of all children entering the Shakopee schools will be reviewed. No child, unless they meet allowable exemptions, will be allowed to attend school if those records are not up to date. Students who are not up to date on immunizations will not receive a schedule. 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.

### **Medications**

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

1. When medication is given by designated school personnel other than the school nurse, those staff are in-serviced yearly and supervised by the licensed school nurse.
2. Medication must be brought to school in an original container appropriately labeled by the pharmacy with date, student'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. Taking medication outside of school hours is preferred.
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 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. Students may carry inhalers for asthma or EpiPen for allergies if their health care provider writes that the student may do so. Asthma Action Plan or Allergy Action Plan forms are completed by the health care provider at the beginning of the school year.
5. Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student during the school day.

## **Head Lice Procedure**

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 Manuals 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.

6/27/19 PLN

## **Special Education Services**

Special Education services are available for SHS students meeting state and district criteria. Parents and students may access assessment/services by contacting their teacher, counselor or Special Education department chair.

# **SCHOOL CULTURE EXPECTATIONS**

### **Adults will:**

- Create a culture of learning that includes:
  - Opportunities for students to explore and construct their learning through choice, practice, trial, error and reworking
  - Knowing the students culturally, and individually, by being fully cognizant of their strengths and interests
  - Co-creating classroom rituals that maximize learning bell-to-bell
  - Creating a climate that respects difference and allows for multiple perspectives without hurting others
  - Fostering opportunities for students to determine responsibility in meeting academic, social, and emotional expectations in monitoring their self control

### **Students will:**

- Participate fully in the learning experience, including curricular, co-curricular and extra curricular activities, from the moment they are on the bus until they return home, at all district activities and events.
- Participate actively in the learning experience by being fully engaged, fully prepared, raising engaging questions, and effectively and positively communicating with all students and staff.
- Participate actively in the learning experience by sharing information about themselves—strengths, weakness, and culture to create common bonds in curricular, co-curricular and extra curricular activities.
- Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property.
- Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all and through self-control, behave in an ethical manner from the moment they are on the bus until they are returned home.

If a student demonstrates a lack of responsibility, respect, empathy or self control and disrupts the learning for other students, adults will:

- Redirect, work with and ensure that the student fully understands the expectations.
- Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations.

- Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences.
- Determine if there are extenuating physical, emotional or mental challenges.
- Submit referral as required.
- Move to remove from class, suspension, or expulsion.

## **STUDENT RIGHTS AND REPORTING**

### **Harassment and Violence Policy**

#### **I. PURPOSE**

The purpose of this policy is 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.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district 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.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. 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.

#### **III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED**

##### **A. Sexual Harassment: Definition**

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or disruptive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.

##### **B. Racial Harassment: Definition**

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or disruptive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. otherwise adversely affects an individual's employment or academic opportunities.

##### **C. Religious Harassment: Definition**

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or disruptive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.

**D. Sexual Violence: Definition**

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
  - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

**E. Racial Violence: Definition**

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

**F. Religious Violence: Definition**

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

**G. Assault: Definition**

Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another; or
3. The threat to do bodily harm to another with present ability to carry out the threat.

**IV. REPORTING PROCEDURES**

- A. Any person who believes they have been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel, should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party of the complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent
- B. In each school building: The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District: The school board hereby designates the school district Human Resources Manager as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

**V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The results of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be posted in each school building in an area accessible to pupils and staff members, and on the school district website.
- B. This policy shall appear in the student handbook.
- C. The school district will develop a method of discussing this policy with students and employees.
- D. This policy shall be periodically reviewed for compliance with state and federal law.

## **Hazing Prohibition**

- I. **PURPOSE** - The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

## **II. GENERAL STATEMENT OF POLICY -**

- No student, teacher, administrator, volunteer, contractor or other employee of the Shakopee Public Schools shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the Shakopee Public Schools shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to initiate into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

A. **“Hazing”** - 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. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

**“Student organization”** - A group, club or organization having students as its primary members or participants. It includes all grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### IV. REPORTING PROCEDURES

- Any person who believes they have been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to the School District Human Rights Officer(s) or building principal.
- The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a School District Human Rights Officer(s) or the Superintendent.
- Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.
- Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.

### V. SCHOOL DISTRICT ACTION

- 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.
- The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- 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. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

### VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### VII. DISSEMINATION OF POLICY

This policy shall appear in all staff, student and parent handbooks.

### **Notice of Nondiscrimination**

Independent School District 720 is committed to a policy on nondiscrimination. The school district will not discriminate in any matters concerning staff, students, educational programs and services and persons with whom the board does business.

In addition to compliance with all federal and state laws, the school district shall consider discrimination to be an overt or covert behavior that excludes participation in or denies the benefits derived from any educational program or employment opportunity based on race, color, creed,

religion, national origin, sex, sexual orientation, marital status, disability, status with regard to public assistance and age.

In keeping with the school district's commitment and the requirements of law, the school district will establish and maintain a program designed to identify, remediate and prevent discrimination in employment, assignment and promotion of personnel; in educational programs, services and opportunities offered students and staff; in location and use of facilities; and in educational materials.

### **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."
- "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 thereunder may be submitted in writing to the Student Family Education Rights and Privacy Office, U.S. Department of Education, Washington, DC 20202.

## **STUDENT DISCIPLINE POLICY**

Every student and employee of Shakopee High School is entitled to learn and work in a safe school environment. To ensure this, the district and school have established clear student discipline policies, consequences appropriate for the behavior, and practices to consistently apply the policies. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the discipline policy. Any behaviors prohibited by policy may result in a referral. The school district may take into account the student's disciplinary records while enrolled in SHS. Where applicable, the student will be declared ineligible for participation in activities governed by the Minnesota State High School League. Students are expected to behave in accordance with federal, state and local laws and rules, district and school policies and regulations, and in a way that respects the rights and safety of others. Students violating the law will be referred to the police. The following are school discipline policies. These discipline policies and the potential consequences apply at any time a student is present at a school location or at a school-sponsored event. Listed are the violations and the recommended consequences. The school district in its sole discretion may impose more severe consequences (i.e. expulsion) beyond those set forth in this policy based on the particular misconduct.

### **Discipline Procedures & Terminologies**

#### **Compliance Statement**

**Shakopee High School complies 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 that their rights under these policies have been violated should report the circumstances to the building principal.**

**CLOTHING:** Clothing may not include words that are lewd, obscene, disruptive, abusive, or discriminatory or which create a safety hazard, or which promotes products or activities that are illegal for minors. Dress or grooming which is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. **Students may not wear facemasks that would prevent the student from being identified.** (DUE TO COVID, Mask will be required in all indoor spaces). Students must cover their midriff, upper body (no bra straps showing) and shorts may not be shorter than arm length at their sides.

**CORPORAL PUNISHMENT:** The state law strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a student with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

**FREE SPEECH AND EXPRESSION:** Students have the right to free speech so long as speech does not violate the rights of others or the responsibilities listed below.

Students are responsible for expressing opinions, publishing written materials and distributing literature in such a manner that is not defaming, obscene, discriminatory, sexually explicit, associated with threat/hate groups, including gangs, or contains references to alcohol, chemicals, tobacco, or other products which are illegal for use by minors, that does not interfere with the rights of others or disrupt the school environment and follows school regulations regarding time, place and manner.

Students have the right of assembly within the reasonable time, place and manner restrictions of the school district. Those restrictions will be made available to all students before they are enforced.

**LOCKER POLICY:** It is the policy of District 720 and the state of Minnesota (MS127.47) that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant. The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

**MODIFICATION OF CONSEQUENCES:** Consequences for a specific violation may be adjusted on an individual basis.

**PARENTAL/GUARDIAN QUESTIONS ABOUT DISCIPLINE:** Parents may contact building administrators to discuss an infraction and/or consequence assigned if they have questions regarding the situation.

**PHYSICAL RESTRAINT:** Physical restraint may be used by administrators, teachers and/or other staff only where it is necessary to use reasonable force to keep a student from injuring themselves, others, or property.

**POLICE LIAISON OFFICER:** Police liaison officers work as school agents. When an offense is committed they may interview a student before calling a parent or legal guardian.

**POLICE REFERRAL:** Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police.

**PUBLICATION OF DISCIPLINE POLICY:** Each school will include the district-wide discipline policy along with their building-level discipline policy to make-up their overall building discipline policy. Students and parents or guardians will be informed of the discipline policy at the beginning of the school year or when they enroll in Shakopee Public Schools.

**RECOMMENDATION FOR EXPULSION:** Expulsion is a legal act which may be taken by the school board, not principals. That is why a meeting is held at the district level before such action is taken by the school board.

**SCHOOL LOCATION:** Includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrance or departure from school premises or events, and all school related functions.

**SCHOOL PERSONNEL:** Any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

**SCHOOL ORGANIZATION:** A group, club organization having students as its primary members or participants.

**SCHOOL TRANSFER:** Transfer from the student's home school to another similar district school.

**SCHOOL ZONE:** (MN Statute 152.01 Subd 14a.) – (1) any property owned, leased, or controlled by a school district or an organization operating a nonpublic school, as defined in section 123B.41, subdivision 9, where an elementary, middle, secondary school, secondary vocational center or other school providing educational services in grade one through grade twelve is located, or used for education purposes, or where extracurricular or co-curricular activities are regularly provided; (2) the area surrounding school property as described in clause (1) to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property; and (3) the area within a school bus when the bus is being used to transport one or more elementary or secondary school students.

**SEARCH AND SEIZURE:** Our goal is to maintain a safe environment for students, one that is free of drugs and weapons. To accomplish this goal we must, when given cause, search students, lockers and vehicles on the school grounds. School officials may conduct the search or the school may use drug sniffing dogs to conduct the search. ***Students are advised that cameras provide video surveillance in the building and the parking lot.***

School lockers remain the property of the school and may be inspected at any time without notice, without student consent, and without a search warrant. Personal possessions within the locker may be searched only when school officials have a suspicion that the search will uncover evidence of a violation of law or a school rule. Students will be notified of a search of their personal possessions as soon as possible following a search. In most cases, contraband will be turned over to the police.

Student vehicles may be searched based on observation of contraband in the vehicle or suspicion that the search will uncover evidence of a violation of law or a school rule. The student who drove the vehicle to school will be held responsible for the contraband and face school disciplinary action. In most cases, contraband will be turned over to the police.

When a student's locker or vehicle is searched, the parent/guardian of the student will be contacted.

Under the threat of immediate danger, locker(s) and other areas will be searched immediately.

**SEARCH OF VEHICLES:** By entering the school parking lot, the person driving any vehicle is deemed to consent to a complete search of the vehicle for any reason. Such search may be conducted by school officials including the school custodian or by law enforcement officers at the school's request. The area of search will include the entire passenger compartment, engine compartment, trunk and undercarriage, and all containers therein, locked or unlocked.

**SPECIAL EDUCATION/STUDENTS WITH DISABILITIES:** Consequences for students with disabilities will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or 504 Plan.

**UNDER THE INFLUENCE:** The following behaviors would indicate that a student is "under the influence": smells of alcohol or drugs, physical appearance (red eyes), incoherent, staggering or unsteady walk, slurred speech or comatose. A school authority will check for signs.

**UNIQUE SITUATIONS:** Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Consequences can range from those assigned by a building administrator up to and including recommendation of expulsion.

## Pupil Fair Dismissal Act

See "Suspension and Expulsion Procedures" listed below.

### Suspension and Expulsion Procedures

- I. The staff shall recognize its continuing responsibility for the education of the pupil during the dismissal period to help prepare them for readmission.
- II. **DEFINITIONS:**
  - A. **BULLYING:** Intimidating, threatening, abusive, or harming conduct that is objectively offensive and : a) There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or b) 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, service, or privileges.
  - B. **CYBERBULLYING:** Bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
  - C. **DISMISSAL:** "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, a suspension.
  - D. **DISTRICT:** "District" Independent School District No. 720.
  - E. **DRUG PARAPHERNALIA:** all equipment, products and materials of any kind which are knowingly or intentionally used primarily in manufacturing a controlled substance; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; testing the strength, effectiveness, or purity of a controlled substance; or enhancing the effect of a controlled substance.
  - F. **EXCLUSION:** "Exclusion" means an action taken by a school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.
  - G. **EXPULSION:** "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.
  - H. **GANG:** any ongoing organization, association or group, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in a pattern of gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same gang.
  - I. **GANG-LIKE ACTIVITY:** any conduct engaged in by a student on behalf of any gang, to perpetuate the existence of any gang, to affect the common purpose and design of any gang and/or to represent a gang affiliation, loyalty or membership in any way while in a school location. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against their will in furtherance of the common purpose and design of any gang.
  - J. **HAZING:** committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity.
  - K. **PARENT:** "Parent" means (a) one of the pupil's parents, or (b) in the case of divorce, legal separation or illegitimacy, the custodial parent.
  - L. **PUPIL:** "Pupil" means any handicapped or non-handicapped student under 21 years of age eligible to attend a public elementary or secondary school within the district.
  - M. **SCHOOL:** "School" means any school as defined in Minnesota Statutes, Section 120A.05.
  - N. **SCHOOL BOARD:** "School board" means the governing body of the school district.
  - O. **SUSPENSION:** "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than five days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission shall include, where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around them. In no event shall suspension exceed 15 school days, provided that a suspension exceeds five days.
- III. **Pre-Condition to Dismissal (Suspension exceeding 5 days, exclusion or expulsion.)**

No school shall dismiss any pupil without attempting to provide alternative programs or education prior to dismissal proceedings. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

#### IV. Grounds for Dismissal.

##### A. Statutory Grounds. A student may be dismissed on the following grounds:

1. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. School Board Regulation.
  - a. Incorporation of conduct regulation. The School Board of Independent School District No. 720, in adopting this policy, hereby adopts and incorporates into the policy the following school board regulation relative to student behavior.
  - b. Forbidden Conduct. Any pupil who willfully engages in any of the following conduct at school, at school activities, on a school bus, or on school grounds shall be subject to discipline including dismissal from school.
    - i. Possesses, sells, consumes or is under the influence of alcohol or unauthorized drugs or controlled substances or possesses or sells equipment intended for use in connection with consumption of the same;
    - ii. Uses smoking materials; engages in the illegal possession, sale or consumption of tobacco; or otherwise violates a school rule with respect to smoking tobacco;
    - iii. Is absent without excuse from school or class with or without the knowledge of any parent or guardian.
    - iv. Destroys or damages the property of another;
    - v. Takes or keeps the property of another;
    - vi. Refuses to obey a school or school district regulation, or a directive of any person in a position of authority;
    - vii. Physically or verbally abuses another person;
    - viii. Possesses a weapon as defined by law;
    - ix. Extorts, or attempts to extort, threatens to extort, harass or terrorize another person;
    - x. Violates a state or federal statute; or local ordinance;
    - xi. Engages in conduct that materially and substantially disrupts the education process;
    - xii. Engages in conduct that endangers the pupil or another person, or the property of the school or of another person;
    - xiii. Violates any other rules or regulations of the school district.

#### V. Suspension

##### A. Pre-Condition

No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to persons or property around them.

##### B. Procedures

1. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of this Act, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon their parent or guardian by the certified mail within 48 hours of the conference. In the event the pupil is suspended without an informal administrative conference on the ground that the pupil will create an immediate and substantial danger to persons or property around them, the written notice shall be served either personally or by certified mail upon the pupil and their parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing.
2. Notwithstanding the provisions of Part V, A and B, the pupil may be suspended pending the school board's decision in the expulsion hearing; provided that an alternative program shall be implemented to the extent that suspension exceeds five days.
3. A student will be readmitted to school following the expiration of the suspension, unless expulsion proceedings have been commenced.

#### VI. Expulsion

##### A. Pre-Condition

No exclusion or expulsion shall be imposed without a hearing unless the pupil and parent or guardian waives the right to a hearing in writing. The school board or its agent shall initiate the action.

##### B. Notice. Written notice of intent to exclude or expel shall:

- a. Be served upon the pupil and their parent or guardian by certified mail;
- b. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- c. State the date, time and place of the hearing;
- d. Be accompanied by a copy of the Pupil Fair Dismissal Act;
- e. Describe alternative educational programs afforded the pupil prior to the commencement of the expulsion or exclusion proceedings; and
- f. Inform the pupil and parent or guardian of the right to:
  1. have legal counsel at the hearing;
  2. examine the pupil's records before the hearing;
  3. present evidence; and

4. confront and cross-examine witnesses.

- C. Hearing Scheduled. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is required for good cause by the school board, pupil, parent or guardian.
- D. Hearings: Open or Closed. The hearing shall be closed unless the pupil, parent, or guardian requests an open hearing.
- E. Hearing: Time and Place. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.
- F. Right of Representation. The pupil shall have the right to a representative of their own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.
- G. Hearing: By Whom. The hearing shall take place before:
  - a. An independent hearing officer;
  - b. A member of the school board;
  - c. A committee of the school board; or
  - d. The full school board; as determined by the board.
- H. Proceedings Recorded. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.
- I. Access to Records. At a reasonable time prior to the hearing, the pupil, parent or guardian or their representative shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.
- J. Witnesses, Confrontation, Cross-Examination. The pupil, parent or guardian or their representative shall have the right to compel the attendance of any official employee or agent of the public system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and cross-examine any witnesses testifying for the public school system.
- K. Right to Present Evidence. The pupil, parent or guardian or their representative shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- L. Not Compelled to Testify. The pupil cannot be compelled to testify in the dismissal proceedings.
- M. Substantial Evidence. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.
- N. Decision. The decision by the school board shall be based upon the recommendation of the hearing officer or the school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the Commissioner of Education of the basis and reason for the decision.

#### VII. Other Reports and Notice Requirements

##### A. Report to Service Agency

The school board shall report any action taken pursuant to this Act to the appropriate public service agency, when the pupil is under the supervision of such agency.

##### B. Report to Commissioner of Education

The school board shall report each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. The report shall include a statement of alternative programs of education accorded the pupil prior to the commencement of exclusion or expulsion proceedings.

##### C. Notice of Right to be Reinstated

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, the pupil and their parents shall be informed by certified mail of the pupil's right to attend and to be reinstated in the public school.

#### VIII. Non-Credit Programs

The procedure required by this policy need not be observed in connection with discipline related solely to school programs and activities for which no credit is granted.

#### IX. Responsibilities

##### A. Evaluation

1. The Board of Education will periodically review and consider changes in the specific regulation submitted by each school or department.
2. Prior to submission to the board and superintendent, the building principal or department head, in cooperation with staff and students, will review rules and regulations.

##### B. Enforcement

1. All the adult building personnel are responsible for the consistent enforcement of school rules and regulations.
2. The building principal will suspend and only the principal will initiate expulsion or exclusions.

##### C. Communication

1. It will be the responsibility of the principal to see that each student is given a copy of the building rules and regulations.
2. All rules and regulations will be reviewed with students as to their content and intent.

3. A copy of each building's rules and regulations will be provided to parents.

X. Incorporation of Dismissal Act: Controlling Effect

The Pupil Fair Dismissal Act, M.S. 121A.40-56 is attached to and made a part of this policy. To the extent this policy is inconsistent with the Pupil Fair Dismissal Act, the Act is controlling.

**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.

**Use of Reasonable Force**

"A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes §121A.582 and other laws."

**MISCELLANEOUS**

**Announcements**

Announcements for the student body are to be turned in to the Main Office by 1:00 pm on the day before the announcement is to be made; they should be signed and approved by an advisor or coach. The announcements will be posted throughout the building and on the high school website. It is the responsibility of students who are attending classes outside of the high school to read the posted announcements.

**Emergency Planning - Fire Drills and Tornado Drills**

Posted in each room is a notice related to evacuation and shelter in the event of an emergency. FOLLOW THESE DIRECTIONS unless an emergency causes other directions to be given. When exiting the building, move promptly, but without running. Keep orderly lines. All students and all school employees are to leave the building and are not to return until the all clear is given. Those leaving the building first are to go 300 feet away from the building.

In the case of a tornado drill or warning, a steady bell will be heard. Teachers will direct students to follow the signs posted in each room.

**Emergency Planning - Lockdowns and emergencies within the building**

It may become necessary to evacuate or lockdown the building because of an emergency. You will be notified of such an emergency over the P.A. or by your classroom teacher. All students are expected to follow the emergency directions given by adult supervisors. Emergency evacuation and lockdown procedures will be practiced.

**Emergency Planning - Weather Emergencies**

Here in the upper Midwest from time to time we have weather conditions that cause school to begin late or to be cancelled completely for the day. The official radio station carrying such information is WCCO (830 AM). Please listen to this station, check the website, and DO NOT CALL THE SCHOOL. For most emergencies, an automated call will be sent to homes.

**Money/Valuables**

DO NOT bring excess money or valuables to school. The safety of these items canNOT be guaranteed. Also note - for security purposes, **the Main Office does NOT keep cash in the office.** Please bring exact amounts when paying classroom fees or one dollar bills or coins for vending machines.

**Moving**

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

withdrawal, please note expectations in the Academics section of the handbook related to **Withdrawal Procedures**.

### **Parents as Partners**

Volunteers are important partners in the education of our students and there are many times that we need parent volunteers. Please consider sharing your time with the students and staff. We realize that volunteering takes a different form at the High School level because of the unique characteristics of adolescent students. Be assured, though, that your participation is needed and benefits everyone - students, school, community and you.

There are many ways you can be involved at the Shakopee High School including the following volunteer opportunities:

- **Community Resource Speaker:** Add your name to our file of community members willing to speak to classes about their occupation, hobby, ethnic heritage or travel experience. Share your first-hand knowledge with students and enrich their learning.
- **Tutor:** Work with individual students, under the supervision of a teacher, to reinforce math, spelling, reading or writing skills.
- **Learning Commons Support:** Shelve books or assist students with research projects.
- **Career Center:** Help students' access career, college and scholarship information.
- **Special Projects:** Assist office staff with bulk mailings or special events.
- **Athletics Events Volunteer:** Help at three athletic events and receive an activity pass.
- **Band Boosters:** Provide support for the band program and assist with band fundraising efforts.
- **Dollars for Scholars:** Assist with coordinating the annual community drive for scholarship funds.
- **Senior Class Party:** Help plan and coordinate the all-night graduation party. Planned and staffed entirely by parents and community members.
- **Lunchroom Helper:** Assist staff with lunchroom procedures

For more information about volunteer opportunities, contact the High School Main Office at 952-496-5152.

# STATEWIDE TESTING



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"><li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.</li><li>• Majority of students take the MCA.</li><li>• MTAS is an option for students with the most significant cognitive disabilities.</li></ul>	<ul style="list-style-type: none"><li>• Based on the WIDA English Language Development Standards.</li><li>• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.</li><li>• Majority of English learners take ACCESS for ELLs.</li><li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li></ul>

### Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

### Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

### What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

### When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

### When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

### How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

### Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

### Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_ to 20\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

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

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

Posted May 2019

## **EXTRA-CURRICULAR ACTIVITIES & ATHLETICS**

### **Academic Policy for Eligibility**

It shall be the policy of Independent School District No. 720 to encourage its students to participate in co-curricular activities in order to enhance their total education. Keeping in mind, however, that their academic progress toward graduation is of the prime interest, any student of Shakopee High School desiring to participate in a co-curricular activity must be making satisfactory progress toward graduation in order to be eligible for such participation.

Credits Summary for 2020-2021. Credit table will be updated yearly until 2023.

2020-2021	Credits to start	After 1st quarter	After 2nd quarter	After 3rd quarter
9th	0	3	6	10
10th	14	17	21	25
11th	20	24	28	32
12th	36	40	44	48

If a student does not follow this Shakopee High School credit plan, the student must be on track to graduate with their cohort.

At the beginning of each season:

- To participate in sports, clubs or activities, students need to be on track to graduate through the earning of credits. See chart above to determine eligibility to participate.
- Students who are academically ineligible for the season will be notified by the activities office.

During each semester:

- Shakopee teachers update grades bi-weekly.
- The Activities Office/Coaches/Advisors are to review this information weekly and students who have a failing grade(s) become temporarily ineligible to participate in contests until all grades are passing or they demonstrate commitment to improving their grades through an eligibility "ticket" available online or in the Activities Office.
- Students are expected to continue to participate in practice/rehearsal while improving their grades.

### **Activities – General Information**

Shakopee High School has an extensive activities program. This includes athletics, band and vocal groups, clubs, drama, yearbook, speech, and academic competition teams. All students are encouraged to become involved in activities. Activities make high school both more enjoyable and more meaningful. All of these activities are under the direction of the Activities and Athletics Directors.

All activities, whether associated with the Minnesota State High School League (MSHSL) or not, will follow the rules for eligibility set down by the MSHSL. All activities will follow the rules for academic eligibility as set down by the school. Students wishing to become involved in an activity should listen for announcements, attend organization meetings and/or talk to the coach/director.

### **Join**

Shakopee offers a variety of activities for High School students.

In order to participate in **athletics**, two things must be completed. The online registration must be submitted and the Activities Office must have a current sports physical on file for you. There is also a registration fee for 9-12<sup>th</sup> grade sports of \$150 that gets paid through the online registration system. Here is a list of all of our athletics-

#### **Fall**

Girls Volleyball  
Boys & Girls Soccer  
Girls Tennis  
Girls Swim & Dive  
Boys & Girls Cross Country  
Football  
Cheerleading  
Adapted Soccer  
Performance Dance

#### **Winter**

Boys Wrestling  
Boys Swim & Dive  
Boys & Girls Basketball  
Boys & Girls Hockey  
Dance  
Cheerleading

#### **Spring**

Girls Softball  
Boys Baseball  
Boys & Girls Track & Field  
Boys Tennis  
Boys & Girls Golf  
Boys & Girls Lacrosse  
Adapted Softball

In order to participate in **Fine Arts or Instructional Competitive Activities**, only the online registration must be submitted. There is also a registration fee for these activities that gets paid through the online registration system. Here is a list of all of our activities that require registration along with their associated fees-

Band (\$85)	Knowledge Bowl (\$85)	DECA (\$150)
Choir (\$85)	Math League (\$85)	
Drama (\$85)	Robotics (\$150)	
HOSA-Health Occupations Students of America (\$85)	Speech (\$150)	

If a student participates in both Band and Choir, the \$85 is only paid once.

The Drama fee is paid by those only on stage with speaking roles, although we do ask that everyone participating registers. Drama participants must register for each production throughout the school year.

In order to participate in any other **activity or club**, no registration through the Activities Office is required. For the most accurate list of District approved clubs, please go to [www.shakopeesabers.com](http://www.shakopeesabers.com).

### **Support**

Shakopee also has free student admission to athletic and activity events! All students get into home events for free with a student ID. K-8<sup>th</sup> grade will need to attend with a paid adult, but 9-12<sup>th</sup> are allowed to come by themselves. Student IDs will be issued to every student in the district at the beginning of the school year. Until the current IDs come in, students may still get into games by using an ID from the previous year. If no ID is present, the student ticket fee is \$5. As always, children below Kindergarten get in for free. This is a great opportunity for students to come to games to support Shakopee!

### **Activity Participation and Attendance**

To participate in and/or attend school activities, students must be in regular attendance during the school day. (See the Attendance Procedures for Students. Students who have an unauthorized absence during the day may not participate in activities after school.)

Students who are in an in-school or out-of-school suspension may not attend or participate in activities on the day(s) of the suspension.

If you have a question on an absence and activity participation, see your counselor, the Activities Director, or the Principal.

### **Spectator Expectations at Co-Curricular Events**

- We welcome enthusiastic fans that come to watch the game/performance and encourage our team/performers. Good sportsmanship is our goal and our trademark.
- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not possible, please enter quietly at an appropriate time, such as a scene change or after the first musical selection.
- Running, throwing candy, or horseplay, like grabbing hats or playing catch in crowded areas is both annoying and dangerous. Spectators that endanger themselves or others by their behavior will be ejected from the event.
- If you need to leave a performance, wait for an appropriate time and leave quietly using extreme care to not let the auditorium doors slam.
- We thank fans for patronizing our concession stand. Remember that rude behavior such as cutting in line or speaking rudely to those working there is not acceptable.
- Only **covered beverages** are allowed in the gymnasium. No food or beverages are allowed in the auditorium.
- Please refrain from loud behavior that would be distracting to the performers and the other audience members at fine arts activities.
- Applause is appropriate when music groups enter and exit the stage and after each selection during a musical performance. However, songs that have more than one movement do not require applause until the end of the final movement when the conductor steps off the podium. During theatrical performances, applause is appropriate at the end of scenes and acts, after songs (musical only), and at the end of the performance.
- Toys should be left at home. Game balls must be left at the gate.
- We expect spectators to address volunteers, supervisors and each other respectfully. Disruptive language has no place at Shakopee Saber activities.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 720 activity. Violators may be subject to state and/or federal law.
- Banners and signs are not permitted, except those done by cheerleaders or those otherwise approved by school officials. Signs are to be designed to promote positive, enthusiastic support.
- Use of noisemakers, horns whistles or other artificial attention-getters is not permitted by the South Suburban Conference.

The Shakopee School District operates under a set of Community Values. Two of those values are responsibility and respect for others. We are asking that as a parent you review these values with your children before they attend any sports or fine arts activity.

## **Sportsmanship Expectations**

Shakopee School District students are expected to demonstrate socially accepted behavior. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as role models for younger students, proper conduct and abiding by school rules, Minnesota State High School League rules and local and state laws is expected of all students involved in co-curricular activities.

Students representing Shakopee High School are expected to conduct themselves in a manner that will not cause the school, parents, our community, any team/group or coaches/advisors embarrassment. This applies whenever the student is part of any activity, either athletic or non-athletic, before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity. Parents, who are role models for their children, are also expected to display positive sportsmanship at all athletic contests. The South Suburban Conference has established a sportsmanship credo which ALL individuals are expected to follow.

Any acts of student misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. Students will be disciplined for misbehavior at both home and away events. The Minnesota State High School League's Code of Responsibility allows school authorities to discipline students for violation of League rules.

Disciplinary action may include: a conference with the coach/Activities Director/principal, a meeting with parents and possibly either suspension or dismissal from the team or activity. Other appropriate disciplinary action may be taken by the school administration. This could include detention, suspension, exclusion from school activities and/or expulsion.

In addition, coaches/advisors may establish their own specific policies. These policies should be presented to players and parents at the beginning of the season and are subject to the approval of the Activities Director.

## **Acceptable and Unacceptable Behavior Standards as Specified by the National Federation of State High School Associations**

<b>Acceptable</b>	<b>Unacceptable</b>
Applause during introduction of players, coaches and officials.	Yelling or waving arms to distract or interfere, such as during an opponent's free-throw attempt.
Players shaking hands with an opponent who leaves a contest while both sets of fans recognize player's performance with applause	Disrespectful or derogatory yells, chants, songs, or gestures.
Accept all decisions of officials.	Booing or heckling an official's decision.
Cheerleaders lead fans in positive school yells in a positive manner.	Criticizing officials in any way; displays of temper with an official's call.
Handshakes between participants and coaches at the end of a contest, regardless of outcome.	Yells that antagonize opponents.
Treat competition as a game, not war.	Refusing to shake hands or give recognition for good performances.
Coaches/players search out opposing participants to recognize them for an outstanding performance or coaching.	Blaming loss of game on officials, coaches, or participants.
Applause at the end of a contest for the performances of all participants.	Laughing, waving arms or name-calling to distract an opponent, which may lead to ejection and further action.
Everyone showing concern for injured players, regardless of the team.	Use of profanity or displays that draw attention away from the game.
Encourage surrounding people to display only sportsmanlike conduct.	Doing individual yells instead of following the lead of cheerleaders.

## **State Tournament Dismissal (General Guidelines)**

Students will be dismissed for state tournaments in which Shakopee teams or individuals participate. Dismissal procedures, times and deadlines will depend on each tournament and game time.

For the full Activities Handbook, please visit [www.shakopeesabers.com](http://www.shakopeesabers.com).

Procedures found in this handbook are subject to change.

A website link will be handed out during Saber Time for students to sign after teachers review specific parts of the handbook.

**Significant changes to the Student Handbook for 2020-21 School Year**

\*beyond date and name changes

PAGE	CHANGE/UPDATE
Entire handbook	Removal of him/her to incorporate more inclusive language for all students no matter how they identify.
10	Request for academy placement - 9th graders will no longer be allowed to request a change right after they have chosen their academy during the 9th grade year.
30	The compliance statement was moved to the start, bolded and increased in font size, in the discipline procedures & terminologies section. As a result of our nation's unrest, and the fact, within our student population and community, we are seeing more concerns around race, our administration team will be highlighting this statement to our students to not only state our beliefs but to also continue learning and conversations that support learning and constructive dialogue.
30	In the clothing section. A strike through has been made for wearing masks during the 20-21 school year, as wearing masks have been mandated for all indoors spaces by the governor. Mask expectations will be noted on the COVID addendum that will be provided to all students/staff at teh beginning of the school year.
30	Free Speech and Expression section was added to specifically call out student rights and responsibilities
*	<p>The guidelines for Shakopee HS student behavioral expectations and consequences will no longer be posted on the district/HS website. The matrix will serve as a guideline for administrators when dealing with behavior issues.</p> <ul style="list-style-type: none"> <li>- Administration across both middle schools, HS and TLC reviewed and made these changes to be better aligned across the district.</li> </ul> <p>A focus this year has been to minimize suspensions in the consequences section and instead increase restorative justice practices and education/learning for students when expectations are not followed.</p>
*	COVID updates, expectations and procedures will be shared via an addendum page covering all items related to COVID



## **Dental Care for our Shakopee students without access to care**

Shakopee schools has 3,160 students, ages 3-18 who are on Medical Assistance. It is estimated that only 1/3 of those students are receiving dental care (County data) even with two new dental clinics in the county, one in Shakopee and one in Jordan that see children on Medical Assistance. Additionally we value the dental care provided by Children's Dental Services (a non-profit that comes to the CAP agency) on a sliding scale or Medical Assistance basis. CDS also provides in school dental screening and care, most recently in the Early Childhood programs.

Some parents have relayed to us that they are on multiple waiting lists to receive dental care. Many of our students go without dental care and miss school due to dental pain. With the hiatus of dental care during dental clinic shutdown due to COVID-19, even more students need dental care.

We were fortunate to have a partnership with Operation Grace MN from 2017-2019. They provided free dental care to our students with full clinics every time. But, because it was free care, it was not sustainable and Operation Grace ceased providing services last year.

A new partnership with Doorstep Healthcare is being proposed. This organization purchased the Li'l Flossie van pictured above which can be parked outside the High School or West Middle School utilizing the special electrical outlet that is needed for the van. All care can be provided in the van. They do have the capacity to bill Medical Assistance so have the ability to stay in business. They have a long track record of providing dental care in a variety of venues. This is one of their first partnerships with a school district. In Scott County this summer Doorstep Healthcare has already offered dental clinics at Scott County Fairgrounds and in August will be at New Prague City Hall, Shakopee's Huber Park and Lions Park. Darcy Maskevich, Public Health Nurse with Scott County has been key in organizing the outreach efforts for these summer clinics.

We are asking that the school board approve a Memorandum of Understanding with Doorstep Healthcare.

I am pleased to introduce two staff from Doorstep Healthcare, Mark Meyers, Director of Operations, RaeAnn Swanson, Dental Hygienist. We worked with RaeAnn when she was with Operation Grace. She brings to the table the lessons of successful dental partnership.

Peggy Nerdahl, RN, MSN, PNP, PHN, Supervisor of Health Services, 952-496-5070



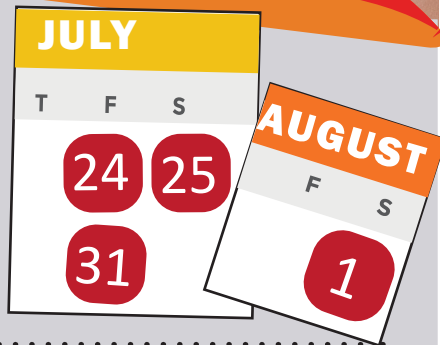
# Doorstep Mobile Dental Coming to Scott County

Child and Teen Checkups 

## Scott County Fairgrounds

7151 190th St W.  
Jordan, MN

July 24, 25, 31,  
and Aug. 1



## New Prague City Hall

118 Central Ave. N.  
New Prague, MN

August 4-7

## Huber Park, Shakopee

150 Fillmore St. N.  
Shakopee, MN

August 11-14



## Lions Park, Shakopee

1103 Adams St. S.  
Shakopee, MN

August 18-21



## Clinic Details

- Open 9am-3pm
- Serving people ages 3-20
- Major insurance plus all Medical Assistance plans accepted



To schedule an appointment for one of these clinics, call  
(English) 763-541-6000 (Spanish) 612-704-8909



# Doorstep Mobile Dental Ilega al Condado Scott

**Child and Teen  
Checkups** 

## Scott County Fairgrounds

7151 190th St W.  
Jordan, MN

**24, 25, 31 de Julio  
y 1ero de Agosto**



## Detalles de la Clínica

- Abierto de 9am- 3pm
- Sirviendo a las personas de 3 a 20 años
- Se aceptan aseguranzas mayores y todos los planes de asistencia medica



## New Prague City Hall

118 Central Ave. N.  
New Prague, MN

**4-7 de Agosto**

## Huber Park en Shakopee

150 Fillmore St. N.  
Shakopee, MN

**11-14 de Agosto**



## Lions Park en Shakopee

1103 Adams St. S.  
Shakopee, MN

**18-21 de Agosto**



Para programar una cita en unas de estas clínicas  
(Español) 612-704-8909 (Inglés) 763-541-6000



## **Agreement to Provide On-site Dental Care**

This is an agreement between Doorstep Healthcare Services, Inc, known herein as the Service Corporation and Shakopee Public Schools , referred to as the Facility; agreed to this date of \_\_\_\_\_ for the purpose of providing dental care to the Students of the facility.

Whereas the students of the Facility have need of dental services, and the students may find it to their benefit to have that care delivered in the Facility they attend, the Service Corporation and the Facility agree to the following provisions:

The Service Corporation:

1. will provide regular, scheduled, on-site visits (of a frequency to be mutually agreed by Service Corporation and Facility) to deliver dental services for those Students in need of such care from Service Corporation.
2. will provide all necessary staff, equipment, and supplies to provide full service dental care to the students of the Facility and all of our staff with have state background checks.
3. will maintain all dental records and provide appropriate copies of services rendered to the students parent/ guardian to be filed in the students dental record.
4. will be responsible for all financial activity between the student of the Facility and the Service Corporation, including submitting costs for insurance and other third party payers.
5. will provide professional liability insurance for all dentists employed by the Service Corporation with benefits of at least one million/three million dollars.
6. will provide for the proper, legal disposition of all ‘sharps material’.
7. will be responsible for its employees leaving the area used by the Service Corporation in reasonably clean condition. All refuse will be appropriately dealt with.
8. will comply with the applicable provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, (“HIPAA”) and the regulations promulgated there under by the U.S. Department of Health and Human Services (the Privacy Rule”).
9. will ensure that all dentists providing services to Facility’s residents on behalf

of the Service Corporation maintain any required licensures for the performance of the services.

10. Will comply with our COVID plan and adjust our COVID plan based on state, local, ADA and Minnesota Dental Association

The Facility:

1. will provide an area, mutually agreed upon by the Service Corporation and the Facility, to set up the Service Corporation's equipment. This area will be provided in a clean condition appropriate for delivering a health service. This will include access to a 50 amp power outlet (details of need included on the electrical specs document included)
2. will provide a 'contact person' who will confirm dates when the Service Corporation will visit the Facility. Further, this person will work with a Service Corporation employee to prepare each student to be available for care as mutually agreed upon. Further, this person will coordinate the Facility's getting and making record of such approvals and directions as may be necessary for the student's care from the physician's office and communicating such approvals and directions to the Service Corporation's business office.
3. will arrange for students receiving services from Service Corporation to be available for visits at scheduled times and escorted to the dental site. If fewer than 30 students are scheduled for the initial assessment visit or fewer than 20 students are scheduled for subsequent visits, Facility understands that Service Corporation will likely exercise its right to terminate this Agreement as provided below.
4. will pay a fee of \$0 per visit to the Service Corporation to help defray the cost of transporting the service corporation's staff and equipment to the Facility. The service corporation will submit a statement of this charge to the facility monthly when such fee is due.
5. will allow the Service Corporation's employees to put any materials deemed to be hazardous or infectious in nature in the Facility's appropriate disposal containers. It is understood that very little refuse from the delivery of general dental services qualifies as hazardous or infectious in nature.

This Agreement shall be for an initial term of one (1) year, and shall automatically renew each year thereafter for additional terms of one (1) year each. Notwithstanding the foregoing, either party may terminate this Agreement at any time without cause by giving the other party at least thirty (30) days' prior written notice, which notice shall specify the effective date of termination.

It is further understood that the Service Corporation cannot provide on-site emergency service when the Service Corporation is not at the Facility for scheduled visits. The Facility is encouraged to find a local dentist who may be able to provide such service on those few occasions when it is appropriate. The Service Corporation will be available for telephone consult to serve patients of record of the Service Corporation as needed.

Service Corporation's appointment and actions pursuant to this Agreement are in the status of an independent contractor. As such, Facility has no liability as an employer for pay, employment benefits, worker's compensation insurance, or unemployment insurance in relation to the provision of the services under this Agreement. Service Corporation and Facility acknowledge and agree that neither is the employee or the employer of the other.

This provision will only be effective if this Agreement or if any service provided under this Agreement is subject to regulations promulgated by the Center for Medicare and Medicaid Services, 42 C.F. R. §§ 420.300-.304, implementing 42 U.S.C. § 1395x(v)(1)(I). Facility and Service Corporation agree, until the expiration of 4 years after the furnishing of services pursuant to the Agreement, to make available, upon request, to the Secretary of the Department of Health and Human Services, the Comptroller General of the the United States, or any of their duly authorized representatives, this Agreement and the books, documents, and records that are necessary to verify the nature and extent of the cost of such services, in accordance with the requirements and procedures set forth in 42 C.F.R. §§ 420.300-.304. If Service Corporation carries out any of its duties hereunder through a subcontract with a related organization as defined in 42 C.F. R. §420.301 having a value or cost of \$10,000 or more over a 12 month period, such subcontract will contain a clause to the effect that, until the expiration of 4 years after the furnishing of such services pursuant to such subcontract, the related organization will make available, upon written request, to the Secretary or, upon request, to the Comptroller General, or any of their duty authorized representatives, the subcontract and the books, documents, and records of such organization that re necessary to verify the nature and extent of the cost of such services, in accordance with the requirements and procedures set forth in 42 C.F.R. §§ 420.300-.304.

Each party to this Agreement agrees to indemnify and hold the other party harmless from all claims, suits, judgments and demands arising from the indemnifying party's negligent and/or intentional acts and omissions in the performance of the duties prescribed in this Agreement. Each party shall give the other party reasonable written notice of any claim, suit or demand which may be subject to this provision.

All services provided under this Agreement shall be provided without regard to the race, color, creed, sex, age, disability status, national origin, or other protected class of the person receiving such services.

Service Corporation and Facility hereby covenant that in performing their respective

obligations under this Agreement, they will comply in all material respects with all applicable statutes, regulations, rules, orders, ordinances and other laws of any governmental entity to which the Agreement and the parties' obligations under this Agreement are subject with respect to healthcare regulatory matters (including but not limited to the statutes commonly referred to as the "Medicare and Medicaid Exclusion Statute, the "Civil Money Penalties Statute," the "Federal Anti-Kickback Statute," and the Federal False Claims Act) ("Healthcare Laws"). Service Corporation and Facility hereby represent and warrant that, to their best knowledge, no circumstances currently exist with can reasonably be expected to result in a material violation of any Healthcare Law by Service Corporation or Facility in connection with, or which can reasonably be expected to affect, their respective performance under this Agreement. Service Corporation and Facility hereby certify that they will not violate the Anti-Kickback Statute (42 U.S.C. §1320a-7b(b)) with respect to their performance under this Agreement.

No party will have the right to assign its rights and obligations under this Agreement without the prior written consent of the other party.

No amendment, modification, or waiver of any condition or term of this Agreement will be valid or of any effect unless made in writing signed by Services Corporation and Facility.

This Agreement constitutes the entire agreement between the parties as to the subject matter of this Agreement. Any statements, promises, or agreements made by either party and related to the subject matter of the Agreement that are not in writing will not be valid or binding on either party. No party has relied on any verbal representations, promises, or understandings not expressly set forth in this Agreement.

Any party's failure to enforce any provision of this Agreement against the other party shall not be construed as a waiver so as to excuse the other party from future performance of that provision or any other provision.

This Agreement is to be governed by, construed, and enforced in accordance with the laws of the State of Minnesota.

Nothing in this Agreement shall abridge the right of residents to choose their own dental provider.

\_\_\_\_\_  
Facility Representative Signature      Date      Print Name

\_\_\_\_\_  
Doorstep Healthcare Signature      Date      Print Name





# Return to School

Key Highlights of Learning Plans



# Shakopee School - IHD



# Critical Components

- Middle School Schedule
- Grading and Assessment
- Attendance (variety of ways)
- Online Student Support Systems
- Student Orientation (Relationships and Routines)
- Family Orientation
- Early Professional Development for Teachers



# Distance Learning 2.0

- ▶ Daily Synchronous (Live) instruction and interaction with students
  - ▶ Secondary
  - ▶ Elementary
- ▶ Technology
  - ▶ SeeSaw
  - ▶ CANVAS



# Hybrid Learning

- A/B rotation
- Elementary Schedule
- Kindergarten
- Unique Learners



# Shakopee Online

- Purpose of Program
- Program Components
  - Elementary
  - Middle School
  - High School



# Thank You

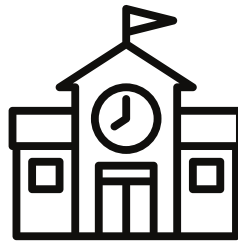
- Teachers
- Principals
- District Administration
- Teaching, Learning and Equity Department



# QUESTIONS

# HEALTH, SAFETY AND OPERATIONS

## PHYSICAL SPACES



### Sanitizing

- Sanitizing supplies in every room
- ??Cleaning & sanitizing desks/chairs/tables at the end of each class
- Updated routines. High-touch surfaces cleaned multiple times everyday

### Creating space for distancing

- Removing furniture
- Reconfiguring work spaces
- Reconfiguring classrooms

### Drinking Fountains

- Bottle filling only

### Signage

- Safety signage for hand hygiene, physical distancing and symptoms

### Floor

- 6 foot separation stickers in high traffic areas

### Playground Plan

- Playgrounds will be divided into sections and classrooms will be assigned a section. Sections will be rotated each day.
- Students will wash hands before and after recess.
- Masks not required during outside recess.

# HEALTH, SAFETY AND OPERATIONS

## HEALTHY ENVIRONMENTS



### Ventilation

- Increased circulation of fresh outside air into buildings
- All systems have increased fresh air flow by at least 100%

### Cleaning and Disinfecting

- Updated routines for daytimes custodians to include frequent disinfecting of high touch surfaces
- Nightly disinfecting of each building that includes the use of electrostatic or spray cleaning devices

### Shared Objects

- Individual supplies/no community supplies
- Disinfection of shared resources (example: manipulatives)

### Large Group Gatherings

- Discontinue most large group gatherings
- Discontinue most field trips

### Communal Spaces

- Staggered use
- Cleaning between uses

### Hand Hygiene

- Teach and reinforce
- Strategic signage placement
- Built into daily schedule
- Handwashing routines built into elementary schedule

### Modified Building Layouts

- Adjusted student walking patterns
- Maximum building space usage to provide greater distance
- Buildings limited to 50% of max occupancy
- Additional isolation space in nursing office to accommodate ill students

### Plexi-Glass Barriers

- Placed at high traffic work stations

# HEALTH, SAFETY AND OPERATIONS

## DAY TO DAY



### Health Screening

- Families will be responsible for daily health screening for their children. (magnets given to each family)
- Staff will be responsible for their own health screening
- Students/staff that display symptoms will be sent home from school/work

### Visitors

- Limit non-essential visitors, volunteers and external groups
- Vendors/contractors will meet outside of regular school days
- Contract work done outside of regular school days

### Cohorts

- Strictly limit interaction outside of classroom environment
- ??Lockers used or not used

### Entrances and Exits

- Regulate access and directional flow
- Limited building hours before and after school

### Masks/Face Coverings

- Based on state guidelines, masks are required for all K-12 students and staff within all school buildings and school buses.
- Students will receive one cloth face covering.
- Staff members will receive one cloth face covering.
- Disposable face masks will also be available.
- Face shields for all licensed teachers and 50% of non-licensed staff.

### Program Choice

- Families given the option to participate in Shakopee Online program

# HEALTH, SAFETY AND OPERATIONS

## TRANSPORTATION



### Student Capacity

- In-person learning mode - buses will run at approximately 67% capacity
- In Hybrid learning mode - buses will run at approximately 33% - one student per seat
- Students from the same household may be assigned to the same seat
- Students will load the bus using seats in the back first and unload the bus from front to back.
- Use of assigned seats to assist in rapid contact tracing if necessary

### Face Coverings

- The state requires masks for bus riders including students in kindergarten through grade 12.
- An extra supply of face coverings will be available on buses/vans for riders that forget to bring them
- Drivers are also required to wear face coverings

### Health and Safety

- Buses will be disinfected following each route with special attention to high touch areas.
- Additional ventilation may be provided from partially opening windows and/or roof hatches as conditions permit.
- Students who become ill during the day are not permitted to ride the bus home
- Hand sanitizer will be provided on the bus

### Students with Disabilities

- IEP or 504 plan-driven accommodations will be reconfigured to meet physical distancing guidance while meeting the needs of individual students.

### Drop Off and Pick-Up Zones

- Bus and parent drop-off and pick-up zones and loading/unloading times may be modified to accommodate a potential increase in self-transported students.

# HEALTH, SAFETY AND OPERATIONS

## NUTRITION SERVICES



### Meals in the Buildings

- Breakfast and lunch will be available on-site everyday.
- Meal time locations may be moved to small-group settings outside of the cafeteria, including classroom spaces as determined by school sites.
- Students will come to the cafeteria to pick up meals on a staggered schedule to allow for physical distancing.
- Physical distancing decals/stickers/tape will be used on the floors in the cafeterias.
- Physical distancing will be maintained during meal service regardless of location
- Food Services staff will wear face coverings and other PPE
- Students will wash hands or sanitize hands before meal service and after meal service.
- Assigned seating in lunchroom for contact tracing.
- Modified entry and exit procedures to limit contact

### Hybrid learning

- In Hybrid learning, students will be able to take meals home for the next day (when they are not on-site)

### Distance learning

- In the event of Distance learning, families will be able to pick up meals at designated sites throughout the district and we will deliver meals to designated stops around the district.



# PANDEMIC RESPONSE ADVISORY TEAM

**-Draft-**

## School Board Resolution

Section 1: The Superintendent is hereby directed to implement a Pandemic Response Advisory Team. The purpose of this team is to provide input and constructive feedback to the Superintendent and School Board. This input and feedback are shared regarding COVID-19 case numbers and determining an appropriate learning model. The input and feedback are especially important in situations in which the Scott County COVID-19 case data lacks clarity and/or is trending strongly, in either direction, towards a boundary in the Learning Model Table (shown above).

## Members of the Team

Parent	
Parent/School Board Liaison	
Student	
Student	
School Board	
School Board	
Superintendent	Mike Redmond
Operations	Ed Zeimet
Health Services	Peggy Nerdahl
Assistant Superintendent	Dave Orłowski
Director of Special Services	Julie Fred
Director of Learning, Teaching & Equity	Nancy Thul
Director of Human Resources	Keith Gray
Director of Technology	Bryan Drozd
Communications Specialist	Crystal McNally/Tiffany Olson
High School Athletic Director	Matt Hanson
Principal	Jeff Pawlicki
President of Shakopee Education Association	Dale Anderson
Elementary Teacher	
Middle School Teacher	
High School Teacher	
Other(s)?	

**Team will meet online via Google Meets at 11:00 AM on every Friday, beginning August 14**

## Role of the Team

- Analysis of the COVID-19 case number data per 10,000 residents for Scott County
  - Is the data steady, consistent, and reliable?
    - If not, is there enough instability, inconsistency, and/or lack of reliability of the data to possibly warrant actions that would alter the selection of the learning model?
  - Is the data trending strongly in a direction?
    - If so, is this trend enough to warrant 'early action' in terms of altering the selection of the learning model?
  
- Analysis of the systems and operations in Shakopee Public Schools
  - Health and safety
    - Health Services
    - Operations
  - Student support
  - Employee support
  - Technology

Timeline (starting August 14, 2020)

- |                          |   |
|--------------------------|---|
| Every Friday:            | Pandemic Response Advisory Team Meeting (online 11:00-12:00)<br>Advisory opinion on selection of the learning model and related matters<br>District shares recent numbers of COVID-19 cases per 10,000 residents<br>Sharing may be directing persons to Scott County Department of Health website |
| Friday, August 21:<br>be | Pandemic Response Advisory Team shares advisory opinion on the learning model to be used at the beginning of the school year  |
| Friday, August 24:       | School Board decision on the learning model to be used at the beginning of the school year  |



## PERSONNEL COMMITTEE

### Additions to School Board meeting agenda on August 10, 2020

#### 1. CONSIDERATION TO APPROVE:

- a. Applies to employees who become ill and unable to work (an employee may be shifted to remote work) due to COVID-19 exposure or infection at work, in the school zone, during only the 2020-21 school year
  - i. After application of the paid sick leave stipulated in the Families First Coronavirus Response Act (FFCRA), additional use of time off for illness and inability to work caused by an exposure or infection to COVID-19 at work will not decrease the quantity of sick leave in the employee's account
    - Relatedly, the district may process these situations of employee exposure or infection caused by COVID-19 while at work into medical leave or worker's compensation. In either case, the district shall pay a portion of the employee's salary during these actions so the employee will retain payment equal to 100% of typical salary

#### 2. CONSIDERATION TO APPROVE:

- a. Child Care for Essential Employees
  - i. As applied solely to determination of Tier 1 status for the purpose of school day child care, for only the children of employees enrolled in Shakopee Public Schools in grades K-5, **all staff are considered essential** and thus qualify for this no cost form of child care



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## RESOLUTION

### Adoption of Learning Models for the 2020-2021 School Year and COVID-19 Related Matters

**WHEREAS**, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

**WHEREAS**, the Superintendent of Independent School District #720 [hereinafter the “Superintendent”] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

**WHEREAS**, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use professional judgment, subject to review by the School Board, pursuant to School District Policy 302, *Superintendent*;

**WHEREAS**, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

**WHEREAS**, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the “Safe Learning Plan”), which set forth five levels of Learning Models (in-person learning for all, in-person learning for elementary students and hybrid learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with COVID-19 cases per 10,000 residents in the county of district location, and subject to, the Safe Learning Plan; and

**WHEREAS**, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

**WHEREAS**, the Minnesota Department of Health (“MDH”) has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

**WHEREAS**, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

**WHEREAS**, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that Shakopee Public Schools will operate learning models in accordance with the number of COVID-19 cases reported in Scott County, as shown in the table below:

Number of cases over 14 days per 10,000 persons by county	Learning model for Shakopee- IHD
0 to less than 10	In-person for all students
10 to less than 20	In-person for elementary students Hybrid for secondary students
20 to less than 30	Hybrid for all students
30 to less than 50	Hybrid for elementary students Distance for secondary students
50 or more	Distance for all students

- Current case numbers will be reported by Shakopee Public Schools every Friday.
- The base learning models to be implemented at the start of the school year, Tuesday, September 8, 2020, will be announced at the August 24, 2020 Regular School Board Meeting.
- Future changes to the learning models, as dictated by changes in COVID-19 case numbers, will be announced ten days prior to their implementation.

NOTE: Rapid and/or large changes in COVID-19 case numbers may warrant immediate changes to the learning models. These could be district-wide changes, building changes, grade level changes, or specific classroom changes.

**NOW, THEREFORE, BE IT RESOLVED**, by the School Board of Independent School District #720 as follows:

Section 1: The Superintendent is hereby directed to implement a Pandemic Response Advisory Team. The purpose of this team is to provide input and constructive feedback to the Superintendent and School Board. This input and feedback are shared regarding COVID-19 case numbers and determining an appropriate learning model. The input and feedback are especially important in situations in which the Scott County COVID-19 case data lacks clarity and/or is trending strongly, in either direction, towards a boundary in the Learning Model Table (shown above).

Section 2: The Superintendent is hereby directed to implement the learning model shared previously in this document to open the 2020-2021 school year.

Section 3: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification sent to the School Board, to select and implement a different learning model for the school district or any specific school buildings without School Board action, if the Superintendent reasonably deems prompt implementation is necessary. The implementation of this learning model change shall continue in effect until conditions dictate a shift to another learning model.

Section 4: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Roll Call Vote

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

**2020 Shakopee Public Schools  
School Board Meeting Dates and other important dates**

<b>Date</b>	<b>Time</b>	<b>Type of Meeting</b>	<b>Location</b>
August 10, 2020	5:00PM	School Board Personnel Committee Meeting	Shakopee High School Thrust Stage Foyer 100 17th Avenue West, Shakopee
August 19, 2020	5:00PM	School Board Facilities Committee Meeting	Teleconferenced
August 24, 2020	5:00PM	School Board Finance Committee Meeting	Shakopee High School Thrust Stage Foyer 100 17th Avenue West, Shakopee
August 24, 2020	6:00PM	School Board Business Meeting	Shakopee High School - Thrust Stage 100 17th Avenue West, Shakopee
September 8, 2020	5:00PM	Citizens' Financial Advisory Committee Meeting	Teleconferenced
September 14, 2020	5:00PM	School Board Policy Committee Meeting	Shakopee High School Thrust Stage Foyer 100 17th Avenue West, Shakopee
September 14, 2020	6:00PM	School Board Work Session	Shakopee High School - Thrust Stage 100 17th Avenue West, Shakopee
September 23, 2020	5:00PM	School Board Facilities Committee Meeting	Teleconferenced
September 28, 2020	5:00PM	School Board Finance Committee Meeting	Shakopee High School Thrust Stage Foyer 100 17th Avenue West, Shakopee
September 28, 2020	6:00PM	School Board Business Meeting	Shakopee High School - Thrust Stage 100 17th Avenue West, Shakopee
October 5, 2020	4:30PM	School Board Community Engagement Committee Meeting	District Office Board Room, 1200 Town Square
October 12, 2020	5:00PM	School Board Personnel Committee Meeting	District Office Room 202, 1200 Town Square
October 12, 2020	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
October 21, 2020	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
October 26, 2020	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
October 26, 2020	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
November 9, 2020	5:00PM	School Board Policy Committee Meeting	District Office Room 202, 1200 Town Square
November 9, 2020	6:00PM	School Board Work Session	District Office Room 202, 1200 Town Square
November 10, 2020	5:00PM	Citizens' Financial Advisory Committee Meeting	District Office Board Room, 1200 Town Square
November 18, 2020	5:00PM	School Board Facilities Committee Meeting	District Office Board Room, 1200 Town Square
November 23, 2020	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
November 23, 2020	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
December 7, 2020	4:30PM	School Board Community Engagement Committee Meeting	District Office Board Room, 1200 Town Square
December 14, 2020	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
December 14, 2020	6:00PM	Truth in Taxation Hearing & School Board Business Meeting	District Office Board Room, 1200 Town Square

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 720  
SHAKOPEE PUBLIC SCHOOLS  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 720 shall begin on July 28, 2020, and shall close at 5:00 o'clock p.m. on August 11, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Shakopee Public Schools District Office, 1200 Shakopee Town Square, Shakopee, MN 55379. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

Dated: May 18, 2020

BY ORDER OF THE SCHOOL BOARD

*/s/ Paul Christiansen*

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School District Clerk