

STUDENT & PARENT HANDBOOK  
2020-2021



*"Practice Respect Model Success"*

## TABLE OF CONTENTS

### INTRODUCTION TO PRMS

Handbook Agreement.....	2
Bus Ridership Agreement.....	3
Welcome .....	4
School Calendar.....	5
Daily In Person Schedule.....	6
Staff List.....	7
Pride Program.....	8-10

### STUDENT ACADEMICS

Academics/Grades.....	11
Make-up and Incomplete Work.....	11
Advisory.....	11
Fees & Fines.....	11
Moving/Withdrawing Students.....	12
Plagiarism.....	12

### STUDENT ATTENDANCE & TRANSPORTATION

Attendance.....	12
Tardies.....	13
Student Arrival/Dismissal Time.....	13
Bus Information.....	14
Drop Off/Pick-Up Procedures.....	14

### STUDENT & PARENT RESOURCES/SUPPORTS

Announcements.....	15
Guest & Visitors Check In Policy.....	15
Parent Portal.....	15
Conferences.....	16
Fundraisers.....	16
Counselors.....	16
Nurse.....	16
Illness.....	17
I-Team.....	17
School Closing.....	17
Nutrition Services.....	18
Lunch Routines.....	19
Parent/Guardian State Testing Information.....	20-22

### SCHOOL PROCEDURES/EXPECTATIONS

Lockers.....	23
Dress Code.....	23
Discipline.....	24
Cell Phones and Mobile Communication Devices.....	24

### ACTIVITIES

Activities/ Dances/Activity Guidelines/ Expectations for Spectators.....	25
--------------------------------------------------------------------------	----

### DISTRICT

District Policies.....	26-43
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**INTRODUCTION TO PRMS**

**Handbook Agreement**  
[www.district112.org/prm](http://www.district112.org/prm)

The handbook is completely online at our Pioneer Ridge Middle School website, [prm.district112.org](http://prm.district112.org). Please review the policies online, print out, and complete the handbook sign-off form and return to your advisor. It is a requirement that all students and parents/guardians complete and sign this form and return it to their advisor.

Please sign below to indicate you have read the Pioneer Ridge Middle School student handbook and are aware of the school policies/guidelines and the District 112 policies included in the handbook.

\_\_\_\_\_  
 Student's Name

\_\_\_\_\_  
 Grade

\_\_\_\_\_  
 Advisor

\_\_\_\_\_  
 Signature of Student

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

\_\_\_\_\_  
 Date

Please return the signed handbook agreement above and the bus ridership agreement form on the next page to your Advisor. Thank you.

**BUS RIDERSHIP AGREEMENT**

I understand that riding a District 112 school bus is a privilege as well as part of the school day. In order to be sure that I and other students on the bus have a safe and comfortable ride I will abide by the Bus Safety Expectations and Responsibilities as outlined below.

**Bus Safety & Student Conduct Expectations**

1. The bus driver is the responsible authority on the bus.
  2. Students will board and leave the buses only at specifically designated stops.
  3. Students will remain at a safe distance from the bus when buses are arriving or departing from their stops.
  4. Pick-up times are established, and students will be waiting 5 minutes before pick up time at designated stops.
  5. Students will go directly to their seats. Students will stay seated when the bus is moving.
  6. Backpacks, musical instruments, and other large items must be handled by students in such a way as to not come into contact with other students or obstruct the aisles.
  7. For safety and cleanliness, gum, food, and drink are prohibited.
  8. Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
  9. Drivers will assign seats to all elementary students and may assign seats to middle school or high school students when necessary.
- Students will remain seated at all times. Drivers and administrators may make specific seat assignments.
10. When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.
  11. Students will not engage in noisy or boisterous conduct which might distract the driver.
  12. Students will not use profane or indecent language.

**Student Behavior Responsibilities**

1. Students will not tamper with emergency doors or safety devices.
2. Students will not throw, shoot, or spit objects out of, inside, or at the bus.
3. Students will not damage or deface the buses in any manner.
4. Students will not possess or use alcohol, tobacco, or any other type of illicit substance on the bus.
5. Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
6. Students will not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus.
7. Students will not engage in noisy or boisterous conduct which may distract the driver.
8. Students will not use profane or indecent language.
9. Students will not harass others physically, racially, religiously, sexually, or in any other manner.

A student who violates either the Bus Safety & Student Conduct Expectations or the Student Behavior Responsibilities will be assigned appropriate consequences by the School Bus Driver and School Principal.

**Consequences For Student Misbehavior\***

Consequences will be assigned to students who misbehave in order to provide an opportunity for them to learn to behave appropriately. Students are expected to learn quickly because the school bus is a safety sensitive environment and their actions can affect the safety of others. Students who repeatedly misbehave will be assigned consequences which are progressively more severe. Students will immediately be assigned the most severe consequence when their behavior is seriously harmful or destructive. The most severe consequence is the loss of the privilege to ride the bus.

Parent/Guardians are both initially and finally responsible for transporting their children to and from school unless those children demonstrate safe and responsible behavior on and around the school bus. All parent/guardians are asked to work cooperatively with school and bus company officials to ensure that their children behave safely and responsibly. Your participation and support is critical for teaching students the basic skills which will help them navigate safely in the real world.

**Minimum Consequences:** Misbehaviors which are minor will result first in a warning, and then in the progressive assignment of no more than (5)five consequences. On the fifth consequence the student loses his/her privilege to ride the bus for the remainder of the year.

**Maximum Consequences:** Misbehaviors which are major will result in immediate loss of the privilege to ride the bus.

*I have read the above information and/or it has been discussed with me in class and I understand that I am responsible for my actions while on the bus.*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

(PLEASE PRINT)

Teacher Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

*I have read the above information and have discussed it with my child.*

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** A signed copy of this form must be kept on file at the school office in order for your child to ride the bus.

Form 707-Ridership Agreement (Rev 2/03)

**WELCOME TO  
PIONEER RIDGE MIDDLE SCHOOL**

The staff at Pioneer Ridge is happy to welcome you! We hope you will experience a balance of learning and great times throughout this year. This handbook has been developed to help you understand the policies, procedures and schedules in effect this year at Pioneer Ridge Middle School. A more comprehensive explanation of school policies, policy rationale, and policy definitions can be found at [www.district112.org](http://www.district112.org) under the heading of “School Board” and the title of “Board Policies”. Any questions you have concerning this information can be discussed with your advisor, your teachers or the administrators.

As always, you hold the key to success. Your effort in class and your willingness to become involved in middle school activities will make the difference between a good year and a great one. Your respectful treatment of classmates, teachers, and school property will create a positive atmosphere in which to learn, grow and have fun.

We know this year will be a fantastic first year at PRMS...a year of discovery. Make the most of it!

Dana Miller  
Principal

Austin Tollerson  
Assistant Principal

Darren Cain  
Administrative Dean

***Pioneer Ridge Middle School***

***1085 Pioneer Trail E***

***Chaska, MN 55318***

***(952)556-7800***

***FAX:(952)556-7809***

***School Website: [prm.district112.org](http://prm.district112.org)***

***School Twitter: @PRMTrailblazers***

***School Times: 8:40 AM-3:30 PM***

***PRMS Office Hours: 8:00 AM-4:00 PM***

**ATTENDANCE LINE: (952) 556-7899**

# 2020-2021 PRMS School Calendar

Hybrid AA/PLC/BB FINAL 8-15-2020

<p>Aug. 25-27 ..... New Teacher Workshop                  Aug. 31-Sept. 3 ..... Preschool Workshop                  Sept. 1-2 ..... Assessment Days K-5                  Sept. 7 ..... Labor Day                  Sept. 8 ..... School Opens (grades K-12)                  Nov. 24 ..... Last Day of First Trimester                  Jan. 22 ..... Last Day of First Semester                  Mar. 4 ..... Last Day of Second Trimester                  June 8 ..... Last Day of School K-5                  June 10 ..... Last Day of School 6-12                  June 11 ..... Graduation</p> <p><b>No School – Students/Staff</b>                  Sept. 7 ..... Labor Day                  Oct. 15-16 ..... Education MN                  Nov. 25-27 ..... Thanksgiving Break                  Dec. 23 – Jan. 1 ..... Winter Break                  Jan. 18 ..... MLK Day                  Feb. 15 ..... President's Day                  Mar. 29-April 2 ..... Winter Break                  May 31 ..... Memorial Day</p> <p><b>No School – Students</b>                  Nov. 6 ..... Conference/Workshop                  Nov. 30 ..... Conference/Workshop                  Jan. 25 ..... Conference/Workshop                  Mar. 5 ..... Conference/Workshop                  June 9-10 ..... Workshop K-5                  June 11 ..... Workshop 6-12</p> <p><b>Late Start (2 hours late)</b>                  Oct. 7, Dec. 9, Feb. 10, May 12 ..... Late Start</p> <p><b>Student Days/Semester (Grades 6-12)</b>                  1st Semester ..... 83                  2nd Semester ..... 90</p> <p><b>PIONEER RIDGE MIDDLE SCHOOL</b>                  Aug. 26 ..... Back to School Open House – 6th Grade                  Nov. 5 &amp; 19 ..... Conference Nights                  Jan. 28 ..... 5th gr. Transition Night                  Feb. 11 ..... Conference Night                  March 4 ..... Showcase Night                  March 18 ..... Conference Night                  April 7-8 ..... MCA Reading test                  April 21-22 ..... MCA Math test                  May 5-6 ..... MCA Science test (gr 8 only)                  May 10-14 ..... MAP Reading test                  May 17-21 ..... MAP Math test</p>	<p><b>July</b></p> <table border="1"> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	M	T	W	Th	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	<p><b>August</b></p> <table border="1"> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25NTW</td><td>26NTW</td><td>27NTW</td><td>28</td></tr> <tr><td>31W</td><td></td><td></td><td></td><td></td></tr> </table>	M	T	W	Th	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25NTW	26NTW	27NTW	28	31W				
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173 Student Days      185 Teacher Days      Teacher Compensation Days for Evening Conferences: Nov. 25, Jan. 18 and Feb. 15

## Pioneer Ridge Middle School Hybrid Bell Schedule 2020-2021

<b>Odd Days (M/Th)</b>	<b>ODD Block Day Schedule</b>		
<b>Advisory</b>	<b>8:40-9:00 (20)</b>		
<b>1<sup>st</sup> Period</b>	<b>9:08 - 10:30 (82)</b>		
<b>3<sup>rd</sup> Period</b>	<b>10:38-12:30 (112)</b>		
A Lunch	A Lunch 10:30-11:00 (30)	Class 3A 11:08-12:30 (82)	
B Lunch	Class 3B (Split) 10:38-11:18 (40)	B Grade Lunch <b>11:18-11:48 (30)</b>	Class 3B (Split) 11:50-12:30 (40)
C Lunch	Class 3C 10:38- 12:00 (82)		C Grade Lunch <b>12:00-12:30 (30)</b>
<b>5<sup>th</sup> Period</b>	<b>12:38-2:00 (82)</b>		
<b>7<sup>th</sup> Period</b>	<b>2:08-3:30 (82)</b>		

<b>Even Days (T/F)</b>	<b>EVEN Block Day Schedule</b>		
<b>Advisory</b>	<b>8:40-9:20 (40)</b>		
<b>2<sup>nd</sup> Period</b>	<b>9:28-10:50 (82)</b>		
<b>4<sup>th</sup> period</b>	<b>10:58-12:50 (112)</b>		
A Lunch	A Lunch 10:50-11:20 (30)	Class 4A 11:28-12:50 (82)	
B Lunch	Class 4B (Split) 10:58-11:38 (40)	B Lunch <b>11:38-12:08 (30)</b>	Class 4B (Split) 12:10-12:50 (40)
C Lunch	Class 4C 10:58-12:20 (82)		C Lunch <b>12:20-12:50 (30)</b>
<b>6<sup>th</sup> Period</b>	<b>12:58-2:20 (82)</b>		
<b>WIN</b>	<b>2:28-3:30 (62)</b>		

<b>7 period days</b>			
<b>Advisory</b>	<b>8:40-9:00 (20)</b>		
<b>1<sup>st</sup> Period</b>	<b>9:08-9:50 (42)</b>		
<b>2<sup>nd</sup> Period</b>	<b>9:58-10:40 (42)</b>		
<b>3<sup>rd</sup> Period</b>	<b>10:48-11:30 (42)</b>		
<b>4<sup>th</sup> Period</b>	<b>11:38-1:00 (78)</b>		
<b>6<sup>th</sup> = A Lunch</b>	Lunch 4A <b>11:36-12:02</b>	Class 4A <b>12:10-1:00 (50)</b>	
<b>7<sup>th</sup> = B Lunch (Split)</b>	Class 4B Split <b>11:38-12:02 (24)</b>	Lunch 4B Split <b>12:03-12:29</b>	Class 4B Split <b>12:34-1:00 (26)</b>
<b>8<sup>th</sup> = C Lunch</b>	Class 4C <b>11:38-12:28 (50)</b>		Lunch 4C <b>12:34-1:00</b>
<b>5<sup>th</sup> Period</b>	<b>1:08-1:50 (42)</b>		
<b>6<sup>th</sup> Period</b>	<b>1:58-2:40 (42)</b>		
<b>7<sup>th</sup> Period</b>	<b>2:48-3:30 (42)</b>		

## **Pioneer Ridge Staff**

<i>Cristina</i>	<i>Acosta</i>	<i>Building Secretary</i>	<i>Kelly</i>	<i>Leach</i>	<i>SpEd Resource Para</i>
<i>Carly</i>	<i>Bailey</i>	<i>Personalized Learning Coach</i>	<i>Katie</i>	<i>Mac</i>	<i>Social Worker</i>
<i>Nijaza</i>	<i>Basaric</i>	<i>Food Service</i>	<i>Beth</i>	<i>Manthe</i>	<i>Math 7 &amp; 8</i>
<i>Virma</i>	<i>Behnke</i>	<i>Intercultural Specialist</i>	<i>Bryan</i>	<i>McFaul</i>	<i>Special Ed Teacher</i>
<i>Shelly</i>	<i>Brooks</i>	<i>OT</i>	<i>Dana</i>	<i>Miller</i>	<i>Principal</i>
<i>Anna</i>	<i>Bullock</i>	<i>Lang Arts 7/8</i>	<i>Kris</i>	<i>Moe</i>	<i>Counselor (6th A-K &amp; 8th Gr)</i>
<i>Lindsay</i>	<i>Burque</i>	<i>LA 6 /Soc</i>	<i>Tom</i>	<i>Momsen</i>	<i>Carver Co SW</i>
<i>Darren</i>	<i>Cain</i>	<i>Administrative Dean</i>	<i>Joe</i>	<i>Moran</i>	<i>Social Studies 7 &amp; 8</i>
<i>Brett</i>	<i>Carlson</i>	<i>Lang Arts 6/Soc</i>	<i>Heidi</i>	<i>Morlock</i>	<i>Specail Ed Teacher</i>
<i>Tonya</i>	<i>Constantine</i>	<i>Instructional Coach</i>	<i>Christopher</i>	<i>Murnane</i>	<i>Art</i>
<i>Cortnee</i>	<i>DePope</i>	<i>Science/Soc</i>	<i>Kristi</i>	<i>Newby</i>	<i>Math 7 &amp; 8</i>
<i>Ann</i>	<i>Duppler</i>	<i>Tech Associate</i>	<i>Ryan</i>	<i>Newell</i>	<i>Counselor (6th L-Z &amp; 7th Gr)</i>
<i>Colleen</i>	<i>Elftmann</i>	<i>Special Ed Para</i>	<i>Eric</i>	<i>Olson</i>	<i>Social Studies 7/8</i>
<i>Ben</i>	<i>Fall</i>	<i>PW</i>	<i>Leah</i>	<i>Olson</i>	<i>Special Ed Clerical</i>
<i>Katie</i>	<i>Firman</i>	<i>SPED/Behavior Specialist</i>	<i>Cherre</i>	<i>Peltier</i>	<i>Registrar/Scheduler</i>
<i>Jenny</i>	<i>Forar</i>	<i>Science 6 /Soc</i>	<i>Mike</i>	<i>Powers</i>	<i>Tech Ed</i>
<i>Scott</i>	<i>Gazvoda</i>	<i>PW/Health</i>	<i>Scott</i>	<i>Prescott</i>	<i>Band</i>
<i>Sue</i>	<i>Goldschmidt</i>	<i>Specail Ed Teacher</i>	<i>Amy</i>	<i>Raffelson</i>	<i>Special Ed Coordinator</i>
<i>Denny</i>	<i>Hammann</i>	<i>Night Lead Custodian</i>	<i>Marty</i>	<i>Ragnow</i>	<i>Attendance Secretary</i>
<i>Lynda</i>	<i>Hartmann</i>	<i>Sped Teacher</i>	<i>Ailee</i>	<i>Reinhardt</i>	<i>Math 6 &amp; 7</i>
<i>Carter</i>	<i>Hausmann</i>	<i>FACS</i>	<i>Sarah</i>	<i>Rother</i>	<i>Media/HUB</i>
<i>Mara</i>	<i>Hayes</i>	<i>Science Teacher 8</i>	<i>Katie</i>	<i>Rotz</i>	<i>Media/Para</i>
<i>Scott</i>	<i>Heyer</i>	<i>Custodian</i>	<i>Nancy</i>	<i>Sauer</i>	<i>Lang Arts 6 /Soc</i>
<i>Wendy</i>	<i>Heyer</i>	<i>Food Service - Asst Site Manager</i>	<i>Jennifer</i>	<i>Schmieg</i>	<i>SpEd Resource Para</i>
<i>Monica</i>	<i>Hinze</i>	<i>Food Service - Site Manager</i>	<i>Leah</i>	<i>Schreifels</i>	<i>Math 8</i>
<i>Kara</i>	<i>Hippen</i>	<i>EL Teacher</i>	<i>Pamela</i>	<i>Silverain</i>	<i>Science 7/8</i>
<i>Zac</i>	<i>Huber</i>	<i>Math</i>	<i>Amy</i>	<i>Smith</i>	<i>PW/Health</i>
<i>Jesse</i>	<i>Hudson</i>	<i>Custodian</i>	<i>Tatiana</i>	<i>Smithson-Brown</i>	<i>SpEd Resource Para</i>
<i>Molly</i>	<i>Jacobs</i>	<i>Psychologist</i>	<i>Jen</i>	<i>Sopoci</i>	<i>Special Ed Teacher</i>
<i>Julia</i>	<i>Johnson</i>	<i>Language Arts 8</i>	<i>Amanda</i>	<i>Stelten</i>	<i>Speech/Language</i>
<i>Katie</i>	<i>Jurado</i>	<i>Cty Social Worker</i>	<i>Richard</i>	<i>Terrell</i>	<i>Intervention and Equity Specialist</i>
<i>Nancy</i>	<i>Kipp</i>	<i>SpEd Resource Para</i>	<i>Austin</i>	<i>Tollerson</i>	<i>Assistant Principal</i>
<i>Nina</i>	<i>Kirkman</i>	<i>Science 7 &amp; 8</i>	<i>Terri</i>	<i>Tompkins</i>	<i>Nurse</i>
<i>Mike</i>	<i>Kleber</i>	<i>SRO</i>	<i>Steve</i>	<i>Torp</i>	<i>AOM/ALC Para</i>
<i>Joh</i>	<i>Klembarsky</i>	<i>CS/TDT</i>	<i>Jenny</i>	<i>Ungar</i>	<i>PW/Health</i>
<i>John</i>	<i>Kopplin</i>	<i>Choir</i>	<i>Colleen</i>	<i>Vallin</i>	<i>Spanish</i>
<i>Andrew</i>	<i>Kothenbeutel</i>	<i>Digital Learning Coach</i>	<i>Dave</i>	<i>Wenz</i>	<i>Head Custodian</i>
<i>Kate</i>	<i>Kowalkoski</i>	<i>Orchestra</i>	<i>Mary</i>	<i>Williams</i>	<i>Food Service</i>
<i>Kary</i>	<i>Landon</i>	<i>Special Ed Teacher</i>	<i>Joseph</i>	<i>Wilson</i>	<i>Lang Arts 7 &amp; 8</i>
<i>Jen</i>	<i>Larson</i>	<i>Lang Arts 6 /Soc</i>	<i>Trent</i>	<i>Wurtz</i>	<i>SRO</i>
<i>Andy</i>	<i>Lazzari</i>	<i>Social Studies 8</i>	<i>Susan</i>	<i>Youngren</i>	<i>Principal's Secretary</i>



*PRMS TRAILBLAZERS are **Prepared** and **Respectful** while demonstrating **Integrity**, **Dependability** and **Excellence***

- The Schools of Eastern Carver County are committed to helping students be successful.
- All staff in all grades will commit to creating a safe, nurturing and dynamic atmosphere by utilizing a data-driven, school-wide positive behavior intervention system that is proactive and utilizes common terms and expectations across settings and buildings within the district.

**How does P.R.I.D.E. work?**

- Students and staff will be taught P.R.I.D.E. expectations which are outlined in the P.R.I.D.E. matrix.
- **Positive decision-making, student achievement and excellence** will be recognized and celebrated on a regular basis.
- Disruptive and inappropriate behaviors will be addressed promptly, recorded and reviewed on a regular basis.
- Relationships between students and staff will be supported and enhanced through conversations regarding patterns of behavior, goal setting, student expectations and student achievements.

**How is P.R.I.D.E. taught?**

- Students will learn P.R.I.D.E. expectations during advisory and through various individual classroom lessons.
- Staff will model P.R.I.D.E. expectations in all settings.
- Lessons will be highly concentrated at the beginning of the year, and on a consistent basis through the advisory curriculum during the remainder of the year.

**How is student success celebrated?**

- Students receive positive tickets from school staff and bus drivers that can be entered into various drawings.
- Students who receive positive tickets will be recognized throughout the school.
- Individual classroom teachers will reward student successes in many ways such as; positive comments, displays, special privileges, etc.
- All students will participate in grade-level P.R.I.D.E. celebrations that occur during the year (i.e. school parties, grade-level trips, etc.).

**What about students struggling with school expectations?**

- Disruptive and inappropriate behaviors will be addressed immediately.
- These behaviors are addressed on a tiered level.
  - The first tier of behaviors are addressed through a Pause & Learn Ticket. Students receive a ticket for small, repeated, off-task, or negative behaviors. Students are encouraged to pause and recognize their behaviors, and will have a conversation about how to take ownership of their behaviors and make better choices.

- The second tier of behaviors is addressed through a meeting with a team of teachers, counselors, and the Administrative Dean to develop a plan to address the recurrent behaviors.
- Staff will assist students in identifying patterns of disruptive and inappropriate behavior and a full continuum of supports will be provided to assist students in goal setting and correcting problem behaviors.

**What about parents?**

- Parents are encouraged to use P.R.I.D.E. verbiage at home.
- Parents are encouraged to have regular discussions with students and staff regarding patterns of behavior, student successes and academic achievement.
- Volunteers are needed to help organize and implement various celebrations, collect donations for prizes, etc.
- Donations of all types (money, prizes, coupons, etc.) are a critical component of celebrating student success.

**Resources:** [www.pbis.org](http://www.pbis.org)

**PRIDE Matrix (In Person)**



**PRMS TRAILBLAZERS**  
Pioneer Ridge Middle School Trailblazer P.R.I.D.E.

	All Settings	Learning Spaces	Technology	Hallways & Locker Areas	Lunchroom Commons	Restrooms	Bus
<b>PRIDE in Yourself</b>	<ul style="list-style-type: none"> <li>• Strive for <b>Excellence</b></li> <li>• Follow School Dress Code</li> <li>• Have a Positive Attitude</li> <li>• Be a <b>Prepared</b> and <b>Dependable</b> Learner</li> </ul>	<ul style="list-style-type: none"> <li>• Be on Time</li> <li>• Be <b>Prepared</b></li> <li>• Be a Present Learner</li> </ul>	<ul style="list-style-type: none"> <li>• Visit Academically Appropriate Sites</li> <li>• Think Before you Post</li> <li>• Follow Technology Zones</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Use your time Wisely</li> <li>• Keep your Locker Secured</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Lunchroom Norms</li> <li>• Clean Up After Yourself</li> <li>• Maintain Personal Space</li> </ul>	<ul style="list-style-type: none"> <li>• Wash Your Hands</li> <li>• Place Paper Products in Garbage</li> </ul>	<ul style="list-style-type: none"> <li>• Show PRIDE</li> <li>• Follow Bus Driver Expectations</li> <li>• Sit Appropriately</li> </ul>
<b>PRIDE towards Others</b>	<ul style="list-style-type: none"> <li>• <b>Respect</b> Adults and Peers</li> <li>• <b>Respect</b> Others' Personal Space</li> <li>• Be Trustworthy</li> <li>• Use School Appropriate Language</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate Positively with Others</li> <li>• Be an Active Listener</li> <li>• Use Eye Contact in Conversations</li> <li>• Be a Positive Contributor</li> </ul>	<ul style="list-style-type: none"> <li>• Use Others' Devices only with Permission</li> <li>• Use Social Media Appropriately</li> <li>• <b>Respect</b> Others' Digital Work</li> </ul>	<ul style="list-style-type: none"> <li>• Have Appropriate Interactions with Others</li> <li>• Keep Areas Passable</li> </ul>	<ul style="list-style-type: none"> <li>• Include Others</li> <li>• Wait Your Turn</li> <li>• Practice Good Manners</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Respect</b> Others' Privacy</li> <li>• Flush</li> </ul>	<ul style="list-style-type: none"> <li>• Be Courteous to Driver and Peers</li> <li>• Show Pass when Needed</li> <li>• Use Earbuds and Quiet Voice</li> <li>• Keep Hands to Yourself</li> </ul>
<b>Property</b>	<ul style="list-style-type: none"> <li>• Show <b>Integrity</b> by Leaving your Area Better than you Found it</li> <li>• <b>Respect</b> Property of Others</li> </ul>	<ul style="list-style-type: none"> <li>• Treat Learning Materials and Spaces with <b>Integrity</b></li> </ul>	<ul style="list-style-type: none"> <li>• Devices are Charged and Well Maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up Trash</li> <li>• Shut Lockers Gently</li> <li>• <b>Respect</b> Walls and Halls</li> </ul>	<ul style="list-style-type: none"> <li>• Keep Your Area Clean</li> <li>• Pay For Food Items</li> <li>• Return Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Use Facilities Appropriately</li> <li>• Show <b>Integrity</b> by Reporting Problems</li> </ul>	<ul style="list-style-type: none"> <li>• Keep Bus Clean</li> <li>• Keep Bus in Good Condition</li> </ul>

**"PRMS TRAILBLAZERS are Prepared and Respectful while demonstrating Integrity, Dependability and Excellence."**

**CONNECTING THE PRIDE PROGRAM AND THE 3 R'S**

The PRIDE program is a system that focuses on respect and responsibility to support the learning and development of students. This management system supports our work with the Learning Criteria to support *Rigor, Relevance and Relationships* in our schools.

**Rigor** is communicated and practiced within this system by maintaining high expectations for our school community's behavior that allows all students to reach their full potential. **When we address behavior that is not acceptable, we are communicating the rigor of our behavioral expectations and use every opportunity to make a behavioral concern a teachable moment.** When students are developing personal skills of leadership and service supported by their demonstration of positive behaviors and attitudes; we are communicating the importance of

behavioral rigor.

**Relevance** in and out of school is represented by the PRIDE program. **This system expects that all students will be respectful and responsible toward self, school, community, country and others.** Conversations that occur when issuing a Pause and Learn ticket demonstrate the importance of taking ownership of the student’s behavior and discussing the “relevance” of their behavior and how it affects themselves and others around them.

**Relationships** are supported by the PRIDE program by **recognizing each student for their personal strengths as individuals and the part they play within the school community.** Knowing students personally and taking the time to learn their names, who they are and what is important to them helps build relationships. The PRIDE program expects adults to listen to students to attempt to understand them and how they can help them feel safe and supported at school. Students want to celebrate successes, want to be recognized and to be appreciated. Every student and staff member wants to know that they are valued and make a difference in their school and community.

### Pride Matrix (Distance Learning)

 PRMS Distance Learning Behavior Matrix	<b>Prepared</b> <i>How ready are you?</i>	<b>Respectful</b> <i>How do you treat others?</i>	<b>Integrity</b> <i>Who are you when no one is looking?</i>	<b>Dependability</b> <i>Can others count on you?</i>	<b>Excellence</b> <i>Are you being your best you?</i>
Distance Learning	I am:  *Organized with all needed materials *Recording my attendance and checking announcements daily *Completing and turning in assignments on time	I am:  *Making respectful comments on-line *Valuing school property *Washing hands and maintaining social distancing	I am:  *Turning in my own work *Supportive of classmates and opinions *Helping classmates and siblings if needed	I am:  *Attending school each day *Following classroom procedures *Communicating with staff *Helping my family members	I am:  *Putting forth my best effort *Asking for help when I need it *Creating thoughtful and neat work *Checking over my work
Technology	I am:  *Keeping my chromebook charged *Using technology appropriately	I am:  *Respectful of myself and others online *Keeping login and password information private	I am:  *Properly citing sources and information *Thinking before posting	I am:  *Staying on task when using technology *Avoiding and reporting inappropriate sites	I am:  *Taking PRIDE in completing work *Using resources provided by my teachers to enhance my work
<b>"PRMS TRAILBLAZERS are Prepared and Respectful while demonstrating Integrity, Dependability and Excellence."</b>					

## **STUDENT ACADEMICS**

### **ACADEMICS AT PIONEER RIDGE MIDDLE SCHOOL**

Students have several options when it comes to choosing their classes. Please see the registration materials available online at <http://prm.district112.org> or in the main office at Pioneer Ridge.

Reminder: Band, Orchestra, and Choir are year-long elective choices. In an effort to balance class sizes and ensure consistent instruction, students who register for any of these classes are committing to a yearlong class.

### **GRADES**

Learners will be provided ongoing feedback with formative and summative assessments in their classes. Teachers will communicate their assessment and feedback systems and ways that families can keep up to date on their child(ren)'s progress.

**Paperless Grade Report Cards Available online. If you do not have internet access, please contact the main office to schedule an alternate arrangement.**

### **MAKE-UP AND INCOMPLETE WORK**

Students are responsible for completing assignments and work when they are absent. When a student has been absent for any reason it is recommended that they check teacher websites and their WAAG (Week at a Glance), contact their teachers directly or call the office.

**If you know you'll be absent in advance (including absences due to band lessons, field trips, vacations, etc.), you are responsible for meeting with your teachers and gathering assignments prior to your absence. Teachers may or may not be prepared to have all of your assignments for you in advance depending on the duration of your absence.**

Sometimes because of extended illness or other reasons, you may receive an "incomplete" for a grade at the end of a marking period. Generally, you will have two weeks to complete the work in that class and change the incomplete to a grade.

### **ADVISORY**

Students will be assigned to an Advisory group consisting of approximately 20 students. The primary focus of advisory time is social and emotional learning as well as academic growth. During Advisory, learners participate in a variety of fun, engaging, and meaningful activities to cultivate lifelong skills to develop and grow personal, school, and community relationships. Some of the focus areas of Advisory may include: community building activities, study skills, service learning projects, anti-bullying curriculum, PRIDE lessons (PBIS), career exploration, WEB activities, team celebrations and weekly reflections followed by conferencing with the Advisor.

Your advisor will be able to help you with many of your school related questions. He/she can help you with things such as improving grades, getting along with teachers, goal setting and more. Most field trip forms and information are handled by the Advisor.

### **FEES AND FINES**

Pioneer Ridge Middle School students pay fees or provide their own equipment or materials in a limited number of areas. *Students who qualify for a free or reduced price lunch also qualify for free or reduced fee payments.*

### **Personal Wellness:**

Students will begin this school year not changing or using the locker room facilities. If/when we return to in person learning, students may be required to have a PRMS Personal Wellness T-shirt and shorts. Uniforms are available to be purchased. *Students who qualify for a free or reduced price lunch also qualify for free or reduced uniform cost.*

### **Industrial Technology:**

Some Encore classes will have a lab fee to cover the cost of consumables and take-home projects. These projects may require the purchase of materials. Costs vary and are included in the course descriptions when you register. *Students who qualify for a free or reduced price lunch also qualify for free or reduced lab fees.*

### **Fines and Bills:**

Students are assessed fines for damaged or lost materials. The fines are the same for all students and do not change based on the eligibility for free or reduced-price lunch.

### **Chromebooks:**

Students that receive a school issued Chromebook may enroll in a protection program that will offset the cost of any damage that may occur to the device. Information may be found at <http://www.district112.org/connexion/>.

## **MOVING/WITHDRAWING STUDENTS**

If you move within the district, please contact the office as soon as possible to fill out a change of address form. This needs to be done to keep student records and emergency information up to date.

If you are planning to move out of the District 112 attendance area, please call the office and give your address and the date of the last day your student will attend this school. All students will be given a check-out list to complete before withdrawal procedures begin. Records for students enrolling in a school outside District 112 will be requested by that school and the District will forward all records.

If you received a school issued Chromebook, you are required to return the device prior to withdrawing.

## **PLAGIARISM**

Plagiarism is not allowed. Students found to have plagiarized will receive appropriate consequences based upon circumstances. This will be reviewed and discussed in Language Arts classes.

### **WHAT IS PLAGIARISM**

It is using other people's "work" without giving them credit or having their permission to use their work.

### **WHAT DOES "WORK" MEAN:**

"Work" is whatever form the author has chosen to use to state the information they are trying to share. This includes work that is published and unpublished. (Copyrighted and those not copyrighted.)

## **STUDENT ATTENDANCE & TRANSPORTATION**

### **ATTENDANCE**

Please contact our **Attendance Line** at **952-556-7899** or email [PRMAttendance@District112.org](mailto:PRMAttendance@District112.org) for all absences, late arrivals or early departures. Please include your name, your child's first and last name (with spelling), grade and the reason for his/her absence in your message. If your child is ill, please list his/her symptoms.

***\*You must inform the school each day your child is ill.***

During distance and hybrid learning the expectations when working from home are that you attend scheduled google meets and all synchronous learning activities with your teachers during learning times and check in with your Advisor on Wednesdays.

Daily, on-time attendance plays an important role in the total education of a student. Poor attendance patterns negatively affect a child's academic, social and emotional growth. The habits we establish as young people often remain with us through our adult life. Reporting to a destination on a regular basis on time and learning the value of regular attendance is an essential workforce skill. Below are the attendance guidelines for PRMS. Administration may use discretion when applying these guidelines.

- 3 unexcused/10 excused absences: Counselors may send a letter of concern home to parents/guardians. Further absences may be deemed unexcused by school personnel.
- 7 unexcused/15 excused absences: The Assistant Principal, Dean or Counselor may send a letter to parents/guardians explaining Minnesota attendance laws. A truancy referral may also be filed with Carver County Social Services.

#### **Late Arrivals:**

Any student arriving after 8:40am **MUST check-in** with the office staff. Please remember to bring your license or valid ID to enter the building to sign your child in. A note from the doctor or a phone call from the parent to **952-556-7899** are also acceptable.

#### **Tardies:**

An essential life skill is being on time to commitments. Tardies will be handled by teams through our PBIS program. Tardies will be monitored on a weekly basis by teams and administration. Teachers, Counselors, and Administration as well as the student and family, will work with students and families to determine the "why" behind a student struggling with being tardy and develop a plan to improve. If improvement is not achieved, appropriate consequences could be issued for patterns of repeated tardies to school and/or repeated tardies to classes.

#### **Leaving the building during school hours:**

All students in need of being released early due to appointments, vacation, sick, etc. **MUST HAVE** a parent come into the office to sign the student out. While taking safety precautions due to COVID, parents may make visual contact from the front entrance vestibule or call from outside the entry doors. Please remember to bring your driver's license or valid ID to enter the building to sign your child out.

To make this process more convenient for you and your child:

- Send a note with your child stating the date, time and reason for early release. Your child will need to bring the note to the office in the morning. He/she will be issued a pass to be released from class. Students may not leave class early without a pass or direct contact from the office staff.

#### **OR**

- You can call **952-556-7899** to leave a message or email [PRMAttendance@District112.org](mailto:PRMAttendance@District112.org) with the time your child will need picked up and the reason. If someone other than the parent/guardian will be picking the child up, please leave that person's full name. Kindly allow at least 2 hours for the office staff to get the pass to your child during the school day.

If your child is returning to school, you do not need to accompany them into the office if they have a note from the doctor or if a parent/guardian has already informed the office.

\*Please note: If you come to the office to pick up your child without sending a note or calling, allow extra time for us to locate the student, contact the teacher and have the student come to the office.

Thank you for your cooperation in following these attendance guidelines.

### **STUDENT ARRIVAL/DISMISSAL TIME**

Busses are scheduled to arrive at approximately 8:25 AM each day. If students are transported to school by other means, it is expected that **you will not arrive before 8:20 AM**. Due to increased COVID safety precautions for students, students should not exit the car in the morning until 8:20 AM. Prior to 8:20 AM, school doors will be locked and there is no supervision outside of the building. School dismissal is at 3:30 pm and students are expected to leave the building if they do not have an after-school activity or reason for remaining in the building. Students needing to wait after school for any reason, must wait by the main office. With increased safety protocols, students are NOT allowed in the building after school without supervision.

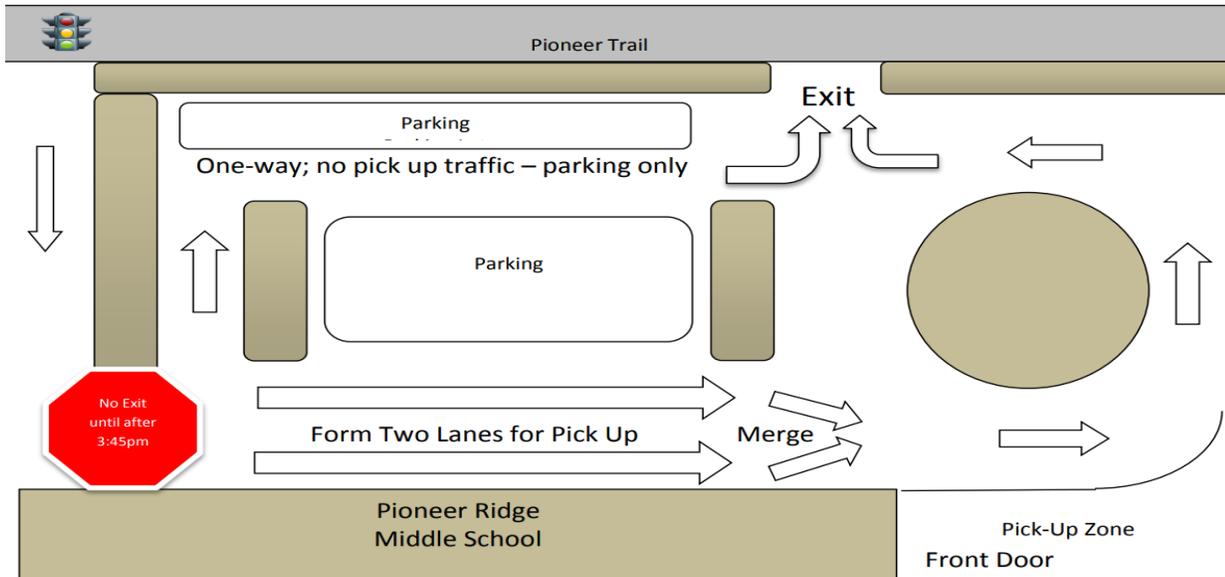
### **BUS INFORMATION**

The District 112 Transportation Department phone number is (952) 556-6160 and email: [transportation@district112.org](mailto:transportation@district112.org). The primary bus provider is Positive Connections. Their phone number is (952) 361-0899. If you live two or more miles from school or live within a hazardous crossing area, you are eligible for free bus transportation to and from school. As with all privileges, there are also responsibilities. If you misbehave, you may be denied access to the school bus. Only authorized students may ride the buses. Parents/guardians MUST provide a signed permission slip or directly contact the office so their child may receive a pass to ride the non-regular(different) bus provided space permits. All bus riders must adhere to behavior expectations in order to create a safe and orderly bus environment.

### **ATTENTION BIKE RIDERS**

If you ride your bike to school, please keep it in the bike rack. We encourage you to bring a chain and lock to secure your bike while you are in classes. Bike racks and parking lots are off limits to students during the day.

## Drop-off and Pick-up Procedures for Students at PRMS



### Help Keep Pioneer Ridge Students Safe!

We need your help and understanding as we adjust our pick up procedures to accommodate new bus times and school dismissal times. Thanks to all of you for your cooperation in following our new student pick up procedures. It is for your child's safety that we insist all pick-up traffic must pull completely around into the circle *before the car door is opened*. You will now form two lanes as you enter the parking lot and these pick-up lines will merge to one lane just prior to entering the circle.

Our staff will work to move traffic as efficiently as possible. Cars pulling out of the line before reaching the end of the circle, not only endanger other students, but also send the wrong message to students and other parents who are complying with this safety measure. If you have an emergency that requires you to leave more quickly than the five to ten minutes it takes to move all cars through our circle, we ask that you park and walk to the circle or office to pick up your child. If you need to park and walk to pick up your child, please turn left immediately upon entering the parking lot. You will need to exit via the east exit onto Pioneer Trail. Traffic will be one way, all must exit taking a right onto Pioneer Trail until 3:45pm or after the buses leave, and the traffic is clear.

Please do not allow your child to walk down the line and enter your car before reaching the circle. We also ask that you do not stop wherever your child is standing, but pull as far forward in the circle as possible before stopping. Please continue to pull forward as cars exit the circle while you wait for your child.

Please remember that students are released from class at 3:30pm and that pick-up traffic will move very quickly after 3:30pm. If you can delay your arrival for pick up until 3:30pm, or after, you will greatly reduce your wait times and our traffic situation. We appreciate your cooperation in keeping our students safe!

### STUDENT & PARENT RESOURCES/SUPPORTS

#### PRMS ANNOUNCEMENTS

Being "in the know" at PRMS means keeping your eyes and ears open. There are many ways to find out about upcoming activities and changes in daily routines. First, students get information through our [online announcements](#) available to students through their Chromebooks. Yet another source of information comes during passing times when [announcements](#) are read over our public address system. Lastly, you may find other information, including teacher websites, on the school website <http://prm.district112.org>

Student groups can use these established communication channels to promote activities and events. In addition, student groups may display important notices, posters, and flyers in designated areas after such items have been approved by an administrator. Notices promoting profit-making organizations are prohibited.

## **GUESTS AND VISITORS CHECK IN POLICY AT PRMS**

During office hours (8:00-4:30) all visitors must check in with the office by signing in using our check-in kiosk, using a valid ID to obtain a visitors badge. Please make sure this badge is visible so all students and staff can see it.

Student visitors from other schools are not allowed at Pioneer Ridge Middle School. Not only is classroom space and seating limited, but we've found that students who bring visitors often concentrate more on how their guests are doing than on their studies.

Thank you for your cooperation as we try to keep everyone at PRMS safe.

## **GUEST TEACHERS/SUBSTITUTES**

Guest (substitute) teachers are an essential part of our building. They provide us a tremendous service taking the place of teachers who are absent. These guest teachers deserve the same respect given the regular classroom teacher. It is our responsibility to welcome them to our school and help them feel positive and productive about their work experience at PRMS.

## **PARENT PORTAL**

Parent Portal is an internet based program that runs on the district web page, [www.district112.org](http://www.district112.org) which enables parents/guardians and students to view, from any computer with internet access, students' schedules, grades, lunch accounts, attendance, immunizations, emergency contact information and overdue library items.

Parent Portal is accessed through a login and password system. To register you will need to come into the school office, complete the required form and provide two forms of identification (one being a valid photo ID). Upon confirmation of your relationship to the student, we will set up an account for you. You will receive a letter that will contain your ID for our website and a password. PRMS will not track parents' passwords. Any computer with internet access will enable you to view this program. If you have been using the Parent Portal system to view another child's records, you do not need to register again. You can view any child in your household using the same password. **Families may set up Parent Portal over the phone with two forms of information to confirm relationships.**

Parents and guardians are strongly encouraged to provide an email address to stay in constant contact with PRMS, as all of our communications are available electronically.

If you have any difficulty with Parent Portal, please call the main office at (952)556-7800.

## **PARENT CONFERENCES**

Parent conferences will take place in several different formats, which will allow both students and your parents to get specific feedback on your progress. You will meet several times during the year and will talk about goal setting, test results, class studies and school in general.

\*This may look different this year due to COVID safety precautions. Please monitor school communication for further information.

Please see the Pioneer Ridge School Calendar for specific dates and formats of Parent Conferences.

## **SCHOOL FUNDRAISERS**

Student groups are permitted to conduct school district fundraisers in the commons before school begins, during lunch periods, and after school if the promotion is approved in advance by the administration. Individual students are not allowed to sell candy, gum, pop, or other items to each other on school property.

## **COUNSELORS**

Middle school students are characterized by rapid physical growth, curiosity about their world and an emerging self-identity. Middle school counselors have an impact on these years by implementing a comprehensive school counseling program and collaborating with school staff, parents and the community to create a safe, respectful learning environment whereby young adolescents can maximize personal and academic achievement.

Middle school counselors enhance the learning process and promote academic, career and social/emotional development. School counseling programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set informed career goals and realize full academic potential to become productive, contributing members of the world community.

Counselors are here to serve all students with personal/social, career and academic development such as class work, friends, family, decisions, and getting along with others. Some students meet with the counselors in small groups. These groups meet as needed to work on goals for improving in a specific area or to discuss common concerns. Counselors visit classes early in the year to explain how to get involved in one of these groups.

## **SCHOOL NURSE**

**If you feel sick, please check-in with the school nurse prior to going home or picking up your child.**

The nurse's office is located next to the main office in Student Services. The job of the nurse is to help people who feel sick. If you are sick, ask your teacher for a pass to allow you to see the nurse. The nurse will evaluate your needs and call your home for you, if necessary.

**Medication:** If you take medicine regularly your medication will be kept in the nurse's office. Law requires written instructions from a physician and a parent signature in order for schools to dispense medication. Medication forms are available from the nurse.

**No Shots, No School:** District 112 does enforce the "No Shots, No School" policy. Students who are not up to date on their immunizations will not be allowed to start school until they receive the proper booster shots and provide the school with documentation of the vaccines. Parents may choose to decline immunizations for their child by getting a legal exemption from Minnesota school law for medical reasons or conscientiously held beliefs.

**Peanut Allergies:** Peanut allergies are becoming more common and can be life threatening. Please be considerate when choosing snacks and packing lunches. If you bring food with peanuts or peanut products (such as peanut butter), please take the time to wash your hands when you are finished eating. A person with severe peanut allergies can react without actually eating peanuts. Please take time to remove crumbs and peanut butter smears from tables and desks.

**Masks:** All staff and students will be required to wear face coverings unless an accommodation is requested during COVID.

## **ILLNESS**

According to the Minnesota Department of Health guidelines, students will be excluded from school for the reasons listed below. If your child is ill and as a parent or guardian you believe that your child needs to stay home, we respect your decision and will work with families to make the best decision for your child. A student will not be admitted to Eastern Carver County Schools if the building nurse suspects a student may have a contagious or communicable disease that has not been treated.

COVID-19-Keep your child home if they experience a fever, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell. If they experience a new sore throat, chills, nausea, vomiting, diarrhea,

muscle pain, excessive fatigue, new onset of a severe headache, new onset of nasal congestion or runny nose. If your child has at least two of these symptoms do not send your child to school. Call your primary physician if your child has these symptoms. Notify the school if your child has had a COVID-19 test or if they are a close contact with someone who tested positive for COVID-19. Send medical documentation test results to the school.

Fever of 100 degrees or more, the student needs to stay home for 24 hours after the temperature returns to normal, without fever reducers.

- Vomiting or diarrhea, the student needs to stay home until 24 hours after the last episode.
- Any undiagnosed rash at the nurse's discretion, the student needs to see the physician before admittance to school.
- Chicken pox - may return to school after the last pox have scabbed over, usually 7-10 days.
- Uncontrolled cough.
- Pertussis - may return when 5 days after antibiotic treatment begins. Suspected cases of pertussis should stay home until 5 days of antibiotic are completed, or until the laboratory test comes back negative.
- Influenza- readmit when the child feels well, and fever-free for 24 hours.
- Impetigo - may return to school 24 hours after treatment.
- Pink eye - no exclusion unless the student has a fever or is not healthy enough to participate in routine activities.
- Ringworm - may return 24 hours after treatment.
- Scabies - may return 24 hours after treatment.
- Strep throat - may return 12 hours after antibiotic treatment, unless the student has a fever or is not healthy enough to participate in routine activities.
- Pinworm - may return after treatment.
- Hand, foot, and mouth disease - may return 24 hours after fever free.

### **DISTRICT 112 INTERVENTION PLANNING PROCESS (I-Team)**

**WHAT is I-Team:** Intervention planning is a *collaborative process* that includes all necessary stakeholders. Intervention planning process focuses solely on creating strategies to help children to be more successful in general education classrooms. Among its core components, the model promotes a collegial atmosphere in which teachers work together to solve student problems, employ evidence based intervention ideas to promote student success, and use dependable but time-friendly assessment methods to measure the progress of struggling learners.

**WHO is involved:** Teams hold shared responsibility. Participants may include: teachers, parents, school psychologists, counselors, specialists, administrators and others who are involved and know the student.

**WHAT is iTEAM:** Intervention team is a team that comes together to carry out the intervention planning process at the building level. Each district 112 building has an intervention team that meets regularly to support teachers and promote student success.

### **SCHOOL CLOSING**

In the event of severe weather, listen for school closing announcements on WCCO-AM (830) or KS95-FM. They may also be found on KARE11 news or the School Alert link at <http://www.kare11.com>. Additional school closing information may also be found on our district website at <http://www.district112.org>. **Reminder: the District 112 school name to look for is "Eastern Carver County Schools"**

### **NUTRITION SERVICES**

Nutrition Services has free and reduced price meal applications available online. and can be accessed on the Nutrition Services webpage of the Eastern Carver County Schools website, or by entering [lunchapp.112online.org](http://lunchapp.112online.org) in your web browser. This service is SAFE, SECURE, and PRIVATE, and is available for use on August 1st, 2020. Additionally, paper applications will be mailed to all households, are available in all school offices, and are

accessible on the website for parents to print at home. Parents who fill out the paper application at home can mail it to the district office at 11 Peavey Road, Chaska, MN 55318. All applications must be submitted to Nutrition Services by August 29th to be effective for the first day of school. Applications can be submitted anytime throughout the school year, and as many times as household income or number of dependents changes.

#### MEAL PRICES

Breakfast	\$1.70
Middle School Lunch	\$2.85
Milk	\$0.50
A la Carte Items	Prices Vary

To make a deposit during the school year, send a check or cash to school with your student, mail payment to the district office or student's school, pay online via [www.Mypaymentsplus.com](http://www.Mypaymentsplus.com), or call 1-866-524-3542. There is a fee of 3.98% of the deposit transaction for using the 866 number and [www.Mypaymentsplus.com](http://www.Mypaymentsplus.com). This fee is collected by Horizon Software International and is not controlled by Eastern Carver County Schools. Other tools at [www.Mypaymentsplus.com](http://www.Mypaymentsplus.com) are FREE and a great way to monitor your students account balance and eating habits. After signing up, you are able to receive notifications of low balances directly to your email. You are also able to view what your student has purchased through a history report. There is a smartphone app available at Google play or Apple iTunes Store: search "MypaymentsPlus". To set up your account, you need your students ID #. The ID # can be obtained through your Campus Portal account or by calling Julie Eklund at Nutrition Services at 952-556-6152.

#### MEALVIEWER

Nutrition Services is using a new online menu platform and menu app for the 2020-2021 school year. Our new program, MealViewer, is an interactive platform that provides students and families with everything they need to know about school lunch and breakfast! Both the new website and smartphone app display the daily menu, give descriptions of menu items, and provide nutritional information for each food and make finding common allergens simple. The district's app, MealViewer To Go, is a free download and is available at the Apple iTunes Store or Google Play. The app mirrors our interactive website. The interactive web menus can be found online at <http://schools.mealviewer.com/district/EasternCarverCountySchools,MN>

As a reminder, students purchase meals and a la carte items using their student ID number. If your student is a returning District 112 student and does not already know his/her student ID number, it can be found on the parent portal. If your student is new to the district, you can obtain your student's ID number at your school's open house/orientation or by calling the 112 Nutrition office at 952-556-6150.

#### REMEMBER BREAKFAST IS AVAILABLE AT SCHOOL AS WELL AS LUNCH

Kindergarten students receive a free breakfast, as well as those students who qualify for free and reduced priced meals. All other students can purchase breakfast for 1.70. Breakfast is the most important meal of the day. It fills the fuel tank and gets us ready for what the day may bring. The benefits for students who eat breakfast include less school days missed, they do better in math and are 20% more likely to graduate high school. Your student's school is giving them the opportunity to get a great breakfast that follows the USDA standards

For more information please visit our website at <http://www.district112.org/district-information/departments/nutrition-services/>

## LUNCH ROUTINES

*PRMS TRAILBLAZERS are **Prepared** and **Respectful** while demonstrating **Integrity**, **Dependability** and **Excellence***

Here are some of the daily routines that help our cafeteria run smoothly:

1. We ask that students stay in their seats during lunch.
2. As students finish eating, have them clean up their area and dispose of their lunch in the closest dump station using appropriate bins for recycling and trash.
3. **Students are required to ask permission to use the restroom which is located next to the lunch room.**
4. Once the tables or desks are clear (of trays, etc.), we spray down tables with disinfecting cleaner.
5. Students may be invited to go outside the last 5 to 10 minutes of lunch provided their eating area is clean, they stay on the grass and blacktop area directly outside of the commons, and sufficient supervision is available.
6. There will be dress code expectations based on the weather for students to follow to be allowed outside.

# 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](http://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 \_\_\_\_\_

Posted May 2018

## **SCHOOL PROCEDURES/EXPECTATIONS**

### **LOCKERS**

Lockers will not be available for use at the beginning of the year. Students will be required to carry supplies and backpacks with them to class.

If we return to in person learning - coats, backpacks, and school supplies may be kept in lockers located in the hallways.

Make sure your backpack is of appropriate size so as not to get stuck. Keep your locker organized and clean. Appropriate decoration is allowed, but all posters, stickers, etc. must be removed at the end of the year. Under no circumstances are students allowed to exchange lockers or move into an empty locker. It is **not** OK to open another student's locker....ever! Taking something from another's locker is as serious as stealing from another's home or car.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers without notice, without student consent, and without a search warrant.

### **DRESS CODE**

The appearance of a student is primarily the responsibility of the individual and the parent. District 112 students are expected to maintain an appearance that is not distracting to teachers or other students, disrespectful to others, or disruptive to the educational process. In addition, student attire must comply with standards of health and safety. (For example, state law requires that shoes must be worn in public buildings.)

**Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted.** (See District 112 policies on Sexual, Racial and Religious Harassment.) "Gang" as defined in this policy means any ongoing organization, association, or group of three or more persons, 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 or whose members engaged in a pattern of criminal 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 criminal street gang.

It is not the intention of this Dress Code to interfere with a student's right to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages usually are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment against others, and do not promote products or activities that are illegal for use by minors.

Examples of prohibited attire include, but are not limited to, the following:

- Clothing or hairstyles depicting gang symbols, representing gang affiliations or gang hand gestures.
- Clothing that is distracting, dangerous or overly revealing (i.e. bare midriffs, exposed underwear, etc.)
- Items referring to alcohol, drugs, tobacco, or sex
- Roller blades, shoes with wheels (Heelys), spikes/cleats, or skateboards

- Sunglasses (exception: outdoors)

When a student's appearance violates the Dress Code, the student will be required to modify his/her attire and additional consequences may, at the discretion of school officials, be imposed. School officials shall take into account the age of the student, District 112's student discipline policy, and whether the violation occurred during the instructional day while school was in session or in connection with a school-related activity.

## **DISCIPLINE**

PRMS values having a safe and effective learning community. For this reason disruptions are taken seriously. Discipline for disruptive or unsafe behavior is determined by the severity of actions and is at the discretion of school officials. PRMS is focused on positive interventions as a means to turn poor decisions into learning opportunities.

### **Severe Behaviors That May Result In Suspension**

Fighting or physical harassment

Use or possession or sale of alcohol, drugs or tobacco

Sexual or racial harassment

Possession of weapons

Threatening or abusive behavior towards anyone

Other behavior deemed overly disruptive to the learning environment

Consequences for these behaviors may also include a referral to police and outside agencies.

### **Detention Procedures**

If teachers/teams wish to assign a student detention for a consequence, the procedure for assigning detention is as follows:

1. Teacher informs the student that detention must be served.
2. Teacher calls the parent/guardian to explain the reasons for the assigned detention and schedules a date(s) that detention will be served.
3. Student serves detention on the assigned date(s) under the teacher's supervision; **(Parents will be notified if a student is assigned detention)**
4. During detention, students will work quietly on schoolwork or other assigned tasks.

**School-wide detentions** (scheduled with the student by the Administrative Dean) are held during the lunch hour in the office.

1. The Administrative Dean informs the student that detention must be served.
2. The Administrative Dean calls the parent/guardian to explain the reasons for the assigned detention and schedules a date(s) that detention will be served.
3. Student serves detention on the assigned date(s) under office supervision; **(Parents will be notified if a student is assigned detention)**
4. During detention students will hand in phone and work quietly on schoolwork or other assigned tasks without listening to music.

### **Student Suspension Records**

Student suspension/expulsion records become part of a student's permanent file as required by federal and state law. If students transfer to another school, these discipline records are sent to the receiving school along with the education records.

### **Employee Notification Of Violent Student Behavior**

School District 112 complies with state law by alerting classroom teachers and other appropriate school personnel when one of their students has a history of violent behavior.

### **Cell Phones and Mobile Communication Devices**

Bringing devices to school is a privilege. Students may have “silenced” cell phones and mobile communication devices on their person during class/instructional time. Students may not use their devices during instructional time without the permission of staff or in a manner that might be disruptive to other students or adults. For example, students should not be texting or messaging, gaming or using social media during classroom instruction unless they have staff permission or for an instructional purpose as designated by the teacher.

Students may use cell phones and mobile communication devices before and after school, in the cafeteria during their lunch periods and in hallways between classes. The student assumes all risks in bringing such devices onto school property or to school related events.

School administration or staff may revoke a student’s privilege of bringing/using a cell phone or mobile communication device to/in school if the device interferes with the student’s or other students’ learning.

Appropriate cell phone and mobile communication device usage is a life skill that our students are learning, as they grow academically, socially and emotionally. Parents please help us and your students with responsible use of their devices by limiting communication with them during instructional time. If you have an urgent need to communicate with your student during instructional time, please call the main office and we are happy to assist. We appreciate and value parent/guardian partnership.

### **RELATED ELECTRONIC DEVICES**

\*Laser Pointers are not allowed on school property at any time.

\*Any device with photo-taking capabilities is NOT allowed in bathrooms and/or locker rooms

## **ACTIVITIES**

### **STUDENT ACTIVITIES**

**Student Council:** Open to all students. Representatives are selected from our school "families" by application. The group meets twice a month to plan school parties, special dress-up days, and community service projects.

**Knowledge Bowl:** Competitions are held in the late fall and early spring and test your memory and brain power. The team practices in the morning before school.

**Yearbook:** Interested in helping to organize the PRMS Yearbook? This group meets before and after school, and is open to anyone; however, numbers are limited. Applications are accepted in the fall. Listen to announcements for information.

**Peer Tutoring Opportunities:** Participants can choose to serve as peer tutors, peer mentors, new student guides, as well as get involved in other service projects.

### **PRMS DANCE/ACTIVITY GUIDELINES**

1. Appropriate school behavior is expected at all times. School dances and activities are a school-sponsored event and all school rules and expectations apply. Students are expected to follow the PRIDE program.
2. Dress must be acceptable school attire. School dress code does apply and students may be sent home for noncompliance with the dress expectations.
3. Students may be denied the privilege of attending activities by school administration due to previous behavior disruptions or attendance concerns.
4. Inappropriate public displays of affection will not be allowed.
5. Students must stay out of restricted areas and respect all school property.
6. Respect must be shown to all chaperones, school staff and student helpers.
7. Students violating school rules will be asked to leave the activity and parents will be contacted. Students will be allowed to wait in the main office.

## **DISTRICT 112 EXPECTATIONS FOR SPECTATORS AT CO-CURRICULAR EVENTS**

- Students under age 12 should be accompanied by an adult at activities for their safety and the safety of others.
- We welcome enthusiastic fans who come to watch the game and encourage our team. Good sportsmanship is our goal and our trademark.
- Thanks for patronizing our concession stand. Remember that rude behavior such as cutting in line or speaking rudely to those working there is not acceptable.
- Beverages are *not allowed* in any gymnasium areas.
- Running, throwing candy, or horseplay, like grabbing hats in crowded areas, is both disruptive and dangerous.
- Toys should be left at home. Game balls must be left at the gate.
- We expect all our spectators to address our volunteers, supervisors and each other respectfully. Offensive language has no place at District 112 activities.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 112 activity.

Our school district operates under a set of Community Values. Two of those values are responsibility and respect for others. We are asking that as parents you review these values with your children before they attend any sports' or fine arts' activity.

If you have any questions, please call the Chaska 556-7130 or Chanhasen 556-3530 High School Activity Offices.

## **District Policies**

### **Bullying Prohibition Policy**

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, contracted service providers (bus drivers, food service workers, etc.), and volunteers should demonstrate appropriate behavior, treat others with civility and respect, and respond to incidents of bullying. District 112 believes that positive behavioral expectations must be set, and requires the development of a Bullying Prevention Program and its implementation at all schools.

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists 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. 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.

Bullying behavior includes, but is not limited to:

- Verbal, written, or electronic; such as insulting someone or making threats.
- Psychological; such as spreading rumors or shunning the individual inappropriate physical behavior; such as gestures, pushing, or hitting the person.
- Inappropriate physical behavior, such as gestures, pushing, or hitting the person.

Consequences and appropriate remedial actions for students who commit an act of bullying range from positive behavioral interventions up to and including suspension and expulsion.

District 112 prohibits reprisal or retaliation against any person or group who reports an act of bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the building administrator and/or designee after consideration of the nature and circumstances of the act, in accordance with district policies and procedures.

District 112 prohibits false accusations of bullying. Should false accusations be made, appropriate consequences will be assigned.

School principals or their designees are responsible for receiving complaints alleging violations of this policy. **All school employees and contracted service providers (bus drivers, food service workers, etc.) are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.**

A complete copy of the Bullying Prohibition Policy is available in the school office. We welcome your comments and questions.

## **Bus Safety Policy**

### **School Bus Safety Expectations and Responsibilities**

#### **A. Bus Safety & Student Conduct Expectations**

1. The bus driver is the responsible authority on the bus.
2. Students will board and leave the buses only at designated stops.
3. Students will remain at a safe distance from buses that are arriving or departing from their stops.
4. Pick-up times are established; students will be waiting 5 minutes before pick up time at designated stops.
5. Students will go directly to their seats and stay seated when the bus is moving.
6. Backpacks, musical instruments, and other large items must be handled by students so as to not come into contact with other students or obstruct the aisles.
7. For safety and cleanliness, gum, food, and drink are not allowed.
8. Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
9. Drivers will assign seats to all elementary students and may assign seats to middle school or high school students when necessary. Students will remain seated at all times. Drivers and administrators may make specific seat assignments.
10. When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals it is safe to cross.
11. Students will not engage in noisy or boisterous conduct that might distract the driver.
12. Students will not use profane or indecent language.

#### **B. Student Behavior Responsibilities**

1. Students will not tamper with emergency doors or safety devices.
2. Students will not throw, shoot, or spit objects out of, inside, or at the bus.
3. Students will not damage or deface the buses in any manner.
4. Students will not possess or use alcohol, tobacco, or any other type of illicit substance on the bus.
5. Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
6. Students will not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus.
7. Students will not engage in noisy or boisterous conduct that may distract the driver.
8. Students will not use profane or indecent language.
9. Students will not harass others physically, racially, religiously, sexually or in any other manner.

**A student who violates either the Bus Safety & Student Conduct Expectations or the Student Behavior Responsibilities will be assigned appropriate consequences by the School Bus Driver and School Principal.**

#### **C. Consequences For Student Misbehavior**

Consequences will be assigned to students who misbehave in order to provide an opportunity for them to learn to behave appropriately. Students are expected to learn quickly because the school bus is a safety

sensitive environment where their actions can affect the safety of others. Students who repeatedly misbehave will be assigned consequences that are progressively more severe. Students will immediately be assigned the most severe consequence when their behavior is seriously harmful or destructive. The most severe consequence is the loss of the privilege to ride the bus.

Parent/Guardians are both initially and finally responsible for transporting their children to and from school unless those children demonstrate safe and responsible behavior on and around the school bus. All parent/guardians are asked to work cooperatively with school and bus company officials to ensure that their children behave safely and responsibly. Your participation and support is critical for teaching students the basic skills that will help them navigate safely in the real world.

- **Minimum Consequences:** Minor misbehaviors will result first in a warning, and then in the progressive assignment of no more than (5) five consequences. On the fifth consequence, the student loses his/her privilege to ride the bus for the remainder of the year.
- **Maximum Consequences:** Major misbehaviors will result in immediate loss of the privilege to ride the bus.

## **Cell Phones/Personal Electronic Devices**

This policy regulates student possession and use of cell phones/smart phones, MP3 players and other similar personal electronic devices while on school property and during school hours. While the exact rules for implementation vary somewhat according to the student's age, the underlying intent of the policy is twofold. On one hand, we encourage development of techniques for use of these devices as a teaching tool where appropriate and where it will enhance the learning experience. On the other hand, we want to ensure that personal use of the devices does not create a distraction from the learning process, and that the devices are not used to infringe on the privacy of other students or of staff. When not being used under teacher supervision, the district policy is "no visible/no audible" in most cases.

## **Communicable Disease Policy**

District 112 has the obligation to provide a healthy environment while protecting the educational rights of all students. The District also has an obligation to require that all students attend school regularly to ensure continuity of the educational process. Procedures for inclusion or exclusion from school and/or school-related activities of students with communicable diseases will consider the educational and health implications for the students and others with whom they come in contact. To that end, District 112 has adopted the most current guidelines established by the Minnesota Department of Health and with which the Minnesota Department of Education concurs.

District 112 recognizes that employees with communicable diseases may wish to continue working. As long as a physician's statement indicates that an employee's condition is not a threat to themselves or others, an employee will not be denied continued employment solely because of his or her medical condition.

## **Protection and Privacy of Pupil Records**

District 112 complies with federal and state laws governing the release of student record information. These laws require the District to release “directory information.” Directory information includes the student’s name, parent/guardian name, mailing address, email address, home telephone listing, photograph, student’s date of birth, gender, dates and schools of enrollment, grade level, school, special honors and achievement, participation in officially recognized activities and sports, height and weight for members of athletic teams, and photos or videotapes of a student engaged in academic, non-academic, or co-curricular activities. Directory information does not include individual grades, testing results, race, religion, or other personal facts.

Should parents choose to classify their child’s directory information as private, their child’s directory information (as listed above) will be excluded from official school publications and electronic media including but not limited to the yearbook, the student newspaper, graduation programs, honor roll or other recognition lists, sports programs, and drama playbills.

By law, directory information must be made available to organizations or individuals who request it. PTO fundraisers, scouts, booster clubs, photographers, drivers’ training schools, and senior class party organizers are examples of groups who may request student directory data.

Parents and students of legal age may request that directory information be classified as private and therefore withheld from publications without written consent. Requests to exclude students from directory information should be made in writing to the school principal. “Request to Exclude Student Directory Information” forms are available from each school office. The exclusion will be in effect for the current school year only. A new Request to Exclude Student Directory Information must be completed for each subsequent school year.

Parents and students of legal age may also request the name, address, and home phone number of their student in 11<sup>th</sup> or 12<sup>th</sup> grade not be released to military recruiters. Requests to do so must be made in writing and sent to the school. The form “Military Recruiter Access to Student Data” is available from each high school site.

## **Current student privacy practices become federal law under PPRA**

District 112 and parents share a commitment to protecting student privacy. A new federal act called the Protection of Pupil Rights Amendment (PPRA) puts into law many practices already in place in District 112 and adds others. Specifically, PPRA gives parents or students age 18 or older the right to:

- Give consent before students are asked for personal information on federally-funded surveys distributed through school
- Opt students out of surveys that ask for personal information if the surveys are not funded federally. Parents may request to inspect the surveys before students take them.
- Opt students out of medical examinations or screenings that don’t meet federal criteria
- Inspect curriculum materials
- Deny use of personal student information for marketing, sales or other distribution.

## **Education records protected by FERPA**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over age 18 new rights in regard to student records. Under FERPA you have the right to:

- Inspect and review student records. We will make the records available within 45 days of receiving your request. Please put your request in writing to the school principal and identify the records you want to review. We’ll invite you to school to inspect the records together.
- Request an amendment of the student educational records. If you think something is inaccurate or misleading, you should submit your request for change in writing to the principal. Schools have the right to refuse the request, but must offer the opportunity for a hearing if requested. The request for a hearing must be in writing.

- Consent to the disclosure of personally identifiable student information. FERPA does allow school officials with legitimate educational interests to look at the student information. “School officials” include employees of the school district such as teachers, administrators or someone working under their direction, a school board member, or a contracted employee such as an attorney. (A complete list of school officials identified by law is available in the school office.) The information must be necessary to fulfill the school official’s professional responsibility.

These laws (PPRA and FERPA) go into effect in January 2004. If you have questions about either new federal law, please contact your principal. If you believe your rights have been violated, you may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Ave. SW  
 Washington D.C. 20202-4605

## **Disability Nondiscrimination**

It is the policy of School District 112 to protect students with disabilities from discrimination and to identify and evaluate learners who, within the definition of Section 504 of the Rehabilitation Act of 1973, need accommodations, special services, or programs in order that such learners may receive the required free, appropriate public education.

Section 504 in the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, including learning; or
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment.

Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they do not require individualized education program services pursuant to the Individuals with Disabilities Education Act.

### **SECTION 504 COMPLIANCE**

Principals and designated Section 504 building contacts are responsible for assistance and support in compliance activities. Questions, comments, or concerns regarding disability discrimination issues should be directed to the person responsible for assuring that the District, its programs, and facilities comply with Section 504:

Laura Pingry-Kile, Director of Specialized Education Services  
 11 Peavey Road  
 Chaska, MN 55318

Telephone: (952) 556-6100

A pamphlet entitled Section 504 Guidelines is available in the school office or by telephone request.

## **Discipline Policy for District 112**

District 112 is committed to maintaining a learning environment that ensures no interference with the educational process. Order and discipline are keys to the creation of such an environment. District 112 recognizes that a positive approach to discipline and that early intervention are most effective in dealing with student behavior. Parents are an

important resource in this effort.

## **I. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

## **II. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

## **III. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco paraphernalia, tobacco related devices or electronic cigarettes;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use

by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interfere with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

#### **IV. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation,

procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

## **Equal Educational Opportunity (Secondary)**

District 112 is committed to providing equal educational opportunities for all students regardless of sex, race, color, creed, religion or non-believer status, national origin, status with regard to public assistance, disability, age, sex, marital status, parental status, or sexual orientation. The district also makes reasonable accommodations for disabled students. Equal opportunities apply to all areas of the educational program, including academics and activities.

Any time students believe there has been a violation of this policy they should speak to a teacher or to the principal. The principal will follow up. If the policy has been violated, a report is sent to one of the District's Human Rights Officers, Cathy Gallagher or Dr. Jim O'Connell. Parents are involved as appropriate as the principal follows up. All students involved in a complaint may have a parent or other trusted adult with them in meetings. For information about the complaint procedure or to review/receive a copy of this policy, contact your building principal or a District 112 Human Rights Officer

If you believe your child has been denied equal opportunity for one of the reasons listed above, you may contact the building principal or the District Human Rights Officers: Cathy Gallagher (556-6182) or Dr. Jim O'Connell (556-6251); District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.

## **Firearms and Weapons Prohibition Policy**

It is the policy of District 112 to maintain a positive, safe learning and working environment. Thus, the District maintains no tolerance for firearms or weapons in the possession of students on school grounds.

All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and school zones, except for educational purposes as authorized in advance by the building principal or designee. This prohibition applies to all buildings and grounds (leased or owned), all school vehicles (leased or owned), and at other buildings or premises where District 112 students are present in connection with a school activity.

This prohibition specifically applies to school-sponsored activities such as field trips or co-curricular activities, wherever they occur.

Weapons are defined as any device or instrument designed as a weapon, or through its use capable of producing bodily harm or death, or any device or instrument that is used to threaten bodily harm. Some examples of weapons are: pellet guns, look-alike guns, knives of any size, clubs, metal knuckles, nunchucks, throwing stars, splat guns, stun-guns, rockets, ammunition, fireworks and mace.

Firearms are defined as any gun (loaded or unloaded, workable or not), explosives, rockets, bomb, grenades, as defined by Section 921 of U.S. code.

Consequences for violation of this policy may include a suspension or an expulsion for a period of up to one calendar year. In addition, violations of this policy will be reported to the appropriate law enforcement agency and any weapon will be confiscated.

A student who finds a weapon or firearm on the way to school, in the school building, or realizes she/he is in possession of a weapon or firearm and takes the weapon/firearm immediately to the principal's office or reports the location of the weapon/firearm to the principal, shall not be considered in possession of a weapon.

District 112 learners with and without disabilities are subject to the consequences of this policy. The District will adhere to all applicable statutes and rules relating to students with disabilities in the enforcement of this policy.

A complete copy of the Firearms and Weapons Prohibition Policy is available in all school offices.

## **Harassment/Violence Prohibition (Secondary)**

District 112 will not tolerate any act or form of harassment or violence. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy.

Violations of the harassment or violence policy may include, but are not limited to:

- unwelcome verbal harassment or abuse, including teasing, joking, or making derogatory or dehumanizing remarks about a person's sex, race, or religion;
- subtle pressure for sexual activity;
- physical violence or abuse including leering, inappropriate patting or pinching, other forms of unwelcome touching, attempted rape, and rape;
- intentional brushing against a student's or an employee's body;
- displaying of offensive pictures, posters, T-shirts, or other graphics;
- demanding sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status;

- demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status;
- threats or actions related to an individual's race, religion, or ethnic heritage.

Students and employees of District 112 are responsible for conducting themselves in a manner consistent with the spirit and intent of the Harassment and Violence Policy. Officials of District 112 will investigate all complaints, either formal or informal, verbal or written, of violations of this policy. Appropriate disciplinary action will be taken with any student or employee who is found to have violated this policy.

Any student or employee who believes he/she has been a victim of harassment or violence by another student or employee should report the incident so action can be taken. Complaints will be kept as confidential as possible. All students involved in a complaint may have a parent or other trusted adult with them in meetings. For information about the complaint procedure, or to file a report of a policy violation, or to receive/review of the policy, contact your building principal or a District 112 Human Rights Officer.

Consequences of a violation of this policy may result in any or all of the following:

- assignments designed to increase awareness and sensitivity to the issues of sexual, racial, religious harassment;
- administrative conference with student or parent and student;
- detention;
- referral to outside agency;
- assignment to an alternative educational program;
- \$25.00 donation to the Carver County Sexual Violence Center;
- suspension, in or out of school;
- exclusion/expulsion;
- referral to police or other law enforcement agencies for criminal action;
- disciplinary actions consistent with Minnesota Statutes and collective bargaining agreements.

If you believe your child has experienced sexual, racial, religious harassment during the school day or while participating in District 112 activities or programs, you may contact the building principal or our District Human Rights Officer: Dr. Jim O'Connell (556-6251); District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.

State law gives you the right to file a charge of discrimination with the Minnesota Department of Human Rights, Sibley Street and Mears Park, 190 East 5th Street, Suite 700, St. Paul, Minnesota, 55101, telephone: 651-296-5663. Both the School District's policy and state law prohibit reprisals or retaliation against you for reporting sexual, racial, or religious harassment.

## **Hazing Prohibition Policy**

Hazing activities of any kind are inconsistent with the educational goals of District 112 and are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated 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.

School principals are the persons responsible for receiving reports at the building level. 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 who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during, and after school hours.

## **Immunization Requirements**

District 112 requires that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student’s parent or guardian has submitted to the designated school district administrator the required proof of immunization.

The school district will develop and implement a procedure to:

- notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
- review student health records to determine whether the required information has been provided; and
- make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student’s parent or guardian of the conditions for re-enrollment.

The notice provided shall contain written information describing the exemptions from immunization as permitted by law.

## **Integrated Pest Management Information**

District 112 currently has in place an Integrated Pest Management Program for control of insects and other pests inside school buildings. The District also uses a similar strategy in controlling weeds on its grounds and athletic fields. The goal of both programs is to provide proper pest control and at the same time minimize the amount of pesticide or herbicide used inside and around buildings. At no time are any pesticides or herbicides used or applied when children are present in the building.

Legislation enacted in 2000 requires that by September 15th of each year, all schools must notify parents that an estimated schedule of applications of pesticides and/or herbicides is available for review or copying at each school office. Parents may also request to be notified prior to any unscheduled applications of these materials. Concerned parents should contact the school office after September 15th to request the noted information.

## **Life-Threatening Allergies**

The school has a plan to provide the safest environment possible for students and staff with known and yet unidentified life-threatening allergies. Common allergens include dairy, eggs, peanuts, tree nuts, soy, fish/shellfish, wheat, insect venom, latex, and medications. Parents should notify the building nurse of their child's allergy. The nurse will work with students, parents, and physicians to develop an emergency action plan, and communicate the plan to appropriate staff. Parents are encouraged to bring non-edible items for birthdays and celebrations. Students with allergies will have the option of sitting at an allergy-safe table in the cafeteria as part of their plan. Parents should provide an epinephrine auto-injector if prescribed.

## **Parent Involvement**

A core belief of District 112 centers around parent involvement. We know that student achievement is increased when parents/families are involved in the educational process of their child. We encourage parents to be involved in our school. Each fall, invitations for a variety of ways to be involved in your child's learning are available. We welcome your participation in an educational partnership. This includes all areas of instruction and specialized services (special education, Title I, etc.). Each school plans, implements, and assesses parent involvement opportunities that meet the needs of staff and families. All elementary and middle level buildings have a Parent Involvement Coordinator who plans Parents as Partners activities within the school.

## **Pledge of Allegiance Policy**

Per Minnesota law, students in District 112 shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation can take place either in individual classrooms or as an entire building over the intercom system. Any student or teacher may decline to participate and that decision will be respected.

## **Reporting Maltreatment of Minors Policy**

School district personnel who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker are required by state law to report it to the local child protection agency or law enforcement agency. Mandatory reporting procedures must be followed for suspected abuse or neglect that has occurred within the last three years.

## **Searches (Secondary)**

### **Search and Seizure**

If school officials have reason to believe that an illegal act or violation of school rules has been committed or is about to be committed, they are authorized to reasonably search the student, the student's property (i.e., backpacks, vehicle), or any school district property used by the student. Items believed to be stolen, injurious, or detrimental to the safety and welfare of the students may be seized by school officials.

### **Lockers**

Each student will be assigned a locker, and the locker will be located in his or her house. No student is to switch or share a locker with another student. Each student will be held responsible for the condition of the locker assigned to him/her and for the contents of that locker.

#### **The State-Mandated Locker Policy**

"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. **Inspection of the interior 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 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. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

**Students should not keep money or valuables in lockers.**

## **Student Drug and Alcohol Policy**

ECCS will not tolerate the consumption, use, misuse, distribution, or possession of illicit drugs or alcohol in school, on school property/school buses, or during any ECCS school-related activity anywhere, or consumed away from school with the student returning to school.

Alcohol is defined as any intoxicating liquor including but not limited to any alcoholic beverage, malt beverage, fortified wine, or other liquor. Drugs are defined as controlled substances including but not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, and inhalants.

To re-enter school following a violation of this policy:

The student must meet with the ECCS Chemical Health Specialist or an independent expert for an assessment of chemical use.

After this evaluation, the parent/guardian will be contacted to discuss the assessment and recommendations for student support.

Students involved in distribution or sale of alcohol or an illegal or controlled substance in school, on school property/school buses, during any ECCS school-related activity anywhere, or who are involved in the sale of these substances away from school grounds that lead to dangerous or harmful activities on school grounds, are subject to consequences up to and including expulsion. After meeting with the principal, the school will contact the student's parent/guardian, the police liaison officer, and the chemical health specialist. The District's policy and consequences of violating the policy will be reviewed with the student and parents/guardians. Referral will be made to the police department.

### **Consequences for violating this policy may include but are not limited to:**

- student/parent conferences
- suspension from co-curricular activities
- referral to community services or outside agency
- assignment to an alternative educational program
- suspension or expulsion from school
- completion of an appropriate rehabilitation program
- transfer to another school building or school program
- referral to appropriate law enforcement agency for criminal action
- referral to juvenile authorities
- schedule adjustments
- mandated attendance at student support group meetings.

## **Student Medication Policy**

Independent School District 112 acknowledges that some students may require prescribed medication during the school day. The following provisions are necessary to provide for the safe, proper, and timely administration of non-emergency prescription medication to students in the schools.

### **Types of Medication Administered**

Independent School District 112 will dispense only FDA approved medications as prescribed by a licensed medication prescriber. Licensed medication prescribers are:

- Physicians
- Advanced Practice RN with prescriptive authority
- Physician assistant who has direction from a physician or written protocol
- Dentist
- Podiatrist
- Osteopath
- Psychiatrist

### **Who will Administer Medication**

Medications will be dispensed by the Registered Nurse. The RN may delegate this medical function to the Health Associate, paraprofessional/unlicensed assistive personnel.

### **Delegation of Medical Administration**

Delegation is “the transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation.” (National Council of State Boards of Nursing)

### **Secure Handling, Storage, and Disposal**

All medications will be stored in a locked drawer/cabinet which is used exclusively for medications. All medications should be stored in the original pharmacy, or manufactured labeled container with the student’s name on it.

Medications are to be kept no longer than the medication expiration date or the end of the school year. All unused, discontinued, or outdated medications shall be returned to the parent/legal guardian. If the parent/legal guardian does not pick up medication at the end of the year, it will be disposed of at school.

## **Student Rights Related to Student Surveys, Physical Exams, and Marketing Policy**

District 112 affords parents certain rights regarding student surveys, certain physical exams, and collection and use of information for marketing purposes. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis

screenings, or any physical exam or screening permitted or required under State law;  
and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use of:

1. Protected information surveys of students;
2. A survey created by a third party
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
4. Instructional material used as part of the educational curriculum.

## **Student Sex Nondiscrimination Policy**

All students are provided equal educational opportunities, and sexual discrimination is prohibited at all times. Sexual discrimination is the exclusion from participation in, denying the benefits of, or other discrimination from any educational program or activity, based on sex.

It is the responsibility of every school district employee to comply with this policy. The school district will act to investigate all complaints of unlawful sexual discrimination toward a student and will take appropriate action.

Students and employees of District 112 are responsible for conducting themselves in a manner consistent with the spirit and intent of the Student Sex Nondiscrimination Policy. Officials of District 112 will investigate all complaints, either formal or informal, verbal or written, of violations of this policy. Appropriate disciplinary action will be taken with any student or employee who is found to have violated this policy.

Any student or employee who believes he/she has experienced sex based discrimination during the school day or while participating in District 112 activities or programs should report the incident so action can be taken. Complaints will be kept as confidential as possible. All students involved in a complaint may have a parent or other trusted adult with them in meetings. For information about the complaint procedure, or to file a report of a policy violation, you may contact the building principal, our District Human Rights Officers, Dr. Jim O'Connell (556-6251) [occonnellj@district112.org](mailto:occonnellj@district112.org) or Amy LaDue (556-6114) [laduea@district112.org](mailto:laduea@district112.org) our Title IX Coordinator, David Brecht (556-6141) [brechtd@district112.org](mailto:brechtd@district112.org). Our Human Rights Officers and Title IX Coordinator are located at the District Education Center, 11 Peavey Road, Chaska, Minnesota 55318. The school district will also take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports the sexual discrimination, testifies, assists, or participates in an investigation or hearing related to such unlawful discrimination.

Consequences of a violation of this policy may result in any or all of the following:

- assignments designed to increase awareness and sensitivity to the issues of sexual based discrimination
- administrative conference with student or parent and student;
- detention;
- referral to outside agency;
- assignment to an alternative educational program;
- \$25.00 donation to the Carver County Sexual Violence Center;
- suspension, in or out of school;
- exclusion/expulsion;
- referral to police or other law enforcement agencies for criminal action;
- disciplinary actions consistent with Minnesota Statutes and collective bargaining agreements.

State law gives you the right to file a charge of discrimination with the Minnesota Updated 9/12/19 Department of Human Rights, Sibley Street and Mears Park, 190 East 5th Street, Suite 700, St. Paul, Minnesota, 55101, telephone:

651-296-5663. Questions relating to sex based discrimination may also be referred to the Assistant Secretary for Civil Rights of the United States Department of Education.

A complete copy of the sexual, racial, religious harassment/violence policy (522) is available from your school office and can be located at the district website

<https://drive.google.com/drive/folders/0ByPRTHuGnk5JT3dldEdjcEsxeDA>

We welcome your comments and questions.

## **Technology and Internet Acceptable Use Policy**

The use of Eastern Carver County Schools' (ECCS) technology must be in support of learning and consistent with the educational objectives of the district. Any use of technology that adversely affects learning, teaching, the operation of the district, or jeopardizes district resources is prohibited and will be dealt with in accordance with applicable laws or student policies.

ECCS has the right to place reasonable restrictions on the material accessed or posted through the system in support of providing safe Internet access for students and staff (free from visual depictions that are obscene, contain pornography, or are deemed harmful to minors). Students and staff are expected to comply with ECCS's policies, procedures, and the law in use of ECCS provided Internet access.

### **Privileges**

1. **Privacy.** There is no privacy of personal files on the district system. An individual search will be conducted if there is reasonable suspicion that students have violated technology use guidelines, district policies, or the law.
2. **Access.** All students of ECCS will be granted appropriate access to technology services. An adult will monitor student use of technology equipment and the Internet.
3. **Safety.** To the greatest extent possible, users of ECCS technology community will be protected from harassment or unwanted or unsolicited contact. Individual users are expected to help with this undertaking. Any student who receives threatening or unwelcome communications should bring them to the attention of an administrator.
4. **Intellectual Freedom.** ECCS provides a free and open forum for expression, including viewpoints that are strange, unorthodox, or unpopular. Personal attacks or sending unwelcome or threatening email messages are not an acceptable use of the school district network. ECCS does not officially endorse any opinions stated in productions created with our technologies. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of ECCS.

### **User Responsibilities**

It is the user's responsibility to adhere to the standards set by their technology community and the school district. Specifically:

1. Use appropriate language.
2. Respect the privacy of other users.
3. Use of technology for any illegal activities is prohibited.
4. Help avoid the spread of computer viruses.
5. Users have full responsibility for the use of their account: All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the account user.

6. A fee may be charged to your account for printing or copying.
7. Under no conditions should you give your password to another user.
8. Students must not reveal personal information (address or phone number) to unknown users. Under no circumstances should students give their passwords to other students.
9. Be aware that e-mail and files are not guaranteed to be private.
10. Adhere to the rules of copyright. Copyrighted material must not be placed on any system in School District 112 without the author's permission. Only public domain files, and files in which the author has given expressed consent for on-line distribution, may be used on our technology. Any other software or videos or audio may not be uploaded to district technology systems.
11. Students may not download or install software on ECCS computers or networks without the permission of a technology staff member.

## Technology Products

Materials produced with the technology of ECCS are subject to the following policies and guidelines:

- Products may only be displayed on District technology or web sites with the permission of an authorized staff member.
- School District publications (including but not limited to: web pages, video recordings, audio recordings, transcripts, brochures, newsletters, or other print media) may contain student information within the following guidelines:
  - Student photos or work may be identified by first name only, except for activity participants or award winners.
  - Roster information (i.e. height, weight, grade, role, photos) for activities may be published.
  - Information that could be published in a newspaper may also be published in School ECCS publications.
  - If this is not acceptable, parents or staff must complete the District ***Request to Exclude Student Directory Information Form***.
- All other productions must provide a ***Standard Release Form*** signed by any talent or subjects and, if a minor, by their parent or guardian prior to any publication via video audio, transcripts or web sites.

Student violations of the District Acceptable Use Policy will be handled in accordance with appropriate student discipline policies.

## Tobacco Policy (Secondary)

District 112 is proud to encourage and support a tobacco-free environment.

A violation of this policy occurs when any student smokes, uses, or possesses tobacco, tobacco-related devices, or electronic cigarettes in school, on school property, on a school bus, or at a school sponsored activity including off campus events sponsored by the school district.

Students in violation of the tobacco policy will be encouraged to see the school nurse to seek assistance to quit smoking and/or using tobacco products.

Any student using or possessing tobacco in violation of this policy will be subject to the following action:

**First Violation:** The student will be assigned an in-school suspension during which the student will complete an educational program on the hazards of using tobacco. A parent/guardian contact will be made. A referral to the

police liaison officer is also made.

**Second Violation:** The student will be suspended from classes for one day and will not be reinstated to classes until there is a conference at school involving the student.

**Third Violation:** The student will be suspended from classes for three days and will not be reinstated to classes until there is a conference at school involving the student, parent/guardian, and school official. A third violation results in a referral to the police liaison officer for a citation and a court referral.

**Fourth Violation and Subsequent Violations:** The student will be suspended from classes for up to five days and will not be reinstated to classes until there is a conference at school involving the student, parent/guardian, and school official. Fourth and subsequent violations result in a referral to the police liaison officer for a citation and a court referral.

## **Waste Reduction, Reuse, Recycling Policy**

District 112 will make a continuous and deliberate effort to instill in current and future citizens, the importance of protecting and maintaining the environment. The District and its staff will model stewardship of the environment by recycling the following items in all buildings: cardboard, paper, aluminum cans, plastic bottles, tin cans, and glass bottles. All students and staff will be instructed and encouraged to reuse and/or recycle all paper whenever possible. The role of all staff is to demonstrate support by modeling good recycling habits and behaviors. Every student in the school will have the opportunity to personally support the school's paper recycling program at least once each school year. Each building will appoint an Environmental Representative to assist in the education and coordination of the recycling program and other environmental efforts. Each school may plan additional educational activities and environmental efforts beyond the District's basic expectation for all buildings.

## **Wellness Policy**

The wellness policy is a guide to ensure students are able to form healthy, life-long nutritional and physical habits. Students will be provided appropriate education in each of these areas, as well as healthy food choices and opportunities to participate in physical activities. Nutritional value and portion size guidelines have been established for food items that are made available to students.

Schools will not use foods or beverages as rewards for academic performance or good behavior (unless written in and IEP or 504), and will not withhold food or beverages as a punishment. All foods offered or sold to students will meet USDA Smart Snacks nutrition standards. A list of Smart Snacks is found on the [district's wellness website](#). The school district will make available to teachers a list of healthy fundraising ideas. The school encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

