



## Chaska Middle School East Student & Parent Handbook

*Thunderbirds* are **P**repared and **R**espectful

while demonstrating **I**ntegrity, **D**ependability and **E**xcellence!



### "Hybrid" Schedule 2020-21

ODD Block Day Schedule: Mondays and Thursdays			
Advisory	8:40-9:00 (20)		
1 <sup>st</sup> period	9:08 - 10:30 (82)		
3 <sup>rd</sup> period	10:38-12:30 (112)		
	6th Grade Lunch 10:30-11:00 (30)	6th grade- period 3 11:08-12:30 (82)	
	7th Class (Split) 10:38-11:18 (40)	7th Grade Lunch 11:18-11:48 (30)	7th Class (Split) 11:50-12:30 (40)
	8th grade- period 3 10:38- 12:00 (82)		8th Grade Lunch 12:00-12:30 (30)
5 <sup>th</sup> period	A/12:38-1:17	12:38-2:00 (82)	B/ 1:21-2:00
7 <sup>th</sup> period	A/2:08-2:47	2:08-3:30 (82)	B/ 2:51-3:30
EVEN Block Day Schedule: Tuesdays and Fridays			
Advisory	8:40-9:20 (40)		
2 <sup>nd</sup> Period	9:28-10:50 (82)		
4th period	10:58-12:50 (112)		
	6th Grade Lunch 10:50-11:20 (30)	6th grade- period 4 11:28-12:50 (82)	
	7th (Split) 10:58-11:38 (40)	7th Grade Lunch 11:38-12:08 (30)	7th (Split) 12:10-12:50 (40)
	8th grade- period 4 10:58-12:20 (82)		8th Grade Lunch 12:20-12:50 (30)
6th Period	A/12:58-1:37	12:58-2:20 (82)	B/ 1:41-2:20
WIN	2:28-3:30 (62)		



## **CMSE Hybrid 7 period day Schedule** **2020-21**

7 PERIOD DAYS			
Advisory	8:40-9:00 (20)		
1st Period	9:08-9:50 (42)		
2nd Period	9:58-10:40 (42)		
3rd Period	10:48-11:30 (42)		
4th Period	11:38-1:00 (78)		
6 <sup>th</sup> = A Lunch (Split)	6th Grade Lunch 4A 11:30-12:00	Class 4A 12:04-1:00 (56)	
7 <sup>th</sup> = B Lunch (Split)	Class 4B Split 11:38-12:02 (24)	7th Grade Lunch 4B Split 12:02-12:32	Class 4B Split 12:36-1:00 (24)
8 <sup>th</sup> = C Lunch	Class 4C 11:38-12:34 (56)		8th Grade Lunch 4C 12:34-1:04
5th Period	A 1:08 - 1:27	1:08-1:50 (42)	B 1:31 - 1:50
6th Period	A 1:58 - 2:17	1:58-2:40 (42)	B 2:21 - 2:40
7th Period	A 2:48 - 3:07	2:48-3:30 (42)	B 3:11 - 3:30

**2020-2021 CMSE 7 Period Bell Schedule**  
**(All Back in the Building)**



7 Period Day Schedule			
1st Period	8:40-9:27 (47)		
2nd Period	9:31-10:17 (46)7		
Advisory or WIN	10:21-10:51 (30)		
3rd Period	10:55-11:41 (46)		
4th Period	11:45-1:00pm		
6 <sup>th</sup> = A Lunch	6th Grade Lunch 11:41-12:07(26)	Class 4A 12:11-1:00 (49)	
7 <sup>th</sup> = B Lunch (Split)	Class 4B Split 11:45-12:07 (22)	7th Grade Lunch- Split 12:07-12:34(27)	Class 4B Split 12:37-1:00 (23)
8 <sup>th</sup> = C Lunch	Class 4C 11:45-12:34 (49)		8th Grade Lunch 12:34-1:00(26)
5th Period	1:04-1:50 (46)		
6th Period	1:54-2:40 (46)		
7th Period	2:44-3:30 (46)		



**"Distance Learning" Schedule 2020-21**

TIME	A1-Mondays	2-Tuesdays	Wed PLC	B1-Thursdays	B2-Fridays
8:40 - 9:35 (55)	<a href="#">Period 1</a>	Advisory/WIN		Period 1	Advisory/WIN
9:45 - 10:40 (55)	<a href="#">Period 3</a>	<a href="#">Period 2</a>		Period 3	<a href="#">Period 2</a>
10:50 - 11:45 (55)	Period 5	Period 4		Period 5	Period 4
Lunch 11:45 - 12:45 (60)					
12:45 - 1:40 (55)	Period 7	Period 6		Period 7	Period 6
1:50 - 3:30 (100)	Support/ Enrichment	Support/ Enrichment		Support/ Enrichment	Support /Enrichment

# 2020-2021 CMSE School Calendar

Draft: 6-2020

Aug. 25-27 ..... New Teacher Workshop  
Sept 7 ..... Labor Day  
Sept 8 ..... School Opens  
Nov. 24 ..... Last Day of First Trimester  
Jan. 22 ..... Last Day of First Semester  
Mar. 4 ..... Last Day of Second Trimester  
June 10 ..... Last Day of School 6-12  
June 11 ..... Graduation

## No School – Students/Staff

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 ..... Spring Break  
May 31 ..... Memorial Day

## No School – Students

Nov. 6 ..... Conference/Workshop  
Nov. 30 ..... Conference/Workshop  
Jan 25 ..... Grading Day  
Mar. 5 ..... Conference/Workshop  
June 9 -10 ..... Workshop K-5  
June 11 ..... Workshop 6-12

## Late Starts (2 hours late)

Oct 8, Dec 10, Feb 11, May 13 ..... Late Start

## Student Days/Semester (Grades 6–12)

1st Semester ..... 83  
2nd Semester ..... 90

## CHASKA MIDDLE SCHOOL EAST

Aug 25 ..... Back to School Open House  
Sept 1 ..... Curriculum Night  
Oct 8 & 13 ..... Conference Nights  
Dec 14-18 ..... Grade 6: Deep Portage  
January 28 ..... MS Transition Night  
Mar 4 & 9 ..... Conference Nights

..... Showcase of Talent  
..... MCA Science test (gr 8 only)  
..... MCA Reading test  
..... MCA Math test  
..... MAP Reading test  
..... MAP Math test

To Be Determined

## Key

- No School – Students/Staff
- No School – Students
- First Day of School (grades)
- Last Day of School 6-12
- Graduation
- Workshop / New Teacher Workshop
- "A" days at MS = 54 of them
- "B" days at MS = 55 of them

July					August				
M	T	W	Th	F	M	T	W	Th	F
		1	2	3	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	24	25	26NTW	27	28
27	28	29	30	31	31W				

September					October				
M	T	W	Th	F	M	T	W	Th	F
	1W	2W	3W	4				1	2
7	8	9	10	11	5	6	7	8 LS	9
14	15	16	17	18	12	13	14	15	16
21	22	23	24	25	19	20	21	22	23
28	29	30			26	27	28	29	30

November					December				
M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6		1	2	3	4
9	10	11	12	13	7	8	9	10 LS	11
16	17	18	19	20	14	15	16	17	18
23	24	25	26	27	21	22	23	24	25
30					28	29	30	31	

January					February				
M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5
4	5	6	7	8	8	9	10	11 LS	12
11	12	13	14	15	15	16	17	18	19
18	19	20	21	22+	22	23	24	25	26
25	26	27	28	29					

March					April				
M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5				1	2
8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	12	13	14	15	16
22	23	24	25	26	19	20	21	22	23
29	30	31			26	27	28	29	30

May					June				
M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7		1	2	3	4
10	11	12	13 LS	14	7	8	9	10	11
17	18	19	20	21	14	15	16	17	18
24	25	26	27	28	21	22	23	24	25
31					28	29	30	31	

173 Student Days

185 Teacher Days

## CMSE POLICIES INDEX

Click this [link](#) for full ISD 112 Policies

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# WELCOME TO CHASKA MIDDLE SCHOOL EAST

All of the staff at CMSE would like to welcome you to a new and exciting school year. This handbook will help you to understand the policies, procedures and schedules at Chaska Middle School East. A more comprehensive explanation of school policies, policy rationale and policy definitions can be found at <http://www.district112.org/school-board/policies/>. Any questions you have about the information in this handbook can be discussed with your advisor, your teachers or any of the school administrators.

Your efforts in class as well as your willingness to become involved in middle school activities will make the difference between a great year and an average year. You hold the key to your success as a student at CMSE. Your respectful and responsible treatment of classmates, teachers and school property will create a positive and safe atmosphere in which to learn, grow and have fun.

Make the most of this school year! Set your goals high, get involved and make this a year that is filled with remarkable memories and personal success.



**Principal**  
Beth Holm



**Assistant Principal**  
Andrew Gilbert



**Administrative Dean**  
Heather Reighard

*Chaska Middle School East  
1600 Park Ridge Drive  
Chaska, MN 55318  
(952)556-7600  
FAX: (952)556-7609*

*E-Mail: <http://112i.district112.org/>  
School Times: 8:00 AM-3:00 PM*

**CMSE ATTENDANCE LINE: 952-556-769**

**CMSE WEBSITE: [www.district112.org/cme](http://www.district112.org/cme)**



# P.R.I.D.E.

*Exceptional, Personalized Learning*

**Our Mission:** Prepare each learner for successful completion of a post-secondary educational program, life-long learning, career opportunities and meaningful contributions as a citizen of the local and global community by providing personalized, rigorous and relevant learning experiences.

**Our Goal:** Promote and affirm the secondary values of being prepared and respectful while demonstrating integrity, dependability and excellence (P.R.I.D.E.). We feel strongly that these values enable us to remain focused on achievement, equity and excellence for all in our pursuit to prepare each learner to achieve their personal best while maintaining a safe and nurturing environment.

## What is P.R.I.D.E.?

- The expectation that students will commit to creating a safe, nurturing and dynamic atmosphere by being **P**repared, **R**espectful while displaying **I**ntegrity, **D**ependability, **E**xcellence.
- All staff in grades 6-12 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 it 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, recorded and celebrated daily, quarterly and yearly
- Disruptive and inappropriate behaviors will be recognized, addressed immediately, recorded and reviewed daily, quarterly and yearly
- 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 it taught?

- Students will learn P.R.I.D.E. expectations during advisory and through various individual classroom lessons
- P.R.I.D.E. expectations will be presented in context using school-created videos

- Staff will model P.R.I.D.E. expectations in all settings
- Lessons will be highly concentrated at the beginning of the year, before and after lengthy breaks and as needed throughout the year

### **How are students and successes celebrated?**

- Students will receive postcards sent home to celebrate positive behaviors
- Individual classroom teachers will reward student successes in many ways such as; positive comments, displays, special privileges, etc.

### **What about disruptive students?**

- Disruptive and inappropriate behaviors will be recognized and addressed immediately
- 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
- Donations of all types (money, prizes, coupons, etc.) are a critical component of celebrating student success

### **Resources:**

- [www.pbis.org](http://www.pbis.org)
- [www.squidoo.com](http://www.squidoo.com)
- [http://education.state.mn.us/MDE/Learning\\_Support/Special\\_Education/Evaluation\\_Program\\_Planning\\_Supports/Positive\\_Behavioral\\_Interventions\\_Supports/index.html](http://education.state.mn.us/MDE/Learning_Support/Special_Education/Evaluation_Program_Planning_Supports/Positive_Behavioral_Interventions_Supports/index.html)

# STUDENT EXPECTATIONS

P.R.I.D.E.	Self	Others	Property
<b>All Settings</b>	<ul style="list-style-type: none"> <li>*Represent Yourself Well</li> <li>*Dress Appropriately</li> <li>*Positive Attitude</li> <li>*Be Safe</li> <li>*Be Honest</li> <li>*Follow Directions</li> <li>*Be Part of the Solution</li> </ul>	<ul style="list-style-type: none"> <li>*Be Polite &amp; Cooperative</li> <li>*Use Appropriate Language</li> <li>*Include Others</li> <li>*Support &amp; Encourage Others</li> <li>*Keep Distractions at Home</li> <li>*Embrace Differences</li> </ul>	<ul style="list-style-type: none"> <li>*Respect Facilities &amp; Materials</li> <li>*Report Problems</li> <li>*Recycle</li> <li>*Manage Your Possessions</li> <li>*Be Gum Free</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>*Be Prepared</li> <li>*Try Your Best</li> <li>*Focus on Learning</li> <li>*Participate</li> <li>*Seek Help When Needed</li> </ul>	<ul style="list-style-type: none"> <li>*Respect Other's Ideas</li> <li>*Listen</li> <li>*Follow Directions</li> <li>*Wait Your Turn</li> <li>*Cooperate with Group Work</li> <li>*Be on Time</li> </ul>	<ul style="list-style-type: none"> <li>*Be Kind to Learning Materials</li> <li>*Keep Classroom Clean</li> <li>*Take Only Materials You Need</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Use a Pass to Get Back to Class</li> <li>*Throw Your Garbage Away</li> </ul>	<ul style="list-style-type: none"> <li>*Hands/Feet to Yourself</li> <li>*Greet Others</li> <li>*Keep Hallway Passable (STAY TO THE RIGHT)</li> <li>*Be Kind</li> <li>*Use a Quiet Voice</li> <li>*Allow People To Get to Their Lockers</li> </ul>	<ul style="list-style-type: none"> <li>* Pick-Up Trash on the Ground</li> <li>*Shut Lockers Gently</li> <li>*Respect Walls and Halls: Keep Them Clean</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>*Sit Appropriately</li> <li>*Watch for Your Stop</li> <li>*Stay Seated While the Bus is Moving</li> <li>*Refrain from Throwing Things</li> </ul>	<ul style="list-style-type: none"> <li>*Thank Your Driver</li> <li>*Keep Aisle Clear</li> <li>*Show A Pass When Needed</li> <li>*Be Kind</li> <li>*Use a Quiet Voice</li> <li>*Keep Your Hands/Feet to Self</li> </ul>	<ul style="list-style-type: none"> <li>*Use Seats Appropriately</li> <li>*Keep The Bus Clean</li> <li>*Keep All Objects and Body Parts Inside the Bus</li> </ul>
<b>Bathroom/ Locker Room</b>	<ul style="list-style-type: none"> <li>*Practice Good Personal Hygiene</li> <li>* Use a Pass During Class</li> </ul>	<ul style="list-style-type: none"> <li>*Respect Privacy</li> <li>*Give Other's Personal Space</li> <li>*Be Kind</li> <li>*Dress or Use Facilities Quickly</li> <li>*Flush the Toilet</li> </ul>	<ul style="list-style-type: none"> <li>*Keep Bathrooms/Locker Rooms Clean</li> <li>*Use Facilities Appropriately</li> <li>*Respect Other's Property</li> <li>*Respect School Property</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>*Make Healthy Choices</li> <li>*Conserve: Take Only What You Will Truly Eat</li> </ul>	<ul style="list-style-type: none"> <li>*Include Others</li> <li>*Wait Your Turn</li> <li>*Cooperate</li> <li>*Practice Good Manners</li> <li>*Maintain Personal Space</li> </ul>	<ul style="list-style-type: none"> <li>*Keep Lunch/Breakfast Area Clean</li> <li>*Pay For Lunch Items</li> <li>*Recycle</li> </ul>
<b>Activities</b>	<ul style="list-style-type: none"> <li>*Present Your Best Self</li> <li>*Follow Activity Rules</li> </ul>	<ul style="list-style-type: none"> <li>*Interact Positively</li> <li>*Focus on the Activity</li> <li>*Respect Coaches, Volunteers, Chaperones and Host</li> </ul>	<ul style="list-style-type: none"> <li>*Clean Up After Yourself</li> <li>*Show Respect to Activity Materials</li> </ul>

<b>Common Areas</b>	*Be Kind to Others	*Use Appropriate Volume	*Keep Common Areas Clean
	*Be Social	*Hands/Feet to Yourself	*Pick Up Trash on the Ground
	*Use Passes When Needed	*Be Kind	
		*Greet Others Appropriately	

## P.R.I.D.E. SYSTEM AT A GLANCE:

### Thunderbird P.R.I.D.E.:

- ✓ Students will receive postcards sent home for positive behaviors



## Tickets for Being Disruptive and Displaying Inappropriate Behavior

### Stop and Think Ticket:

- ✓ Students will receive these for small, nuisance behaviors
- ✓ Students are expected to complete the ticket appropriately and sign

CMSE STOP & THINK TICKET		
Name _____		Date _____
Advisor _____		Time: _____
Student Signature _____		Staff Signature _____
<b>P</b> repared	____ No materials for class	Other/Comments:
<b>R</b> espectful	____ Repeated Interruptions ____ Running ____ Distracting ____ Rude Noises ____ Staring/Eye Rolling ____ Talking Back/Negative Attitude ____ Throwing/Spitting Things	
<b>I</b> ntegrity	____ Improper School Dress ____ Spreading Rumors/Gossip ____ Put-Downs/Name Calling ____ Public Displays of Affection (PDA) ____ Inappropriate Language/Gestures	
<b>D</b> ependability	____ Refusing to Cooperate ____ Refusing to follow Directions ____ Insubordination	
<b>E</b> xcellence	____ Disrespecting Property ____ Inappropriate Language ____ Pushing/Hitting/Tripping/"Just Playing"	

### Behavior Improvement Plan (BIP):

- ✓ Students will receive a BIP for multiple Stop and Think tickets and an Administrator will be calling home.

Students may receive consequences such as lunch detentions or reflective 'In-School' suspensions for continued negative behaviors at the Administrators' discretion.

Chaska Middle School East P.R.I.D.E. Behavior Improvement Plan (BIP)		BIP for 5 Stop and Think Tickets	
Student _____	Grade 6 7 8	Advisor _____	Date _____
Student Fills Out			
I am completing this BIP because I received Five Stop and Think Tickets for:			
Ticket #1: Behavior _____	Date _____	Staff _____	
Ticket #2: Behavior _____	Date _____	Staff _____	
Ticket #3: Behavior _____	Date _____	Staff _____	
Ticket #4: Behavior _____	Date _____	Staff _____	
Ticket #5: Behavior _____	Date _____	Staff _____	
I violated the P.R.I.D.E. program by acting disrespectfully or irresponsibly toward... (Explain for each part of the matrix you violated.)			
Prepared			
Respectful			
Integrity			
Dependability			
Excellence			
What pattern of behavior do you see in your stop and think tickets?			
How will you break this pattern of behavior?			
Home was contacted at _____ (Time) on _____ (Date) Phone Number _____			
Person spoke with _____ OR Left a message at _____			
Student Signature _____			
Referring Staff Fills Out			
I have reviewed this BIP and discussed it with the student.			
Additional Comments: _____			
Staff Signature _____			
Administrator Fills Out			
_____ Total number of BIPs this student has earned.			
_____ Please send this student to me if he/she receives another BIP for additional consequences.			
Students at Chaska Middle School East will be Prepared and Respectful while demonstrating Integrity, Dependability and Excellence.			

## HOW TO KNOW WHAT IS GOING ON AT CMSE

Being “in the know” at Chaska Middle School East means keeping your eyes and ears open. There are many ways to find out about up-coming activities and changes in daily routines for students and parents.

### *For Students:*

- Daily announcements read over the school’s public address system during first period.
- Daily announcements read over the school’s lunchroom public address system during lunch.
- Advisors will disseminate information during Advisory.
- Student Services area has activity brochures for high school activities, community education offerings and other activities. The student services secretary can also assist in answering questions regarding those offerings.
- CMSE website at [www.district112.org/cme](http://www.district112.org/cme). Our website contains information regarding policy, families, curriculum, activities, procedures, classroom homework, student and parent resources, etc.
- Twitter- @112cmse
- Facebook- Chaska Middle School East

Students are encouraged to 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.

### *Parents/Guardians:*

- CMSE website at [www.district112.org/cme](http://www.district112.org/cme). Our website contains information regarding policy, families, curriculum, activities, procedures, classroom homework, student and parent resources, etc.
- “East Points” newsletter which can be accessed through our website at [www.district112.org/cme](http://www.district112.org/cme). Families can sign up to receive the newsletter electronically at our website. If you do not have access to the internet and would still like to receive the newsletter, please contact our school office at 952-556-7600 to make arrangements.
- Twitter- @112cmse
- Facebook- Chaska Middle School East

### **HOW CAN PARENTS GET INVOLVED AND PARTICIPATE AT CMSE**

CMSE is dedicated to collaborating with parents. There are many ways parents can become involved in our school community. In effort to improve communication, maximize opportunities, time, talents and involvement, CMSE has created a Parent-Teacher Organization. (PTO) We strongly encourage you to become a partner in this organization. This organization will generally meet one time per month. Its purpose is to support our students and staff, enabling, and empowering them to remain focused on achievement, equity and excellence for all in our pursuit to prepare all learners to achieve their personal best while maintaining a safe and nurturing environment.

**If you are interested in collaborating with other parents and CMSE please visit the Chaska Middle School East website and chose Parent Involvement under the Parents tab.**

### **Maintaining Updated Contact Info**

Eastern Carver County Schools uses a messenger system to send a phone or email message to parents and guardians, alerting them to school cancellations, unplanned situations that cause early dismissal, or a late start. Principals also use this phone/message system to communicate general announcements or reminders. Our ability to contact parents or guardians quickly depends entirely on accessing accurate information. Parents and guardians can review their contact information stored in our student information system all year long through the *Parent Portal*. Parents can update email addresses; changes to addresses or phone numbers by contacting the school office.



**To Contact a Specific Teacher or Staff Member,  
please use the online staff directory**

**[Click Here to Access the Directory](#)**

# **CURRICULUM.....**

## **Chromebooks-Links to District Information**

Starting in the fall of 2017, every learner was issued a Chromebook at the start of the school year. Chromebooks link to Eastern Carver County Schools' network where students access apps and websites that support learning. Students will log on using a district account provided through Google Apps for Education. Student Google accounts are managed by Eastern Carver County Schools. This account is where students will store homework, projects, class notes and more. Families are responsible to damage/loss of Chromebooks similar to textbooks or library books.

### **Protection Plan — Now Covers Through Summer of 2021**

We are offering an extended Chromebook protection plan. If you purchase after May 1, 2020, coverage starts immediately and continues through the summer of 2021.

#### **Full-Time Protection:**

As a courtesy to families, Eastern Carver County Schools provides an optional damage waiver to defray the cost of replacement or repair\* of District Chromebooks in the event of accidental damage, liquid damages, fire, flood, theft, natural disaster and power surge due to lightning. Without it, families are responsible for the full cost of repairs or replacement. With the protection plan, are covered for three incidents of repairs or replacement (power adapters are not covered) no matter if you are hybrid learner, in person, or online academy learner.

The cost is \$25.00 for coverage from the date of purchase through the summer of 2021. This protection must be purchased prior to any incident of damage, loss, or theft of the Chromebook. For families that have more than one Chromebook, a maximum of \$50 will be charged to cover the multiple devices. NOTE: During 2020-21 school year all Kinder Academy, K and 1st grade students will be bringing Chromebooks home. To assist these youngest learners Kinder Academy, K and 1st grade are being provided FREE Chromebook protection plan so you do not need to purchase a plan for these students.

For families that have more than one Chromebook, a maximum of \$50 will be charged to cover the multiple devices. The process to use this limit is the family should go online and signup for 2 insurance purchases (\$50) and then any additional chromebook sign-ups will have a cost of zero dollar. If you have issues or concerns contact any of their children's schools and let the school know that they would like request insurance be provided for their other children's Chromebooks.

**Have your student's district ID number and [enroll now!](#)**

## **Advisory**

In effort to bridge the gap between elementary and middle school, students participate in an advisory period. Advisory groups consist of approximately 17-23 students that meet several times a week to provide consistency with a caring adult.

Advisory is designed to address the affective needs of young adolescents. It gives students the opportunity to connect with their advisor and peers in a way that supports healthy development and academic success. The curriculum includes P.R.I.D.E. Program Discussions and Curriculum, Team Building, Academic Skills for Success and Post-Secondary Planning and Preparation. Students will be graded during Advisory period and issued a "Pass" or "Fail" grade.

## **WIN at CMSE**

**WHAT:** WIN stands for What I Need, and is a highly personalized time in the day for prevention, intervention, enrichment, and/or extension opportunities.

**WHY:** To provide opportunities to personalize experiences and learning so each student can achieve success.

WIN will be scheduled several times per week.

## **ACADEMICS AT CHASKA MIDDLE SCHOOL EAST**

All students take the following **core** classes for the entire year at Chaska Middle School:

Language Arts

Math

Science

Social Studies

Sixth graders also may take:

Band, Choir, Orchestra, World Language and/or Personal Wellness

Communication Arts

Semester required electives: FACS and Technology and Design Thinking

Seventh graders also may take:

Band, Choir, Orchestra, World Language and/or Personal Wellness

Intro to Art and Engineering: Design and Modeling - one semester each

Semester electives: Weird and Wacky Art, Lifetime Recreation, Food Company, Wide World of Music

Eighth graders also take:

Band, Choir, Orchestra, World Language and/or Personal Wellness

Health and Intro to Computer Science - one semester each

Semester Electives: Active! For Life, Transportation Technology and Food and Global Sciences

All students may elect to participate in band or choir or orchestra for a full year. All music groups give at least two concerts during the year, one in early winter and one in spring. Most groups also take trips to plays or sing at other schools. The only expense is the rental of your band instrument.

**Physical Wellness (P.W.): Students will not be changing or using PW lockers for 2020-2021.**

## GRADES

Your class work is evaluated in several ways. Your effort, behavior and responsibility in each course are evaluated. Finally, your overall achievement, or scholarship, is evaluated on the basis of your achievement of class objectives. This evaluation is reported with a letter grade:

A	Outstanding Achievement
B	Above-Average Achievement
C	Average Achievement
D	Below-Average Achievement
F	Failing
P	Pass
S	Satisfactory
U	Unsatisfactory
I	Incomplete*

\* Students who receive an incomplete will have one trimester to complete the necessary coursework and/or proficiency examinations. If the student does not successfully complete the coursework within one semester the course grade will turn into a failing grade.

**Credit System:** All middle schools will be using a credit system for each class. All students will need to earn 21 credits per year to move on to the next grade level. **Students who do not pass a class and earn the credit for that class may be required to attend credit recovery classes** . These classes will be held throughout the year and in the following summer.

**Report cards will be issued electronically through our Parent Portal with Infinite Campus.** If you need a paper copy of the report card, please stop in our main office.

## PARENT PORTAL

As Eastern Carver County Schools move to increase paperless communication with parents, the Parent Portal will become a key communication tool this year and beyond.

For example, **report cards will not be mailed this year. Individual student report cards will be posted this year on the Parent Portal.** To access this information, parents need to create a password-protected account for their family. One account will allow parent access to each of their children's personal education information, including report cards. Parents do not need individual accounts for each child.

- If you created a Parent Portal account last year, you do not need to open another this year. You are all set to access your child's information. However, **if your e-mail address has changed since signing-up, please update information to ensure teacher communication reaches you.**

- If you did not create a Parent Portal account last year, it is very important to do so as early as possible in the school year.

**To set up an account**, please bring a photo ID to the school office. Office staff will give you the information necessary to establish your account.

Parents are encouraged to bring ID to their school's Back-to-School event in order to sign up for Parent Portal at that time.

**Parents who do not have access to the Internet or a computer should alert the school office so that an alternative can be planned for your family.**

## **CONFERENCES**

**October 18<sup>th</sup>, October 13<sup>th</sup>, March 4<sup>th</sup>, March 9<sup>th</sup>:**

## **FEES AND FINES**

Chaska Middle School East 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 reduced fee payments:

**Elective Classes:** Several elective classes also include projects made by students. The projects may require the purchase of materials. Costs vary and are included in the course descriptions when you register.

**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.

## **SUMMER SCHOOL PROVISIONS**

Summer school is not a state or federally mandated program, and students are not required to attend. District 112 has rules and regulations regarding the granting of credit for courses taken during the summer school and daily attendance is essential. Parents and students should be aware that summer school differs from the regular school year in that alternative programs are not provided for students who exhibit attendance and/or behavior problems. Students will be dropped from summer school for violations of attendance and/or behavior problems.

## Attendance.....

Please phone the school by 8:30 a.m. **on/or** before the day you are late or absent. **The attendance line number to dial is 952-556-7699.** If a parent/guardian does not report your tardiness or absence, you will be marked unexcused and will need to bring a note to the office when you return. If you are late to school, report to the office first for a pass to admit you to class. If you have scheduled an appointment for your child during the school day, please let the office know prior to the appointment so that a pass can be given to your child before you need to pick them up from school and/or teachers can be notified of morning/afternoon absences.

During Hybrid instruction,

### **Attendance**

- ECCS tracks attendance to ensure that students are engaged in learning and identify and support when there are obstacles to student engagement.
- All classes in hybrid or distance learning should open with an all-class synchronous meet. Students who join for that are considered present.
- Students who join more than ten minutes late are marked tardy.
- Students who cannot join because of internet access challenges should call or mail the attendance line before the end of the period. These students will be marked present if they call, but schools should problem-solve to ensure they have adequate access to join remotely.
- Habitual tardies and/or absences should trigger a problem-solving process on the part of the administration or teachers to identify the root cause and address it so students can be in class.
- At-home students (in distance or hybrid) who do not join are marked absent.

**The school makes the final decision on whether an absence is excused or unexcused even though a parent/guardian has sent an explanation for the absence.** Excused absences include illness, school-related absence such as field trips, professional care such as dentists and doctor appointments, court appearances and emergency absences. Whenever possible, please arrange for doctor and dentist appointments outside of the school day.

**If a student needs to be dismissed early,** please call the main office in order to locate the student at the appropriate time.

It is expected that you will not have excessive absences (excused or unexcused). Attendance is monitored on a weekly basis by the office and administration. **Parents of students with excessive absences will receive a warning letter alerting them to the fact that future disciplinary action will be taken if the pattern doesn't improve.** **If the pattern continues, there may be disciplinary action and/or a truancy referral to Court Services.**

## **TARDY TO CLASSES**

It is expected that you will arrive on time for the start of school at 8:40 AM. Advisory is considered a part of the school day. A student is considered tardy if they are not in their scheduled classes when the bell rings to begin each class. Teachers will hand out 'Stop and Think' tickets for students tardy to class. Tardies will be monitored on a weekly basis by the office and administration. Consequences will be assigned for patterns of repeated tardies to school and patterns of repeated tardies to classes.

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

As a rule, students are allowed one day plus an extra day for each day of absence in order to complete make-up work. Teachers will work with students who are absent for many days to make up work. When a student has been absent due to illness you must call the **office to request homework**. Homework will not be collected until the 2nd day of absence. **Homework must be requested by 8:30AM on the 2nd day to be ready for pick up AFTER 3:30PM** on the same day. Changes in this policy can be worked out between students and teachers in unusual situations.

**If you know in advance that you will be absent, 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 prior to 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. Failure to complete the work results in zero credit for the incomplete assignments. No credit leads to a lower grade and a lower grade may result in failing the class for the year. Students who fail classes may be required to attend summer school.

## **STUDENT RESOURCES/SUPPORTS.....**

### **GET TO KNOW YOUR COUNSELORS**

Students are encouraged to visit with the counselors for personal/social guidance, scheduling concerns, academic concerns and issues related to friends, family and making positive decisions. Some students meet with the counselors in groups of six to eight. These groups meet regularly to work on goals for improvement in a specific area or to discuss common concerns. Some possible groups are family change, divorce and friendship. Other groups may be conducted based on student need. Counselors visit classes early in the year to explain how to get involved in one of these groups.

To make an appointment with a counselor, ask for a pass from Student Services. Counselors are



designated according to the grades and by alphabet in 6<sup>th</sup> grade.

### **COUNSELORS**

**Bridget Borner:** (952) 556-7633 All 7<sup>th</sup> grade students  
6<sup>th</sup> grade students with last names A-L

**Katie Sheehan:** (952) 556-7632 All 8<sup>th</sup> grade students  
6<sup>th</sup> grade students with last names M-Z

### **SCHOOL NURSE/ILLNESS**

**School Nurse:** Number: 952-556-7619

If you feel sick, see the nurse before calling a parent to go home. The nurse's office is located next to the main office on the first floor. 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 if necessary, call your home for you.

**Medication:** If you take medicine regularly, your medication will be kept in the nurse's office. State law requires written instructions from a physician and a parent signature in order for schools to dispense prescription medication. Parental permission is required to administer BOTH non-prescription and prescription medicine. Medication forms are available from the nurse.

### **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. Please see the entire medication policy at <http://112i/DistrictWide/Policies/>.

### **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 or 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.

**No Shots, No School:** The Minnesota Immunizations Law requires that every child attending a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, hepatitis B, and varicella. Minnesota School Immunization Law allows for the exemption of these vaccines for medical or conscientious beliefs. Proper documentation of exemption will be required.

### **Illness:**

According to the Minnesota Department of Health guidelines, students be excluded from school for

the reasons below. If your child is ill and as a parent/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.

- 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.
- Chickenpox, 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 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.

**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.

**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.

**SRO:**

We will have a School Resource Officer housed in the building 1-2 afternoons per week.

**Tip-Line Number: (952) 227-7448.**  
**Tip-Line Email: HawkTip@chaskamn.com**

## About the CMSE Media/Learning Center

Our Media program stands on four pillars: **Find, Evaluate, Create, Inspire**. We help learners and staff **Find** and **Evaluate** resources for enjoyment and education. Using these resources, we help learners and staff **Create** new meaning and connections and **Inspire** others with their knowledge and experience.

Use of the the Learning Center and checking out materials will be limited during the 20-21 school year.

## BULLYING

CMSE staff is dedicated to creating a safe and civil environment. Bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe environment. In addition, bullying damages relationships between peers, and can negatively impact student's self-confidence, esteem and interpersonal relationships.

"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.

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.

Students who have witnessed or been a victim of bullying are strongly encouraged to report incidences to a counselor, advisor, teacher, administrator or place a written concern in the Student Concern Box in the main office. Written concerns can be signed with the student/s name or may be anonymous. Be sure to include the name/s of the student/s who are bullying, what they are doing, where they are doing it, when they are doing it and who the victims are. Students may also have their parents contact school staff with concerns.

**What is Bullying:** Physical, written, verbal or psychological intimidation that occurs repeatedly, is intended to inflict injury or discomfort on the victim and creates an ongoing pattern of harassment and abuse. It is a willful conscious desire to hurt another and put him/her under stress.

### **Consequences for Bullying:**

Any one or combination of the following: (Not Listed in a Particular Order)

- Warning about the behavior and discussion of what bullying is.
- Phone call home to parent/s and/or meeting with parent/s
- Referral to school Counselor
- Alert staff of possible problems between students
- Lunch detention/written or verbal apology
- After school detention /informational assignment
- In-school suspension/informational assignment
- School probation (Restriction of privileges)
- Change in Schedule
- Referral to police or outside agencies
- Report to district office
- Dismissal and/or out of school suspension
- -School placement/programming review/change
- Expulsion
- Other consequences deemed appropriate by administration

#### **When Should I Report Bullying:**

- When it happens to you and you feel other strategies of handling it aren't working
- When you see it happening to others and you have tried other strategies for handling it.
- If you have already reported it once and it has not stopped.

#### **Who Can I Report Bullying To:**

1. Classroom Teachers or Advisor
2. Place written concern in the Student Concern box in the main office
3. Dean of Students
4. School Counselor
5. Assistant Principal
6. Principal
7. Parents and/or Guardians
8. Student Tipline: 952-227-7448

#### **What Should I Do If I Am Bullied:**

1. **Stop:** Give a non-verbal sign (stop sign) and tell the bully to stop treating you that way. (I don't like how you are treating me. It's not OK and you need to stop.)
2. **Walk:** Walk away from the bully before they have a chance to respond.
3. **Talk:** Go tell any staff member in the building. The counselors and dean are great resources to talk to in a bullying situation.

#### **What Should I Do if I See Someone Getting Bullied:**

1. Tell the bully to stop and that it is not OK for them to be acting that way.
2. Ask the victim if they are OK and if you can help them in anyway.

3. Encourage the victim to seek support from friends, parents, teachers, counselors or school administration.
4. Report any bullying to an adult as soon as possible.

## **Harrassment and Violence Prohibition**

### 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 including gender identity or expression, 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 including gender identity or expression, 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 including gender identity or expression, 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, sexual orientation including gender
- identity or expression, 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.

Updated 9/12/19

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 experienced sexual, racial, religious, or other harassment 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 Officer, Dr. Jim O'Connell (556-6251) [connellj@district112.org](mailto:connellj@district112.org) or Erin Rathke (556-6114) [rathkee@district112.org](mailto:rathkee@district112.org) or our Title IX Coordinator, David Brecht (556-6141) [brechtd@district112.org](mailto:brechtd@district112.org). Our Human Rights Officer and Title IX Coordinator are located at the District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.

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.

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. Questions relating to sex based harassment or violence may also be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. Both the School District's policy and state law prohibit reprisals or retaliation against you for reporting sexual, racial, or religious harassment. A complete copy of the sexual, racial, religious harassment/violence policy (413) is available from your school office and can be located at the district website.

## ***Disability Nondiscrimination***

District 112 provides equal educational opportunity to all qualified individuals. 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 (FAPE).



## ***Drug free School and Chemical Prevention***

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 schoolrelated activity anywhere, or consumed away from school with the student returning to school.

## ***Equal Educational Opportunity***

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.

## ***Firearms and Weapons Prohibition***

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.

## ***Health and Safety-Integrated Pest Management***

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.

## ***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.

## ***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.

## ***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

## ***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. Please see the ECCS school policy document for details.

## ***Student Sex Nondiscrimination***

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.

## ***Waste Reduction/Recycling***

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.

## ***SCHOOL PROCEDURES***

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

Buses are scheduled to arrive at 8:20 AM each day. The doors to the building will be locked until 8:20 AM. Students are to report to their Advisory classroom. Students will not be assigned lockers for the 20-21 school year. On occasion, a teacher may set up a time to work with a student before or after school. The teacher will meet the student at the door in the morning or escort them to the door afterschool in this circumstance.

For student safety, parents are asked to use the designated lane in the school parking lot for dropping students off and picking them up. PLEASE DO NOT drive through, or park in, the bus loop as students are crossing the streets and visibility is obscured for students and drivers between 8:20 and 8:40 am and between 3:15 and 3:45pm.

School is dismissed at 3:30 PM and buses are scheduled to leave at 3:37 PM. Students are expected to leave the building by 3:30 PM

### **HALLWAY EXPECTATIONS**

Students will be expected to conduct themselves in a responsible, respectful manner in the hallways. Students are reminded of the following:

1. Students will be dismissed in a time stagger
2. Students will be required to stay socially distanced and wear masks appropriately at all times.
3. Use appropriate and respectful language.
4. Keep your hands and feet to yourself at all times.
5. Pick up garbage and debris that is on the floor. Rather than kicking it, place it in the garbage or lost and found when appropriate.

6. Report any concerns to teachers and/or the main office.
7. Cell phones should not be in use during classes even in the hallway.

## **LUNCHROOM PROCEDURES/EXPECTATIONS**

Eastern Carver County Schools students have several healthy meal choices. Breakfast is available for every student each day. There is typically two breakfast entree choices.

Students are able to choose a healthy lunch by selecting an entree, vegetable, fruit, grain and milk. School nutrition staff will be serving all items for safety reasons.

### MEAL PRICES

Breakfast	\$1.70
Middle School Lunch	\$2.75
Milk	\$0.50
A la Carte Items	Prices Vary

All students have a Nutrition Services account. A personal check or cash can be sent to school and given to the front office or a Nutrition Services staff for payment to the account. Please make sure your child's full name is on the envelope. To add money to the account online go through [www.mypaymentsplus.com](http://www.mypaymentsplus.com), (a 2.98% convenience service fee is charged by MyPaymentPlus for each transaction). Negative balances are not allowed and the student's Nutrition Services account number is confidential and not to be used by another student.

### **LUNCHROOM EXPECTATIONS:**

1. Students will be required to sit at the same table each day.
2. School staff will bring trash receptacles to student table to avoid students comingling.
3. Masks may be taken off only when eating/drinking at socially distanced tables.
4. Masks should be kept in pockets or backpacks while eating.
5. Tables will be excused via a lunchroom announcement after supervisors have confirmed students have cleaned up after themselves, under the table and wiped the table off.

Running, screaming and yelling are not allowed at any time in school. We expect you to show respect to lunchroom personnel, school property, and each other. **Lunchroom privileges will be revoked for students who do not follow these basic rules. Students may also be assigned consequences such as lunchroom clean-up, detention or other consequences.**

## **PHONE MESSAGES FOR STUDENTS**

We CANNOT page during the school day because it is disruptive to the academic environment.

We do not like to interrupt classes for any reason other than an emergency. Some classes do not have direct access to a phone during class. If you must leave a message for your student, we make two general pages for students to receive messages. We page at 8:40 AM and again in the early afternoon. We are not responsible if your child does not answer the page. **Please make every effort to communicate needed information to your child prior to the start of each school day.**

## **CELL PHONES AND ELECTRONIC DEVICES PROCEDURES**

A phone for student use is located in the main office. Students are required to ask permission from office staff to use the phone.

Cell phones/smart phones, MP3 players and other similar personal electronic devices should **not be visible/audible** during the school day. If students choose to bring one of these devices into the school zone, the school will not be responsible for lost or stolen property. Students are asked to keep devices in a secure location at all times. Students may only have their cell phones visible and on inside the school zone for two reasons:

1. They have been authorized by the school to turn the cell phone on for a specific purpose.
2. They have been told by the school to turn it on for a special reason. (crisis, critical incident, etc.)

**Unauthorized activation and/or use of cell phones during school hours may result in confiscation by school staff and/or search of the cell phone; as such action is a direct violation of school procedures.**

## **CONSEQUENCES FOR INAPPROPRIATE CELL PHONE AND ELECTRONIC DEVICE USE**

If any of the above provisions are violated, the cell phone/smart phone, MP3 player or similar personal electronic device will be confiscated and the following sanctions will be imposed:

**First, Second:** The device will be confiscated and may be picked up at the school office by the student at the end of that school day. The teacher may contact parents/guardians.

**Third Offense:** The device will be confiscated and may be picked up at the school office by the student at the end of that school day. The parent/guardian will be notified of the incident by an Administrator.

**Fourth Offense:** Consequences may include turning phone into the office daily for a certain number of days or the device may need to stay at home for a certain number of days. The parent/guardian will be notified of the incident by an Administrator.

**Subsequent Offense:** Any additional offense beyond the above during the course of the school year will result in additional consequences per admin discretion.

- In addition to the above sanctions, school consequences may also be imposed on the student in some cases.
- The sanctions above are cumulative for the period of each individual school year and do not carry forward from year to year.
- In cases where the investigating administrator has reasonable suspicion that the device was being used for inappropriate purposes, the school district reserves the right to search the contents of the device for evidence of such use.
- The removal of, or any attempt to remove, a memory chip or battery from the cell phone/smart phone, MP3 player or similar electronic device in the process of the device being confiscated is prohibited and may serve as grounds for separate disciplinary action.

**Students may not take photos/videos with any device, at any time, in the school zone without teacher/administrator authorization.**

**CMSE is not responsible for replacement or repair costs of these items if they are lost, stolen or broken while at school or on the bus to and from school. School officials are unable to conduct extensive investigations of stolen or misplaced items, but can refer thefts to the Chaska Police Department. Cell phones are safest kept in main school locker.**

**REMEMBER:** Cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by police.

With the growing use of cell phones amongst adolescents (social media, access to the internet, etc.), it is important that families discuss the appropriate use of cell phones with their student prior to bringing the phone to school.

## **STUDENT DRESS GUIDELINES**

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 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 – <http://112i/DistrictWide/Policies/>.)

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, look-alike gang symbols or gang hand gestures
- clothing showing belly buttons, bare midriffs
- clothing must completely cover buttocks
- hats and hoods may be worn. Teachers have the discretion to ask students to remove non-religious hats/hoods in classrooms
- roller blades, shoes with roller blades (Heelys) or skate boards
- spikes or cleats
- sunglasses covering eyes (Exception: outdoors)

“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.

When a student’s appearance violates the Dress Code, the student will be required to modify his/her attire or additional consequences may, at the discretion of school officials, be imposed. In exercising discretion to discipline and/or impose other consequences on students violating this Dress Code, 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 is in session or in connection with a school-related activity.

### **ITEMS THAT ARE NOT ALLOWED DURING SCHOOL**

Because some personal non-school items often affect concentration, the ability to learn, or may be lost, broken or stolen, students will not be allowed to have in their possession or use **during school hours (8:40 am-3:30 pm):**

**Fidgets/Slime will be allowed at teachers’ discretion unless there is specific direction from an IEP/504 plan. Staff/Teachers will ask students to return slime/fidget to lockers or leave it at home if it becomes a distraction to the student or other students. Laser pointers are not allowed in school or on school grounds/property.**

**\* Students may not take photos/videos with any device, at any time, on school campus without teacher/administrator approval.**

**Chaska Middle School East is not responsible for replacement or cost of personal items if lost, stolen or broken while at school or on the bus to or from school. School officials are unable to conduct extensive investigations of stolen or misplaced items, but can refer thefts to the school resource officer.**

**\*Body Spray/Cologne/Perfume can be used ONLY in the PE locker room after PE classes.\***



### **Pledge of Allegiance**

The Pledge of Allegiance will be repeated over the announcements each week per district policy.

## Student Mask Guide

### FACE COVERING MEANS:

- A cloth or paper mask, scarf, bandana, gaiter, or religious face covering that covers the mouth and nose.
- A clear face shield that extends below the chin in the front, to the ears on the sides and with no gap between the forehead and the headpiece may be used in certain specific circumstances.

### FACE COVERING DOES NOT MEAN:

- Any mask or other item that includes a valve, hole, gaps, or openings to facilitate easier breathing, or is made of a material such as mesh with such openings.
- Safety goggles that cover only the eyes or only the eyes and nose.

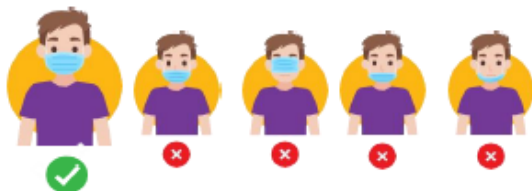
### FACE COVERING ("MASK") REQUIRED:

- Whenever I am indoors in all District buildings/facilities, except where noted under "not required".
- When I am moving through the building - including hallways, communal spaces, and public spaces.
- When I am outdoors in situations where social distancing cannot be maintained or for periods longer than 15 minutes.
- On all District-provided transportation.

### FACE COVERING ("MASK") NOT REQUIRED:

- When I am eating or drinking, provided social distancing is maintained.
- When I am outside, provided social distancing is maintained or outside for no longer than 15 minutes.
- When I am participating in indoor practices or performances involving singing, acting, public speaking, or playing musical instruments when the instrument cannot be played while wearing a face covering, provided that social distancing is always maintained.
- When I am engaging in physical activity (recess, PE) where exertion makes wearing a face covering difficult. I must replace my face covering as soon as the activity is completed.
- If I cannot tolerate a face covering due to a developmental, medical, or behavioral health condition and a medical exemption has been approved for me.
- I have an IEP/504 and am receiving specialized instruction or service where wearing a face covering is problematic, provided social distancing is maintained.

### WEAR YOUR FACE COVERING CORRECTLY:



Note: Face coverings are available in each ECCS school office and on buses. Students are encouraged to Bring Their Own Mask (BYOM).

### Disposal/Cleaning of Face Coverings:

- The same face covering or shield can be worn throughout the school day unless they become soiled or wet, in which case it should be removed for laundering/cleaning and replaced with a new, clean one.
- Masks should be laundered with regular laundry in the warmest appropriate setting for the cloth used to make the mask.
- Used disposable masks can be put in a lined trash receptacle and removed in the usual manner for school or home garbage.

### Exemptions to Mandatory Face Coverings:

- Individuals with a medical condition, mental health condition, or disability that makes it unreasonable to maintain a face covering.
- Children who are five years old and under and not enrolled in kindergarten.
- Children who are under two years old should never wear a face covering.

### Face Covering Exemption Process:

- A clear face shield may be used as an alternative face covering for students if wearing a face covering is problematic or cannot be tolerated due to a developmental, medical, or behavioral health condition (medical documentation/parent/guardian signature required).
- Students who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may be exempt from wearing a face covering. An exemption form must be signed by a parent/guardian and a medical authority. A medical authority includes a medical doctor, psychiatrist, clinical psychologist, physician assistant, or nurse practitioner (a person licensed to write prescriptions in Minnesota).

## LOST & FOUND ITEMS

Small items or items of great monetary value will be stored in the main office. Large items, including clothing and books, will be placed on the large table outside of the nurse's office. Items lost and/or found in the locker room and physical education areas will be stored in the locker rooms. Physical education teachers will show students how to access those items for review and retrieval.

## **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 updated.

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.

## **BIKE RIDERS**

If you ride your bike to school, 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. Do not attach bikes to trees on school property.

## **SCHOOL CLOSING**

In the event of bad weather, listen for school closing announcements on WCCO-AM (830), KS95-FM, Kare 11 News, or the School Alert Link at @ <http://www.karell.com>.

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 during school time.

## **VISTING CMSE.....**

Visitors are only allowed in the building by appointment. Parents/Guardians will communicate with school staff through the vestibule when dropping off or picking up students during the school day.

## **DISCIPLINE/EXPECTATIONS.....**

Reasonable order or discipline must be present before effective learning can take place. The responsibility of classroom discipline rests with the teachers; however, administration is responsible to provide supervision, guidance and assistance to teachers in handling discipline.

Individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper student behavior is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Early intervention in attempting to improve a student's behavior is strongly encouraged. This may include, but should not be limited to, early involvement of parents or guardians and utilizing available student support resources. CMSE may take action resulting from, but not limited to;

**Disrespectful Behavior:** Any behavior that is disrespectful to self, school, parent, community, country or others.

EXAMPLES:

- Name Calling/Teasing
- Play Fighting/Roughhousing
- Insubordination/Disobedience
- Cheating/Plagiarism
- Pulling Down/On Another Student's Pants/Clothing
- Intimidating/Harassing/Bullying Behaviors (Emotional, Physical, Verbal, Written, Electronic)

**Irresponsible Behavior:** Any behavior that is irresponsible affecting self, school, parent, community, country or others.

EXAMPLES:

- Pattern of Tardiness to Class/School
- Cutting Class/Leaving Classes Early Without Permission
- Attending Other School Buildings or the Community Center Before/During School Without Permission From School Staff

### **Communication and Distribution of the Discipline Policy**

**Publication:** A summary of this policy shall be published and distributed annually for all students in each individual building (complete copies are available upon request) utilizing one or more of the following methods: publication in student handbook; publication in a principal's newsletter to parents with the request that the parent discuss the policy with the student; publication in pamphlet form to be distributed; and/or publication in a district-wide mailing to parents.

**Building-Level Supplement:** The building principal may supplement this policy with rules and regulations for a particular building. However, no such rule or regulation shall be inconsistent with School Board policy.

**Dissemination to Students:** Building rules and regulations based upon this policy shall be reviewed with students at the beginning of each school year.

**Periodic Review:** The discipline policy shall be reviewed periodically to assess compliance with local, state and federal laws and Board of Education direction.

[Link to ECCS school policies](#)

## **Tennesen Warning**

Students may be questioned by administration about incidents that may have severe legal and/or educational consequences. Students will have a due process right provided to them as per Minnesota statute. The Minnesota Government Data Practices Act requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district.
2. Whether the individual may refuse or is legally required to supply the requested data.
3. Any known consequences arising from supplying or refusing to supply private data.
4. The identity of other persons or entities authorized by a state or federal to receive the data.

**Students must cooperate in all discipline investigations** as per state statute, MS 13.32 and MS 13.04. Students refusing to cooperate in discipline investigations are likely to receive consequences.

Reasonable order or discipline must be present before effective learning can take place. The responsibility of classroom discipline rests with the teachers; however, administration is responsible to provide supervision, guidance and assistance to teachers in handling discipline.

Staff and Administrators strive to make all aspects of school learning opportunities including discipline and subsequent consequences.

Consequences can include but are not limited to:

- Reflective conversations with staff and/or Administrator
- Parent involvement via phone or meetings
- Lunch detentions
- In school suspensions
- Out of School suspensions and expulsions

### **“Bottom-Line” or Severe Behaviors That May Result in Suspension:**

1. Fighting or physical harassment
2. Use, possession, sale of alcohol, drugs, or tobacco
3. Sexual harassment
4. Possession of weapons
5. Threatening or abusive verbal or physical behavior towards another student or staff member
6. Incessant behavior referrals
7. Bullying-in-person or cyber

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

### **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**

Data about students are governed by both state and federal law. In accordance with Minnesota Statute 121A.64 and 121A.75 and district policy, under certain circumstances, data will be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members. For more information regarding this policy, see Policy Number 529 on the district website at <http://112i/DistrictWide/Policies/>.

### **BUS INFORMATION**

Positive Connections is the official student carrier for District 112. Their phone number is: **952-361-0899**. If you live two miles or more from school you are eligible for free bus transportation to and from school. As with all privileges, there are also responsibilities. CMSE students may get on and off the bus only at Chaska Middle School East—not at the elementary school or CMSW. If you misbehave, you will be denied access to the school bus. Only authorized students may ride the buses.

**Students are reminded of the following guidelines:**

1. **Students will wear masks and sit every other seat on the bus for 20-21**
2. Keep hands and objects inside the bus.
3. Ask permission from the driver to open and/or shut windows on the bus.
4. Remain seated while the bus is moving. (The bus is considered in motion from the time the student is picked up to the time the student is dropped off. Seated is defined as sitting on your bottom.)
5. Remain at a safe distance until the bus comes to a complete stop.
6. Use respectful language.
7. Act respectfully to others.
8. Students must get on and off the bus at their designated stops.

## EXPECTATIONS FOR SPECTATORS AT CO-CURRICULAR EVENTS

- Students and other spectators will need to follow district COVID policy at any co-curricular event
- Students under age 12 should be accompanied by an adult at Hawks/Storm 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 Hawk/Storm activities.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 112 activity.

**If you have questions, please call the Chaska High School Activities Director, 952-556-7100 or the Chanhassen High School Activities Director, 952-556-3500.**

## STUDENT ACTIVITIES.....

In addition to sports, a number of other activities are available to students. Here are some to consider:

**Student Council:** The student council meets regularly to plan school parties, school spirit weeks, and other community service projects (such as Adopt a Family), etc. 6th, 7th and 8th grade students are encouraged to apply. More information and details on applying will be available in the fall - Listen to the morning announcements and watch the scrolling bulletin.

**Yearbook:** Like taking pictures? Good with computers, editing and designing? Are you creative? Yearbook is open to students in 6th, 7th, and 8th grades, however, numbers are limited. Meetings will take place afterschool and may require some additional time outside of the meetings to complete assigned pages. More information and details on applying will be available in the fall - Listen to the morning announcements and watch the scrolling bulletin.

### HIGH SCHOOL CO-CURRICULAR ACTIVITIES

High school co-curricular activities are open to all **7-12** graders. Students may try-out for positions on the high school teams. Registration for High School Activities must be done through the High School Activities Office. **Please call 952-556-7130 for more information** Participation fees for activities vary and students are required to have a current physical.

### Co-Curricular activities may be limited due to COVID for 20-21

FALL	WINTER	SPRING
<ul style="list-style-type: none"> <li>Girls Tennis</li> <li>Football</li> <li>Girls Swimming &amp; Diving</li> <li>Girls &amp; Boys Cross Country</li> <li>Girls &amp; Boys Soccer</li> <li>Girls Volleyball</li> </ul>	<ul style="list-style-type: none"> <li>Girls Basketball</li> <li>Boys Basketball</li> <li>Boys Swimming &amp; Diving</li> <li>Girls Gymnastics</li> <li>Wrestling</li> <li>Dance Team</li> <li>Girls &amp; Boys Nordic Skiing</li> <li>Girls &amp; Boys Hockey</li> </ul>	<ul style="list-style-type: none"> <li>Baseball</li> <li>Softball</li> <li>Girls &amp; Boys Golf</li> <li>Boys Tennis</li> <li>Girls &amp; Boys Track</li> <li>Lacrosse</li> </ul>



## 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 be counted as "not proficient" for the purposes 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 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>

## 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.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

## Are there limits on local testing?

As stated in 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.

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

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

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

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

## When do students take the assessments?

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

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

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

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

## How much time is spent on testing?

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

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

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

## Where do I get more information?

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



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

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

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

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

Date \_\_\_\_\_ (This form is only applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)  
Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_  
Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_  
Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

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

☐ I received information on statewide assessments and choose to opt my student out. MDE provides the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing on the [MDE website](#) (Students and Families > 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 be counted as "not proficient" for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out 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 \_\_\_\_\_

**To learn more about all ECCS student and parent policies, please click this link:**  
**<https://inside.district112.org/wp-content/uploads/2019/09/Policy-Summaries-for-Student-Handbooks.pdf>**