



Secondary Student & Parent/Guardian Rights & Responsibilities Handbook

School year 2022-23

Eastern Carver County Schools
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952.556.6100

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Eastern Carver County Schools (ECCS) Overview

Vision

To be our community's district of choice through:

- A culture and experience of all belonging, being valued, and respected as we engage, listen, and lift all voices in the community
- Academic excellence and achievement to prepare all learners for their living and thriving in our community and the changing world
- Partnership and collaboration with the community in service of learning so that communities and schools are an integral part of each other's vitality and success
- Providing, aligning, and managing our physical, human, and financial resources to best meet the needs of all students, staff, and families

Mission

We prepare our students to achieve their personal best, engage in lifelong learning, and contribute to our families and community.

Community Values

- Respect: Belonging and honored for who I am, and treating others the same
- Inclusion: Everyone having the opportunities and supports needed to be successful
- Collaboration: Engaging, listening, and partnering with others to learn, develop, and innovate
- Accountability: Doing my part to ensure positive outcomes for myself and others
- Student-Centered: Student needs and growth drive our words, action, and choices

Core Purpose

We Are Exceptional, Personalized Learning

Our students are given the power to shape their education supported by high academic standards and guided by caring and knowledgeable staff. Personalized learning creates learners who are motivated and excited about coming to school. Students have opportunities to develop passion projects where they can make connections between school and topics that they care about.

Administrative interpretation of the Student & Parent/Guardian Handbook

The administration of Eastern Carver County Schools (ECCS) reserves the right to interpret the policies and procedures in this handbook as needs arise, based on individual situations, and to address any situations that are not specifically addressed in this handbook, but clearly violates the rights of the school or a member of the school community. The administration reserves the right to amend the Student & parent/guardian Handbook, for just cause, after the approval of the Board. Families and students will be notified when any changes are approved and implemented.

Common Terms for our school district

Throughout this handbook, *Eastern Carver County Schools (ECCS)*, *District 112 (D112)*, *Independent School District 112 (ISD112)*, *District* and *schools*, whether *spelled out* or (abbreviated), refers to our district and the schools within our district.

Non-Discrimination Policy

It is the policy of Eastern Carver County Schools to provide students and employees with an environment for learning and working that is free from discrimination, harassment or violence on the basis of race, color, ethnicity, creed, religion, culture, national origin, citizenship status, economic status, veteran's status, academic status, marital status, disability, family structure, sex, sexual or affectional orientation, gender identity or expression, age, familial status, status with regard to public assistance, or any other protected class in conformance with federal, state, and local laws; prohibiting any form of harassment or violence by students, employees or guests. Each employee is responsible for upholding and enforcing these policies in our educational programs, activities or employment policies.

Eastern Carver County Schools General Phone Numbers

Main

ECCS District Office	952.556.6100
Community Education (CE) & Family Learning Center (FLC)	952.556.6400
Human Resources Officer	952.556.6251
Superintendent's Office	952.556.6110
Title IX Coordinator	952.556.6141
Transportation Office	952.556.6160

Elementary Schools

Bluff Creek Elementary (BCE)	952.556.6600
Carver Elementary (CVR)	952.556.1900
Chanhassen Elementary (CHN)	952.556.6700
Clover Ridge Elementary (CRE)	952.556.6900
Jonathan Elementary (JES)	952.556.6500
Kinder Academy (KAP)	952.556.6300
La Academia (LAA)	952.556.6300
Victoria Elementary (VES)	952.556.3000

Middle Schools

Chaska Middle School East (CME)	952.556.7600
Chaska Middle School West (CMW)	952.556.7400
Pioneer Ridge Middle School (PRM)	952.556.7800

High Schools

Chanhassen High School (CNS)	952.556.3500
Chaska High School (CHS)	952.556.7100
Integrated Arts Academy (IAA)	952.556.6200

Academic Standards

Academic standards identify what students should know and be able to do in the classroom within a given subject or content area. Standards serve as goals for student learning, guideposts for classroom instruction, and a framework for assessment.

Minnesota's academic standards are among the highest in the nation. Our Teaching and Learning department, in collaboration with teachers, works within these standards and identifies the most essential for our students to learn and understand. These are called Power Standards. Power standards are those pieces of information a student should know when they complete a class. Teachers spend most of their instructional teaching and assessing time on these standards because it is important for all students to learn them.

Academic Honors - High School

Academic Honors at Graduation: Class of 2013+

Graduates are recognized at graduation for the following achievements:

- *Summa Cum Laude (with highest honor)* > Graduates who have earned a 3.950 - 4.000 cumulative G.P.A. through the first semester of senior year. Students qualify for an Honors Medallion.
- *Magna Cum Laude (with great honor)* > Graduates who have earned a 3.667 – 3.949 cumulative G.P.A. through the first semester of senior year.
- *Cum Laude (with honor)* > Graduates who have earned a 3.000 – 3.666 cumulative G.P.A. through the first semester of senior year.

Deans' List

The Deans' List is calculated 10 school days after the end of first semester only..

Deans' List I

Students must have a 3.667 average or higher.

Deans' List II

Students must have a 3.000 – 3.666 average.

Credit by Assessment (CBA) - High School

Credit by Assessment is given to students who have previously mastered the content standards, knowledge, and skills presented in certain courses so that they may pursue a more academically appropriate option. Students must apply before the deadline and then pass an assessment for the course. For more information, see your school counselor.

Exchange Students - High Schools

International Exchange Students from another country are to register for a minimum of six classes per semester. Upon satisfactory completion of coursework students who are seniors may participate in graduation and be issued an attendance certificate and a grade report from the high school attended.

Exchange students from ECCS, attending schools in other countries, will receive pass (P) grades for courses taken abroad, provided the foreign schools submit documentation of the successful completion of courses. Students and parent/guardian are expected to sign a letter of agreement accepting this policy prior to the student's departure for the new school.

Final Exams - High Schools

Teachers will determine the exam schedule for each class.

Grading Parameters for Grades 6-12

Eastern Carver County Schools is committed to ensuring that all students achieve their personal best. At ECCS, we do this by using practices that reflect academic achievement and learning progress. This is foundational to personalized learning. What happens in the classroom, and reflected in gradebooks, is centered around creating relevant and meaningful learning opportunities for all students.

Guidelines concerning how and what we grade are in place at both the middle school and high school levels to support that mission. Our teachers and leaders engage in continuous improvement to increase the efficacy and consistency of our grading practices. We are driven by the following key assumptions:

- Grades should accurately reflect how much a student has learned in relation to course standards.
- Students have multiple learning opportunities to demonstrate their knowledge.
- The calculation of grades should be clearly understood by parents/guardians and students.
- Students differ from each other in many ways. Grading practices should accommodate for, and capitalize on, those differences.
- Productive learning behaviors (such as work completion, self-advocacy, and attention to detail) support high levels of learning, but they do not guarantee it.

Grades and Grade Point Average

ECCS uses letter grade symbols for academic achievement. A 4.0 grading system is used.

- A = 4.000, A- = 3.667
- B+ = 3.333, B = 3.000, B- = 2.667
- C+ = 2.333, C = 2.000, C- = 1.667
- D+ = 1.333, D = 1.000, D- = 0.667
- F = 0.0, I = 0.0, P = 0.0

Plus (+) signs can be used for B, C, and D grades. Minus (-) signs can be used for A, B, C, and D grades.

Grade Point Average (GPA) is calculated for each student based on credits attempted, credits earned, and grades earned. ECCS does not weight grades for GPA calculation.

Incomplete (I)

Incompletes are assigned by teachers when students have not met all the requirements for the course during the semester, yet may still do so. An "I" is to be made up by the last day of the next semester unless there are extenuating circumstances and prior approval is granted. If an "I" is not made up by the end of the following semester it is changed to a grade of "F". (Ex.: If a student receives an "I" 1st semester, the student must complete the work by the last day of the second semester to earn a grade, or the "I" becomes an "F".)

No Grade (NG)

A mark of "No Grade" (NG) indicates that no mark can be given for the course because legitimate circumstances preclude a student meeting the full requirements of the course. (Ex.: A new student enrolled late in the semester). A mark of "no grade" is not used to calculate GPA.

Pass (P)

A “P” reflects the minimum grade required to pass the course. Therefore, if the minimum passing grade for the course is 60%, the student must earn at least 60% to earn the “P”.

- Students in the graduating class of 2024 and subsequent classes have the option to take up to 2 classes per year as a P, not to exceed 5 total throughout their high school career. Class of 2023 may take up to 2 more classes as a P during their junior year and 2 more classes as a P during their senior year for a total of 4.
 - These 2 classes can be elective or required courses.
- P grade(s) chosen Spring 2020 or during the 2020-21 School Year do not count towards the 5 total due to the pandemic and distance learning situation.
- P grades do not calculate into semester or cumulative grade point averages (GPA).
- Does a P grade look bad? While a P grade won't harm your GPA, please be aware that some colleges may want additional information to help them understand why there is a P on your transcript instead of a letter grade.
- When the NCAA calculates a student's eligibility for collegiate athletics, a P will also count as a D.
- Forms to request a P will be available from your counselor so that a conversation can be had about the pros / cons of taking a class as a P.

Pass/Fail (P/F) - Middle School

Students may choose Pass/Fail grading for a Spanish or Geometry courses taken at the middle school because they become part of the high school transcript. Students should see their counselor so a conversation can be had about the pros / cons of taking a grade as a P.

Withdraw/Fail (WF)

No Credit. A mark of “withdraw-fail” (WF) will be on the transcript and is calculated in a student's GPA as an "F”.

Graduation - High School

Students are allowed to participate in the graduation ceremony if they meet all credit requirements established by the Eastern Carver County Schools Board of Education. Determination about meeting requirements for participating in the ceremony will be completed by the end of the last student contact day of the school year.

Graduation Credit Requirements - High School

Graduation Credit Requirements can be found in the registration materials at each high school website and at the links below:

- [Class of 2023](#)
- [Class of 2024](#)
- [Class of 2025](#)
- [Class of 2026](#)

Independent Study (IS) - High School

Independent Study provides students with the opportunity to learn about academic topics of their interest which are not offered at our high schools. Students work with a volunteer teacher to plan and propose this personalized educational experience before the application deadline and complete the IS course during the semester. For more information, see your school counselor.

Make-up and Incomplete Workwithdra

As a rule, students are allowed one day plus an extra day for each day of excused absence in order to complete make-up work. Alternatives to this practice can be worked out between students and teachers in unusual situations.

Sometimes because of extended illness or other reasons, a student may receive an “incomplete” for a grade at the end of a marking period. Generally, the student will have until the end of the next semester (though it is recommended to be done as soon as possible) 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 need to attend summer school or repeat the course.

Retaking a Class

A course can be repeated to improve the learning and course grade with counselor permission. Students must notify their counselor of the intent to change the initial grade to an NG (No Grade) The NG will not be calculated in the cumulative GPA.

Schedule Corrections

Students who wish to make schedule corrections should see their counselors. Schedule changes will not be made to honor a teacher preference. All schedule corrections for the ensuing semester must be made prior to the first day of that semester. However, a teacher or counselor may request a schedule change due to inappropriate placement or scheduling error during the first 4 days of the semester. A student with concerns about a course after 4 days should speak with their counselor about strategies or support for successful completion of that course. In exceptional circumstances, a student may withdraw from a course and a mark of “NG” or “WF” will be recorded on the transcript.

Transcripts - High School

Student transcripts are available through the Secure Transcript system at parchment.com. Transcripts requested online through Secure Transcript are sent electronically and securely to the colleges, universities or scholarship funds that you select. Student transcripts can also be obtained by contacting the school registrar. Fee for a transcript is \$5.

ECCS does not rank students and class rank is not reported on transcripts.

Weighted Grades

ECCS does not weight grades. Students transferring to ECCS from high schools with "weighted grades" will have their grades "un-weighted" to the 4.0 system at ECCS.

Activities

Students who would like information about clubs, participation, team expectations, etc., should contact the Assistant Principal for Activities or the advisor for that activity. All students, grades 7-12, are eligible to participate. Fees are charged for participation. Students who receive free or reduced lunches are also eligible for free or reduced activity fees.

Students participating in Arts & Activities co-curricular programming should be aware that ECCS High School Arts & Activities follow the Minnesota State High School League Student Code of Responsibilities and Bylaws for Student Eligibility (available at <https://www.mshsl.org/>). The MSHSL code of Responsibilities and Penalties will be used as parameters for student eligibility and participation for all activities whether or not that activity is governed by the MSHSL. Additional information is available through the Assistant Principal for Activities.

Spectator Expectations at Co-Curricular Events

- Students and other spectators will need to follow district health and safety expectations at any co-curricular event
- Students under age 12 should be accompanied by an adult at school 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.
- Outside beverages *may not be allowed* in any gymnasium areas.
- Running, throwing candy, or horseplay, like grabbing hats in crowded areas, is both disruptive and dangerous, and not allowed.
- 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 any school activity.
- 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.

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 Athletic/Activities Office. Please call the Athletic Director for more information, complete details for eligibility (academic, attendance, citizenship), any prerequisites, and guidelines around our code of conduct and sportsmanship.

Participation fees for activities vary and students are required to have a current physical. Typical options in a year are:

FALL	WINTER	SPRING
Girls Tennis Football Girls Swimming & Diving Girls & Boys Cross Country Girls & Boys Soccer Girls Volleyball	Girls Basketball Boys Basketball Boys Swimming & Diving Girls Gymnastics Wrestling Dance Team Girls & Boys Nordic Skiing Girls & Boys Hockey	Baseball Softball Girls & Boys Golf Boys Tennis Girls & Boys Track Lacrosse

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

Pep-Band, Jazz Band, Marching Band: There is a separate fee for participation.

Chamber Choir: Student audition required. There is a separate fee for participation.

DECA: The Distributive Education Clubs of America is a leadership club designed specifically for students enrolled in the distributive education program.

Drama – Musical/One Act Play: The Drama Department will present a musical, a play, and one act plays during the school year. All students are invited to try out for these performances. Actors, Musicians and Tech Crew are required to pay an activity fee.

HOSA: This is an organization whose program of leadership is designed specifically for students enrolled in the Health Occupations Students of America program.

International Club: The membership of this club includes foreign exchange students as well as those students interested in world languages, cultures, and customs.

Key Club: This is a service-oriented organization co-sponsored by the Chaska Kiwanis Club.

Knowledge Bowl, Quiz Bowl, Math League: These teams are open to all students. Teams are chosen in the fall. Competition is with other metropolitan, state, and national teams in academic contests.

National Honor Society: The Chaska Honor Society recognizes student academic achievement and participation in school and/or community activities. Membership is open to juniors and seniors who have a cumulative grade point average of 3.75 or higher and can verify participation in two or more school or community-based activities.

Orchestra: This program is open to students wanting to expand their orchestra experience. There is a separate fee for participation in the Chamber Orchestra.

Robotics: First Robotics Challenge and First Tech challenge are open to students wishing to compete in the design and construction of a robot meeting the annual challenges set forth by FRC and FTC.

Speech: Speech operates under the sponsorship of the Minnesota State High School League and is open to all students to audition for competition. The speech season runs from January to April.

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.

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.

New Clubs: Do you have an idea for a new club? Contact the Activities Director at your school with your idea.

Activity/Athletic Fee Refunds

A commitment to a team, teammates, and coaches/advisors is made when the required registration forms are completed and the athletics fee is paid. A decision to withdraw must be given a great deal of thought. That decision affects not only the student, but also the team, teammates, and coaches/advisors. Refunds will only be given through the first week of the season and/or first competition when applicable.

Refund Criteria

- The student must return all uniforms/equipment issued by the coach.
- The refund amount will either be credited or processed by check. The amount of refund may be subject to other factors.

Administration

The goal of administrators (Principals, Assistant Principals, Administrative Deans) at the building is to support teachers, students, staff and the overall climate of the school. Maintaining a safe, supportive and constructive learning environment is essential for all students to reach their personal potential. Administrators work to ensure a safe, welcoming, and inclusive environment while supporting the success of staff and students in the building. They do this by addressing situations that may violate district or school policies. If a student is unable to meet expectations of the

classroom and/or school they may be asked to visit an administrator. During this visit, the student and the administrator will discuss the situation, perspective and possible impact on self and others, how to repair the situation, alternative solutions for the future, and possible consequences. Coaching, teaching, repairing and restoring are the focus of the work. Administrators may also assign appropriate student accountability according to district standards.

When a student is directed to an administrator for a conversation or accountability, parents/guardians, teachers and other staff members may be notified. When a student's behavior is unlawful or unsafe toward themselves or others, suspension or other higher-level consequences may be assigned, including referral to the School Resource Officer. Administrative Deans often act as designees of the Principal and are responsible for handling student behavior, discipline, and suspensions.

Adult Authority

Each person, regardless of position or role at School, has the right to be treated with respect. The deliberate refusal to obey the reasonable request or directive of a school staff member or employee will result in a referral to administration.

(Ex.: Any student who refuses to give their proper name or present their student ID card to a district employee or go to the office when directed to do so will be referred to administration.)

Animals in the Classroom

ECCS recognizes that the presence of animals in our schools can provide a valuable learning experience, but animals cannot be allowed to endanger pupil safety or disrupt learning. For that reason, there should be a clear educational purpose for an animal to visit the school. We recognize that a visiting animal offers the potential for a very positive learning experience for students to learn about taking care of, and showing responsibility for animals, as well as developing an understanding of the importance of the humane treatment of all creatures.

It is the school's policy to notify pupil's parents/guardians when an animal is being introduced into the classroom. The school is particularly keen to support the introduction of service animals such as hearing dogs, therapy dogs or seeing dogs, as this reflects the district's ethos of celebrating diversity and promoting inclusion.

To prevent exposure to allergens and to maintain the health and safety of students and staff, animals may visit in designated areas, but the visit must be approved by the classroom teacher and school nurse. Please call the classroom teacher, or school, prior to the visit.

The owner or handler of any animal, including a service animal, is responsible for the animal at all times and must take responsibility in the event of any accidental harm or otherwise that befalls a student, staff member, or property.

Announcements

Being "in the know" at school means keeping your eyes and ears open. There are many ways to find out about upcoming activities and changes in daily routines. One way is during passing times when announcements are made over our public address system. Also, you may find other information, including teacher websites and contact information, on the school website.

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

Annual Notices

Eastern Carver County Schools provides annual notice to parents/guardians on several topics including: accessibility, bullying, FERPA/military recruiters, immunizations, online data privacy, privacy, public hearings, student behavior, student data privacy, and student surveys. A full list of notices and notice details can be found at the district website [here](#). A “District Notices & Disclaimers” link is also in the footer of every district web page.

Assemblies/Pep-Fests/Convocations

During the year, we may have occasions to come together as a school for special learning opportunities through assemblies, Pep-Fest, or Convocations. The goal of these assemblies is to reinforce the skills and concepts students are learning in the classroom, as well as build community at school. **Attendance is expected unless special permission has been obtained from administration.**

Athletics

Students who would like information about practice schedules, participation, team expectations, etc., should contact the Assistant Principal for Athletics or the coach for that sport. All students, grades 7-12, are eligible to try out. Fees are charged for participation. Students who receive free or reduced lunches are also eligible for free or reduced activity fees. Additional information is available through the Assistant Principal for Athletics. For athletic handbooks and registration information go to the school website, and choose the Athletics tab.

Attendance Information

Philosophy

The schools of District 112-Eastern Carver County Schools recognize that daily attendance is critical to the academic success of students and therefore expects every student to attend school on time every day. Because students who have good attendance are more likely to experience success and enjoy school to a greater degree, it is very important that parents/guardians make every effort to support student daily attendance. Whenever possible we encourage parents/guardians to schedule doctor and dental appointments, family vacations and special events on days when school is not in session. Illness, family emergencies and special out of school learning opportunities do occur which may impact regular student attendance. Our school administrators are committed to working with families to support student attendance in a manner that recognizes these opportunities while consistently following Minn. Stat. 120A.22, subd. 5 and subd. 8.

Attendance Reporting Procedure

Please call the school Attendance Line before school starts if your child will be absent from school. Please leave your child’s name, grade, and reason for absence. If we do not hear from you when your child is absent, our automated phone system will call you. If you do not contact us after that with information, the absence will be considered unexcused. Your cooperation helps us ensure the safety of our students. Please call us if your home, work or emergency phone number changes.

Definitions

Excused Absence

A parent/guardian can call or contact the school regarding the absence via phone, email or in person. An absence is excused (does not count toward truancy) for some of the following reasons:

- Family events like wedding, graduation, funeral, drivers exam, moving, church retreats, caring for siblings, interviews, etc.
- Legal/court appearances or appointments
- Co-Curricular activities not sponsored by school including sports clubs, voting, PSEO courses
- College visit/Fair
- Doctor, Dentist, or other medical professional appointments
- Environmental emergencies like fire or weather
- Student Illness
- Medical documentation
- Religious instruction (up to 3 hours per week)
- Religious holidays
- Family matters necessitating absence from school with advanced notice
- Special talent/club activities – prior building approval required
- Suspension
- Family vacation
- Issues outside of the student’s control (car trouble, late bus, etc.)
- Missed bus if parent/guardian provides a reason

Unexcused Absence

When no call or contact is made by a parent/guardian regarding the absence via phone, email, or in person and the absence is not authorized, it counts toward truancy. Unexcused absences may include:

- Truancy/skipping
- Oversleeping/sleeping in
- Tardy: Arriving after the start time of school or for a class.
 - A tardy becomes an absence from class after 10 minutes

School Exempt Absence

- School sponsored co-/extra- curricular activities
- School sponsored field trips
- Office visits with school personnel
- Testing

Attendance monitoring and Truancy

Excused absences occur when a parent/guardian calls or contacts the school or the school reaches the parent/guardian to confirm the absence. Parents/guardians will receive notice regarding excessive unexcused or excused absences. Additional notice(s) will be sent out if absences continue. Parents/guardians will then be asked to meet with the school counselor, dean, and/or principal to discuss school attendance. Unreported absences are considered unexcused and excessive unexcused absences will trigger the involvement of Carver County Social Services and a truancy case may be opened. After 15 consecutive days absent, state law requires that we withdraw the student from our enrollment. Upon

the student's return, a new enrollment form must be completed, signed and dated by the parent/guardian and submitted to the Welcome Center. If the student attended the *first day* of school, was dropped or left, and is returning the *same school year*, the school can re-enroll them after confirming the parent/guardian contact information and their home address.

UNEXCUSED Absence

No call or contact from parent/guardian; school could not reach parent/guardian; OR absence is not excused.

- **3 unexcused absences-** When a student has 3 or more unexcused absences from class periods from 3 different days, the school will send a first notification letter to parent/guardian. This letter will remind parents/guardians of school notification procedures.
- **5 unexcused absences-** When a student has 5 or more unexcused absences from class periods from 5 different days, the school will send a second notification letter home to parent/guardian and a pre-diversion meeting will be set up with parent/guardian, administration, other school personnel and the County Truancy Social Worker.
- **7 unexcused absences-** When a student has 7 or more unexcused absences from class periods from 7 different days and the school has made efforts to address the situation without success, the school files the truancy paperwork with Carver County Social Services and a Truancy Case may be opened by the County.

EXCUSED Absence

Excused absences occur when parent/guardian calls or contacts the school or school reaches parent/guardian to confirm a school excused absence of the student.

- **6 cumulative absences-** When a student has 6 or more cumulative absences from class periods from 6 different days, the school will send a first notification letter to parent/guardian with the intent of alerting the parent to the amount of time missed out of possible attendance days (unless the school staff is aware of special circumstances and a phone contact is made instead). This does not include school exempt absences.
- **12 cumulative absences-** After 12 or more cumulative absences from class periods from 12 different days, the school sends a second notification letter to parent/guardian (unless the school staff is aware of special circumstances and a phone contact is made instead). This does not include school exempt absences.
- **18 cumulative absences –** After 18 or more cumulative absences from class periods from 18 different days,, the school sets up a meeting to discuss a plan to support student attendance and success in school. This meeting may include the school nurse, school social worker or other support staff that may provide input into the plan. This does not include school exempt absences.

Illness

See details in the *Health Services* section.

Backpacks and Book Bags

Teachers will be communicating individual classroom expectations regarding backpacks and bookbags in the classroom. These expectations will be made in accordance with space and safety issues as determined by each teacher or building administration.

Balloons

Latex balloons are not allowed, but mylar balloons may be permitted if approved by the teacher or administration. Latex is one of the most common allergens, and we do our best to minimize exposure in the school environment.

Bicycles

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. Do not attach bikes to trees on school property.

Birthdays

From birthday parties to holiday celebrations, there are many celebrations in our schools. Along with the fun, usually comes food, which often means sugary juice drinks, chips, cupcakes, candy and ice cream. The Schools of Eastern Carver County recognize the link between student health and learning and are committed to providing a healthy school environment that promotes student and staff wellness, proper nutrition, nutrition education, and regular physical activity. The ECCS Wellness Policy (#533) acknowledges that offering so many treats so often can contribute to unhealthy eating habits and presents a challenge to students with health concerns and food allergies. Our school community requests that parents/guardians shift the focus of school parties from unhealthy food to healthy fun with a few simple changes. Therefore, food related birthday treats or other “special” food related treats are NOT allowed due to the health concerns of other students.

Birthday Invitations - All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.

Building & Hall Upkeep

Students are expected to accept their responsibility for maintaining the cleanliness of our buildings. Also, occasions will occur when students will be expected to cooperate by picking up litter in the cafeteria or other parts of the building even though they may not have been the ones directly responsible for the litter or mess. We are fortunate to have beautiful facilities in which to work and learn; therefore, everyone needs to work together to keep our Schools beautiful.

Bus Conduct

Please remind your children that you expect them to follow bus expectations and to be well behaved and obedient to the driver. The bus driver is a school employee and students must follow their instruction. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked.

Students are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up/drop-off areas will be held accountable.

Building administration handles bus concerns. However, if your concerns are related to bus stops, pick-up and/or drop-off times, you should contact the District Transportation office at 952-556-6160.

Please see the Bus Ridership Agreement in the forms section of the handbook.

Consequences for Misconduct on the Bus

Student accountability for misbehavior on the bus may include but is not limited to: discussion of safety expectations, seat assignment, conflict resolution exercise, call/note home to parents/guardians, detention/in school time-out, loss of bus privileges.

Severe Clause

Misbehaviors which are major may result in immediate loss of the privilege to ride the bus. Loss of bus privilege does not mean that a student is suspended from school. The parent/guardian will be responsible for transporting the student to and from school.

Calendars and Schedules

District Calendar

You can access the district calendar at: <https://www.district112.org/district/calendar>

Daily Start and End Times

You can find school start and end times at:

<https://resources.finalsite.net/images/v1658854200/district112org/g1nmhdtb4wpt9vuk7du/SchoolStartEndTime.pdf>

School Events Calendar

You can find your school and school web page at: <https://www.district112.org/district/ourschools>

Care of School Equipment and Materials

Each student has the right to use school equipment and materials in an appropriate manner. All students have the responsibility to take care of the equipment and materials they are using and to follow the proper procedures for checking out materials. Students will have to reimburse the school district for any lost or damaged equipment, texts or materials.

Cell Phones/iPods/Electronic Devices

Students must silence and conceal electronic devices such as cell phones, smart phones, radios, personal gaming devices, MP3 players, iPods, PDAs, etc. during instructional time unless authorized by the classroom teacher. Making or receiving calls or text messages should only occur before or after school, during the individual student's assigned lunch, or during passing time. Students will not use personal or district owned devices to take pictures, make video or audio recordings, or live stream other students or staff at any time on any district property except under the supervision of a classroom teacher, activity advisor, or building administrator and for a specific instructional or school activity related purpose (Policy 524 Section V Part K). Additionally, the use or sharing of cellphones, digital cameras, etc. in bathrooms, locker rooms, and physical education classes is prohibited.

If in use during instructional time without teacher permission, the teacher may redirect, ask that the device be put away, ask that the device be left at the teacher desk, conference with the student about expected behavior, contact the parent/guardian, or take other steps for limiting distraction in the classroom. Continued use during instructional time without teacher permission may result in a referral to administration. A specific plan for electronic device use may be created between the student and staff. A parent/guardian may be asked to retrieve a device from the office at the end of a day.

Chromebooks

Students that receive a school-issued Chromebook are highly encouraged to enroll in an annual protection program that will offset the cost of any **accidental** damage that may occur to the device. Information may be found at <http://www.district112.org/connexion/>. The cost of annual insurance for a student is \$20 per year. The cost to replace a Chromebook is approximately \$200 without insurance. Chargers and cables are **not** covered under the insurance plan.

Clubs

See Activities, contact the Athletic Director or Activities Director, or contact the coach or teacher responsible for the club or activity that captured your interest.

College Entrance Requirements

Each college sets standards for entrance based on a variety of criteria including certain course taking, grade point average, and college entrance exam scores. Colleges usually request applications early in the Senior year. Students and parents/guardians are therefore urged to check entrance requirements by consulting one of the high school counselors or the College/Career Resource Center (CRC) specialist as soon as possible. College applications and catalogs are available in the CRC. The type of entrance examination depends upon the college the student wishes to attend. Three of the most common are the American College Test (ACT), Scholastic Aptitude Test (SAT), and Preliminary Scholastic Aptitude Test (PSAT).

Community Bulletin Board

Eastern Carver County Schools has implemented a new electronic flier communication tool. School-approved e-fliers will be sent electronically to your email inbox. They can also be viewed by clicking on the **Peachjar** button that will be placed on each school's website homepage. This "green" initiative is designed to provide our parents/guardians with better access to information about student programs, activities, and events in our schools and in our community.

No action is required on your part. You will receive a welcome email from the service provider (**Peachjar**) that includes a username and password. This is provided to give you the opportunity to manage your account and flier delivery preferences. **You do not need to login to receive or view e-fliers.** *To ensure smooth delivery of this communication, we suggest you add "school@peachjar.com" to your email contacts. Note: add "school@peachjar.com" to your contact list just as written; do not change it to the name of your school at peachjar.com. When you receive your first e-flier, be sure to click "always display images."*

Construction

Students are not to be in construction zones nor are students to be in prohibited areas of the campus at any time.

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 small groups. 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. It is important to understand School Counselors do not provide therapy in a similar manner in which students may receive outside of the district. If a student is needing additional outside support for their mental/emotional wellbeing, the counselor can help connect families to resources within the community.

To make an appointment with a counselor, ask for a pass from the counseling office. Counselors are designated according to the grade level and/or alphabetical name order.

Copy Machines

Students are not allowed to use the staff or office copy machines at any time. Students may be sent to the Copy Center or Media Center to deliver, pick up, or print materials.

Curriculum

Personalized learning experiences ensure students in ECCS are able to access and master the academic curriculum. Learning outcomes are defined by the Minnesota Academic Standards in the subjects of English language arts, mathematics, science, social studies, fine arts (which includes art and music), and physical education. Per state law, standards in world languages align to standards published by ACTFL). In addition, teachers write learning outcomes for the subjects of health, family and consumer science (FACS), technical education, and business that are aligned to national frameworks in those areas. Both print and digital resources are used across curriculum areas to ensure learning is relevant, engaging, and personalized. Assessment results are routinely examined and improve curriculum and methods of instruction.

Digital tools (including Chromebooks, laptops, desktops, iPads, etc.) and internet access are routinely integrated into Eastern Carver County Schools' 21st century learning environments. Students receive instruction and ongoing support in the safe, ethical, and responsible use of these significant learning tools.

Custody Determination

In cases where parents/guardians are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. Our school must have on file a copy of the complete divorce decree indicating custody and visitation rights. Schools need to have this legal documentation on file in order to assure compliance with any limiting court order.

The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.

Dances

All students must have a current school ID to be admitted to any school dance. Guests must have a current school ID or driver's license. A student is permitted to bring one guest to a dance. Guests must be current 6th – 12th graders or in their first year out of high school. Guests must be registered through the Dance (Guest) Request Form, which is available in the offices by the Wednesday prior to the dance to be able to attend the dance. Students attending another ECCS school do not need to be registered as a guest, but do need to bring their school issued identification in order to be allowed into the dance. All Eastern Carver County Schools reserve the right to close any or all dances to school students. Once a student or guest leaves a dance, they will not be readmitted.

The supervisor(s) of the dance reserves the right to refuse admittance to anyone into a school dance.

Dismissal/Early Pick-Up

If you are picking up your child during school hours, you **must** stop in the office so we can note that your child is leaving. We will call the child for you from the office. Students will not be released until the teacher receives notification from the school office. Please try to schedule appointments after regular school dismissal time.

Dress Code

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

Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted. (See District 112 policies on Sexual, Racial and Religious Harassment.)

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 may include, but are not limited to, the following:

- Clothing depicting gang symbols, look-alike gang symbols, or gang hand gestures
- Showing excessive undergarments
- Confederate flags
- Items referring to alcohol, drugs, gangs, tobacco, or sex
- Rollerblades, shoes with wheels, (Heelys) or skateboards

When a student's appearance violates the Dress Code, the student will be required to modify their attire and additional accountability may, at the discretion of school officials, be imposed. In exercising discretion to impose additional accountability on students violating this Dress Code, school officials shall consider the age of the student, District 112's student discipline policy, and whether the violation occurred during the instructional day while school was in session or in connection with a school-related activity.

Drop off/Pick up Locations

The bus loop areas are reserved for bus traffic only. For the safety of our students during the busy dismissal times, please do not stop your vehicle inside any marked pedestrian crossing area. You can check the school website for details, or stop in the office. Please remember that if you park and leave your vehicle unattended at any time in the marked fire lane you may be ticketed or towed.

Eighteen (18) Year Old Students - High School

18-year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by all ECCS expectations and regulations.

Emergency School Closing

Emergency school closing due to severe weather will be announced two ways. First, parents/guardians can listen to WCCO-AM (830). We will be listed as *Eastern Carver County Schools*. Second, parents/guardians will be notified by our automated phone system. Parents/guardians should instruct their children where to go if they are sent home from school early. **Phones are typically very busy during such emergencies, so advanced arrangements are important.** Regular return bus routes are followed. Always have an emergency closing plan for your child. We will have your instructions on file and will use them in the case of an emergency school closing. *If contact information changes, please notify the school office.*

Family Life Education

Family Life Education and Reproductive Health is included as part of the district health curriculum in fifth through tenth grades. Curriculum outlines and list of materials is available from the school office. Any parent/ guardian who does not wish their child to participate in this program is asked to make a written request to their students' classroom teacher.

Fees & Fines

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 or waived fee payments. Please talk to your school administrator for exceptions.

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. Please talk to your school administrator for exceptions.

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.

Field Trips

Field trips are an important part of our educational program. Through these excursions, students see what they are learning in the classroom applied in real life. It's also a time to develop skills in courtesy, safety, and good citizenship, and we think it stimulates interest and pride in the community. Prior to field trips, a note will be sent home indicating the cost of the trip and request for parent permission. Scholarships are available by contacting the principal or the teacher. Checks should be made payable to your School, or ISD112.

Flex Learning

ECCS High Schools believe that allowing students to make choices about how and where they learn develops skills that are essential to their post-high school success. There are Personal Flex and Group Flex areas around the building. When participating in these types of learning, students are expected to exhibit behavior that would be acceptable in public locations. Students are required to use the Flex Scheduler to log into Flex Spaces.

A Flex Learning period takes place during a normal class period and may be used in place of a substitute teacher. **Under no circumstances are students to leave the building during a Flex Learning period. Flex Learning periods are not WIN**

(What I Need) time. Failure to exhibit acceptable behavior, follow staff direction, and/or refusal to properly use the Flex Scheduler could result in the loss of the privilege of accessing the Flex Learning spaces. Please see the school office for complete details.

Food Allergies

There may be students with a life-threatening allergy to foods such as milk, soy, peanuts and/or tree nuts (almonds, cashews, walnuts, etc.). Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best approach is prevention since measures may not be adequate to counteract the swift severe reactions that may occur.

During breakfast, lunch, and classroom snack allergens may be present in the school environment and we want to minimize risk for any student with a food allergy. Allergens can be an obvious or hidden ingredient in foods (i.e., used as a thickener in sauces or as coatings for bars). Any and all requirements included in health plans will be followed. Your building nurse is your primary contact for discussing your child's food allergy and developing a plan for school.

In an effort to keep children safe, we ask that you:

- please frequently remind your children never to share any part of their lunches or snacks.
- check with the school nurse regarding food allergies or dietary restrictions in the class
- If you would like to send snacks to school for your child, please make sure they are nut and peanut free.

Food & Drink

Students are to stay on campus for lunch. Meals are to be eaten in the lunchroom/commons. District 112 provides, through Nutrition Services, a school meal program. See Nutrition Services for more details.

Food and Drink Theft

Any food or drink items concealed prior to payment are considered stolen and the student will be subject to accountability.

Food Deliveries

Students are encouraged to plan ahead by bringing money to purchase a school lunch or packing a lunch from home. Parking lot supervisors will not allow the delivery of food by vendors; Student Supervisors will not receive food at the doors; and the main office will not accept food dropped off for students

Food Fights/Throwing Food

The throwing of food in the lunchroom/cafeteria, or anywhere in the school building, will not be tolerated. Any student who throws food is subject to accountability including loss of cafeteria privileges.

Fundraisers

Our PTO and other groups hold fundraisers each year. These funds are used to finance special projects and school programs. All of the funds raised are used to support educational activities or materials for student use or participation. We ask your support and encourage parent participation. Student participation is always optional.

Gambling & Games

All gambling including playing games of chance for stakes is not allowed at school.

Gangs

Any gang activity, show of colors, hand signs, writing, and verbal or non-verbal representation of gang affiliation is prohibited in our schools and on our campuses.

Gifted Services

All learners have different interests, talents, and needs. Gifted Services Facilitators in Eastern Carver County schools work alongside classroom teachers to guide high ability students as they personalize their own learning and grow toward their maximum potential. Students work at the level that is right for them--whether that's at grade level with support for many years beyond traditional grade level. Students with especially strong abilities work collaboratively and independently to connect their interests, talents, and passions with the rigorous standards they are mastering. They engage in extensions, in-depth study and special interest projects as they grow to be self-directed and collaborative learners.

Extended Gifted Services Learning Opportunities

- Thinking strategies like Patient Problem Solving and using logic
- Real-world simulations like the Stock Market
- Game and Debate
- Research opportunities like the iWonder unit and Genius Hour
- Extension activities in areas like literature and STEM (Science, Technology, Engineering and Math)
- Special events like the Creativity Festival, Young Authors' Conference, STEM Link field trip, and Environmental Institute at the National Wildlife Refuge
- Senior Project at the high schools

Gum

This is a sticky subject. Students are allowed to have and chew gum in school as long as it is disposed of properly. Students not disposing of gum properly will be held accountable for any inappropriate behavior.

Hall Passes

Students in the halls after the bell rings are required to have a pass or flex scheduler information. Any students in the hall without a pass may be escorted to the office or classroom and be held accountable for tardiness as outlined in the tardy policy.

Bathroom passes should be issued by classroom teachers. Students should not request or be given permission to leave a class during the first and last 10 minutes of class.

Hallway Expectations

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

- Use appropriate and respectful language
- Keep your hands and feet to yourself at all times
- 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.

- Report any concerns to teachers and/or the main office
- Cell phones should not be in use during classes

Health Services

The Health Office has a registered nurse on duty during the student day to help children who become ill or injured, track immunizations, and manage chronic health conditions. The nurse will call the parents/guardians if the child becomes ill at school. According to the Minnesota Department of Health guidelines, students will 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 reducing medication.
- Vomiting or diarrhea - the student needs to stay home until 24 hours after the last episode.
- COVID- follow current district protocols
- Rash - Any undiagnosed rash at the nurse's discretion, the student needs to see the physician before admittance.
- Chickenpox - may return to school after the last pox have scabbed over, usually 7-10 days.
- Uncontrolled cough.
- Pertussis - may return 5 days after antibiotic treatment begins. Suspected cases of pertussis should stay home until 5 days of antibiotics 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.

Medications

According to law, schools may not distribute any prescription or over the counter medications/drugs without written authorization from physician and/or parents/guardians. Students who take medications regularly or who must take medication in response to a short-term condition must bring such an authorization and the medication to the health office. In special circumstances a student may self-carry an inhaler or epi pen with parent/guardian, physician, and school nurse approval.

Immunizations

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, varicella, and meningococcal. Minnesota School Immunization Law allows for the exemption of these vaccines for medical or conscientious beliefs. Proper documentation of exemption is required.

Holidays

The staff does not view or celebrate holidays from a religious standpoint. They are viewed by our staff as simple, fun, traditional events where students have the opportunity to interact socially with their classmates.

Homebound/Home-based Instruction

The purpose of Homebound/Home-based instructional services is to provide K-12 students who are unable to attend classes at a school building for health or other reasons with educational services which allow the students to maintain academic progress and to facilitate a successful transition back to a school building as quickly as possible.

Homebound/Home-based instructional services are educational services provided to a student in the home or other non-school building site. It is expected that homebound/home-based services will be short-term and unless there are exceptional circumstances, shall not exceed 172 school days, i.e. the normal school year. While a student is receiving homebound/home-based instructional services, that student remains enrolled in and the responsibility of the school site that the student attended immediately before receiving the homebound instructional services.

Eligibility Guidelines

Students are eligible if they are absent or predicted to be absent from school for at least 15 consecutive days (or intermittent days for a chronic condition) for health reasons. This includes students at home or in a hospital or day treatment program that does not have onsite educational services.

Medical documentation

Obtain a statement from a physician, psychologist or psychiatrist verifying the student's inability to attend school. The statement should include: diagnosis and treatment plan, estimated hospital release date, length of stay at home after release, estimated date of return to school. Parents/guardians should contact their student's Counselor for additional information concerning homebound instruction.

Homeless Students

Students who communicate that they are homeless (doubling up, staying in a hotel, transitional housing, or staying in an automobile), will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and qualify for free meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the Student Services Administrator at (952) 556-6141.

Homework

Students may have homework when assigned work during the school day is not finished or as a reinforcement of a skill. Homework may also be an enrichment activity that extends classroom activities.

Homework during an absence

When your child is ill and you want to pick up homework or have it sent home with another student; please notify the teacher before classes begin in the morning. This allows ample time for the teacher to prepare the assignments. The homework can be picked up in the office after school.

Identification Cards (ID)

Students will be issued IDs. IDs may be used to check on and off the bus, to check books out of the media center, or for lunch. Replacing a lost ID may have a fee.

Information and/or Concerns

When you need information or have a concern about your child's academic progress, the first person to contact is your child's teacher. If after talking to the teacher, you still have questions, contact a counselor, dean, or administrator.

iTeam

Many students experience academic, social, emotional, or behavioral difficulties at some point in their educational career. The I-Team, an Educational Intervention Team consists of school staff coming together to support students. The team typically includes building administrators, teachers, and other student support staff as appropriate. As part of the iTeam process, the team collects educational data and parent/guardian information about a student's skills. After gathering information, the team recommends educational interventions/strategies that will best meet the needs of the student.

Laser/Laser Lights

The possession and/or use of lasers/laser lights is prohibited on all ECCS campuses and in or around all buildings.

Leaving School Grounds

A student leaving the building for any reason during the day without permission or getting a pass from the nurse or office is unexcused.

Illness

If a student should become ill during the school day, he or she must report to the health office. A parent/guardian will be contacted if a pass is issued to leave the building.

Appointments

If a student needs to leave the building for a scheduled appointment, the parent/guardian should call the office or send a note with the student indicating the time for the student's release. Next, the student should pick up a pass to leave the building from the office. When a student returns to school, they must report to the office before returning to class.

Lockers

Each Secondary student will be assigned a locker. No student is to switch or share a locker with another student. Each student will be held responsible for the condition of the locker assigned to them and for the contents of that locker. Students should not keep money or valuables in lockers.

The State-Mandated Locker Policy

"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable

suspicion that the search will uncover evidence of a violation of law or school expectations. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

Lost and Found

Each year many items find their way to our Lost and Found and you can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse
- Using caution in allowing articles of sentimental or monetary value to be brought to school

Unclaimed lost and found items are donated to a local agency 3 times each year – during winter break, spring break, and summer break.

Lost or Damaged School Materials

The school will charge an appropriate replacement fee for chromebooks, library books, classroom texts etc., that are lost, damaged, or destroyed by students.

Maintaining Updated Contact Information

Please inform the school office and teachers of any change in your contact information (address, phone, email, etc.). You can also edit your contact information via Parent Portal.

Media Center/Computer Lab

The Media Center belongs to the students and teachers of the school. Students may want to use the Media Center for any of these reasons:

- Research for class reports and extra credit.
- Serious studying.
- Recreational reading of books, magazines and newspapers.

The Media Specialist will help you find materials and check them out. Library books must be checked out properly and returned before the due date so that all students have equal access to materials.

Classes often use the Media Center. If you wish to come on your own, you must have a pass. Quiet and courteous behavior ensures that everyone can make the most of the time spent there.

expectations of the Media Center/Computer Labs

- For the benefit of other students and for the maintenance of an atmosphere conducive to learning, students will remain reasonably quiet while using the Media Center/Computer Labs.
- Students are responsible for all equipment and materials used both in the Media Center and checked out of the Media Center.
- Students are responsible for maintaining furniture, equipment, and the Media Center facility in general, in clean and in good condition.
- No beverages or food may be consumed in the Media Center and Computer labs.
- Copyright: Students photocopying materials from the Media Center are subject to the U.S. copyright guidelines. These are posted in the Media Center, and a complete explanation is available from the Media Specialist.
- Students must create/print only appropriate materials.

Student violations of the expectations of the Media Center/Computer Labs will be handled in accordance with appropriate policies.

Media Center Volunteers

If you are interested in becoming a student volunteer in the Media Center contact your building Media Specialist.

Messages

Staff

Each staff member has voicemail access. Those messages are picked up before and after school. Please direct Emergency messages to the office staff. **Any changes in the way your child is to be dismissed from school should not be left on a teacher's voicemail or email.** Please direct these messages to the office staff, preferably an hour before they need to leave. All messages are delivered to classrooms. If you need to leave a non-emergency message for a teacher dial 952-556-extension#. Extensions can be found at the online staff directory <https://apps.district112.org/directory/>

Students

We **will not** page during the school day/class time 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, contact the main office.

Minimum Credit Load

All students must be enrolled and registered full time each semester during the school year. At the high school this may include online courses, PSEO, teaching assistant, or office assistant, where available.

Money

Except for small amounts, we'd appreciate financial transactions to be handled by checks made out to the school, or ISD 112. Checks eliminate the problems of money lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's name written on the outside. Please emphasize with your children the danger of leaving any valuables in their desks, coat pockets, etc. Some school transactions can be accomplished through the parent portal; please contact the school office for details.

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 and your student will no longer attend ECCS, 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.

Music

Students may perform music in the commons or in the halls with administrative permission.

Nutrition Services

Eastern Carver County Schools students have several healthy meal choices. Breakfast is available for every student each day. There is one breakfast entree choice and a Build-Your- Own-Breakfast. For breakfast, students are able to select an entree, fruit/ 100% fruit juice, grain and milk. Three of the four make a meal. The best choice is to choose all four for a great start to the day.

Students are able to choose a healthy lunch by selecting an entree, vegetable, fruit, grain and milk. Three of the five make a meal. The best choice is to choose all five for a well-balanced meal. There are a variety of meal choices and each is unique with food prepared fresh for the students.

Students who select less than the number of items to “make a meal” (3 for breakfast or lunch) will be charged the a la carte pricing for the selected items.

Meal Prices

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, (a 3.99% 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.

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

Special Diets

If you are requesting any special dietary accommodations for your student for the school year, please have your licensed physician, physician’s assistant, or advanced practice registered nurse (e.g. certified nurse practitioner) complete a [Special Diet Statement form](#). We request that these forms be updated each school year and/or whenever the student’s diagnosis or special diet changes. Please make sure that your student’s form is sent back to our office no later than August 15 to ensure accommodations can be made for the beginning of the school year. We will contact you to discuss your student’s needs once our office receives your student’s Special Diet Form. If you have any questions, please contact the Assistant Director of Nutrition at 952-556-6153.

Additional Information

The [Nutrition Services page](#) on the Eastern Carver County Schools website (www.district112.org) provides a wealth of interesting and helpful information including menus, nutritional information, a la carte pricing, and contact information. We also have informative videos that display the fresh and delicious foods that we offer daily. You can follow us on Twitter [@112Nutrition](#) or on Instagram [@District112Nutrition](#) to get up to date information on the great things we are doing in the schools.

Do you have questions? Our entire Nutrition Services team is committed to offering delicious and nutritious meals each day. We welcome your questions, comments and concerns now and throughout the school year. You can reach us at

952-556-6150 or Nutrition@district112.org. A well-nourished student makes for a focused learner, and we strive to set up the students in our district for success! For more information please visit our website at [Nutrition Services](#)

Cafeteria Routines

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

- As students finish eating, they will clean up their area and dispose of their garbage in the closest dump station using appropriate bins for recycling and trash.
- Once the tables or desks are clear (of trays, etc.), we spray down tables with disinfecting cleaner.

Online Instruction - High School

Students enrolled at ECCS High Schools can register for up to 50% of their course(s) in online courses per term through an online learning provider. Students enrolled in online courses must adhere to the policies outlined in the online learning contract and the Student Rights and Responsibility Handbook. Students must see a counselor to complete required paperwork to enroll in online course(s).

Outside Credits - High School

Students seeking to transfer credits from Foreign Exchange Program or other educational program outside of ECCS Schools must receive prior administrative approval prior to entering the program. Students must see their Counselor to initiate this process.

Parent/Guardian Involvement

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

Parent Advisory Boards/ED Forum/Vision Team

This parent-staff team meets multiple times during the year to discuss school goals and initiatives. Parent feedback is welcome. Interested parents/guardians should contact the school principal for more information and to sign up.

Parent Portal

The Parent Portal is the key school communications tool. You will need an email address to establish an account.

Report cards are not sent home. Individual student report cards will be posted on the Parent Portal. To access this information, parents/guardians need to create a password-protected account for their family. One account will allow parents/guardians access to each of their children's personal education information, including report cards and bussing information. Parents/guardians do not need individual accounts for each child.

To set up an account, please call the school office. The office staff will generate an activation code from Eastern Carver County Schools which will include the information necessary to establish your account.

Parent-Teacher Conferences

Parent-Teacher Conferences are one of the most important channels of communication between school and home. We're happy that so many parents/guardians attend conferences each year. Conferences may be in person or virtual. You'll get the most out of your conference if you;

- Arrive on time
- Make a list before you come of items you want to discuss or questions you'd like answered
- Ask for clarification of any information the teacher gives that you don't understand
- Follow-up with the teacher in the weeks following as needed.

Parent Teacher Organization

All parents/guardians are invited to become active in the ECCS, School specific, PTO- Parent/Teacher Organization. The PTO is an organization for all parents/guardians. It supports the school in many ways including fundraisers, staff recognition, volunteering and programs which enhance the education of our students. Meetings are held periodically throughout the year as determined by the school. By joining, you will be supporting education and meeting others with similar interests and goals for their children. For more information, call the school office.

Parking/Driving Privileges - High School

Driving a vehicle to school is considered a privilege, not a right. Drivers are expected to know, adhere to, and accept accountability for the violation of all Parking Rules. Eastern Carver County Schools reserves the right to modify rules/accountability if needed. ECCS also reserves the right to search/tow any vehicle, and/or suspend or revoke student-driving privileges. Contact your school office for complete guidelines and consequences for this privilege.

Students who have not cleared their obligations from the previous school year (e.g. returned all books, uniforms, instruments etc.) MAY NOT purchase a permit.

P.B.I.S. - Positive Behavioral Interventions and Supports

This is a district-wide approach to promote and support positive student behaviors and reduce inappropriate student behavior at school. PBIS is a state-initiated project that provides districts and individual schools throughout Minnesota with the necessary training and technical support to promote improvement in student behavior across the entire school. It establishes clearly defined outcomes that relate to students' academic and social behavior, systems that support staff efforts, practices that support student success, and data to guide decision-making.

Personal Property

Please remember that students may bring cell phones, personal electronic devices and other items to school. However, the schools and district are not responsible for replacement of stolen or damaged items.

Physical Education/Personal Wellness - Middle School

All middle school students are required to participate in physical education (PE). All students are required to have a School T-shirt, some schools require the purchase of shorts. Apparel can be purchased at school during the Open House or from the PE teachers. Students must provide their own shorts and shoes, if not available from the school. Pants are permissible to meet the religious beliefs of a student, and may be available from some schools.

Plagiarism

Plagiarism is using people's "works" (including translating those works) without giving them credit or having their permission to use their works. "Works" is whatever form the author has chosen to use to state the information they are trying to share. This includes works that are both published and unpublished. (Copyrighted and those not copyrighted.)

Examples of work:

Research	Textbooks	Charts/Diagrams/Graphs
Art	Magazines	Data
Pictures	Books	Speeches
Quotes	Newspapers	Handouts
Music	Websites & Their Contents	Student's Papers
Computer Programs	Photos	Notes
Movies	Paintings	Teacher's Lectures

How do I know if I am plagiarizing?

When you are creating your own "work," ask yourself if you have used one sentence, one phrase, one paragraph or more from someone else's "work." If you have, you need to give them credit by citing them in your references. If you have read or seen their "work" and used their ideas to inspire you, expand upon, rearranged the wording in a different way or used different words to say the same thing, you also need to give them credit by citing them in your references.

How can I avoid plagiarizing?

- After you read or see the person's information, write your own information from memory. Do not cut and paste if using the internet.
- Always give credit to the author if you are using a direct quote, parts of a sentence, unique words or ideas, or entire paragraphs in your work.
- Any time you use another person's pictures, diagrams, charts, maps, etc. always give credit to the author.
- Better safe than sorry. If you have any doubt, it is better to err on the side of caution and add a citation.

References

- "[Avoiding Plagiarism.](#)" *Online Writing Lab*. 1995-2004. Purdue University, 4 May 2005
- "[Plagiarism: A Guide to Understanding and Avoiding](#)" Dahlgren Memorial Library, Georgetown University, 4 May 2005

Ponds

Students are not allowed to enter into, dive in, jump in, wade in, swim in, fish in, float on, walk on, skate on, or otherwise come into contact with the ponds at the school without teacher permission.

Posters/Flyers/Signs

Only posters, flyers or signs, which promote school-sponsored activities, and are authorized and signed by the administration, may be displayed or distributed in the building. Non-school sponsored trips, camps, tryouts, or activities may not be advertised. Signs or posters to be displayed in school must be approved in an administrative office and may only be displayed for a maximum of 10 days.

Prom - High School

Attendance at Prom is a privilege limited to Juniors and Seniors in High School. Ninth and Tenth grade students and/or other guests may attend Prom only if they are escorted by a Junior or Senior of an ECCS High School. (Ex.: CNHS Sophomore may attend Prom if the date of a CNHS Junior or Senior) Guest registration rules (See *Dances*) apply to the Prom.

Report Cards

Academic reporting can be viewed on Parent Portal. Letter grades or Standards Based Grading Levels are available at the end of each grading period and reflects the student's academic performance.

Rollerblades, Roller Skates, Roller-Shoes, Skateboards, and Scooters

Rollerblades, roller skates, roller-shoes, skateboards, and scooters are not allowed inside school buildings.

Safety Procedures

We are prepared for unexpected emergencies. Building Crisis Teams meet and train throughout the year to help ensure our readiness. Fire drills, lockdown drills and severe weather drills will occur during the year. A lockdown drill involves safely securing our students should an intruder appear at school. The first lockdown drill will be announced in advance. Staff/teachers will walk students through the drill and have time to answer questions. Students will then practice procedures to help keep them safe. We ask that parents/guardians visiting our building during any drill cooperate with staff directions when given. Some of the drills throughout the year may be unannounced.

Schedules

See *Calendars and Schedules* section to view the links to the district calendar, school calendar and class schedules. Student schedules are also available in the parent portal.

School/Home Communication

The school websites have information regarding news and events as does the weekly newsletter sent home via email. For environmental and budget reasons we have reduced printed materials that are sent home; however, if you need a paper copy, please contact our office. See Community Bulletin Board for additional details.

ECCS recognizes that transparent, proactive communication is foundational to partnership and success and has adopted communicating protocols to support that. To ensure that every parent/guardian has the most accurate account of what is happening at our schools, parents/guardians must keep their contact information up to date in Infinite Campus – the student data system. You can also indicate a preference to receive messages in an alternate language within Infinite Campus. Simply log in [here](#), then click on “Contact Preferences” in the side menu. At the bottom of the page you have the option of selecting your preferred language. Additional information about communication protocols can be found at the [Community Relations web page](#).

School Resource Officer - High School

ECCS high schools work closely with the Chaska Police Department and the Carver County Sheriff's office to have School Resource Offices (SRO) staffed in our buildings. The SRO works closely with building administration.

School Spirit

School spirit may be described as:

- Courtesy toward all adults and fellow students
- Pride in everything this school tries to accomplish and has accomplished
- Sportsmanship, the ability to win and lose gracefully, whether it is in the area of academics, sports, music, forensics, or any other function of the school
- Loyalty, supporting the school and doing the utmost to keep scholastic and activity standards at the highest possible level
- Respect for persons and school property, whether books or building

Spirit Rock - High School

Where available; the Spirit Rock is to be decorated respectfully with surrounding areas remaining untouched. The purpose of the rock is for school spirit only. Students posting messages should refrain from vulgarity or personal remarks.

School Visits

Parents/guardians are always welcome. If you wish to visit/volunteer in a class or at lunch, please make arrangements with the teacher or school administration **beforehand**. We discourage visits by children from other schools. We also ask that younger siblings are not brought into your school age child's classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity.

Search and Seizure

If school officials have reason to believe that an illegal act or violation of school expectations 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), the student's locker, 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.

Secured School Entrance Procedures

Visitors to Eastern Carver County Schools will see security requirements at each building. Visitors will be required to scan a driver's license or a state-issued identification card as part of being allowed into schools. Staff in school offices will happily assist visitors who do not have this kind of identification.

All schools/buildings are aligned to district security measures to provide a safe, yet welcoming environment for our students. Equipment has been installed at appropriate locations to allow for the entrance(s) to be locked during school hours.

Security procedures during school hours are as follows: In the vestibule, locate the Visitor Management System (VMS) and press the Start button. Using the intercom, office staff will assist you.

- You will be allowed to enter office and will be asked to provide your information or swipe your license
- A visitor badge will be provided
- You will be permitted to enter the building
- All visitors should depart through the office where they can be checked out and the visitor badge returned

Student Visitors

We typically do not allow student visitors during the school day. Not only is classroom space and seating limited but we've found that students who bring visitors often concentrate more on how their guests are doing than on their studies. Exceptions have been made to allow a visitor to attend lunch with a student.

Guest Teachers & Substitutes

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

Parent/Guardian Visits

Parents/guardians are important to us. For this reason, ECCS welcomes visits to their students' classrooms. We ask that you please call ahead to avoid a visit on a day that the class is scheduled for a test, a field trip, or some other special activity.

Due to our concern for student safety, all visitors must first check into the school office upon entering the building and should bring their ID with them to obtain a visitor's badge.

Sexting

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be held accountable according to the *District Discipline Policy*, and may be reported to the appropriate law enforcement agencies.

Social and Emotional Well Being

The social and emotional services provided are intended to aid students who have health issues preventing their full participation in school programs. Whether the presenting issues are chemical, mental health, or physical impairment, the student services staff attempts to help students find solutions and be ready to learn.

Start and Dismissal Times

School	Start Time	Dismissal Time
Chaska Middle School East (CME)	8:40 AM	3:30 PM
Chaska Middle School West (CMW)	8:40 AM	3:30 PM
Pioneer Ridge Middle School (PRM)	8:40 AM	3:30 PM
Chanhassen HS (CNS)	7:45 am	2:35 pm
Chaska HS (CHS)	7:45 am	2:35 pm
Integrated Arts Academy (IAA)	7:50 am	2:28 pm
STAR	7:40 am	2:15 pm

State Testing

Information at the [District Testing & Assessment website](#) will help parents/guardians make informed decisions that benefit their children, schools, and communities. If you choose to opt out of testing, please see the form in the forms section.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic's 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. 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, non credit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policymakers use information from assessments to make decisions about resources and support provided.
- Parents/guardians 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

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 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.

Student Aides - High School

The purpose of a student aid is to assist staff. The student aid should report on time to the staff member and remain within the proximity of that staff member except when asked to perform a specific duty elsewhere in the building. If the

teacher has no work for the day, the student aid will remain in the classroom, or sign into a flex learning space. Their cooperating teacher still has the responsibility to monitor their aid(es). See the school office for complete details.

Student Governance

Students practice democratic skills through our Student Council. The Student Council promotes school spirit, cooperation among students to achieve common goals, and service or civic projects. Meetings are held on a regular schedule with projects and activities selected and implemented by students in the council.

Student Pictures

Our school contracts annually to have pictures taken of each child early in the school year. Information regarding prices, times, and days is distributed by a notice from school.

Summer School Provisions

Summer school is not a state or federally mandated program, and students are not required to attend. District 112 offers summer programming for elementary and secondary students and information will be provided in the spring.

Support Services

A full range of support services are available for students. A team of specially trained professionals is available to support students with academic, behavioral, social and/or family issues. Support services include: academic support (Interventions, Reading Rangers, PAWS, EL or Gifted Services for high performing students), special education services, paraprofessional staff, health services, physical or occupational therapist, psychologist, and school counselors.

Suspension

Minnesota Statute 127.27, subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 15 school days. In the event of a suspension, written notice will be personally given to the student at or before the time of suspension when reasonably possible. A copy of the notice will be sent to the parent/guardian by mail within 48 hours of the conference for suspensions of two or more days.

A student who has been suspended may not participate in or attend any school activities or functions on the day/s of suspension or on non-school days, such as weekends, during the suspension. If the student is suspended one day only, make-up work, including tests, is due the following day. Students suspended more than one day will receive an equal number of days to make up missed work. **It is the student's responsibility to contact the teacher and request make-up work.**

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. These discipline records are not shared with post-secondary institutions.

Tardy Procedure

We encourage our students to be on time for school. If a student arrives after school starts, they are considered tardy and must sign-in in the office before going to class. If you know your child will be late arriving at school, please call the

attendance line to let us know. Parents/guardians must notify the school if the student will be leaving at any time during the school day.

Tennessean Warning

Students may be questioned by administration about incidents that may include being held accountable for inappropriate behavior. 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 investigations as per state statute, MS 13.32 and MS 13.04. Students refusing to cooperate in investigations may be held accountable for behavior without the benefit of hearing information from them.

Safe, welcoming, inclusive environments and reasonable order must be present before effective learning can take place. The responsibility for establishing such an environment and responding to issues rests with the teachers; however, administration is responsible to provide supervision, guidance, and assistance to teachers in handling inappropriate behavior.

Staff and Administrators strive to make all aspects of school learning opportunities including accountability for inappropriate behavior. Accountability can include but are not limited to:

- Reflective conversations with staff and/or Administrator
- Parent/guardian involvement via phone or meetings
- Restorative practices (fixing what was broken, service time, etc.)
- Lunch detentions
- In school suspensions
- Out of School suspensions and expulsions

Theft/Property Damage

On occasion, property belonging to students, staff, visitors, or District 112 buildings is stolen or damaged. Any individual implicated in a theft or destruction of property is subject to questioning by school officials and possible involvement of the SRO. Anyone found to be involved in a theft, in possession of stolen property, or involved in property damage is subject to accountability.

Video Surveillance

Policy #712

District 112 Schools are committed to a safe, caring, and positive environment. In order to provide for the personal safety and security of students, staff, and visitors, our schools use video surveillance on school property, including the surveillance of vehicles, in accordance with guidelines established by the school administration. This policy is expected to encourage individuals to demonstrate respect for themselves, for others, and for their surroundings.

General Procedures

Video surveillance devices may monitor school buildings, vehicles, and grounds. Video surveillance may be placed in areas to monitor the safety and security of students, staff, and visitors and where surveillance has proven to be necessary as a result of threats, prior property damages, or other security incidents.

The school principal shall be responsible for managing and auditing the site use and security of video cameras, monitors, and electronic images. Only the principal or individuals designated by the principal shall be permitted access to the video monitors or be permitted to operate the video system controls. Video monitors are located in controlled access areas.

The school is not responsible for sharing video surveillance with students, parents/guardians, neighbors, or visitors.

The recording of actions of students, staff, and others may be reviewed or audited for the purpose of determining adherence to federal and state law, as well as school expectations and policies. The school may use video surveillance to detect, report, and/or deter criminal offenses.

The school may monitor video surveillance and recordings from such surveillance to assure the safety and security of students, staff, and visitors. If deemed appropriate by the school administration, further actions may be taken by the school as a result of video surveillance activities including, but not limited to, accountability for individual actions and reporting evidence of crimes to appropriate authorities. Disclosure of video records shall be done on a need to know basis.

Visitor Check-in

We look forward to welcoming parents, families and visitors into our schools. Visitor check-in helps to ensure safety and security in our schools. Each school uses a visitor management system to ensure safety and security for all our students and staff. Our goal is to make our schools as safe as possible and make the check-in process as efficient as we can for our visitors and staff.

- All visitors must enter and exit via the school's main entrance. Please follow the posted directions to gain access to the school office.
- On your first visit to one of our schools, you will be required to provide a state-issued driver's license or state-issued ID (from any state). District staff will use our new Raptor Visitor Management software to complete a registered sexual offenders check and to register you in the system for future visits to any school.
- It is important to note that the Raptor system only scans the required information to complete a comparison with the national databases of registered sex offenders. Additional data from the driver's license is not gathered, nor is the system connected to any other systems such as the Department of Motor Vehicles. Therefore, any other information on the ID is not accessible to school staff.
- Once entry to the building is approved, we will issue a visitor badge that identifies the visitor, the date, and the purpose of the visit. You will be asked to wear the visitor badge during your visit in the school.
- You will NOT be required to show your ID on subsequent visits. On subsequent visits, you will be asked your name and the system will issue a visitor badge for that day's visit.
- A visitor badge will not be necessary if you are visiting the school to simply drop off an item or visit office staff.
- In the event that you do not have a state-issued driver's license or state-issued ID on your first visit, or you are not able to scan your license or state ID, school staff will ask you to stay in the office area and they will bring your child to you. No visitors will be allowed beyond the office without a visitor badge.

Volunteers

We welcome volunteers in our school. In addition, volunteers are needed on a district-wide basis as well. Parents/guardians have the opportunity to sign-up with their student's classroom teacher. Other information and opportunities are available through our PTO or by calling the building administration. Volunteers should follow the visitor check-in process of the district/building.

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 an 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/guardians to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

WIN Time (What I Need)

Blocks of time in the daily schedule are used to provide enrichment, remediation and support to all students. Students are expected to utilize this time appropriately by following each building's WIN structure. Students are not allowed to leave the building during WIN time unless they have prior permission from administration and their parents/guardians.

Yearbook

Each fall, students are given an opportunity to purchase yearbooks. Our special memory book brings smiles to children, parents/guardians, and staff members.

Eastern Carver County School District Policies

Included on the following pages are some key policies and brief policy summaries. Each heading is a link to the full policy online. You can also access the complete District Policies at www.District112.org, click on *Community* on the main page, then choose *School Board* from the drop down menu, and click the *district Policies* button. The Student & Parent/Guardian Handbook is updated throughout the year as policies are affirmed, revised, adopted or deleted by the school board. The date(s) the board acted on a given policy can be found in the policy itself.

[Bullying Prohibition Policy #514](#)

- Bullying is prohibited.
- Positive, respectful behavior is expected.
- Complaints of bullying will be investigated.
- Action will also be taken if students or employees retaliate against persons making good faith reports of bullying behaviors.

[Chemical Use Prevention & Intervention Policy #417 and Drug-Free School Policy #418](#)

- It is the policy of Independent School District 112 to maintain a safe and healthy environment for students, employees, and the public.
- Use or possession of controlled substances, toxic substances, medical cannabis, or alcohol before, during, or after school hours, at school or in any other school location, is prohibited.
- This policy applies to all District buildings and grounds, vehicles, and other places where students and staff are involved in school activities or as District representatives.
- Students who violate this policy are subject to actions up to and including expulsion and referral to law enforcement authorities.

[Communicable Disease Policy #420](#)

- District will provide a healthy environment while protecting the educational rights of students.
- District will have procedures for inclusion and exclusion from school and/or school related activities

[Data Privacy](#)

See Policy #515 – Protection & Privacy of Student Records

[Disability Nondiscrimination Policy #521](#)

- District 112 protects students with disabilities from discrimination.
- Procedures provide a system of procedural safeguards pertaining to the identification, evaluation and placement of students who, because of a disability, need or are believed to need special instruction or related services.
- Reasonable accommodations must be made to protect against discrimination if a person's disability substantially limits a major life activity.
- District procedures provide for the prompt and equitable resolution of complaints of disability discrimination.
- Any student who believes they have been the victim of unlawful discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful discrimination toward a student should report the alleged acts immediately to a building principal and/or may file a grievance with the Section 504 District Administrator.

[Discipline Policy #506](#)

- An environment conducive to learning must be maintained to ensure no interference with the educational process in all District 112 schools.
- Students are responsible to assist in building a school culture and climate where all students are supported, valued, respected, and safe.
- If District 112 policies or school expectations are violated, appropriate disciplinary actions will be taken.
- Early personal growth, development, and intervention is encouraged in attempting to promote positive behavior and limit actions inconsistent with school and district policies.
- The policy includes a code of student conduct outlining unacceptable actions at school.
- If District 112 policies or school expectations are violated, appropriate disciplinary actions will be taken.

[Equal Educational Opportunity Policy #102](#)

- District 112 will ensure equal educational opportunity to all students of the school district.

- District 112 will not discriminate on the basis of race, color, creed, religion or non-believer status, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, or age.
- Equal opportunities apply to all areas of the educational program, including academics and activities.
- Any time students believe there has been a violation of this policy they should speak to a teacher or to the principal.
- If you believe your child has been denied equal opportunity for one of the reasons listed above, you may contact the building principal or the District Human Rights Officer: 952.556.6251; District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.
- The District will investigate all complaints.

[Firearms and Weapons Prohibition Policy #501](#)

- All firearms, weapons, or instruments that appear to be a weapon are prohibited on District property and wherever student activities take place.
- “Weapon” means any object, device or instrument designed as a weapon or which, through its use, is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- Firearms are defined as any gun (loaded or unloaded, workable or not), explosives, rockets, bomb, grenades, as defined by Section 921 of U.S. code.
- Students who violate this policy may be reported to law enforcement and are subject to actions up to and including expulsion.

[Harassment and Violence Prohibition Policy #413](#)

- District 112 prohibits any form of harassment or violence.
- Harassment includes: physical or verbal conduct, including electronic communications, that create an intimidating or hostile environment, interferes with performance, or affects work or academic opportunities; pressure for sexual activity; brushing against; threats or actions related to individual’s race, color, religion, ethnic heritage, sex, sexual or affectional orientation, gender identity or expression, age or any other protected class.
- All complaints will be investigated.
- Action will be taken to end harassment or violence and prevent recurrence.
- Students who violate this policy are subject to actions up to and including expulsion.
- The school district will also take appropriate action against any person who retaliates against any person who reports the discrimination, testifies, assists, or participates in an investigation or related hearing.

[Hazing Prohibition Policy #526](#)

- Hazing of any type is prohibited at all times.
- Complaints of hazing will be investigated.
- District 112 will take appropriate action against any student or staff member who violates district policy or law.
- Action will also be taken if students or employees retaliate against persons making good faith reports of alleged hazing or persons who assist in a hazing investigation or hearing.

[Health and Safety \(Including Integrated Pest Management\) Policy #807](#)

- District 112 will, within the budgetary limitations adopted by the board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds
- District 112 currently has in place an Integrated Pest Management Program for control of insects and other pests inside school buildings.
- The District uses a similar strategy in controlling weeds on its grounds and athletic fields.
- At no time are any pesticides or herbicides used or applied when children are present in the building.

[Immunization Requirements #530](#)

- All students must receive proper immunizations as mandated by law.
- Proof of immunizations or appropriate documentation exempting the student from immunizations must be provided prior to the student's first date of attendance.

[Life-Threatening Allergies Policy #551](#)

- District 112 will provide a safe environment for students with severe, potentially life-threatening allergies.

[Mandated Reporting Maltreatment of Minors Policy #414](#)

- State law requires District staff who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker to report it to local child protection or law enforcement authorities.
- This applies to suspected abuse or neglect within the last 3 years.

[Pledge of Allegiance Policy #531](#)

- State law requires that the Pledge of Allegiance be recited at least once a week.
- Buildings will determine whether the recitation will be conducted in individual classrooms or in unison throughout the building.
- Those individuals choosing not to participate will be treated respectfully.

[Protection and Privacy of Pupil Records Policy #515](#)

- District 112 has determined categories of student data that are public or "directory information." All other student data is private or confidential.
- State and federal laws classify certain information about students and staff as public data.
- Directory information must be made available to organizations or individuals who request it
- Parents/guardians and students over age 18 may request that directory information be classified as private.
- Parents/guardians and students over age 18 may request to inspect and review student records
- Parents/guardians and students over age 18 may request an amendment of the student educational records

[Search of Student Lockers, Desks, personal Possessions, and Student's Person Policy #502](#)

- District 112 will provide a safe and healthful educational environment by enforcing District policies against contraband.
- If school officials have reason to believe that an illegal act or violation of school expectations or policy 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.

- Each student will be assigned a locker. No student is to switch or share a locker with another student. Each student will be held responsible for the condition of the locker assigned to them and for the contents of that locker.
- School lockers are the property of the school district. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- Personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school expectations.
- Students should not keep money or valuables in lockers.

[Student Medication Policy #516](#)

- The District acknowledges that some students may require prescription or non-prescription medication during the school day.
- The purpose of this policy is to provide safe, proper, and timely administration of both prescription and non-prescription medication to students in the schools.
- District 112 will dispense only FDA approved medications as prescribed by a licensed medication prescriber.
- Medications will be dispensed by the Registered Nurse. The RN may delegate this medical function to the Health Associate, paraprofessional/unlicensed assistive personnel, or other school staff as needed.
- 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.

[Student Rights Related to Student Surveys, Physical Exams, and Marketing Policy #520](#)

- Parent/guardian must give consent before students participate in federally-funded surveys on the following protected topics: political affiliations of students or parents; mental or psychological problems of students or family; sexual behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisal of student's family; privileged relationships; i.e., attorney, physician; religious practices or beliefs of student or family; income.
- Parent/guardian may opt students out of surveys that ask for personal information if the surveys are not funded federally. Parents/guardians may request to inspect the surveys before students take them.
- Parental notice and opportunity to opt out is required for health screening (except for hearing, vision, scoliosis) or using student information for marketing purposes
- Parent/guardian may opt students out of medical examinations or screenings that don't meet federal criteria
- Parent/guardian may request to inspect curriculum materials
- Parent/guardian may deny use of personal student information for marketing, sales or other distribution.

[Student Sex Nondiscrimination Policy #522](#)

- District 112 prohibits discrimination on the basis of sex (Title IX).
- No student will be excluded from participation in, denied benefits of, or subjected to discrimination on the basis of sex or gender.
- It is the responsibility of every school employee to comply with this policy.
- All complaints will be investigated.
- The school district will also take appropriate action against any school personnel who retaliates against any person who reports the discrimination, testifies, assists, or participates in an investigation or related hearing.

[Student Transportation Safety Policy #709](#)

- The bus driver is the responsible authority on the bus.
- Students will board and leave the buses only at designated stops.
- Pick-up times are established; students will be waiting 5 minutes before pick up time at designated stops.
- Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
- Students will not tamper with emergency doors or safety devices.
- Students will not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus.
- A student who violates either the Bus Safety & Student Conduct Expectations or the Student Behavior Responsibilities will be assigned appropriate consequences by the School Bus Driver and building administration.

[Technology and Internet Acceptable Use Policy #524](#)

- Sets for guidelines for access to District computer systems and acceptable and safe use of the internet and electronic communications.
- Use of the system is designed for educational purposes.
- Use of District systems and access to the internet is a privilege, and inappropriate use may result in a consequence.
- Any activity using the District network will be monitored.
- Filtering may be extended to District owned devices used off site.
- Development of techniques for use of personal or District provided devices is encouraged as a teaching tool where appropriate and where it will enhance the learning experience.
- Use of personal or District provided devices should not create a distraction from the learning process, and devices are not used to infringe on the privacy of other students or of staff.
- Student's will be provided an account to access system using for education, but access and related data will be removed 30 days after student is no longer enrolled in Eastern Carver County Schools
- Students may be liable for the cost of repair or replacement of lost or damaged technology.

[Tobacco Free Environment Policy #419](#)

- Use of tobacco, tobacco-related devices, or electronic cigarettes in school, on school property, on a school bus, or at a school sponsored activity including off campus events sponsored by the school district is prohibited.
- This policy applies to students, staff, and community members.
- Students who violate this policy are subject to actions including required education, parent and police liaison officer involvement up to suspension and court referral.
- Community members will be informed of the policy and asked to refrain from use; if they refuse, they will be asked to leave and law enforcement may be contacted.

[Waste Reduction, Reuse, Recycling Policy #805](#)

- District 112 will teach and model practices that help preserve the environment.
- All buildings will recycle cardboard, paper, aluminum cans, plastic bottles, tin cans, and glass bottles.
- Containers will be provided, clearly labeled, and located to encourage use.
- All students and staff will be instructed and encouraged to reuse and/or recycle all paper whenever possible.

[Wellness Policy #533](#)

- Policy is a guide to ensure staff and students are able to form healthy, life-long nutritional and physical habits.

- District 112 will provide students appropriate education in each of these areas as well as healthy food choices and opportunities to participate in physical activities.
- District will have a Health Council to monitor, review, and revise as necessary the Wellness Policy.
- Food made available to students through the breakfast/lunch programs must follow the nutritional guidelines set forth in the procedures.
- Schools will not use food or beverages as rewards for academic performance or good behavior (unless written in an IEP and/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.

Forms

The forms in the following pages can be printed, signed and returned to your student(s) school, or the district office. You can also get copies from the district or school office, or the district or school

Bus Ridership Agreement Form

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

Bus Safety & Student Conduct Expectations

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

Student Behavior Responsibilities

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

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

Consequences for Student Misbehavior

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

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

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

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

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

Student Name: _____ Date: _____

Teacher Name: _____ Grade Level: _____

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

Parent Name: _____ Date: _____ (SIGNATURE)

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



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student’s participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student’s learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student’s School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student’s school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Check with your local school or district to see if there are any other consequences for not participating.

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Name:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

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

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

Contact your school or district for more information on how to opt out of local assessments.

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