



Elementary School Student Handbook



2026/2027 School Year

TABLE OF CONTENTS

WELCOME TO LAKEVILLE AREA ELEMENTARY SCHOOLS	4
ELEMENTARY PHILOSOPHY	5
SCHOOL INFORMATION	6
CHERRY VIEW ELEMENTARY	6
CHRISTINA HUDDLESTON ELEMENTARY	6
EASTVIEW ELEMENTARY	6
HIGHVIEW ELEMENTARY ELEMENTARY	6
JOHN F. KENNEDY ELEMENTARY	6
LAKE MARION ELEMENTARY	6
LAKEVIEW ELEMENTARY	7
OAK HILLS ELEMENTARY	7
ORCHARD LAKE ELEMENTARY	7
ACADEMICS	8
ACADEMIC INTEGRITY	8
ACADEMIC DISHONESTY	8
STANDARDS BASED GRADING	8
K-5 CONTINUOUS PROGRESS REPORT	8
PROGRESS INDICATORS	8
STATEWIDE TESTING	9
TEXTBOOKS	9
ATTENDANCE	9
ATTENDANCE GUIDELINES	9
BOUNDARIES	10
EDUCATIONAL BENEFITS FOR HOMELESS OR UNACCOMPANIED YOUTH	10
STUDENT REGISTRATION	10
EARLY CHILDHOOD SCREENING	11
EARLY ENTRANCE TO KINDERGARTEN	11
TRANSPORTATION	11
ARRIVAL AND DISMISSAL	11
BIKING / SCOOTERING	12
BUSSING	12
PARKING	12
FAMILY AND COMMUNITY INVOLVEMENT	12
COMMUNICATION RESOURCES	12
PARENT PORTAL	13
PARENT-TEACHER CONFERENCES	13
PHONE CALLS	13

COMPLAINTS	13
PARENT TEACHER ORGANIZATIONS (PTOS)	13
PARENTS RIGHT TO KNOW	15
STUDENT HEALTH	15
ACCIDENTS	15
HEALTH CHECKUPS	15
HOMEBOUND INSTRUCTION	15
ILLNESS RELATED ABSENCES	16
IMMUNIZATIONS	16
MEDICATION AUTHORIZATION	16
NURSES	17
PESTICIDE APPLICATION NOTICE	17
PHYSICAL EDUCATION AND RECESS	17
RECORDS	17
HEALTH RECORDS	17
UP-TO-DATE CONTACT INFORMATION - ANNUAL HOUSEHOLD CHECK-IN	17
STUDENT RECORDS	18
STUDENT SURVEY	18
STUDENT NUTRITION	18
FOOD SAFETY POLICY	18
MEAL ACCOUNTS	19
MEAL PRICES	19
MENUS	20
FEES	20
SCHOOL AND CLASSROOM ENVIRONMENT	21
ASBESTOS MANAGEMENT PLAN	21
STUDENT ACTIVITIES/ATHLETIC EXPECTATIONS	21
ANIMALS IN THE CLASSROOM	21
BULLYING PROHIBITION	21
DRUG-FREE SCHOOL AND WORKPLACE	21
FIELD TRIPS	22
INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES	22
LOST AND FOUND	22
LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER	22
NONDISCRIMINATION	22
NOTICE OF VIOLENT BEHAVIOR BY STUDENTS	23
PLEDGE OF ALLEGIANCE	23
PARTIES AND CELEBRATIONS	23
STUDENT ATTIRE	24
PHOTOGRAPHS AND VIDEOS	24
SAFETY AND SECURITY	24

CRISIS MANAGEMENT	24
EMERGENCY DRILLS	25
EMERGENCY SCHOOL HOURS	25
VISITORS AND VOLUNTEER GUIDANCE	25
EMPLOYEE BACKGROUND CHECKS	27
CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR	27
USE OF SCOOTERS AND BIKES ON SCHOOL PROPERTY	28
HARASSMENT AND VIOLENCE PROHIBITION	28
WEAPONS PROHIBITION	28
Policy Exception:	29
STUDENT SUPPORT	29
ENGLISH LANGUAGE SERVICES	29
GIFTED SERVICES	29
ACCELERATION OPPORTUNITIES	30
DIFFERENTIATION AND ENRICHMENT	30
DISCOVER	30
IGNITE!	30
YOUNG SCHOLARS	30
GIFTED ADVISORY COUNCIL	31
GUIDANCE AND COUNSELING	31
MULTI-DISTRICT COLLABORATIVE COUNCIL	31
SECTION 504	31
SPECIAL EDUCATION	31
SPECIAL EDUCATION ADVISORY COUNCIL	32
TEACHING AND LEARNING SUPPORT SERVICES	32
TEACHING AND LEARNING ADVISORY COUNCIL	32
TITLE I SERVICES	32
TECHNOLOGY	33
DIGITAL LEARNING	33
INTERNET ACCEPTABLE USE	33
PERSONAL ELECTRONIC DEVICES	34
FLEX LEARNING DAYS	34
COMMUNITY RESOURCES	35
LAKEVILLE AREA ARTS CENTER	35
LAKEVILLE AREA COMMUNITY EDUCATION	35
CITY OF LAKEVILLE PARKS AND RECREATION	35
Appendix	36
SCHOOL DISTRICT POLICY CROSS REFERENCE TABLE	36
PARENT/GUARDIAN REFUSAL FOR STATE PARTICIPATION IN STATEWIDE ASSESSMENTS	37

WELCOME TO LAKEVILLE AREA ELEMENTARY SCHOOLS

Dear Elementary Families,

This handbook is prepared for the families of elementary children in Lakeville Area Schools. It is designed to help you understand how our schools and families share in the elementary school experience.

It is our goal to involve parents as key members of our educational team. We look forward to an exciting school year and sincerely hope this year is enjoyable and a time for great growth.

Teamwork means good communication between home and school. Please contact us whenever you have questions or concerns. In addition, our schools are always open for you to visit. We greatly appreciate parent visits and encourage everyone to share in our students' experiences.

Best wishes for a successful school year!

Sincerely,

Paul Helberg, Cherry View Elementary

Taber Akin, Eastview Elementary

Alyssa Coleman, Lake Marion Elementary

Wade Labatte, Oak Hills Elementary

Samantha Carlson, Orchard Lake Elementary

Jill Kelly, Christina Huddleston Elementary

Christine McDonald, Highview Elementary

Beth Anderson, John F. Kennedy Elementary

Pete Otterson, Lakeview Elementary

ABOUT THE DISTRICT

At Lakeville Area Schools, student success is our number one goal. So, it's no surprise we're often at the head of the class in academics, at the top of our game in athletics, and an all-star performer in the arts and activities. In partnership with families and community, we strive to ensure success for every student — personally, socially, academically and civically.

The District serves over 12,000 students in Dakota County and Scott County and covers 86 square miles, including most of Lakeville, parts of Burnsville and Elko New Market, and portions of Eureka, Credit River and New Market Townships. There are nine elementary schools (K-5), three middle schools (6-8), two high schools (9-12), Lakeville Online Academy (a 6-12 online school), early childhood and community education facilities, and an Area Learning Center.

Lakeville ISD 194 School Board Approved District Policies are located at isd194.org/district/district-policies. These policies may be changed or amended during the school year. Revisions will be reflected on Lakeville Area Schools's website linked above. If you have any questions about a revision, please contact the principal.

ELEMENTARY PHILOSOPHY

All children are entitled to a rewarding and successful school experience as individuals and as members of their school group, community and nation. Our schools strive to provide a safe and nurturing environment that enables all students to achieve their full potential and develop the attitudes, skills, interests and knowledge necessary to become contributing and productive members of society.

SCHOOL INFORMATION

CHERRY VIEW ELEMENTARY

Paul Helberg, Principal
paul.helberg@isd194.org

Grades K-5 | 9:25 a.m. - 3:55 p.m.

Health/Attendance Office: 952-232-3219

School Office: 952-232-3200

Kitchen: 952-232-3204

Staff Directory:

cve.isd194.org/about-us/cve-staff-directory

cve.isd194.org

8600 175th St.

EASTVIEW ELEMENTARY

Taber Akin, Principal
taber.akin@isd194.org

Grades K-5 | 9:25 a.m. - 3:55 p.m.

Health/Attendance Office: 952-232-2919

School Office: 952-232-2900

Kitchen: 952-232-2904

Staff Directory:

eve.isd194.org/about-us/staff-directory

eve.isd194.org

18060 Ipava Avenue

JOHN F. KENNEDY ELEMENTARY

Beth Anderson, Principal
beth.anderson@isd194.org

Grades K-5 | 9:25 a.m. - 3:55 p.m.

Health/Attendance Office: 952-232-2819

School Office: 952-232-2800

Kitchen: 952-232-2804

Staff Directory:

jfk.isd194.org/about-us/staff-directory

jfk.isd194.org

21240 Holyoke Avenue

CHRISTINA HUDDLESTON ELEMENTARY

Jill Kelly, Principal
jill.kelly@isd194.org

Grades K-5 | 8:50 a.m. - 3:20 p.m.

Health/Attendance Office: 952-232-3119

School Office: 952-232-3100

Kitchen: 952-232-3104

Staff Directory:

che.isd194.org/about-us/staff-directory-che

che.isd194.org

9569 175th St. W.

HIGHVIEW ELEMENTARY ELEMENTARY

Christine McDonald, Principal
christine.mcdonald@isd194.org

Grades K-5 | 9:25 a.m. - 3:55 p.m.

Health/Attendance Office: 952-232-2419

School Office: 952-232-2400

Kitchen: 952-232-2404

Staff Directory:

hve.isd194.org/about-us/staff-directory

hve.isd194.org

18600 Huntley Trail

LAKE MARION ELEMENTARY

Alyssa Coleman, Principal
alyssa.coleman@isd194.org

Grades K-5 | 9:25 a.m. - 3:55 p.m.

Health/Attendance Office: 952-232-2719

School Office: 952-232-2700

Kitchen: 952-232-2704

Staff Directory:

lme.isd194.org/about-us/staff-directory

lme.isd194.org

19875 Dodd Boulevard

LAKEVIEW ELEMENTARY

Pete Otterson, Principal
peter.otterson@isd194.org

Grades K-5 | 8:50 a.m. - 3:20 p.m.

Health/Attendance Office: 952-232-2619

School Office: 952-232-2600

Kitchen: 952-232-2604

Staff Directory:

lve.isd194.org/about-us/staff-directory

lve.isd194.org/

20500 Jacquard Avenue West

OAK HILLS ELEMENTARY

Dr. Wade Labatte, Principal
wade.labatte@isd194.org

Grades K-5 | 8:50 a.m. - 3:20 p.m.

Health/Attendance Office: 952-232-2519

School Office: 952-232-2500

Kitchen: 952-232-2504

Staff Directory:

ohe.isd194.org/about-us/staff-directory

ohe.isd194.org/

8640 165th Street West

ORCHARD LAKE ELEMENTARY

Samantha Carlson, Principal
Samantha.Carlson@isd194.org

Grades K-5 | 9:25 a.m. - 3:55 p.m.

Health/Attendance Office: 952-232-2119

School Office: 952-232-2100

Kitchen: 952-232-2104

Staff Directory:

ole.isd194.org/about-us/staff-directory

ole.isd194.org/

16531 Klamath Trail

ACADEMICS

ACADEMIC INTEGRITY

ACADEMIC DISHONESTY

Intentional behavior, including, but not limited to, plagiarism, copying another student's work, cheating, or altering records. Includes, but is not limited to, copying someone's work, or allowing one's work to be copied; revealing test content, questions, or answers; alerting answers, scores, or records.

Plagiarizing - act of using another person's ideas or expressions in writing or speaking without acknowledging the source; copying from a book, computer source, or another individual. Students who cheat, commit plagiarism, or exhibit any type of intentional academic dishonesty will be disciplined in accordance with the school district's "Student Discipline" policy.

STANDARDS BASED GRADING

K-5 CONTINUOUS PROGRESS REPORT

In striving to provide a rigorous, student-centered and engaging learning experience for every student, the district reports on student progress marking progress throughout the year with posting grades in June.

We measure progress towards these standards using Learning Targets. Learning Targets are directly aligned to the Minnesota State Academic Standards, which outline what every child should know and be able to do in each subject area and grade level.

PROGRESS INDICATORS

Progress reporting uses growth indicators that measure and describe growth/progress over a defined period of time. An indicator of "M" is the expected goal for students, which indicates that the student independently meets the grade level Learning Targets. The expectation is that most students will achieve an "M" by the end of the year for each grade level learning standard.

M = Meets Learning Targets — An "M" indicates that the student independently met grade level Learning Targets. The student requires no additional support or assistance in successfully demonstrating grade-level skills and concepts learned and mastered.

D = Developing toward Learning Targets — A "D" indicates that the student is developing foundational skills to master the grade level Learning Targets. The student's current level of progress/growth is characterized as requiring consistent teacher support to ensure progress/growth.

N = Not Meeting Learning Targets — An "N" indicates that the student has not developed foundational skills necessary to master grade level Learning Targets.

X = Not Assessed or Taught at this Time — An "X" indicates that the Learning Target(s) has not been introduced. All Learning Targets on grade-level progress reports will be taught by the end of the school year. An "X" may also indicate an accommodation for a special education student with progress being documented through the IEP progress report in lieu of a mark on the Continuous Progress Report.

STATEWIDE TESTING

A statewide assessment is just one measure of your achievement. Your participation is important to understand how effectively the education at Lakeville Elementary Schools is aligned to the state academic standards. If you and your parents want more information about state assessments visit education.mn.gov/mde/fam/tests/. The parent/guardian refusal for statewide participation in statewide assessments is located in the *Appendix*.

TEXTBOOKS

The District furnishes all textbooks free of charge. Students will be charged for any lost book or for wear beyond normal use. Students will be required to pay the full cost of any lost book. It is recommended that all textbooks have protective covers by the end of the first week of school or a week after issue

NOTE: If a book is lost during the school year, it must be returned prior to the beginning of the next school year in order to receive a refund or have the fee removed.

ATTENDANCE

ATTENDANCE GUIDELINES

Students are expected to be in school unless they are ill or there is an emergency in the family.

When a student is absent for any reason, the parent/guardian is expected to notify the school by 8:30 a.m. on the day of an absence to provide the reason for the absence. Absences can be submitted by phone, email or [Parent Portal](#).

If there is no call, safety notifications will be made to verify your child's location. Learn more about how to submit absences to the school, and how you will be notified if your child has an unexcused absence: isd194.org/academics/attendance-matters.

If your child is absent from school and you have not phoned us, please send a written excuse with your child when they return to school. Administration reserves the right to request verification of an illness including documentation from a health care professional on a case-by-case basis.

Students must have parental consent to leave school during school hours. Parents must pick up their child in the health office or main office. Students will not be dismissed from their classrooms.

The purpose of these guidelines is to promote strong student attendance. Students who attend school regularly are more likely to succeed, but it is difficult for a student to build skills and make progress if they are frequently absent.

For detailed information please read the full attendance guidelines which can be found at bit.ly/2JPlcH4.

BOUNDARIES

The School Board has the responsibility of designating elementary attendance areas. These may change from year to year because of the fluctuating population. You can locate your school attendance area at isd194.org/district/enroll/district-maps-and-boundaries.

EDUCATIONAL BENEFITS FOR HOMELESS OR UNACCOMPANIED YOUTH

If a student lives in any of the following situations:

- In a shelter or transitional housing
- In a motel, campground, or other non-permanent structure
- In a car or other vehicle
- In a park, abandoned building, bus or train station, or other public place
- Doubled-up with another family due to loss of housing or economic hardship
- In an unknown location or different location each night (i.e. "couch surfing")

The student qualifies for educational benefits and certain rights and protections under the federal McKinney-Vento act, including the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if you do not have documents normally required
- Enroll in the local school or continue attending their school of origin if that is your preference
- Receive transportation to and from the school of origin
- Receive the same educational services as other students
- Receive supports to help students be successful in school

If you believe you/your student may be eligible, contact your school's principal or the district's Homeless Liaison. All information regarding eligibility for federal benefits is confidential and only shared with appropriate school personnel.

Ali Middlebrook, Student and Family Support Coordinator
ali.middlebrook@isd194.org | 952-232-2022

STUDENT REGISTRATION

Students enrolled in our elementary schools are automatically registered in the spring before the following school year. Children entering Kindergarten in the fall are registered in the spring during Kindergarten registration. Children who move during the summer months from one attendance area to another within the school district and students who are new to the community should register prior to school opening in the fall via our online registration process. Children entering Kindergarten must be

five years of age on or before September 1. Verification of the child's birth date is required, as is verification of all immunizations.

EARLY CHILDHOOD SCREENING

Early Childhood screening is required by state law prior to Kindergarten enrollment. Lakeville Area Schools offers vision and hearing screening and educational assessments for preschool-age children. Students who have needs identified during the screening are referred to their family physicians.

Call 952-232-3000 or visit our website to learn more:
ce.isd194.org/early-childhood/screening/early-childhood-screening.

EARLY ENTRANCE TO KINDERGARTEN

Children five years of age on or before September 1 are eligible to enter Kindergarten. If a child's birth date falls on a date after September 1 and before October 15, parents may request early entrance.

To be considered for early entrance, parents must submit a request by March 1 to the Elementary Teaching and Learning Coordinator. After the request has been received, information about the process will be given to the parent. Please visit our website for additional information.

Sandy Giorgi, Director of Teaching & Learning PreK-12
sandy.giorgi@isd194.org | 952-232-2014

TRANSPORTATION

Lakeville Area Schools provides free transportation for special education students, and regular education students who qualify, which includes K-5 students to students who live 0.8 miles or more from their elementary school.

Students who qualify for free transportation do not need to register. Bus assignments will be posted in Infinite Campus Parent Portal the week before school starts.

If the transportation zone information indicates you live in a "Walk or Pay Option", you have the option to pay a transportation fee via Parent Portal.

Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

ARRIVAL AND DISMISSAL

Regardless of their method of transportation, students should not arrive more than five minutes before the start of school, nor should they be picked up more than five minutes after the end of the school day. School safety patrols and adult supervision are scheduled accordingly. The playground is supervised by adults only during the noon hours, not before or after school.

BIKING / SCOOTERING

The use of motorized or electric bicycles and scooters by elementary students is prohibited on all school property including sidewalks, parking lots, fields, and the playground. In accordance with MN statute 169.223, children under the age of 12 may not operate a motorized or electric scooter or bike.

We encourage students to ride non-motorized or non-electric bikes or scooters to school as a healthy and active form of transportation.

- Bicycles/scooters should be parked and locked to the bike rack during the school day.
- Students must walk all bikes/scooters while on school property.
- Wearing helmets is strongly encouraged.
- We are not responsible for lost, stolen or damaged bicycles/scooters.

For the safety of all students, staff, and visitors, bicycles and scooters must be walked once they enter school property. School property includes all sidewalks, parking lots, driveways, and playground areas.

Failure to follow these expectations may result in the bicycle or scooter being held at school and requiring parent or guardian pickup at the end of the school day.

BUSSING

Our bus service is provided by Schmitt & Sons Bus Co. Rules, safety information and FAQs are published on www.schmittandsons.com. Bus route information is available at least one week before school starts in the Parent Portal.

All school buses used by the school district may be equipped for the placement and operation of a video camera. Video surveillance may occur in any school district building or on any school district property including the bus. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

PARKING

The yellow curb at each school is the area designated for loading and unloading buses and for emergency vehicles. For the safety of our students, please do not park in these areas.

FAMILY AND COMMUNITY INVOLVEMENT

COMMUNICATION RESOURCES

We believe good communication between school and home is key. Lakeville Area elementary schools make use of a variety of communication methods to keep our school-family relationships strong, including newsletters from the principal and staff, flyers, phone calls, email and notes. Some

classrooms also use daily communication journals, notebooks or online platforms such as Seesaw. In addition, our parent organizations hold regular meetings throughout the year.

District-wide news is published in the monthly [194NOW Family](#) and [194PRIDE Community](#) e-newsletters, on isd194.org, on social media @LakevilleAreaSchools and in the Sun This week Lakeville local newspaper. Urgent notifications and alerts, including weather closures, are delivered via a phone call, text and email to the primary contact listed in the Parent Portal.

PARENT PORTAL

Every elementary school uses the Parent Portal, which provides access to confidential information for parents and students including attendance, schedules, academic progress, bus routes, and lunch PINs. The information provided in the portal is entered by teachers or school administrators. If you have questions about the accuracy or timeliness of information contained within the portal, please contact your child's school. You may get an Access Key and instructions for how to set up your account by bringing your picture ID to your child's school or to the district office.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences take place twice during the school year. Parents will receive information regarding fall and spring conferences from each building. The school will contact parents for specific appointment times.

PHONE CALLS

Parents are encouraged to call the principal with questions, concerns or ideas they wish to share. Teachers should be called during school hours.

In case of an emergency, please call the school office. Students typically do not need to contact anyone during the school day but may do so in an emergency. Please use the school telephone or email system to connect with staff. Do not use a student's cell phone or other personal communication devices as this can create confusion.

COMPLAINTS

In accordance with [policy 103](#), the school district takes seriously all concerns or complaints by students, employees, parents or other persons. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

PARENT TEACHER ORGANIZATIONS (PTOS)

Parent groups sponsor and support activities at each of the schools and foster communication between parents, teachers and students. Contact the school principal for more information.

PARENTS RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

STUDENT HEALTH

ACCIDENTS

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

HEALTH CHECKUPS

It is recommended that your child have an annual physical examination and dental checkup. Regular checkups give you and your health care provider an opportunity to monitor growth and development, receive vaccinations, screen for and identify potential concerns and treat them to prevent bigger problems later on. If there are any health conditions which prevent your child from participating in certain activities, the healthcare provider is asked to indicate this in a note directed to the licensed school nurse. Checkups should be done the summer before the child begins school. Please advise your licensed school nurse of any significant health concerns.

HOMEBOUND INSTRUCTION

If it is necessary for your child to be absent from school for several weeks because of serious illness, either at home or in the hospital, arrangements may be made for schooling from home. Parents must contact their school principal to request provisions.

ILLNESS RELATED ABSENCES

Please inform your school's health office or nurse if your child is absent. Absences, including for illness, can be reported using the Infinite Campus Parent Portal.

You may also call or email to leave a message informing the health office of your child's illness. Please provide your student's name, teacher's name, grade level, and detailed reason for the absence.

The Minnesota Department of Health asks school districts to track communicable diseases such as chicken pox and pertussis and contagious illnesses and conditions such as strep throat and influenza.

If your child has been diagnosed with a positive strep throat culture, they must be treated with antibiotics for a minimum of 12 hours before returning to school. The Minnesota Department of Health recommends a 24 hour rule which applies to vomiting, diarrhea and fever over 100° Fahrenheit. Do not send your child back to school until he or she is symptom-free for 24 hours without the use of fever-reducing medications such as Tylenol or ibuprofen.

If you have any questions, please contact the building nurse.

IMMUNIZATIONS

In compliance with the Minnesota school immunization law, all elementary students are required to have complete immunization series of five diphtheria, tetanus and pertussis (DTaP), four polio, two measles, mumps and rubella (MMR), two varicella, and three Hepatitis B. Prior to seventh grade enrollment, students are required to have a Tdap booster and one Meningococcal vaccine. Records of these immunizations must be on file with the school nurse on or before the first day of school. No child will be allowed to enroll or remain enrolled without a statement verifying these immunizations. Parents/guardians may submit a notarized statement that they are conscientiously opposed or a statement from a physician if vaccinations are contraindicated due to medical reasons. The entire policy 530 Immunization Requirements, as adopted by the School Board, is available in each building. We are a "no shots, no school" school district.

For copies of your child's vaccination records, talk to your doctor or visit the Minnesota Immunization Information Connection (MIIC) at <https://www.health.state.mn.us/people/immunize/miic/index.html>.

MEDICATION AUTHORIZATION

The school health office must have a written doctor's order along with a signed parent permission form for the nurse to be able to administer any medication at school to your child. This includes prescription medication and all over-the-counter medications such as Tylenol, ibuprofen, cough, cold and allergy medications. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Medication authorization forms can be picked up in your school's health office or printed from bit.ly/30YszSc. The school also can accept faxed orders from the physician.

Medication & Treatment Authorization Form

Medications cannot be transported by students and must be brought into the health office by an adult. Please call your school's health office with any questions regarding our medication policy.

NURSES

Our schools are staffed by a licensed school nurse and a building nurse (RN or LPN). They evaluate the health status of students and staff. If there is evidence of a health problem with a child, the licensed school nurse or building nurse will contact parents. Please feel free to communicate health concerns or attendance concerns with any of the nurses at any time.

The licensed school nurse gives support and guidance to the building nurse by counseling pupils, parents and staff regarding health matters, helping to prevent and control diseases, and serving as a resource person. They make home visits as necessary and are a liaison between school and family. The licensed school nurse is responsible for creating health and emergency care plans for students.

A building nurse is present in each building during the school day. When children become ill or are injured, the building nurse provides emergency care and determines the seriousness of their ailment. If the situation warrants, the child's parent or guardian will be called.

PESTICIDE APPLICATION NOTICE

The Lakeville Area Schools will apply pesticides on school property. The District has a list of pesticides used throughout the year. A parent may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, the schedule of pesticide applications, and a copy of the Material Data Sheet can be requested by contacting Damien Nelson, the Health, Safety and Security Manager. Learn more: isd194.org/district/keeping-our-schools-safe.

PHYSICAL EDUCATION AND RECESS

Children are expected to participate in physical education and recess activities unless they have a health exemption. All other students may be excused from physical education for three days with a parent's written request. Beyond that, a doctor's note is required.

RECORDS

HEALTH RECORDS

An electronic health record is kept for each child, as required by Minnesota state law. Any significant health condition or immunization that the child has during the summer or during the school year should be reported to the school health office so the information can be recorded on the child's electronic health record.

UP-TO-DATE CONTACT INFORMATION - ANNUAL HOUSEHOLD CHECK-IN

Families are required to complete the Annual Household Check-In on an annual basis to ensure parent/guardian and emergency contact information is up to date.

This ensures that families will receive critical school communications. It is also imperative that the school has an emergency contact number for each student, in case the primary contact cannot be reached in the event of illness or emergency.

Please also notify the school of any change in phone numbers or email addresses– home, business or cell – during the school year.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians with certain rights. For more information on the rights of parents/guardians and eligible students regarding student records, see the school district's "Protection and Privacy of Pupil Records" policy may be obtained at isd194.org/district/district-policies.

STUDENT SURVEY

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see policy 520 Student Surveys obtained at isd194.org/district/district-policies.

STUDENT NUTRITION

Your child's nutrition and meal experience is very important to us. We know that students feel and learn better when they eat well.

For any questions regarding Student Nutrition, please contact the Nutrition Support Specialist at 952-232-2061.

Additional information regarding Student Nutrition can be found in the [Student Nutrition Newsletter](#).

FOOD SAFETY POLICY

District policy and Minnesota Department of Health regulations prohibit serving food that is prepared at home for parties and treats. The Minnesota Department of Health requires this policy of all school districts as a way of limiting the spread of foodborne illness.

In coordination with our district's wellness policy on making healthy choices, the number of students with food allergies, equity, and loss of instructional time, [birthday treats](#) will not be allowed in the classrooms. If you are interested in reading the district's policy on wellness, it is available on the District 194 website isd194.org/district/district-policies policy 533 Wellness.

MEAL ACCOUNTS

Meal accounts are created for each student upon enrollment in the District. The student will receive an ID card that has a scannable barcode that will be used to ring in purchases. This card can be used to purchase breakfast, lunch, individual milks, second servings or à la carte. If your student loses their ID card, another will be printed on paper for them to use.

Negative meal balances are the responsibility of the parents and will carry over to the following school year. Overdue payments into your child's meal account can be made at your child's school or at the District Office via cash or check or online by credit card.

For online credit card payments, Lakeville Area Schools utilizes [LINQ Connect](#). Below are instructions to create an account with LINQ Connect.

1. Go to <https://linqconnect.com/main> or click on the LINQ Connect link above and click "Register" at the top right corner of the screen.
2. Fill out your name and email and create a unique username and password
3. Go to your email to verify your account creation.
4. Go back to the LINQ Connect website and log in to your new LINQ Connect account
5. To add your students to the account: click the "+" button in the top right corner of the screen to link your students to your LINQ Connect account.
6. NOTE: You will need to enter your child's Student ID number. This can be found in the [Infinite Campus Parent Portal](#). To look up your child's Student ID number, please view these [step-by-step instructions for Infinite Campus](#).

For additional questions, refer to the [LINQ Connect FAQ website](#) OR contact LINQ Connect customer support: (888) 467-4700 or support@linqconnect.com

With a LINQ Connect account, you can also monitor your child's purchase history (you do not have to make any payments to view purchase history but do need to set up an account), set up low balance reminders, and set up auto replenishment for your student's meal account.

MEAL PRICES

Lakeville Area Schools participates in the Minnesota Free School Meals Program. All students learning in a school building can receive one breakfast and one lunch free of charge each day at school. Students may also choose to bring a lunch from home.

Ala carte items will be available for purchase. These items are not part of the Minnesota Free School Meals Program. Your child's account will need funds available to purchase ala carte items. Some examples of ala carte items include: extra entrees, bottled water, string cheese, yogurt, or milk to accompany a lunch from home. Current ala carte prices are available on the Student Nutrition website at isd194.org/services/student-nutrition.

MENUS

Each day, your child can choose from a hot lunch or cold option such as a fresh salad entree or a box lunch. A variety of fresh fruits and vegetables, whole grains and lowfat milk are available daily with each meal. Menus and instructions for downloading the Mobile Menus app are available at isd194.org/services/student-nutrition.

EDUCATIONAL BENEFITS

Free/Reduced Educational benefits are available for students whose family meets income requirements or are directly certified by the state of Minnesota. While meals are free for ALL students, there are additional benefits available for students approved for Educational Benefits including:

- Activities or athletics through ISD 194 or Community Education
- Field Trips
- Transportation
- EBT cards for summer groceries
- Internet for your home
- and more

If you think you may qualify or are interested in applying for Free or Reduced Price benefits, you should fill out an Application for Educational Benefits. Applications are available at your child's school, the District Office, and online.

You must fill out both the [educational benefits application](#) and the [consent to share form](#) to receive reduced fees on the items listed above.

Once received at the District Office, applications will be processed within 10 days.

Families must reapply for educational benefits at the beginning of each school year. For more information regarding eligibility for free and reduced price meals please visit isd194.org/services/student-nutrition for more information.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student
- Items of personal use or products that a student has an option to purchase such as student year book and school pictures
- Field trips considered supplementary to the district's educational program
- Use of musical instruments owned or rented by the school district
- Transportation to and from school for students living within two miles of school

SCHOOL AND CLASSROOM ENVIRONMENT

ASBESTOS MANAGEMENT PLAN

The school district has developed an asbestos management plan. A copy of this plan can be found at isd194.org/district/keeping-our-schools-safe.

STUDENT ACTIVITIES/ATHLETIC EXPECTATIONS

Because students represent not only themselves but also their activities and their school, students are required to demonstrate positive conduct in the classroom, the community, and their activities.

Failure to abide by behavioral expectations may, under certain circumstances, be a violation of school rules and may result in consequences or discipline including, but not limited to, removal from activities or team, or other consequences under the discipline policy.

ANIMALS IN THE CLASSROOM

To prevent exposure to allergens and maintain the best possible indoor air quality, animals are only allowed in classrooms for educational purposes. Prior approval of the building principal is required.

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see [Policy 514 - Bullying Prohibition](#).

DRUG-FREE SCHOOL AND WORKPLACE

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's Student Medication policy 516. The school district will provide an instructional program on chemical abuse and the prevention of chemical dependency.

FIELD TRIPS

During the school year various classes take learning trips off of school grounds. Parents/guardians will be required to sign permission slips allowing students to participate in each field trip. Any child not participating in a class field trip must be in attendance at school on that day. Classroom teachers will make provisions for students who are unable to attend field trips.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. Some government agencies are not required to contact parents/guardians prior to interviewing in accordance with applicable statute.

LOST AND FOUND

Each elementary school has a Lost and Found area. Parents and students are encouraged to check the Lost and Found for articles at any time. Good times to look for missing items are during conferences, concerts and other school activities and as the seasons change.

LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions 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 rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities.

The school board has designated the following individual as the district's Title IX Coordinator:

Executive Director of Administrative Services
Lakeville Area Schools
17630 Juniper Path, Suite A

Lakeville, MN 55044
952-232-2000

The school board has designated the following individual as the Americans with Disabilities Act (ADA) coordinator.

Assistant Director of Human Resources
Lakeville Area Schools
17630 Juniper Path, Suite A
Lakeville, MN 55044
952-232-2000

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

Each classroom teacher of a student with a history of violent behavior will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom.

The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy. Administration may provide other school district employees or individuals outside of the school district with information regarding a student including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

PARTIES AND CELEBRATIONS

Classroom parties and celebrations take place occasionally during the school year. Students may be asked to contribute a nominal amount of money to help defray expenses. This is strictly a voluntary charge. Parents who do not wish their child to participate for personal reasons should notify the classroom teacher. Students are discouraged from planning parties for staff members.

In coordination with our district's wellness policy on making healthy choices, the number of students with food allergies, equity, and loss of instructional time, birthday treats will not be allowed in the classrooms. If you are interested in reading the district's policy on wellness, it is available on the

District 194 website isd194.org/district/district-policies policy 533 Wellness. Our birthday treat guidelines can be viewed here: bit.ly/birthdaytreats194.

Latex products, including latex balloons, are not permitted anywhere inside the school buildings due to allergy and safety concerns.

STUDENT ATTIRE

The school building is considered students “place of work” during school hours. As such, it is important that students dress in an appropriate manner that supports an educational atmosphere. Inappropriate dress and clothing, which distracts from the learning process, will NOT be permitted. If necessary, parents will be notified and asked to come to school to pick up their child or bring proper attire. Teachers should send students to the office if they have inappropriate clothing.

Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;”

Policy 506; Student Discipline; VI. Student Code of Conduct #30

PHOTOGRAPHS AND VIDEOS

Photographs are taken in our buildings throughout the school year. Some of these photographs may be used in district publications or submitted to the media. Video-recording, for district use and by media, may also occur. Requests not to photograph or film specific students will be honored. Please contact your child’s principal for additional information.

SAFETY AND SECURITY

CRISIS MANAGEMENT

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering based on the I Love U Guys Foundation Standard Response Protocol. The district has also developed a cardiac emergency response plan.

Student, Staff, and Parent/Guardian responsibilities, as well as communication procedures, can be reviewed on our [website](#). The school district will conduct lock-down drills, fire drills, a tornado drill and cardiac emergency response drills. Building plans include classroom and building evacuation procedures.

EMERGENCY DRILLS

Schools are required by law to conduct one severe weather drill, five fire drills and five lockdown emergency drills during the school year. The purpose of emergency drills is to teach students how to move to a safe area in a quick and orderly manner.

EMERGENCY SCHOOL HOURS

In the event of severe weather or other emergencies, school may start late, close, or be dismissed early. Please be aware of the following procedures regarding emergency school hours:

- All families will receive an automated phone call, email and text message announcing the emergency to the primary contacts on file in the Parent Portal in Campus.
- School closing information is also posted on the District website at isd194.org and Facebook @LakevilleAreaSchools.
- Announcements of school closings and late starts are made on WCCO (Channel 4), KSTP (Channel 5), KMSP (Channel 9), KARE (Channel 11).
- Announcements of early dismissal are made as soon as the decision is made to dismiss.
- If schools are dismissed early, secondary schools will be bused home first.
- If schools are dismissed early, the Kid Zone program will also end early that day. If your child usually goes to KidZone after school, they will be sent to the Kid Zone room to wait for your arrival unless other emergency instructions are provided.
- It is very important that your family have a prearranged plan for early dismissal for your child. Please communicate that plan to your child's school.
- If morning weather looks threatening, be sure your child is properly dressed for a weather emergency. When adverse conditions exist, please know buses may run late.

VISITORS AND VOLUNTEER GUIDANCE

We are excited to welcome our students and families back to school for a great year of learning. Your child's safety and the safety of all students and staff is our top priority. Please review the following guidance for school visitors and volunteers.

- **Visitor Management System:**
 - All school visitors are welcome by making an appointment through the school office.
 - Visitors to K-5 buildings are required to check-in at the vestibule welcome center. Visitors should bring their state-issued identification card so our office staff can collect necessary information from the visitor.
 - Visitors are required to wear a staff-issued nametag or lanyard visibly for the duration of their time in the school building.
 - Before exiting the building, visitors are required to swipe their ID to check out of the building.
 - No unscheduled persons will be allowed in the building during student hours including during arrival and dismissal. Entry to the building will be limited to scheduled volunteers/prearranged visitors only.

- No visitors will be allowed during lunch, except for volunteers helping with student supervision or food service.
- Items that need to be delivered to students can be left in the vestibule after notifying office staff. Thank you for ensuring the safety and well-being of our students.
- **School drop off/pick up:** Please follow the parking lot instructions and outdoor pick-up guidance from your school principal to ensure parking lot safety and efficiency for our school buses, individual drivers, and walkers.
- **School events:** Family members are encouraged to participate in our school events and activities throughout the school year. These events and activities are communicated through our school newsletters and are shared on our school websites and social media platforms.
- **Volunteering:** Parents/guardians are encouraged to volunteer in our schools. You can contact your child's teacher or principal to learn more about what opportunities may be available, including serving on the PTO and volunteering in a classroom. To ensure the safety of our students and school community, anyone interested in volunteering with students is required to complete the following:
 1. **Complete the [Volunteer Application](#)**
 2. **Complete a [Background Check](#)**
 - Cost of \$9.75. If cost is prohibitive, please reach out to your school principal to discuss options.
 - Takes 6-8 business days to complete.
 - Good for one year.
 3. **Review the [Volunteer Handbook](#)** thoroughly for expectations and safety information.

This applies to field trip chaperones, mentors, tutors, volunteer coaches, and any other volunteer position where an individual may be in contact with students without direct supervision. The purpose of these requirements is to ensure student safety, and provide consistency and clarity for volunteers.

Additionally, to protect student privacy and ensure their safety, please be aware that **volunteers are prohibited from taking photos or videos of students on personal devices** (like cell phones or tablets). We know there are so many great moments worth capturing, but keeping these images off personal hardware is necessary to protect our students. If you've been asked to help document a specific event, please coordinate with a staff member to use a **district-provided device**. Thank you for helping us put our students first!

We are truly grateful for your time and dedication, and we appreciate your support in keeping our students safe.

- **Prearrange parent/guardian meetings:** Our teachers and administrators are invested in your child's success and are willing to meet in person with you/your children. Parents/guardians are encouraged to prearrange meetings so our staff can be best prepared to support you/your child.

We appreciate your support and partnership with these guidelines.

EMPLOYEE BACKGROUND CHECKS

In accordance with policy 404, the school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.

- Do not throw any object.
- No food or beverages/drinks on the bus
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the building's principal. Serious misconduct may be reported to local law enforcement. For more information refer to "Student Transportation Safety" Policy isd194.org/district/district-policies.

USE OF SCOOTERS AND BIKES ON SCHOOL PROPERTY

We encourage students to ride bicycles and scooters to school as a healthy and active form of transportation.

Students who ride a bicycle or scooter to school must park and secure it in the designated bike rack area upon arrival. The school is not responsible for lost, stolen, or damaged bicycles or scooters. Wearing helmets is encouraged.

In accordance with Minnesota law, children under the age of 12 may not operate a motorized (electric) scooter or bike. The use of motorized or electric bicycles/scooters is prohibited on all school property including sidewalks, parking lots, fields, and the playground.

For the safety of all students, staff, and visitors, students must walk their bicycles and scooters once they enter school property. School property includes all sidewalks, parking lots, driveways, and playground areas.

Failure to follow these expectations may result in the bicycle or scooter being held at school and requiring parent or guardian pickup at the end of the school day.

HARASSMENT AND VIOLENCE PROHIBITION

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information, see [Policy 413 - Harassment and Violence](#).

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or 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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike and 3D printed weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. Any student who brings a weapon other than a firearm to a school location will be subject to discipline, at the discretion of the School District, including suspension, expulsion or exclusion. For a copy of the "School Weapons" policy, visit isd194.org/district-policies.

Policy Exception:

A limited exception to the weapons prohibition exists when a student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately.

STUDENT SUPPORT

ENGLISH LANGUAGE SERVICES

The district offers many different services and academic support to multilingual learners. Students who indicate that they speak or commonly interact in a language other than English are assessed to determine their eligibility for English language (EL) services. Parents have a right to receive the results of this assessment, to know the services for which their child qualifies, and to refuse EL services and testing. Depending on their English language skills, students may receive support in a small group or one-on-one setting or in the general education classroom. The goal of the district's EL program is to ensure that students have the English language skills necessary to succeed in the general education classroom. Students receiving EL services take an annual assessment to determine their progress towards proficiency in reading, writing, listening, and speaking.

GIFTED SERVICES

The district provides a range of options for gifted learners at the elementary level. These include direct instruction for identified gifted learners through acceleration opportunities including early entrance, grade acceleration and math acceleration, classroom support through enrichments and differentiated

instruction, as well as the Ignite!, Discover, and Young Scholars programs. An overview of these options is provided below.

For more information on any of the gifted education opportunities, visit isd194.org/academics/gifted-and-advanced-learning-programs/elementary-gifted-programs.

ACCELERATION OPPORTUNITIES

We recognize the need for academically gifted students to receive accelerated instruction. Acceleration is generally defined as moving students through the traditional curriculum at rates faster than the typical student experiences. The goal of acceleration is to match the level and complexity of the curriculum with the readiness and motivation of the learner. The following acceleration options are available to qualifying elementary age students: early entrance, grade acceleration, and math subject acceleration.

DIFFERENTIATION AND ENRICHMENT

At each elementary school, the Gifted Education Specialist serves as a resource for classroom teachers. Classroom teachers provide differentiated instruction as appropriate. The Gifted Education Specialist coordinates specific math and literacy enrichments with support from parent volunteers. These enrichments are integrated into the school curriculum and day.

DISCOVER

Discover is offered to students in grades 3 through 5 and provides direct instruction for identified gifted learners using a variety of resources, including award-winning curriculum from the College of William & Mary. There is a Gifted Education Specialist at each of our elementary schools, working with small groups of students for 90- 120 minutes each week.

IGNITE!

Ignite! is a unique full-time program that combines a challenging core curriculum with flexible student choice options. Ignite! is housed at Oak Hills Elementary School and is available for students in grades 3-5. Ignite! students are placed in self-contained classrooms for academic instruction.

Students in the Ignite! program participate in the Oak Hills learning community through specialists' classes, lunch, recess, grade level and whole school activities. Transportation to Ignite! is the responsibility of the family.

YOUNG SCHOLARS

The Young Scholars Model is a talent development approach that provides advocacy, access, and affirmation to students from populations that are currently underserved in gifted education. The goal of Young Scholars is to identify advanced academic potential in children from diverse cultural, ethnic, linguistic, and socioeconomic backgrounds as early as possible, during the primary grades. Young Scholars provide nurturance, guidance, and support for the development of students' potential so that they are prepared for increasingly higher levels of challenges as they progress in grade level. Currently, we are in the initial implementation of this talent development approach, and have one Young Scholars

Specialist serving Lake Marion Elementary School, Christina Huddleston Elementary School and Oak Hills Elementary School.

GIFTED ADVISORY COUNCIL

The Gifted Advisory Council is an advisory group that researches, reviews and suggests improvements to Lakeville Area Schools.

GUIDANCE AND COUNSELING

The elementary guidance and counseling program is established to promote the social and emotional growth of children along with their academic growth. The licensed school counselor may teach classes at each grade in large and small groups and may see students individually. The counselor also works with teachers, parents and other agencies to give your child a well-balanced and emotionally safe educational setting.

MULTI-DISTRICT COLLABORATIVE COUNCIL

The purpose of the council is to monitor, evaluate and advise on the implementation of the district's joint integration plan.

SECTION 504

Section 504 of the Americans with Disabilities Act (ADA) protects students from discrimination based on disability or perceived disability. A 504 plan describes the accommodations needed to ensure equal access during the school day and equal opportunities in extracurricular and non-academic activities. If you believe your child is eligible for protection under Section 504, contact your school's principal or the District Section 504 Coordinator.

SPECIAL EDUCATION

Special education services are provided to students identified as disabled in accordance with state and federal standards. Licensed teachers are employed by the District to provide direct and/or indirect services to students with special needs and to support classroom teachers. Related services, including but not limited to occupational therapy, physical therapy, developmental adapted physical education and psychological support, are available to students who require them.

Minnesota uses a categorical qualifying model for identifying children who may need special education services. Categories for eligibility include speech and language impaired, specific learning disabilities, autism spectrum disorders, developmental cognitive disabilities, traumatic brain injury, emotional/behavioral disorders, physical disabilities, vision impairments, hearing impairments, other health disabilities and severe multiple impairments.

Most referrals to special education are made by classroom teachers. Individual education planning teams, including parents/guardians, meet in each school to review referral information and determine necessary assessments.

Parents/guardians play a key role in determining whether a child should be assessed for or receive special education services. They are also members of the team that develops the student's Individual Education Plan (IEP), which is reviewed and adjusted on an annual basis.

In addition to K-12 services, the District is mandated to provide early childhood special education beginning at birth for children who qualify for this program. A home-based model is used for infants and toddlers ages birth to three. Children aged three to five have a variety of service options including support in a typical preschool, such as the District's Small Wonders program, placement

in a collaborative preschool program that blends disabled and non-disabled children, and intensive support classrooms for children with more significant needs. Children typically are referred to the early childhood program by parents, physicians, Dakota County public health nurses or other area agencies.

If you have any questions or concerns about your child's development or a suspected disability, please contact your teacher, building principal, school psychologist or the Executive Director of Special Education and Student Services.

SPECIAL EDUCATION ADVISORY COUNCIL

The Special Education Advisory Council provides input on special education issues. The council also coordinates events and activities that advocate for positive outcomes for children with disabilities.

TEACHING AND LEARNING SUPPORT SERVICES

Learning Specialists provide consulting services and act as a resource for programs in curriculum and instruction. Student progress is organized and monitored using a variety of assessments.

Learning Specialists offer training to staff and support in data analysis and in communication of student assessment results. The teaching and learning support program is coordinated district-wide.

TEACHING AND LEARNING ADVISORY COUNCIL

The purpose of the council is to advise the district on curriculum content, instructional practices and assessments.

TITLE I SERVICES

Title I is part of the Federal Elementary and Secondary Achievement Act (ESEA). Title I services may be offered as a schoolwide program or as supplemental targeted assistance programming. Both types of programming provide academic interventions to help those students most at risk of not meeting state standards in Math and Reading.

The district provides Title I services at six public elementary schools and one non-public school within its attendance boundaries. Funding for this program is based on a formula that includes the number of students eligible for free or reduced lunch in each school.

Title I requires a written agreement between parents and school staff to address achievement goals for students identified as academically at-risk. The agreement is provided by schools receiving Title I funds

at the beginning of each school year. To find out if your child's school receives Title I funds, please go to your school's webpage.

TECHNOLOGY

DIGITAL LEARNING

Lakeville Area Schools is implementing its Empowering Learning Educational Technology Plan, which was approved by the School Board. Part of this plan includes providing an iPad for every student in the district. By providing all students with the same device, Lakeville Area Schools reduces the disparity in type, quality and capability of the devices students have access to in their classrooms and at home.

Having a district-issued iPad for learning is exciting, and comes with its own set of responsibilities. We ask that you review our [iPad Family Handbook](#) to learn more about taking care of your device, using your device, the acceptable use, what to do if your device is damaged, lost or stolen and more.

Students have a district-created Google account that they may use for collaboration, creativity, critical thinking and communication. For more information please visit isd194.org/academics/digital-learning.

INTERNET ACCEPTABLE USE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; disciplinary action for students and staff in accordance with School District policies and applicable collective bargaining agreements; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy #524 is available at isd194.org/district/district-policies.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. Identify each curriculum, testing, or assessment technology provider with access to educational data;
2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. Include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

PERSONAL ELECTRONIC DEVICES

We understand that cell phones, tablets, smart watches, trackers, and other such devices are important communication tools for students and their families. Please note that it is each student's responsibility to keep their devices safe. Lakeville Area Schools do not assume responsibility for recovering lost or stolen items. We recommend students turn off their devices upon arrival at school and store them in their backpacks inside their lockers. Elementary students are allowed to have these devices at school, provided that the following expectations are met:

- Cell phones, personal tablets, and smart watches must be kept in a backpack or locker during the school day. Exceptions may be made for students who have a medical managed plan to have their phone or smart watch accessible during the school day.
- To ensure a distraction-free learning environment, all devices must be kept silent or turned off.
- Personal devices of any kind should not be used in any area of the building when the school day is in session without specific permission from a staff member.
- Parents should contact students during the school day by calling the school office, not via the students' personal device(s).
- Cell phones will not be used during class for any reason without specific permission from the classroom teacher.
- Electronic devices with cameras should never be used in the bathrooms. Photography and filming of any kind are strictly prohibited in bathrooms.

To ensure a quality and distraction-free teaching and learning process, devices will be confiscated from students who are using them during the school day without the permission of a staff member. The school principal or designee will return the device at the end of the day on the first violation. Subsequent violations will require that a parent/guardian pick up the device and may result in additional consequences. Photography and video recording on a student's personal device are strictly prohibited within school buildings and on school grounds due to School Board policy and data privacy laws. Additionally, devices that can be controlled remotely to listen are prohibited at all times on school grounds.

FLEX LEARNING DAYS

Lakeville Area Schools use Flexible Learning (FLEX) Days so students can still be engaged in learning on inclement weather (snow) days. The first day of the school year that school buildings are closed due to bad weather or driving conditions will always be treated as a traditional "snow day," where there is no school in-person or online. If school is closed due to an emergency, a Flex Day will also be implemented.

Any days that school buildings are closed after the first snow day will be Flexible Learning Days (Flex Days), with students learning from home by connecting with their teachers and peers via Webex, and completing activities given by their teachers via Seesaw and the Flex Day Choice Cards. Flex Day Choice Cards can be found on your child's iPad and on the district website, isd194.org/academics/flex-days. If you do not have internet access or an online-capable device at

home, you may make arrangements with your teacher to get paper instructions for your FLEX Day learning activities.

Students may contact their teachers through Seesaw or through their district email addresses. Teachers will be available by email throughout the day to answer any questions and provide guidance.

Please note, if your child is sick and unable to complete their FLEX Day learning activities, a parent/guardian must still call the school attendance line to report an absence.

For more information on FLEX Days and the Flex Day schedule please visit isd194.org/academics/flex-days.

COMMUNITY RESOURCES

LAKEVILLE AREA ARTS CENTER

952-985-4640
artsinfo@ci.lakeville.mn.us

LAKEVILLE AREA COMMUNITY EDUCATION

For information about youth and adult activities, including before and after school enrichment opportunities, contact Lakeville Area Community Education.

953-232-2150
LakevilleAreaCommunityEd.org

CITY OF LAKEVILLE PARKS AND RECREATION

952-985-4600
www.ci.lakeville.mn.us

Hotline: 952-985-4690 press option:

1. for weather-related cancellations of fields, rinks and other facilities.
2. for info on today's program status with weather cancellations and other daily information.
3. for general information including upcoming events, park rental, etc.
4. for adult athletic scores.

Appendix

SCHOOL DISTRICT POLICY CROSS REFERENCE TABLE

Topic	Policy Number(s)
Accidents	806
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory/Parents Right to Know	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	516, 518, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Pledge of Allegiance	531
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527
School Meals Policy	725
School Promotion and Retention	513
Student Publications and Materials	505
Student Records	515
Student Surveys	520
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506
Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501

To see a full list of Lakeville Area Schools Policies go to isd194.org/district/district-policies.

PARENT/GUARDIAN REFUSAL FOR STATE PARTICIPATION IN STATEWIDE ASSESSMENTS



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 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) 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 WIDA Alternate ACCESS for English Learners

The ACCESS and WIDA 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 Postsecondary Enrollment Options (PSEO) in grade 10.
- 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.

English learners who take the ACCESS or WIDA 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 on 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 below. Contact your student's school to learn more about locally required assessments.

Updated March 2024

2

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA 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.

Explore the
Statewide
Testing page
for more
information.

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

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

Additional Information

- On average, students spend less than 1% 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.

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.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐

MCA/MTAS Reading

☐

MCA/Alternate MCA Science

☐

MCA/MTAS Mathematics

☐

ACCESS/WIDA Alternate ACCESS

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

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