

**Eastern Carver County Schools  
The Kindergarten Center & La Academia  
2016-17  
Student Handbook**

110600 Village Road  
Chaska, MN 55318  
952-556-6400  
Lori Beth Warnberg, Principal

# The Kindergarten Center & La Academia 2016-2017

**Address:** 110600 Village Road  
Chaska, MN 55318

**Telephone Numbers:** Office 952-556-6400  
Fax 952-556-6409  
Health Office/Attendance Line (952)556-6419

## **Attendance Line:**

You may call the Attendance Line at any time. There is a voice mail system to accept your call. Please give your child's name, teacher and reason for absence. It is important to call before the start of school.

**School Hours:** 9:20 a.m. – 3:50 p.m.  
(Supervision for students is not available prior to 9:10 a.m.)

**Office Staff:**

Principal:	Lori Beth Warnberg
Administrative Dean:	Andrew Gilbertson
Principal's Secretary:	Melody Woodward
Building Secretary:	Karen Kriesel
School Social Worker:	Jessica Pond
Nurse:	Jeanie Nornes

**Bus Transportation:** Anderson; (952) 445-8129 (For bus routes in the 500's)  
Koch; (952) 442-3370 (For bus routes in the 700's)  
Positive Connections; (952)361-0899 (For all other routes)  
First Student; (651) 999-6081 (Bus 23 and 25)

**Nutrition Services:** 952-556-6152

## **School Breakfast and Lunch:**

School breakfast and lunch are served daily. Families who qualify for a reduced price should complete the application online or request a paper copy. Please note kindergarten students are eligible to receive a free breakfast each morning. Nutrition Services at 952-556-6152.

<b>School Breakfast:</b>	Students Grade 1-4	\$1.60
	Milk	\$0.50

<b>School Lunches:</b>	Students Grade K - 4	\$2.45
	Milk (for bag lunches)	\$0.50
	Adult Lunches	\$3.75

**Club Care Coordinator:** Sue Harberts, Community Education: 952-556-7142

**Club Care Extension:** 612-363-9829

## **Eastern Carver County Schools General Phone Numbers**

Eastern Carver County Schools.....	556-6100
District 112 Transportation Office.....	556-6160
Community Education .....	556-7200
Chaska High School.....	556-7100
Chanhassen High School.....	556-3500
Chaska Middle School East .....	556-7600
Chaska Middle School West.....	556-7400
Pioneer Ridge Freshman Center .....	556-7800
Bluff Creek Elementary .....	556-6600
Chanhassen Elementary .....	556-6700
Chaska Elementary .....	556-6300
Clover Ridge Elementary.....	556-6900
East Union Elementary .....	556-6800
Jonathan Elementary .....	556-6500
Kindergarten Center.....	556-6400
La Academia .....	556-6400
Victoria Elementary .....	556-3000

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## **Absences**

Please call the school at 952-556-6419 before 9:30 a.m. if your child will be absent from school. Please leave the name of your child, homeroom teacher, and reason for absence. If we do not hear from you when your child is absent, our school nurse will telephone you to verify the absence. Your cooperation helps us ensure the safety of our students. Please call us if your home, work or emergency phone number changes.

Excused absences occur when a parent/guardian calls or contacts the school or the school reaches the parent/guardian to confirm the absence. Parents will receive notice regarding excessive absences after seven absences. A second notice will be sent out if absences continue. Parents will then be asked to meet with the school social worker and principal to resolve the absentee problem. Unreported absences are considered unexcused and excessive 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 school enrollment. Upon the student's return, the original enrollment form must be re-signed and dated by the parent or guardian.

If a student needs to leave for an appointment please call the office at 952 556 6400, ahead of time and when you arrive, we will call the classroom to have your child sent to the office.

## **Animals in the Classroom**

Approved service animals may be allowed in classrooms. Pets may visit in designated areas, but their visits must be approved by the classroom teacher and school nurse to maintain the health and safety of students and staff. Please call the classroom teacher prior to scheduling a visit for a pet.

## **Arrival Time**

School begins at 9:20 a.m. If your child does not ride the bus, please plan for your child to arrive between 9:10 and 9:20 a.m. Although teachers arrive earlier, they are not available to supervise students because they are preparing lessons, meeting with parents, or conferring with other staff.

## **Band**

Fifth graders have the opportunity to participate in the Fifth Grade Band Program. Students receive instructional lessons and will be involved in full band and concerts during.

## **Birthdays**

From birthday parties to holiday celebrations, many special occasions occur in elementary schools. Along with the fun, usually comes food, which often means sugary juice drinks, cupcakes, candy and the like. 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 many treats can contribute to unhealthy eating habits and presents a challenge to students with health concerns and food allergies. Our school community requests that parents shift the focus of school parties from unhealthy food to healthy fun with a few simple changes. We strongly encourage you to consider non-food options.

- Parents can come to school on their child's birthday and read a book to the class.
- Provide students with small tokens: toys, books, notepads, pencils etc.

- Allow your child to select a book of their choice to be read to the class and donate the book to the classroom or school library.
- Provide a free time activity to celebrate at the end of the special day.
- Provide a birthday bag with cake mix, frosting, napkins, and candles, wrapping paper, bows and tape to donate to the food shelf in the birthday child's name.
- Send a collage of baby pictures for your child to share.
- Send a Birthday Ball. Purchase a ball, classmates sign it, and the birthday child can then take the ball home as a memento.
- Donate a game to the classroom to be used during indoor recess.

If you feel you must send in a treat, a healthy snack is preferred. The State Department of Education requires that all treats brought to school be commercially prepared.

## **Bus Conduct**

Please remind your children that you expect them to follow bus rules and to be well behaved and obedient to the driver. 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 property on the bus, will be disciplined.

### **Consequences for Misconduct on the Bus:**

This process will be followed if a District 112 student is referred for misbehavior on the bus:

- First Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents.
- Second Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents; detention/in school time out, 1-2 day bus suspension.
- Third Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents; detention/in school time out, 3-5 day bus suspension.
- Fourth Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents; detention/in school time out, 5-10 day bus suspension.
- Fifth Bus Report: loss of ridership for the remainder of the school year.

### **Severe Clause:**

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

Suspension from the bus does not mean that a student is suspended from school. The parent/guardian will be responsible for transporting the student to and from school.

## **Changing Buses**

Students who wish to ride a bus other than their own must bring a note to their classroom teacher. The note should indicate which bus is to be taken and must be signed by the parent/guardian. Prior permission must also be obtained from the bus company.

## **Child Care/Club Care**

School age child care is offered to the students and parents of our school. Specific times and dates are available by calling 952-556-7212. Parents whose children participate must call both the school and Club Care staff with any schedule changes, absences or reminders

## **Curriculum**

Elementary students experience personalized learning environments and study core curriculum to ensure their academic needs are met. Flexible grouping formats in Math and Language Arts allow students to make continuous progress and maintain a focus on learning.

Rigorous state standards and learning targets guide the work of teachers and students. Both print and digital resources are used across curriculum areas (Math, Language Arts, Science, Social Studies, and Health) to ensure learning is relevant, engaging, and personalized. Assessment results are routinely examined and improve curriculum and methods of instruction.

In addition, students receive regular instruction in specialist areas: Physical Education, Art, Vocal Music, and Media/Technology Skills. Instrumental Band is available to students in 5<sup>th</sup> grade.

Digital tools (including Chromebooks, laptops, desktops, iPads, etc.) and internet access are routinely integrated into Eastern Carver County Schools' 21<sup>st</sup> century elementary 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 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 a copy of the section of the divorce decree on file, 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.

## **Dismissal/Early Pick-Up**

Regular dismissal is at 3:50 p.m. If you are picking up your child during school hours, please call in advance. Students will not be released from the classroom until the teacher receives notification from the school office that the person who is picking them up has arrived.

## **English Learners - Kindergarten Center**

Our English Learner program at the Kindergarten Center is designed to provide students who speak another language with the English skills necessary to succeed in kindergarten. Our goal is to enable EL students to take full advantage of their education by achieving academic language proficiency in Reading, Writing, Listening and Speaking.

## **English Learners - La Academia**

Our English Learner program at La Academia is designed to provide native Spanish speaking students with the Spanish and English skills necessary to succeed in all areas of school and in the real world. We work collaboratively to help students make connections between both English and Spanish which allows them to achieve academic language proficiency in Reading, Writing, Listening and Speaking.

## **Emergency School Closing**

Emergency school closing due to severe weather will be announced two ways. First parents can listen to WCCO-AM (830), and listen for notifications from Eastern Carver County Schools. Parents will be notified by our automated phone system. Parents should instruct their children where to go if they are dismissed early from school. Phones are typically very busy during such emergencies, so advanced

arrangements are important. Regular return bus routes are followed. Always have an emergency school 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 and they will make sure that the teacher has the correct information.

## **Family Life Education**

Family Life instruction is scheduled to be taught during the months of April or May. It is included as part of the district health curriculum in grades fifth through tenth. The fifth grade curriculum goals are directed toward: greater understanding of family life, more effective interpersonal skills, and greater understanding of human growth and reproduction. A curriculum outline and list of materials is available from the school office. Any parent or guardian who does not wish their child to participate in this program is asked to make a written request to his/her classroom teacher.

## **Field Trips**

Field trips are an important part of our educational program. Through these excursions, students experience what they are learning in the classroom, applied in real life.

It is also a time to develop skills in courtesy, safety, good citizenship, and stimulate interest and pride in our community. Prior to field trips, a note will be sent home indicating the cost of the trip and requesting parent permission. If needed, scholarships are available.

## **Fundraisers**

Our PTOs hold annual fundraisers. These funds are used to finance special projects, school programs, and support educational activities or materials for student use. We encourage your support. Please note student participation is always optional.

## **Gifted Services**

All learners have different interests, talents, and needs. Gifted Services Facilitators 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 is at grade level with support, or 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 include:

- 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, STEMLink field trip, and the Environmental Institute at the National Wildlife Refuge

## **Gum**

We do not allow students to chew gum at school because gum frequently ends up in drinking fountains, lavatories or on furniture.



## **Gym Shoes**

Children are required to wear gym shoes for physical education classes. These shoes serve as a safety precaution for children. Look for soft rubber bottoms when purchasing shoes. This type of sole provides the best traction, and improves student performance.

## **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 if the child becomes ill at school. Please keep your child home if they have a contagious illness:

- Fever of 100 degrees or more, the student needs to stay home for 24 hours after the temperature returns to normal.
- Vomiting or diarrhea, the student needs to stay home until 24 hours after the last episode.
- Any undiagnosed rash at the nurse's discretion, the student needs to see a physician before admittance to school.
- Uncontrolled cough
- Lice, may return after treatment
- Strep, pink eye, impetigo, ringworm, scabies, hand foot and mouth, may return 24 hours after starting treatment.

Medications: According to law, schools may not distribute any prescription or over the counter medications/drugs without written authorization from physician and/or parents. 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. The nurse's telephone number is (952)556-6419.

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, and varicella.

## **Holidays**

The school does not celebrate religious holidays. However, cultural holiday traditions that correlate to learning opportunities may be introduced when relevant and appropriate.

## **Homework**

Parents are expected to foster their child's development in the home and to send their child to school ready to learn. Homework is a review of what students have already practiced in school. 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.

At La Academia, students may have homework that parents may not always understand, due to language. Parents are *not* expected to be tutors in the immersion language. Parents can help reinforce concepts in their home language.

## **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 you still have questions after talking to the teacher, you may contact the principal at 952-556-6400.

## **iTEAM**

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

## **Lost and Found**

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

- Clearly labeling your child's coats, jackets, sweaters, caps, etc. with their full name.
- Trying to locate the item immediately upon discovering it is lost.
- 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 Spring Break, Winter Break, and summer break.

## **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.

## **Messages**

Each staff member has voice mail access and messages are picked up daily before and after school.

Emergency messages need to be directed 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, at 952-556-6400, preferably by 3:10 p.m. All messages are then delivered to classrooms by 3:30 p.m.

## **Money**

Except for small amounts, we would appreciate financial transactions to be handled by checks made out to school. 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 and room number (or teacher's name) written on the outside. Please emphasize with your children the danger of leaving any valuables in their desks, coat pockets, etc.

Breakfast/Lunch money can be sent to school with your child in an envelope clearly marked with the student's name and teacher on the outside. The lunchroom cashier collects money daily. Payments may also be mailed directly to District 112 Food Service, 11 Peavey Road, Chaska, MN 55318.

## **Nutrition Services**

Nutrition Services has Online Free and Reduced Applications. This process is safe, secure, and private. Applications for free and reduced meals are not mailed to households. Applications are available at all school offices or at [lunchapp.112online.org](http://lunchapp.112online.org). Fill out the application online and submit or print out the application from the website and mail it to the district office at 11 Peavey Road, Chaska, MN 55318. This

process will be available on August 1, 2016. Applications must be submitted to Nutrition Services by August 26<sup>th</sup> to be effective for the first day of school.

Payments to student accounts to begin the year can be made at Back to School Open House or mailed to the district office. All kindergarten students are eligible for free breakfast.

District 112 uses a computerized system for breakfast and lunch payment on a pre-pay basis. Each student will have their own account number. To make a deposit during the school year, send a check or cash to school with your student, mail a payment to the district office or the student's school, pay online via [www.Mypaymentsplus.com](http://www.Mypaymentsplus.com), or call 1-866-524-3542. When making payments, please write your child's full name and teacher's name on all checks and make them payable to District 112 Nutrition Service. If cash is sent, please send it in an envelope with your child's name. There is a fee of 2.98% of the deposit transaction for using the 866 number and [www.Mypaymentsplus.com](http://www.Mypaymentsplus.com). This fee is collected by Horizon Software International and is not controlled by Eastern Carver County Schools. Other tools at [www.Mypaymentsplus.com](http://www.Mypaymentsplus.com) are free and a good way to monitor your students account balance and eating habits. After signing up, you are able to receive notifications of low balances directly to your email. You are also able to view what your student has purchased through a history report. There is a smartphone app available at Google play or Apple iTunes Store: search "MypaymentsPlus". To set up your account, you need your students ID #. The ID # can be obtained through your Campus Portal account or by calling Julie Eklund at Nutrition Services at 952-556-6152.

Parents and students will be greeted by some great new updates to the foods served throughout Eastern Carver County Schools and we have a smartphone app for school menus. The smartphone app shows each day's menu, including pictures and descriptions of the foods. It also lists nutritional information for each food and makes finding common allergens simple. The district's app, School Lunch by Nutrislice, is a free download and is available at the Apple iTunes Store or Google Play. The app mirrors our interactive website. The interactive web menus can be found online at <http://district112.nutrislice.com/>

## **Breakfast and Lunch**

Kindergarten students receive a free breakfast, as well as those students who qualify for free and reduced breakfast. The benefits for students who eat breakfast include less school days missed, they do better in math and are 20% more likely to graduate high school. Your student's school is giving them the opportunity to get a great breakfast that follows the USDA standards. If a parent plans to join their child for lunch and purchase a meal, they should notify the office before 9:30 a.m.

## **Outdoor Recess**

We are concerned for the safety of each child at our school. The large number of students using the playground during noon recess prompted us to adopt important safety rules. We do not allow rough games, fighting, hardballs, snowballs, baseball bats, skateboards, or other objects that may cause injury in a congested area. School rules of courtesy and respect apply to the playground as well. If students are not playing safely, they will be warned and the parent/guardian will be informed. Please discuss the importance of following our playground safety rules with your child/children.

## **Parent Portal**

Parent Portal is the key school communication tool. An email address is needed 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 need to create a password-protected account for their family. One account will allow parents access to each of their children's personal education information, including report cards and bussing information. Parents 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 Conference**

Parent-Teacher Conferences are one of the most important channels of communication between school and home. You will get the most out of your conference if you; 1) Arrive on time; 2) Make a list before you come of items you want to discuss or questions you would like answered; 3) Ask for clarification of any information the teacher gives that you don't understand; 4) Follow-up with the teacher in the weeks to come.

## **Personal Property**

Please remind students to leave cell phones, electronic devices, toys, games and trading cards at home. This will help us maintain our focus on learning and growth. The distraction and possible theft of these items creates a loss of instructional time and is disappointing for our students.

## **Report Cards**

Report Cards can be viewed on Parent Portal at the end of each trimester. Report cards reflect a student's academic performance, study habits, and social-growth.

## **Safety Procedures**

We are prepared for unexpected emergencies. Our Crisis Team meets throughout the year to help ensure our readiness. Fire drills, lock-down drills and severe weather drills will occur during the year. A lock-down drill is a very calm, but quick process of safely securing our students, should an intruder appear at school. We ask that parents visiting our building during any drill cooperate with staff directions.

## **School Visits**

Parents are always welcome. If you wish to visit a class, please make arrangements with the teacher beforehand. We discourage visits from children who attend other schools. We also ask parents not to bring younger siblings into a school age child's classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity.

## **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 before entering schools. Staff in school offices will happily assist visitors who do not have this kind of identification.

## **Snacks**

Each student will have a snack time built into their day. We encourage students to bring a healthy snack to eat during this time. Suggestions are fruit, vegetables, crackers etc. We prefer that you do not send cookies, candy, or "junk food". Your cooperation is appreciated as we teach students the value of good nutrition.

## **Student Directory/Address Book**

The La Academia PTO publishes a Student Directory each year. The directory only includes the information parents/guardians provide, which may include the student's name, grade, phone number, address, and parents/guardian names.

## **Student Governance**

Students practice democratic skills through our Student Coalition. The Student Coalition promotes school spirit, cooperation among students to achieve common goals, and service learning projects. Students represent each classroom. Meetings are held on a regular schedule with projects and activities selected and implemented by the elected representatives.

## **Student Pictures**

Our school contracts annually to have pictures taken of each child each fall. Information regarding prices, times, and days will be sent home through the child's classroom teacher and parent portal.

## **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, behavior, social and/or family issues. Support services include: Title 1, EL, Gifted and Talented, special education services, health services, and physical or occupational therapy. We also have a school psychologist and school social worker at our school.

## **Tardy Procedure**

We encourage students to be on time for school. If a student arrives after 9:20 a.m. they are considered tardy and must report to the office before going to class. If you know your child will be late, please call 556-6419 to let us know. Parents must sign a student in at the office if they are tardy and out of the office if leaving school before 3:50 p.m.

Please note: Students are marked tardy if they arrive between 9:20 a.m. and 10:10 a.m. If they arrive after 10:10 a.m. it is recorded as a half day morning absence. If students leave before 3:00 p.m. it is recorded as a half day afternoon absence. If a student leaves after 2:50 p.m. it is viewed as leaving early but is recorded as a tardy, and will show up that way on the report card.

## **Technology**

When students reach the third grade, they will receive a district issued laptop device. Students will keep their Chromebooks through the end of fifth grade and are responsible for the upkeep of the device throughout the three years. Insurance for the 2016-17 school year is offered to parents at the cost of \$25, with max of \$50 per family. (Insurance is available beginning August 12, 2016 at <http://connexion.district112.org> ) If insured the first screen replacement cost will be covered. For devices that are not on the protection plan, a \$50 charge will be applied for the first screen repair. This applies to all district Chromebooks including the ones provided in the 2015-2016 school year.

## **Volunteers**

We welcome volunteers in our school. In addition, some volunteers are needed on a district-wide basis. Parents will have the opportunity to sign-up to volunteer at Back to School Night.

## **Yearbook**

Each spring, students are given an opportunity to purchase yearbooks.

## **XYZ**

There's much more to know about our school. If you have questions concerning any portion of our school program, we encourage you to call. When schools and parents work together, children benefit. Nothing is more important to us than your children and the partnership between your home and our school.

# Eastern Carver County School District Policies

## Bullying Prohibition Policy

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

The term bullying includes, but is not limited to, intimidating, aggressive, humiliating behavior or intentional "harm doing" by one person or a group. It may be a single incident or carried out repeatedly over time. It may be targeted toward an individual or a group.

Bullying behavior includes, but is not limited to:

- Verbal, written, or electronic; such as insulting someone or making threats.
  - Psychological; such as spreading rumors or shunning the individual inappropriate physical behavior; such as gestures, pushing, or hitting the person.
  - Inappropriate physical behavior, such as gestures, pushing, or hitting the person.
- Consequences and appropriate remedial actions for students who commit an act of bullying range from positive behavioral interventions up to and including suspension and expulsion.

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

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

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

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

## Bus Safety Policy

School Bus Safety Expectations and Responsibilities

### A. Bus Safety & Student Conduct Expectations

1. The bus driver is the responsible authority on the bus.
2. Students will board and leave the buses only at designated stops.
3. Students will remain at a safe distance from buses that are arriving or departing from their stops.
4. Pick-up times are established; students will be waiting 5 minutes before pick up time at designated stops.
5. Students will go directly to their seats and stay seated when the bus is moving.

6. Backpacks, musical instruments, and other large items must be handled by students so as to not come into contact with other students or obstruct the aisles.
7. For safety and cleanliness, gum, food, and drink are not allowed.
8. Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
9. Drivers will assign seats to all elementary students and may assign seats to middle school or high school students when necessary. Students will remain seated at all times. Drivers and administrators may make specific seat assignments.
10. When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals it is safe to cross.
11. Students will not engage in noisy or boisterous conduct that might distract the driver.
12. Students will not use profane or indecent language.

#### B. Student Behavior Responsibilities

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

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

#### C. Consequences for Student Misbehavior

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

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

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

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

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

## **Communicable Disease Policy**

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

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

## **Data Privacy**

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

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

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

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

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



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

Current student privacy practices become federal law under PPRA

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

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

Education records protected by FERPA

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

- Inspect and review student records. We will make the records available within 45 days of receiving your request. Please put your request in writing to the school principal and identify the records you want to review. We’ll invite you to school to inspect the records together.
- Request an amendment of the student educational records. If you think something is inaccurate or misleading, you should submit your request for change in writing to the principal. Schools have the right to refuse the request, but must offer the opportunity for a hearing if requested. The request for a hearing must be in writing.
- Consent to the disclosure of personally identifiable student information. FERPA does allow school officials with legitimate educational interests to look at the student information. “School officials” include employees of the school district such as teachers, administrators or someone working under their direction, a school board member, or a contracted employee such as an attorney. (A complete list of school officials identified by law is available in the school office.) The information must be necessary to fulfill the school official’s professional responsibility.

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

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

## **Disability Nondiscrimination**

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

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

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

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

### **Section 504 Compliance**

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

Laura Pingry-Kile, Director of Specialized Education Services  
11 Peavey Road  
Chaska, MN 55318  
Telephone: (952) 556-6100

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

## **Discipline Policy for District 112**

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

### **Student Rights:**

All District 112 students have

The right to a free and full education and the right to learn;

The right to equal educational opportunity and freedom from discrimination;

The right to freedom of inquiry and expression within the parameters of responsibilities listed below;

The right to privacy, in accordance with data privacy laws;

The earned right to participate in student activities;

The right to be informed of school rules.

### **Student Responsibilities:**

All District 112 students have the responsibility to:

Attend school daily except when excused and to be on time to class;

Take and complete courses of study required by the state and District 112;  
Make up work when absent from school;  
Be aware of and follow school rules. Assume that until a rule is waived, altered or repealed, it is in effect;  
Be aware of and comply with state, federal and local laws;  
Willingly volunteer information in disciplinary cases and cooperate with the school staff should students have important knowledge relating to these cases;  
Respect school property and the property of others;  
Dress and groom to meet fair standards of safety and health and to avoid disrupting the educational process;  
Express ideas in ways that will not offend or slander others;  
Be aware of and comply with rules and regulations of the Minnesota State High School League and District 112 policies when participating in co-curricular activities.

The school may take disciplinary action resulting from:

Truancy (absence unapproved by parents or school);  
A pattern of tardiness to school or class;  
Property violations such as unauthorized use of school property, damage or destruction of school property, theft, vandalism, arson, etc.;  
Assault, fighting, harassment, etc.;  
Abusive, threatening, profane or obscene language; racial, ethnic, religious or sexual slurs, degrading remarks, spoken or written;  
Defiance, cheating, bomb threats, disobedience and disrespectful behavior;  
Violation of District 112 transportation rules, parking lot/school traffic rules;  
Slander or libel;  
Attire or grooming which creates danger to health or safety or disrupts the educational process;  
Sexual, racial or religious harassment or violence;  
Use, consumption, possession or selling dangerous or nuisance substances on school property, at school-sponsored activities or away from school that lead to dangerous or harmful activities on school grounds. Examples of such substances or articles include but are not limited to alcohol, drugs, inhalants, tobacco;  
Possession of a firearm or weapons on school grounds or at school activities.  
Examples of weapons on school grounds or at school activities: shooters, stink bombs, smoke bombs, knives of any size, clubs, metal knuckles, throwing stars, rockets, stun-guns, mace, pellet guns, etc.  
Examples of firearms include but are not limited to guns (loaded or unloaded) (functional or non-functional), explosives, rockets, bomb, grenade, etc.  
Activities inappropriate in a school setting (e.g. gambling);  
Violation of any school rules, policies, procedures;  
Violation of any federal, state, or local law.

Action schools may take following these violations may include, but are not limited to.

- Student conference
- Parent contact
- Parent conference
- Family group conference
- Personal and/or financial restitution toward victims
- Suspension from extra-curricular activities
- Detention
- Schedule adjustments
- Removal from class
- Suspension from school (in-school or out-of-school)
- Referral to community services or outside agencies
- Assignment to alternative education program

Transfer to another school building  
Expulsion/exclusion from school for a period of up to one year  
Referral to police or other law enforcement agencies  
Community service  
Assignments designed to increase awareness and sensitivity

A school employee, school bus driver, or other agent of District 112 may use reasonable force in exercising their authority when it is necessary under the circumstances to correct or restrain a student or to prevent bodily harm or death to another.

### Student Removal from Class or Dismissal from School

Conduct considered grounds for a student's dismissal or removal from class includes, but is not limited to:

- Significantly disrupting the rights of others to an education; disrupting the ability of school personnel to perform their duties; disrupting school sponsored co-curricular activities; engaging in conduct that endangers other pupils or surrounding persons (including school district employees or property of the school).;
- Significantly interfering with a teacher's ability to teach or communicate effectively with students in a class or interfering with other students' ability to learn.
- Willful violation of any rule of conduct specified in the discipline policy adopted by the District 112 School Board.

If a student has been removed from class more than ten times in one school year, the student's dean will contact the parents to arrange a meeting to discuss resolving the problem.

When the student's total days of removal from school exceeds ten cumulative days in a school year, the school district will make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to removing the pupil from school. The purpose of the meeting will be to determine the pupil's need for assessment or other services.

Each school building may have additional specific discipline policy adaptations in effect as well.

## **Dress Code (Elementary)**

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:

- Bandanas of any color (exception: school-sanctioned dress-up days)
- Chains extending beyond belt loop closest to pocket

- Clothing or hairstyles depicting gang symbols, look-alike gang symbols or gang hand gestures, including do/doo rags or look-alike do/doo rags (Chaska Police defines do/doo rags as large scarves tied about the head)
- Clothing showing belly buttons, bare midriffs, cleavage, or excessive underwear
- Confederate flags
- Halter tops, strapless tops, or one-strap tops
- Hats, hoods worn up, scarves, visors: anything on the head (exceptions: head bands, yarmulkes, kufis, hijabs)
- Items referring to alcohol, drugs, gangs, tobacco, or sex
- Jeans with rips or openings between waist and lower thigh
- Outer-wear jackets (exception: at the high school)
- Roller blades, shoes with roller blades (Heelys) or skate boards
- Spikes
- Sunglasses (exception: outdoors)

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

## **Equal Educational Opportunity (Elementary)**

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

Any time students believe there has been a violation of this policy they should speak to a teacher or to the principal. The principal will follow up. If the policy has been violated, a report is sent to one of the District's Human Rights Officers, Cathy Gallagher or Dr. Jim O'Connell. Parents are involved as appropriate as the principal follows up.

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

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

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

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

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

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

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

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

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

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

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

#### Hazing Prohibition Policy

Hazing activities of any kind are inconsistent with the educational goals of District 112 and are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated or affiliated with a student organization or for any other purpose. The term hazing includes, but is not limited to:

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

School principals are the persons responsible for receiving reports at the building level. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during, and after school hours.

## **Immunization Requirements**

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

The school district will develop and implement a procedure to:

- notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation; -26-
- review student health records to determine whether the required information has been provided; and
- make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

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

## **Integrated Pest Management Information**

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

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

## **Parent Involvement**

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

## **Pledge of Allegiance Policy**

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

## **Reporting Maltreatment of Minors Policy**

School district personnel who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker are required by state law to report it to the local child protection

agency or law enforcement agency. Mandatory reporting procedures must be followed for suspected abuse or neglect that has occurred within the last three years.

#### Sexual, Racial, Religious Harassment/Violence Prohibition (Elementary)

District 112 takes seriously its obligation to provide schools that are free from sexual, racial, religious harassment or violence. The School Board policy clearly defines sexual, racial, religious harassment/violence and outlines the steps administrators and teachers will take if they suspect such harassment or violence has occurred.

At the elementary level, teachers or principals discuss sexual, racial, religious harassment with all students, but only in terms that they will understand. Our approach centers around our Community Values of Respect for Others and Human Worth and Dignity. With our youngest students we talk about treating every person kindly and respectfully regardless of age, gender, race, religion, or disability. Beginning in fourth grade we use the term sexual harassment when talking about respectful behavior and give examples of behavior that students will understand.

Anytime students believe there has been a violation of this policy by another student or an adult at school, they should speak to a teacher or to the principal. The principal will follow-up with all persons involved. If the policy has been violated, a report is sent to the District's Human Rights Officer, Dr. Jim O'Connell. Parents also are involved as the principal follows up on all reports. If a student is found to have been involved in inappropriate behavior, the consequences range from an individual conference with the principal, a parent conference, or an assignment to detention, suspension or expulsion.

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

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

A complete copy of the sexual, racial, religious harassment/violence policy is available in the school office. We welcome your comments and questions.

## **Student Drug and Alcohol Policy**

District 112 will not tolerate the consumption, use, misuse, distribution, or possession of illicit drugs or alcohol in school, on school property/school buses, or during any District 112 school-related activity anywhere, or consumed away from school with the student returning to school.

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

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

The student must meet with the District 112 Chemical Health Specialist or an independent expert for an assessment of chemical use.

After this evaluation, the parent/guardian will be contacted to discuss the assessment and



recommendations for student support.

Students involved in distribution or sale of alcohol or an illegal or controlled substance in school, on school property/school buses, during any District 112 school-related activity anywhere, or who are involved in the sale of these substances away from school grounds that lead to dangerous or harmful activities on school grounds, are subject to consequences up to and including expulsion. After meeting with the principal, the school will contact the student's parent/guardian, the police liaison officer, and the chemical health specialist. The District's policy and consequences of violating the policy will be reviewed with the student and parents/guardians. Referral will be made to the police department.

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

- Student/parent conferences
- Suspension from co-curricular activities
- Referral to community services or outside agency
- Assignment to an alternative educational program
- Suspension or expulsion from school
- Completion of an appropriate rehabilitation program
- Transfer to another school building or school program
- Referral to appropriate law enforcement agency for criminal action
- Referral to juvenile authorities
- Schedule adjustments
- Mandated attendance at student support group meetings.

## **Student Medication Policy**

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

### Types of Medication Administered

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

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

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

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

**Secure Handling, Storage, and Disposal:** All medications will be stored in a locked drawer/cabinet which is used exclusively for medications. All medications should be stored in the original pharmacy, or manufactured labeled container with the student's name on it.

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

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

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

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

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use of:

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

## **Student Sex Nondiscrimination Policy**

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

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

The school district will also take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports the sexual discrimination, testifies, assists, or participates in an investigation or hearing related to such unlawful discrimination.

The Assistant Superintendent and the Director of Administrative Services, as the school district human rights officers, are designated to receive reports, complaints, or grievances. Contact information for these

officers is posted on the web site.

## **Acceptable Use of Technology Policy**

Students in School District 112 use technology to search for information or create products to meet their educational needs and to communicate with other individuals in the pursuit of learning. The use of District 112 technology must be in support of learning and consistent with the educational objectives of the District. Any use of technology that adversely affects learning, teaching, or the operation of the District is prohibited and will be dealt with in accordance with applicable laws or student policies. Any use that jeopardizes district resources is also prohibited.

District 112 seeks to provide safe Internet access for students and staff, free from visual depictions that are obscene, contain child pornography, or are deemed harmful to minors. To reach this goal, the district has the right to place reasonable restrictions on the material accessed or posted through the system. Students and staff are expected to follow the rules set forth in District 112's policies, procedures, and the law in the use of District 112 Internet services.

### Privileges

1. Privacy. There is not privacy of personal files on the district system. An individual search will be conducted if there is reasonable suspicion that students have violated technology use guidelines, District policies, or the law.
2. Access. All students of School District 112 will be granted appropriate access to technology services. Exploration of technology is encouraged within District 112 curriculum. An adult will monitor student use of technology equipment and the Internet.
3. Safety. To the greatest extent possible, users of the School District 112 technology community will be protected from harassment or unwanted or unsolicited contact. Individual users are expected to help with this undertaking. Any student who receives threatening or unwelcome communications should bring them to the attention of an administrator.
4. Intellectual Freedom. School District 112 provides a free and open forum for expression, including viewpoints that are strange, unorthodox, or unpopular. Personal attacks or sending unwelcome or threatening email messages are not an acceptable use of the school district network. School District 112 does not officially endorse any opinions stated in productions created with our technologies. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of School District 112.

### User Responsibilities

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

1. Use appropriate language.
2. Adhere to the rules of copyright.
3. Respect the privacy of other users.
4. Use of technology for any illegal activities is prohibited.
5. Help avoid the spread of computer viruses.
6. Users have full responsibility for the use of their account: All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the account user. A fee may be charged to your account for printing or copying. Under no conditions should you give your password to another user.
7. Students must not reveal personal information (address or phone number) to unknown users. Under no circumstances should students give their passwords to other students.
8. Be aware that e-mail and files are not guaranteed to be private.

9. Copyrighted material must not be placed on any system in School District 112 without the author's permission. Only public domain files, and files in which the author has given expressed consent for on-line distribution, may be used on our technology. Any other software or videos or audio may not be uploaded to district technology systems.
10. Students may not download or install software on our computers or networks without the permission of a technology staff member.

#### Technology Products

Materials produced with the technology of School District 112 are subject to the following policies and guidelines:

- Products may only be displayed on District technology or web sites with the permission of an authorized staff member.
- School District publications (including but not limited to: web pages, video recordings, audio recordings, transcripts, brochures, newsletters, or other print media) may contain student information within the following guidelines:
  - Student photos or work may be identified by first name only, except for activity participants or award winners.
  - Roster information (i.e. height, weight, grade, role, photos) for activities may be published.
  - Information that could be published in a newspaper may also be published in School District 112 publications.
  - If this is not acceptable, parents or staff must complete the District *Request to Exclude Student Directory Information Form*.
- All other productions must provide a *Standard Release Form* signed by any talent or subjects and, if a minor, by their parent or guardian prior to any publication via video audio, transcripts or web sites.

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

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

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

## **Wellness Policy**

The Wellness Policy is a guide to ensure students are able to form healthy, life-long nutritional and physical habits. Students will be provided appropriate education in each of these areas, as well as healthy food choices and opportunities to participate in physical activities. Nutritional value and portion size guidelines have been established for food items that are made available to students. School staff, parents, and parent organizations are encouraged to make healthy choices when providing food for classroom incentives, snacks, celebrations, and fundraisers.