

# Eagle Valley Elementary

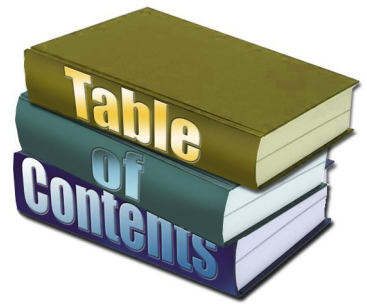
## 2016-2017



*The Mission of the Eagle Valley School District is to inspire, guide, and support all individuals to reach their highest potential and become lifelong learners.*

[www.evps.k12.mn.us](http://www.evps.k12.mn.us)

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# Eagle Valley District



## District Vision:

To be recognized as a school of excellence as a result of high levels of student achievement, a highly effective staff, and a positive supportive school community culture.

## District Mission:

The Mission of the Eagle Valley School District is to inspire, guide, and support all individuals to reach their highest potential and become lifelong learners.

## District Core Values:

A DISTRICT that is guided by a Continuous Improvement Process and Plan with clear Goals and Objectives

A CULTURE that promotes a strong community that provides a safe place for students to excel academically and to explore career opportunities for a sustainable future

LEADERSHIP that is collaborative, shared, supportive, and guided by a clear vision.

A STAFF that cares for students and colleagues, is dedicated, passionate, focused on student achievement and professional responsibility and growth

INSTRUCTION that is rigorous, with high levels of expectations, creative, and student-centered

STUDENTS who are connected to the community, recognized for excellence, and are prepared to pursue a variety of future opportunities.

## School Improvement Goals

- |        |                                                                                                                                                                                                              |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal 1 | Student Achievement will increase according to state and local indicators and goals.                                                                                                                         |
| Goal 2 | Professional Development for staff will align with the needs identified in student data and show professional growth according to the Teacher Growth Plans and Staff Development Reporting.                  |
| Goal 3 | School Climate will improve with increases in student activities, achievement and involvement with the implementation of strategies which are designed to improve School Culture, Climate, and Staff morale. |
| Goal 4 | EVS School Leadership Team will facilitate and lead the improvement and the effectiveness of learning and leadership in the District.                                                                        |

# Welcome



Eagle Valley Public Schools welcome you as we begin the 2016-2017 school year. Please take the time to review this handbook and become familiar with the procedures and regulations of the district.

We are so excited to begin this year with your child and look forward to partnering with you and your child throughout this school year as we work to ensure academic, social emotional, and behavioral success for all students. Our staff strives to provide a safe and caring environment that is conducive to learning and provide many opportunities for your child to experience hands on learning, learn real-life skills, and enhance social skills that are beneficial as your child moves through his/her academic career and into the real world.

We encourage you to utilize this handbook as a reference point for all students Pre-K through Grade 6 throughout the school year and encourage you to refer back to it to answer many of the questions you may have in regards to daily operations here at Eagle Valley.

## Equal Educational Opportunities

It is the district's policy to provide equal educational opportunity to all students. The local school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, and parental status, status with regard to public assistance, disability, sexual orientation, or age.

This policy applies to all areas of education including academics, co-curricular and/or extra-curricular activities, or other rights and privileges of enrollment.

### Board of Education

Allen Bailey.. Chairperson..... [abailey@evps.k12.mn.us](mailto:abailey@evps.k12.mn.us)  
Shawn Rowe.....Vice Chairperson..... [srowe@evps.k12.mn.us](mailto:srowe@evps.k12.mn.us)  
Twila Pierce.....Clerk/Treasurer..... [tpierce@evps.k12.mn.us](mailto:tpierce@evps.k12.mn.us)  
Wayne Booker..... Director..... [@evps.k12.mn.us](mailto:@evps.k12.mn.us)  
Brent Line..... Director..... [@evps.k12.mn.us](mailto:@evps.k12.mn.us)  
Josh Rowe.....Director..... [jrowe@evps.k12.mn.us](mailto:jrowe@evps.k12.mn.us)  
Nate Pachan....Director.....[npachan@evps.k12.mn.us](mailto:npachan@evps.k12.mn.us)

### Eagle Valley School Phone Number

218-756-3631

### Eagle Valley School Webpage

[www.evps.k12.mn.us](http://www.evps.k12.mn.us)

# Eagle Valley School Staff

## Elementary Teaching Staff

Lexi King.....Kindergarten.....lking@evps.k12.mn.us  
Katie Peterschick.....First Grade.....kpeterschick@evps.k12.mn.us  
Jessica Housman.....Second Grade.....jmammem@evps.k12.mn.us  
Jill Wendel.....Third Grade.....jwendel@evps.k12.mn.us  
Dayna Czeck.....Fourth Grade.....dczeck@evps.k12.mn.us  
Josh Roiko.....Fifth Grade.....jroiko@evps.k12.mn.us  
Paul Jenkins.....Title Math.....pjenkins@evps.k12.mn.us  
Jon Rohloff...Sixth Grade Math/Science.....jrohloff@evps.k12.fl.us  
Cheryl Taylor.....Sixth Grade Language Art/Social Studies/Music  
ctaylor@evps.k12.mn.us  
Cindy Iten.....Title Reading.....citen@evps.k12.mn.us  
Kelly Camacho.....Special Education.....kcamacho@evps.k12.mn.us  
Andy Lancaster Phy Ed/Assessment Coordinator ...  
alancaster@evps.k12.mn.us  
Charles Stier.....5/6 Band.....cstier@browerville.k12.mn.us

## Support Staff

Tammy Notch.....Educational Assistant.....tnotch@evps.k12.mn.us  
Jo Meirding.....Educational Assistant.....jmeirding@evps.k12.mn.us  
Kathy Mittag.....Librarian.....kmittag@evps.k12.mn.us  
Joleen Johnson.....Educational Assistant.....jjohnson@evps.k12.mn.us  
Barb Pieper.....Educational Assistant.....bpieper@evps.k12.mn.us  
Erika Baker.....Educational Assistant.....ebaker@evps.k12.mn.us

## Food Services Staff

Linda Warren.....Head Cook.....lwarren@evps.k12.mn.us  
Jill Solid.....Second Cook.....jsolid@evps.k12.mn.us  
Deanna Warren.....Kitchen Assistant.....dwarren@evps.k12.mn.us

## Administration/Office Staff

Dessica Veum Superintendent/Principal  
dveum@evps.k12.mn.us  
Dawn Tschida Business Manager  
dtschida@evps.k12.mn.us  
Debbie Abrahamson Admin Assistant  
dabrahamson@evps.k12.mn.us  
Vicki Rowe Receptionist/Medical Assistant  
vrowe@evps.k12.mn.us

## School Readiness Staff

Lisa Wick Early Childhood  
lwick@evps.k12.mn.us  
Sheri Johnson Special Education  
sjohnson@evps.k12.mn.us

## Technology Staff

Scott Wegner Technology Coordinator-  
swegner@evps.k12.mn.us  
Lesia Boser Technology Specialist  
lboser@evps.k12.mn.us

## Custodial Staff

Bruce Nelson Head Custodian  
bnelson@evps.k12.mn.us

## Related Services Staff

Dale Williams.....Social Worker  
dwilliams@evps.k12.mn.us  
Sonja Toews.....Speech Pathologist  
stoews@evps.k12.mn.us  
Aimee Keller.....School Psychologist  
akeller@fed.k12.mn.us

# 2016/17 School Calendar

August 30/31/Sept 1: All Staff Workshop

August 31: Open House 4:30pm-6pm

August 31: PTO Carnival 6:30pm-8pm

September 6: School Resumes

September 30: Mid Quarter (Quarter 1)

October 19: Early Dismissal @1pm (Teacher Workshop)

October 20/21: Education Minnesota-No School

November 4: End of Quarter 1

November 10: Parent Teacher Conferences from 2pm to 8 pm: Early Dismissal @ 1 pm

November 11: No School/ Faculty Comp day

November 23: Early Dismissal

November 24/25: No School

December 22: Early Dismissal

December 23: No School (Winter Break)

January 3: School Resumes

January 20: End of Quarter and Semester 1

January 23: Staff Workshop / No School for Students

February 17: Early Dismissal

February 20: No School (Holiday)

March 22: Early Dismissal

March 24: End of Quarter 3

April 13: Early Dismissal

April 14: No School (Holiday)

April 17: No School (Holiday)

May 26: End of Semester—Last Day of School

May 29: No School

May 30: Staff Workshop

# Arrival/Tardy/Attendance

## **Routine for Arrival:**

7:45 AM Students are allowed in the building and supervision/activities are provided in the gymnasium.

7:45 AM to 8:15 AM Breakfast is served in the cafeteria. Free for students who qualify for Free and Reduced Meals and \$1.50 per breakfast for all others.

Note: All Kindergarten students are provided a free breakfast as a class at the start of their instructional day.

8:25 AM Instructional time begins.

## **Attendance:**

The School Board of Independent School District No. 2759 believes that success in academic work is directly related to regular attendance. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of the classroom is not as effective as the actual classroom experience.

## **Absences:**

***If your child is going to be absent from school, please notify the Eagle Valley School main office before 9:00 a.m. @ 218-756-3631 (press 8 on automated system)***

Students arriving after 10:00am or leaving before 1:30 will be considered absent for a 1/2 day.

## **Excused Absences:**

Illness/Medical/Dental/Therapy/Counseling Appointments

Funerals/Legal Appointments

Family Emergencies/Trips with Parents/Guardians/Religious Activities

The school will make the final determination if the absence is excused or unexcused. Excessive unexcused absences (more than seven) will result in a parent conference with administration.

## **Tardiness:**

Students who arrive at school after 8:25am but before 10:00am are considered tardy and will report directly to main office with their parent. In excess of six will result in a parent conference with administration.

## **During the School Day:**

Should your child(ren) need to leave school during the school day, parents/guardians must park and come into the school's main office to wait for their child(ren). Children are not allowed to leave the school building during the day without a parent/guardian, or other adult that the family has designated.



## **Bike Racks:**

Students who ride their bikes/scooters to school should utilize the bike racks that are located on the east side of the building. Please remind your child that he/she is to place the bike in the rack. A lock for the bike is encouraged as Eagle Valley School is not responsible for lost or stolen bikes/scooters.

## **Note to Parents:**

While the staff at Eagle Valley would like to be able to accommodate the schedules of each family, we do not have supervision resources available to accommodate each unique family schedule. As we cannot have any unsupervised students in our building in the mornings, we ask that you do not drop your child off until prior to 7:45 a.m.

If a student is consistently arriving at school prior to the availability of supervision time (7:45 a.m.) family contact made by administration to discuss alternative arrangements will be made.

For more information on student attendance please see Eagle Valley Policy 503, available on our webpage.



### End of the Day:

All students in Kindergarten through sixth grade are dismissed to leave the building at 3:10 p.m. Students are expected to leave the building promptly and follow any after school arrangements that have been made with their parents/guardians/caregivers. Students should exit the building using the main entrance doors, the north doors (elementary hallway) or the east side doors. Parents picking up their child(ren) after school should wait at the main entrance by the office at the end of the school day. No students are allowed in the building afterschool without supervision.

### Schedule Change

#### Changes in After School Plans:

Please note that your child will not be released to anyone except you, without your written consent so we encourage you to please plan ahead. We understand that from time to time circumstances arise that cause families to need to change plans for after school arrangements. We want to help communicate this information to your child(ren), but encourage you to keep this practice to a minimum. Changes, especially those that come late in the day can create uncertainty and stress for students and staff, and cause interruptions to the instructional day. Please see below for ways that you can help us communicate any changes:

\* Please **communicate** after school plans to students **before the start of the school day** whenever possible.

\* If changes in plans arise, please **call the main office as early in the day as possible**.

- ♦ Phone calls received after 2:00 p.m. in regards to changes in after school arrangements can not be guaranteed.
- ♦ Keeping these tips in mind will not only help make our school a safer place, but will allow for a more stress free environment for students and staff and ensure that your child(ren) arrive at the correct after school destination.

### Student Walkers:

Any student who is walking to a destination in town should exit the school grounds by crossing with the assistance of the crossing guards. Students should utilize the sides walks and only cross the street using the crosswalks to maximize safety.



### Bus Riders:

All students Kindergarten through sixth grade who ride the bus will exit the building with their teachers through the East doors by the main entrance and board their appropriate bus. Busses will leave Clarissa promptly at 3:20 pm. In the case that busses are late or are not ready to be boarded, students will wait inside the school in the hallway with their teacher until busses have arrived and are ready to board.

### Student Pick-Up:



Students who are getting picked up by a driver should exit the school doors through the North or Northeast doors. Parents who are picking up their child(ren) are asked to park on the North side of the building .





# Bullying/Harassment Prohibition Policy

## **Bullying/Harassment Prohibition Policy:**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying and harassment, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying/harassment between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying/harassment and to take action to investigate, respond, remediate, and discipline those acts of bullying/harassment which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying/harassment, intimidation, violence, and other similar disruptive behavior.

## **General Statement of Policy:**

An act of bullying/harassment, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying/harassment but also to students who, by their indirect behavior, condone or support another student's act of bullying/harassment. This policy also applies to any student whose conduct at any time or in any place constitutes bullying/harassment that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying/harassment regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

- 1) No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying or harassment.
- 2) Apparent permission or consent by a student being bullied or harassed does not lessen the prohibitions contained in this policy.
- 3) Retaliation against a victim, good faith reporter, or a witness of bullying or harassment is prohibited.
- 4) False accusations or reports of bullying or harassment against another student are prohibited.
- 5) A person who engages in an act of bullying/harassment, reprisal, or false reporting of bullying/harassment or permits, condones, or tolerates bullying/harassment shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
  - A. The developmental and maturity levels of the parties involved;
  - B. The levels of harm, surrounding circumstances, and nature of the behavior;
  - C. Past incidences or past or continuing patterns of behavior;
  - D. The relationship between the parties involved; and
  - E. The context in which the alleged incidents occurred.





## Bullying/Harassment Prohibition Policy (continued)

Consequences for students who commit prohibited acts of bullying/harassment may range from positive behavioral interventions and education up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate bullying/harassment or engage in an act of reprisal or intentional false reporting of bullying/harassment may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying/harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

The school district will act to investigate all complaints of bullying/harassment and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy. Please refer to the complete EV Discipline Policy 506 (available in the main office) for more information. Causes a student to be in reasonable fear of harm to person or property; under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in chapter 363A. However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or chapter 363A.

### Definitions:

**“Bullying”** means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying behavior is intimidating, threatening, abusive, or harming conduct. Bullying can be objectively offensive and often includes an imbalance of power.

**“Cyberbullying”** means bullying using technology or other electronic communication including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device

Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

- A. Harming a student or a group of students;**
- B. Damaging a student's or a group of students' property;**
- C. Placing a student or a group of students in reasonable fear of harm to person or property;**
- D. Creating a hostile educational environment for a student or a group of students; or**
- E. Intimidating a student or a group of students.**

Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to, conduct that causes physical harm to a student or a student's property or **“Harassment”** is physical or verbal conduct, including, but not limited to, written, verbal, or electronic communications, relating to an individual's or group or individual's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

- A. Creating an intimidating, hostile, or offensive academic or working environment.**
- B. Interfering with academic performance or an individual's work**
- C. Adversely affects an individual's academic opportunities**

See Policy 514 (available in the main office or on district website) for bullying/harassment procedures which include reporting, school district action, training and education.



# Communication

## **Duplicate Information:**

We want to ensure that information arrives to all parent(s)/guardians . Therefore, if your family requires that information be sent to more than one parental address, please see Debbie Abrahamson in the front office to ensure that we have the correct mailing information for both addresses on file. Items that are mailed to families will then be mailed to both addresses.

## **Releasing your child to another adult:**

In order to ensure safety of our students, if someone other than a parent will be picking up your child(ren) during the day, please make sure that the office has received written permission from you in advance. We understand that at times this can be inconvenient, but it is important in safeguarding your child.

## **Child Release to Family Members Restrictions:**

According to Minnesota law, both parents have the right to pick up their child unless there is a court document that restricts that right. A parent who chooses not to allow the other parent to have access to a child, must file an official court document with the school. Such documents include but are not limited to restraining order, custody order, or divorce decree. Without the legal documentation, the school cannot refuse release of a child to their own parent.

## **Lost and Found:**

All found items that are labeled with a child's name can and will be returned. Items found that are not labeled will be placed in the lost and found. Please encourage your child to check for lost items. Although we want all items to be returned, many never are, and therefore, periodically throughout the year, unclaimed items may be donated to charitable organizations.



## **Birthday Parties:**

Distribution of party invitations at school is strongly discouraged. We ask that if you are having a party for your child at home, please mail the invitations or phone parents unless you are inviting the entire class. This helps avoid the hurt feelings if invitations are passed out in school and some children are excluded. The school cannot give out phone numbers and addresses.

If your child is having a party on a school day and other students will be leaving school with him/her, please provide a list of the party attendees to the classroom teacher on or before the day of the party. Also, a note verifying change of plans to after school arrangements for all children attending the party will be required and needs to be given to the classroom teacher.

Birthday's are a special time for children. All birthday treats for your child's classroom must be store bought. We encourage you to check with the classroom teacher to ensure you have a correct count of the number of students in the classroom.

## **After School Arrangements:**

We strongly encourage you to discuss any changes to your child's normal after school routine with them prior to the beginning of the school day. However, if after school arrangements for your child changes during the day, we request that you let us know no later than 2:00 p.m. so that we are able to communicate it with bus drivers, and your child's teacher. The end of the day gets extremely busy for everyone and we want to ensure all messages are received with enough time to deliver and for all students to feel comfortable with the changes in their after school plans before they leave the school building.

If your child's after school arrangements change frequently, we ask that you please try to do the following:

- \* Send a written note to the classroom teacher designating where the child is to go.
- \* Review after school arrangements with your child each morning.

# Communication (continued)

## **Dangerous Items:**

Students should never bring potentially dangerous items to school. This includes items such as matches/lighters, toys that resemble weapons of any kind, or weapons of any kind (knife, gun, etc). Any student who brings a dangerous item to school will be subject to the Eagle Valley School District's Weapon Policy #501 (copy available in the main office and on school website) which includes a firm "zero tolerance" position for weapons possession on the school ground.

## **Release Time:**

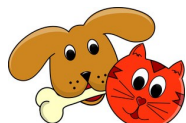
Eagle Valley Public Schools allow for religious instruction of your choice throughout the school year. Churches generally begin instruction in October and end around Easter. A form from the church requesting your permission and the church of your choice will be sent home with your child during the first couple weeks of the school year. If you change plans and your child doesn't go to release time on a specific day, you must send a note or contact your child's teacher.

## **Valuable Items:**

All valuable items should be left at home in order to avoid the risk of damage or loss. Eagle Valley Public Schools will not accept responsibility for the loss or damage of personal items.

## **Classroom pet/visitors:**

It is important to keep the conditions and building free from plant and animals that are likely to cause allergies or other illnesses to students who are sensitive to those kinds of allergies. If a student wants to bring a pet in for such things as sharing etc., we require that the pet be current on vaccinations as well as to have been recently bathed. All visitations of pets should first be cleared through the teacher as well as the Principal.



## **School Supplies:**

Every year Eagle Valley Schools provides a list to our families of the necessary school supplies for each grade level. Teachers at each grade level have given careful consideration as to the items that will be required in order to assist every child succeed with the curriculum at their grade level. If the purchase of school supplies creates hardship for your family, please contact the front office, or Principal.

## **Parent /Teacher Conferences:**

We hold parent teacher conferences twice per year, once in the fall and then again in the spring. We look forward to utilizing the conferences as an opportunity for our teachers to sit down together with you as parents/guardians and share information about your child(ren) and their progress at school. Additionally, opportunities for parents to learn more about grade level curriculum, activities, and classroom activities are provided during conferences. If you need to discuss your child's progress with his/her teacher, we encourage you to contact us at any time to schedule a conference. Conferences are scheduled for November 10, 2016 and Spring 2017.

## **Volunteers:**

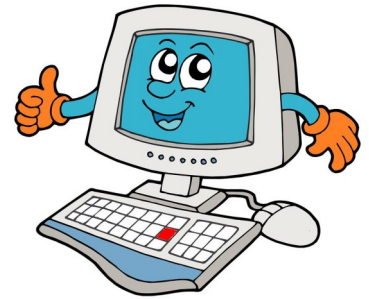
A volunteer is many things : an extra pair of hands or ears, a valuable special resource for classroom enrichment, and a bridge between the school and the community. Opportunities abound this year for being part of our educational team as a volunteer. A background check will be required. Whether you volunteer once a week , or once a year, we will have a place for you. Your presence here gives our students a strong message as to the importance you, along with us place on education. Please contact your child's teacher or the front office if you are interested. WE LOVE OUR VOLUNTEERS!!

## **Tobacco, Alcohol & Controlled Substances:**

**Eagle Valley Schools are tobacco free.** This means that use of any tobacco products in the school building or on the school grounds is prohibited. This includes the football and softball fields. Tobacco, chewing tobacco, alcohol, and /or controlled substances are prohibited. This policy includes all parents and visitors on school property. In the case that a parent or guardian is suspected of alcohol or drug use, or under the influence, authorities may be called. Students using these substances will be assigned automation suspension from school. Please see the discipline policy 417 available in the main office or on school website.

# Computer/iPad/Technology Usage

Eagle Valley Public Schools maintains access to electronic information services and networks and therefore requires a user agreement and parent/guardian permission. Please refer to the Acceptable Use Policy located on page 30 of the handbook. This form must be signed by the student and parent prior to students using computer technology.



## Computer Use:

Technology is a privilege that is extended to all students who demonstrate the ability to utilize this tool in a responsible fashion. We believe in assisting students in learning to use technology in a responsible manner and engage in opportunities to enhance their learning through the use of technology. Any student engaging in inappropriate or irresponsible activities while using technology devices will lose face consequences.

Eagle Valley provides numerous opportunities to use computers and other technological devices throughout their school day and throughout the school year. Technology available throughout classrooms includes smart boards, iPad's (mobile carts), laptops, computers, etc.

Students are expected to use technology for tasks that have been assigned or approved by the supervising staff. Every student is assigned a network account and google email. Students should only access the network and/or internet using their assigned account.

The school district expects the students will use internet to further education goals. We restrict access to material that is reasonably believed to be obscene or material harmful to minors under federal or state law.

## Violations Guidelines:

- 1st offense: 2-10 days loss of internet/device use district wide, plus disciplinary action.
- 2nd offense: 5-30 days loss of internet /device use district wide, plus disciplinary action.
- 3rd offense: 10-60 days loss of internet/device use district wide, plus disciplinary action.
- 4<sup>th</sup> offense: One (1) quarter to one calendar year loss of internet/device use district wide, plus disciplinary action.

## Photography:

The unauthorized filming (video recordings/ photographs) of anyone without their consent will result in disciplinary action. This includes but is not limited to Snapchat, Instagram, Facebook, Twitter, and other social media applications.





# Discipline Policy Rules of Behavior



## RULES OF BEHAVIOR

I. Possession and/or consumption of an illegal substance will not be permitted at any time. School Board policy does not permit the use or possession of tobacco, alcohol, narcotics, paraphernalia, or any other illegal substance on school premises, at school activities, on school busses, or on school approved vehicles. A violation of this rule will result in a suspension from EV School. Substance will be confiscated and referrals to the police and social workers will be made.

Drug or Alcohol Distribution	1 <sup>st</sup> Offense: Police Referral, 10 day suspension/expulsion	2 <sup>nd</sup> Offense: Expulsion	
Drug or Alcohol Use/ Possession	1 <sup>st</sup> Offense: Police Referral, Social Work Referral, 3 Day Suspension	2 <sup>nd</sup> Offense: Police Referral, Social Work Referral, 5 Day Suspension	3 <sup>rd</sup> Offense: Police Referral, Social Work Referral, 10 Day Suspension
Tobacco (In any form)	1 <sup>st</sup> Offense: Police Referral, Social Work Referral, 1 Day In School Suspension (ISS)	2 <sup>nd</sup> Offense: 1 Day Suspension, Police Referral, Social Work Referral	3 <sup>rd</sup> Offense: 3 Days Suspension, Police Referral, Social Work Referral

II. Possession of an illegal or dangerous weapon will not be tolerated. A dangerous weapon is threatening or capable of doing bodily harm. Violations will be reported to the police for legal action. Parent/guardian is also notified and weapon will be confiscated.

Weapons/Related paraphernalia	1 <sup>st</sup> Offense: Police Referral and 5 days Suspension	2 <sup>nd</sup> Offense: Expulsion	
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III. Vulgar language, assault or fighting. This will not be tolerated. Violations may be reported to law enforcement.

Severe Teasing, Intimidation and/or threats	1 <sup>st</sup> Offense: 1 day ISS	2 <sup>nd</sup> Offense: 1-3 day Suspension	3 <sup>rd</sup> Offense: 5 Day Suspension
Vulgar Language, Gestures, Writing	1 <sup>st</sup> Offense: 1 day ISS	2 <sup>nd</sup> Offense: 1 day Suspension	3 <sup>rd</sup> Offense: 3 days Suspension
Pushing/Shoving/ Scuffling	1 <sup>st</sup> Offense: 1 day ISS	2 <sup>nd</sup> Offense: 1 day Suspension	3 <sup>rd</sup> Offense: 3 days Suspension
Fighting with fists or Assault	1 <sup>st</sup> Offense: 1-3 day ISS/Suspension (Depending on Severity)	2 <sup>nd</sup> Offense: 3-5 day Suspension (Depending on Severity)	3 <sup>rd</sup> Offense: 5-10 day Suspension with possible Police Referral and Expulsion

# Discipline Policy Rules of Behavior (continued)

## Rules of Behavior (continued)

IV. Religious, racial or sexual harassment will not be tolerated. A violation of this rule can result in a suspension from Minnesota State High School League activities as outlined in MSHSL guidelines. Students may be referred to the proper legal authorities for action.

Harassment Bullying	1 <sup>st</sup> Offense: 1-3 day ISS/Suspension,	2 <sup>nd</sup> Offense: 3-5 day Suspension,	3 <sup>rd</sup> Offense: 5-10 day Suspension with possible Police Referral and Expulsion
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V. All students will respect the right and property of others. This includes the school building and grounds. Vandalism will not be tolerated.

Vandalism	1 <sup>st</sup> Offense: Up to 5 days ISS/ Suspension, Pay Restitu- tion, Police Notification	2 <sup>nd</sup> Offense: Up to 10 days Suspen- sion, Pay Restitution, Police Notification, Pos- sible Expulsion	3 <sup>rd</sup> Offense: Expulsion
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VI. Inappropriate behaviors at concerts, extracurricular activities and programs. This includes loud, disruptive noises, throwing objects, disturbing others, and rude behavior.

Inappropriate Disruptive Behavior at Extracurricular Activities	1 <sup>st</sup> Offense: Removal from Activity, Parent Notification	2 <sup>nd</sup> Offense: Removal from Activity and Future Events for the Quarter, Parent Notifica- tion	3 <sup>rd</sup> Offense: Removal from Activity and Future Events for the Semester, Parent Notification
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# Dress Code Guidelines

We believe that the students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. Dress and appearance should promote respect, responsibility, safety, and honesty. In order to promote a positive learning environment, student dress that is disruptive, revealing, profane, offensive, or which endangers the health and safety of the student or others is prohibited.

## Gym Shoes:

All Kinder through Sixth grade students participate in physical education every day. Therefore, appropriate shoes are required. An extra set of "gym shoes" is not required unless your child wears another style of shoes throughout the school day that are not appropriate for physical education class. When choosing shoes that may be appropriate for Phy. Ed. Class, please consider the following:

- \* Shoes should be "non" marking
- \* Shoes should fit the foot properly
- \* Shoes must be lace or Velcro

## Clothing:

Students should attend school dressed comfortably, appropriately, and practically. A few things to keep in mind when selecting clothing for the school day are listed below:

- Clothing should be appropriate for varying temperatures.
- Clothing should not expose under garments or the midriff.
- Clothing should be free from inappropriate language, messages, and advertisements.
- Clothing should be comfortable and allow for movement during the school day including recess and physical education class.
- Clothing should be chosen with the idea in mind that it could be worn during messy activities such as painting or during science.
- Head coverings are not allowed to be worn in the building including hats, hoods, etc. (exceptions may be made for students with medical conditions or religious beliefs on a case-by-case basis).



## Outdoor Winter Clothing:

Our Minnesota weather can be unpredictable and the winter weather requires that every child has warm clothing items with them every day they come to school during the winter. Students who do not have the appropriate clothing may have restricted play during recess. If your child(ren) is in need of any of the winter items listed below, please contact the office and we will help to arrange for your child to receive the necessary items. On a similar note, if you have extra winter clothing items that your child(ren) have outgrown, and they are in good shape, please consider donating them to the school to be used by students in need.

Necessary winter items include:

- \* Warm jacket
- \* Snow pants
- \* Boots
- \* Hat
- \* Mitten or gloves



Please remember that it is very important to send shoes to school with your child during the winter months. For safety reasons, students that do not have shoes for the school day, will be required to wear their boots. In order to avoid the possibility of forgetting, students are encouraged to bring a pair of shoes to leave at school during the winter months.



# Electronic Communication Devices



**Electronic Communication Devices (ECD)** are to be used for educational purposes only and are to be used at the teacher discretion. Students are allowed to use ECD's before school, during lunch break and after school for personal reasons. Any ECD that is visible, heard, or used during class for any purpose other than educational such as for social media, or texting, will be confiscated and turned into the office.

Parents may be required to pick up ECD's for their child. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular phone or ECD for the school day or longer as decided upon by administration. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECD's brought on its property. Inappropriate use of ECD's will result in disciplinary action up to and including ISS, loss of device, and referral to the school police officer. At no time should ECD's be used for unauthorized videotaping or photographing of students engaged in school activities including academic and non-academic times. Students that are taking pictures or videos (including snap chat, or other social media apps), without written permission ahead of time from the administration may be suspended from school. This is a direct invasion of privacy. Depending on the seriousness of the videotaping, the student may be referred to the school board for expulsion. No ECD's are permitted in bathrooms or locker rooms at any time.

Cell phone offenses include the following consequences:

1st Offense: Student may not use phone/device at all during school hours for (3) school days.

2nd Offense: Student may not use phone/device at all during school hours for (7) school days.

3rd Offense: Student may not use phone/device at all on school grounds for rest of the quarter.

Subsequent Offenses will be dealt with on an individual basis.

# Health/Medication Policy



## Student Health:

Keeping all children safe and healthy is an important priority at Eagle Valley. Please keep the school informed of any short or long term health concerns your child may have.

## Administration of Medication

Whenever possible, we ask that medications be administered at home. If it is necessary for prescription medication to be administered to your child at school, you will need to complete a **Prescription Medication Authorization form** that provides the necessary information and permission. The child's medication will be stored in the front office. Be sure to notify the school if there are changes in the prescription or dosage.

No medication will be administered without the proper permission and information. This is an important health safeguard for students. Students should not keep any prescription medication or over the counter medication in their possession during the school day. This includes such things as aspirin or aspirin substitutes, ointments, cold tablets, etc. Inhalers and Epi-pens, with the permission of the physician, are the only exceptions to this rule.



**Medication must be brought to school by a parent. Please do not send medication with your child. Medication must be in a properly marked bottle that is left at school.**

**Health Information Forms-** All families will be asked to complete a **Health Information Form** for each of their children each year. Completing this form provides the school with important health related history and information. Information reported on this form will alert staff to any medical conditions that your child has that may need special attention, treatment, or planning in the school setting.

**Health Plan** –Students who have individual health concerns of any kind need to have a **Health Plan** on file in the school office. This plan allows us to better understand potential risks, treatments, and emergency procedures.

If your child has a health condition that requires staff to be aware of specialized treatment or precautions, please take time to visit with the classroom teacher, or school nurse about this condition.

**Illness-** Students who are running a fever above 100.0 or experiencing vomiting or diarrhea, should stay home from school until they are symptom free for 24 hours without fever reducing medication. This is an important precaution to prevent the spread of illness to other students. Other communicable conditions may also require exclusion from school.

**Immunizations-** Your child must have a complete record of the required immunizations for entrance to school. The school nurse checks immunization records each year and will contact you if there are required immunizations your child still needs. Immunization review, hearing and vision screening, scoliosis screening, health and developmental assessments and health counseling and referrals are provided by the School Nurse. To enroll and remain enrolled in a Minnesota school, a student must meet minimum immunization requirements, or an exemption form is filed. (MN Statue 121A.15). If a students does not, he/she will be excluded from school until these requirements are met.

**Medical Emergencies-** All students must have a Family Information and Contact List on file in the school office. This list provides us with the information needed for contact and decision making in an emergency. Please fill out the information as completely as possible. Also, it is important to update the school if changes to your contact information occur during the school year.

If there is a medical emergency involving your child, the administration or designee will attempt to notify the parent as quickly as possible. Action that is reasonably necessary to stabilize the child will be taken. The child may be taken by ambulance, or otherwise transported to a medical facility if necessary.

**Release of Information-** In some cases you may be asked to consider providing permission for a school staff member to obtain information from the medical community about your child's health status. By signing a Release of Information form you can give school staff permission to exchange information with outside agencies in order to better understand and help care for your child.

**Parents, please note: Controlled substance medication will not be sent home with student during or at the end of the school year. Parents or a designated adult needs to pick up the medication at school. Also, the Health Office will not plan to send medication from school with a student on a field trip, activity day, or offsite school activities. If your child requires medication, please contact the health office one week before the event to make arrangements for safe medication administration.**

# Learning Supports

**Minnesota Academic Standards** have been adopted for K-12 students in Minnesota in math, science, social studies and language arts. Each set of standards define specifically what students show know and be able to do within a particular subject area. The staff members providing instruction at Eagle Valley are continually working to incorporate these standards into the curriculum.

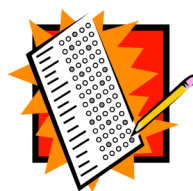


**Eagle Valley Parent Teacher Organization's (PTO)** mission is to create a bridge between parents, students, teachers, and school. We will use one voice to address concerns of both parents and students." We greatly encourage parent and public involvement in the public schools of this nation.

## Newsletter/Calendar

You may access these informational areas by the school website at [evps.k12.mn.us](http://evps.k12.mn.us), or download the Eagle Valley Public Schools application for your electronic device. The EV app is available free from the iTunes Store or Google Play Store.

**Homework** provides an opportunity for students to continue to enhance their learning and provides a chance for parents to partner up with their student's learning process. Since the needs of each child are different, homework assignments may vary from child to child, even within the same class. You can help promote success with homework by providing a quiet place, free from distractions. If you notice that your child is spending more than one hour on homework assignment routinely, please discuss this with your child's teacher.



**MCAs Minnesota Comprehensive Assessments** are the statewide assessments that students third through sixth grade students participate in during the spring of each year. Additionally, our fifth grade students also complete a science assessment. The MCA's

are computer based and are used to evaluate student skills in reading and math based upon the Minnesota Academic Standards. The results/scores of these assessments are utilized as a measure to determine each student's progress and to evaluate our instructional program. Student attendance on testing days is very important. It is a requirement under the federal education law, No Child Left Behind (NCLB) that our school district have at least a 95% participation rate on these tests. The results from the MCAs are mailed directly to parents/guardians.

**Grade Promotion:** Students in grades 5-6 who fail three full-year subjects may be required to repeat the entire grade. Students failing fewer than three subjects will repeat those subjects for as long as is necessary to satisfactorily complete the required work or complete the credit with a different class if available.



## Grading

Students in grades 3-6 utilize the following grading system:

A	4.000	95 -100 %	A-	3.670	90 – 94%
B+	3.330	87 – 89 %	B	3.000	83 – 86%
B-	2.670	80 – 82 %	C+	2.330	77 – 79%
C	2.000	73 – 76 %	C-	1.670	70 – 72%
D+	1.330	67 – 69 %	D	1.000	63 – 66%
D-	.670	60 – 62 %	F	0	0 – 59%

Students in First and Second grade utilize a grading system such as that below:

O	96-100%	S+	90-95%
S	80-89%	S-	70-79%
N	60-69%	U	0-59%

Kindergarten Students use the following grading system:

+ satisfactory / needs improvement \_\_unsatisfactory

*\*Please discuss with your child's teacher if you have specific questions regarding your child's grades.*

# Lunch Account Policy



## Lunch Account Policy

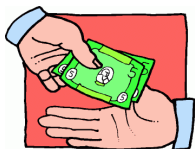
This is a reminder of the school lunch policy enacted by the Eagle Valley School Board. You can view your lunch account/s through JMC Parent Access for your child/ren.

Students/Parents with deficient account balances in their meal account will be able to receive their meals for up to five (5) days. After five (5) days exceeded, the child(ren) will be given a sandwich and a carton of milk in lieu of a regular breakfast or lunch and will be charged 25 cents for this type of meal. We continue to encourage families to **pay for meals in advance.**

Nutritious meals are offered at both breakfast and lunch for all students who chose to participate. We want mealtime to be a pleasant social experience for all students.

**Breakfast-** The serving line for breakfast opens at 7:45. Students who plan to eat breakfast at school are expected to go to the serving line as soon as possible after arrival so that they can be ready to learn when school begins at 8:25. The only exception to this is students who ride a bus that arrives late.

**Lunch-** All students go to the cafeteria for a 20-25 minute lunch period. Students who are eating school lunch pass through the serving line. Students who elect to bring a lunch from home may purchase milk to go with their meal.



## ELEMENTARY LUNCH PRICES

Meal Prices	Breakfast	Lunch
Full Pay- 20 Meals	\$30.00	\$46.00
Full Pay- Single Meal	\$1.50	\$2.30
Reduced- Single Meal	FREE	\$0.45
Free-Single Meal	FREE	FREE
Extra Milk or Milk Only	\$0.40	\$0.40

**Free and Reduced Meals-** All free and reduced qualifying families will receive breakfast and Lunch at no charge. To Apply for free or reduced price school meals request an Application for Educational Benefits by calling the school secretary in the main office. When families apply and or qualify for Educational Benefits all information provided is kept confidential.

**Pre-Paid Meal Policy-** Eagle Valley District enforces a pre-paid meal policy. This means that students must have a balance in their account before eating meals. Money is deposited into a family account through the office. Eagle Valley does not allow student to charge meals. Families will be notified when their family meal account approaches a zero balance. Please work with us to keep your family's lunch account current.

**Special Diets-** If your child has been determined by a physician to have a disability that prevents the child from eating the regular meal, we will make modifications or substitutions prescribed by the physician at no additional charge. Contact the office to pick up the necessary documentation forms.

# Parent Access to Student Information



## Eagle Valley Alert

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has the EV Instant Alert System.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Set the days and time of days you would like your phone devices to receive alerts

View the alerts that have been sent to you in the past

For more information, please visit the Honeywell website at:

<https://instantalert.honeywell.com>

## Parent Access to Student Information

Eagle Valley School has technology resources available to you as a parent to keep in contact with the school and staff regarding your student(s).



**Online JMC Parent Access:** This feature will allow you as a parent to know how your student (grades 3-6) is doing academically in each of their classes on a day to day basis. You can check test scores, assignments and more. This feature also allows you to check attendance, school lunch account balance, report cards, progress reports and more. If you would like more information about On-line Parent Access please contact the Main Office for a user name and password.

**Web Access:** In addition to having online parent access, Eagle Valley has a growing and ever changing website located at [www.evps.k12.mn.us](http://www.evps.k12.mn.us). Please check out the site. It includes the sports schedules, school calendar, lunch menus, daily bulletin, employment opportunities, Community Education and much more.

**E-mail:** Please feel free to contact any teacher by e-mail. It's the most effective way to communicate with them. Our email addresses are listed at the beginning of this handbook.



Legal parents/guardians of dependent children have access to their child's data, records, behavior reports and personal information unless stated differently by law. Legal adult independent students hold the responsibility to sign personal release of information forms if they wish to change who has access to their personal data, reports and records. The parent/guardian will be notified if a student chooses to change personal data access by the school administration.

# Policies & Procedures References

A complete set of all of our Eagle Valley Policies is on our school website and a hard copy is available in our school office. This is a partial list , not a complete list:

- Policy 406– Public and Private Personal Data
- Policy 413– Harassment and Violence Policy
- Policy 414– Mandated Reporting of Child Neglect or Physical/Sexual Abuse
- Policy 417– Tobacco Substance Policy
- Policy 501– Weapons Policy
- Policy 502- Search of Student Lockers, Desks, Personal Possessions, and Students Person
- Policy 506– Eagle Valley School District Disciplinary Policy
- Policy 512– Video Surveillance Other Than On Buses
- Policy 514– Bullying/Harassment Reporting and Education Procedures
- Policy 515– Protection and Privacy of Pupil Records
- Policy 516– Medication
- Policy 521– Student Disability non-Discrimination
- Policy 524– Internet Acceptable Use and Safety
- Policy 525– Violence Prevention
- Policy 526– Hazing Prohibition Policy
- Policy 531– Pledge of Allegiance
- Policy 709– Student Transportation Safety /Bus Safety

## **Child Abuse/ Neglect Policy and Procedure:**

Minnesota State law requires all professional employees to report cases of suspected abuse/neglect to the proper authorities. The Eagle Valley Public School complies with this law by contacting the appropriate social services agency and/or the local law enforcement agency that is responsible for investigating the report. Minnesota State law allows students to be interviewed by authorities at school without parent permission. It is the policy of Independent School District #2759 to protect children whose health or welfare may be jeopardized through physical, emotional or sexual abuse and conditions of neglect. It is also the policy of Independent School District #2759 to comply with the law requiring the reporting of suspected physical, emotional or sexual abuse and conditions of neglect involving children. The reporting of maltreatment of minors shall be strictly in accordance with provision of Minnesota Statute, Chapter 626.556



# Protections and Privacy of Pupil Records



## **Annual Notification of Rights:**

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status ( i.e. full or part-time) participation in officially recognized activities and sports, weight and height of member of athletic teams, degrees, honors and awards received and the most recent educational agency or institution attended. It also includes the name, identifiable data, which references religion, race, color, social position or nationality. {NOTE: This definition is intended to enumerate all information, which may be classified as directory Information under state and federal law. A school district may choose not to designate some or all of the enumerated information as directory information. This is an important policy decision for the local school board, which must balance student privacy rights against public disclosure.}

### **A. Contents of Notice**

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student’s education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student’s education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights and the procedure for requesting amendment of records.
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that federal and state law and the regulations promulgated there under authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 123g, and the rules promulgated there under;
5. The criteria for determining who constitutes a school official and what constitutes a school official and what constitutes a legitimate educational interest for purposes for disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll including suspension and expulsion records pursuant to the federal NO Child Left Behind Act and, if applicable, a student’s history of violent behavior.

## **Parents Right to Know:**

Parents may request, and Eagle Valley School will provide the parents in the request, information regarding the qualifications of the student’s classroom teachers, including:

- \* Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- \* Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
- \* The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the fields of discipline of the certification or degree.
- \* Whether the child is provided service by paraprofessionals, and if so, their qualifications. All Eagle Valley School Paraprofessionals are employed through Eagle Valley School District in Clarissa, MN and either have a two year A.A. degree or have passed the Para Pro Test.

# Student and School Safety

## Emergency School Closings:

In the event of inclement weather or other emergency situations, school closings and delays will be announced via Instant Alert as well as on the below listed radio and television stations. When school is delayed or cancelled due to weather conditions or an emergency announcement is in store, you can get the information as soon as the decision is made by the school by using the Instant Alert message notification system through Eagle Valley Instant Alert. Please see Debbie Abrahamson in the main office for information or assistance with the Instant Alert system.



### Television Stations

WCCO	CBS	4
KSTP	ABC	5
KMSP	FOX	9

### Radio Stations

KIKV	Alexandria	100.7 FM
KEYL	Long Prairie	1400 AM
KXDL	Browerville	99.7 FM

There may be times when it is necessary to dismiss school during the day due to an emergency. Please indicate on your child(ren)'s Family Information and Contact List if other arrangements are necessary for your child in the case of early dismissal. Please keep your information updated on Instant Alert. A link to the Instant Alert system is also available on the school website.

- <https://instantalert.honeywell.com>

## School Doors:

Safety of students is priority for Eagle Valley. In effort to insure the safety of all students throughout the school, Eagle Valley will limit door use and accessibility. All school doors will be open before school and after school. However, between the hours of 8:25 a.m. and 3:20 p.m. the main entrance doors by the front office will be accessible. Please ring the door bell for service and our office staff will let you in.

## Emergency Drills:

Drill practice throughout the school year is a requirement for Eagle Valley School. All students in the building will participate in the mandatory safety drills including fire, tornado, evacuation and lock down drills. These drills are important to ensure that all adults and children know how to respond responsibly, appropriately, and quickly. Staff will discuss with sensitivity toward children, the purpose and procedures for these drills.

**Fire:** The fire alarm will sound when the building is to be evacuated. When the alarm is sounded, students and staff will move quickly and quietly out of the building by way of the assigned exit. Teachers will inform students of what to do and where to go. Exit instructions are also posted in the rooms near the door. Students should remain outside, away from the building until the "all clear" signal is given. Students falsely pulling a fire alarm will be suspended and referred to the police.

## Lockdown:

All students and staff will be notified over the loud speaker. Students are to be in the classroom. Hallways are to remain empty and all doors and windows are to be shut and locked. Staff and students are instructed not to answer the door for any reason. A drill will be practiced each year to ensure all staff and students are trained on safety procedures.

## Inclement Weather/Tornado:

When it is necessary to seek shelter because of an approaching tornado, the following procedure will be used. Teachers will be sure all students are informed and understand the procedure. Doors should be locked and every is to stay clear of glass areas. All students and staff need to report to the tornado shelter area when the announcement is made. Staff/students outdoors should safely take immediate shelter in a low lying area. The end of the drill will be signaled with an "all clear" announcement over the intercom or in person by administration.



# Student and School Safety (continued)



## Canine Searches:

Canine searches may be conducted on a random basis. Searches include classrooms, locker areas, and parking lots. Dogs are trained to detect alcohol, gun powder, prescription medication, and controlled substances. Please remember that lockers are property of Eagle Valley School and are subject to search at any time.

## Security Cameras:

Eagle Valley School has a number of security cameras in place to help monitor our building for safety. These cameras may be used to view activity in the building as well as to review past activity.

## Data Privacy Within the School:

Information provided through the Family Information and Contact List may be shared with the elementary staff. Student health information and educational data is considered private and shared on a “need to know basis” with staff members.

## Data Privacy Beyond the School:

Student photos and names may be shared on our school publications, community newspaper, local media, Eagle Valley Facebook page, and school website. If you do not want this information disclosed for some reason, you must notify the school in writing.

## Accident Insurance:

### STUDENT ACCIDENT INSURANCE

The Eagle Valley School District offers student accident insurance for all students in pre-school through grade twelve. This insurance is purchased through Student Assurance Services, Inc. and provides the following coverage to students (please refer to the complete Policy Schedule for exact coverage):

- a. Attending regular school sessions,
- b. Participating in or attending school-sponsored and supervised extracurricular activities,
- c. Participating in school-sponsored and supervised interscholastic sports, and
- d. Traveling directly to and from school for regular school session; and while traveling to and from school sponsored and supervised extracurricular activities in school-provided transportation.

PLEASE BE ADVISED THAT THE COVERAGE THE SCHOOL DISTRICT IS PURCHASING IS A SUPPLEMENT TO YOUR FAMILY HEALTH INSURANCE. It pays only after your family health or auto policy and then within the limits of the policy's benefits. This Plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage.

CLAIM PROCEDURE: Filing of the claim is the parent's responsibility.

1. Parents notify the school and obtain a claim form immediately. The school will fill out Part A if it's a school injury.
2. Parents complete Part B. Answer all questions.
3. Parents submit copies of your itemized bills to your own family insurance first, even if you have a large deductible. You will be sent a report called an Explanation of Benefits (EOB).
4. Parents send the claim form, copies of itemized bills and the EOB to **STUDENT ASSURANCES SERVICES, INC. PO BOX 196, STILLWATER MN 55082**
5. The claim will be completed when all of the above documents have been provided. Should you have a question as to the status of a claim, you can contact Student Assurance Services, Inc. at 1-800-328-2739. NOTE: Student must have been treated by a licensed physician within 60 days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. The company is responsible only for expenses incurred within one year.

# Student Support Services

Eagle Valley School has services available to students to promote growth, learning, and success. Students are most successful where there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, EV continues to explore and provide programs that will best meet the educational needs of the students, and support parents and teachers. Parents/guardians have the right to decline student support services for their child/ren unless the support is required by law. Parents will be notified by the school if any support is deemed as necessary or any actions are taken by the school.



**Title I** The Eagle Valley Title I Program provides identified students with continued support in math and reading. Title I supplements the district's regular educational programming. The goal of the Title I program is to help students meet Minnesota's challenging academic standards. This program is funded by the MN Department of Education. The Title I professionals provide interventions to students meeting criteria and work cooperatively with classroom teachers using data to determine student needs. If you have questions regarding the Title I Program, please contact Cindy Iten.

A **mental health provider** is contracted with Eagle Valley School to provide services to students and families as requested for individual support. Individual and group counseling, therapy, and other services are available at school. If you are interested in more information please contact our mental health counselors at extension 221.

**School Health Nurse** schedules vision and hearing checks, gives medication, conducts immunization clinics, handles health records, and works directly with student health concerns. Contact our school nurse if you have further questions.

**Speech Therapist** works with students who display communication disorders such as articulation problems or language delays.



**Special Education** services are provided for those students who demonstrate special educational needs and meet disability criteria as defined by the state of Minnesota's special education eligibility guidelines. Special education services are provided in the setting that is determined to be the least restrictive environment for the student.



**The Child Study Team** is a school-based, evidence informed team that provides support to students with special needs. The team reviews student information prior to and following a special education assessment. This team assists to verify the appropriateness of the referral, which assessments should be administered, and whether or not the student meets Minnesota criteria for special education services. Staff members from the Freshwater Education Cooperative join Eagle Valley staff members to support families and students with Individualized Educational Plans and specialized services.

**504 Plan** are designed for those who need a specialized plan for their disability in order to have equal access to the educational programming at EV School. Please make an appointment with Principal in the main office to discuss your plan options.



**School Readiness** is a public school program open to Minnesota children ages 3 years to Kindergarten enrollment. Eagle Valley offers early childhood education programs and services unique to the needs of children and families. The goal of School Readiness is to help preschoolers enter school with the skills and behaviors necessary to be successful in the future. The School Readiness programs recognize that all children do not need identical services, but share a common base: learning experiences must be developmentally appropriate and an integral part of the child's day. Eagle Valley currently offers classes for:

3 year olds on Thursday or Friday  
from 8:30-11:00

4 year olds on Mon/Tues/Wed  
from 8:15-11:15 or 12:15-3:15

\*Fee is \$3.00 per day for 27 weeks.

Contact Lisa Wick for more information:  
218-296-1048



# Transportation

## *Code of Conduct - Bus Behavior*

Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus. Riding the school bus, whether to or from school or related to an extracurricular activity, is a privilege that can be revoked for inappropriate behavior. Students are expected to follow the same standards of behavior while riding a bus as they are in school or at a school-sponsored activity. All school rules are in effect while a student is waiting at a bus stop or riding the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with these policies. The driver of any school bus shall be responsible for the orderly conduct of the pupils transported. Notify your bus driver if you have problems on the bus. Students will be given a major or minor violation if problems occur on the bus and may be required to work with Administration upon arrival at school.

### **Student Bus Safety Rules:**

1. Treat all drivers with respect and follow their instructions.
2. Treat all other riders with respect.
3. Report to assigned buses on time.
4. Ride only the assigned bus. Extra riders, such as friends, are not allowed to ride without written authorization.
5. Take a seat promptly and remain seated facing forward.
6. Keep head, arms, and hands inside the bus.
7. Stay back from the curb before boarding and after leaving the bus. Refrain from walking or running alongside a moving bus.
8. Walk at least 10 feet in front of the bus when it is necessary to cross the road.
9. Headphones are allowed only if they do not disturb other students and the driver. Audio devices without headphones are not allowed on the bus.
10. Keep aisles and emergency exits free of all objects.
11. No standing or walking while the bus is in motion.
12. Lighters, matches, weapons and any mood altering chemicals are not allowed on the bus.
13. Refrain from acting in a disruptive manner.

**School Bus  
Safety**



Eagle Valley Public Schools provides all pupils enrolled in kindergarten through 6th grades with annual school bus safety training. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts

- \* Transportation by school bus is a privilege not a right.
- \* District policies for student conduct and school bus safety.
- \* Appropriate conduct while on the bus.
- \* The danger zones surrounding a school bus.
- \* Procedures for safely boarding and leaving a school bus.
- \* Procedures for safe vehicle lane crossing.
- \* School bus evacuation and other emergency procedures.

### **Consequences:**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

If you have any questions or concerns regarding school bus transportation, please call Paul Cebulla at 218-756-2434.

# Acceptable Use Policy

## Eagle Valley Public School District

### Acceptable Use Policy

The Eagle Valley School District's Computer Network, including Internet access, exists to promote the exchange of information to further education and research, and is consistent with the mission of the District.

Students are encouraged to make use of the Computer Network for the education benefits that it provides; however, student also need to be aware that when accessing the Computer Network they are representatives of the Eagle Valley School District, and are expected to act accordingly.

While backups of the Eagle Valley Network will be performed nightly, the District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Therefore, each individual is responsible for making back-up copies of critical documents and/or data.

The following activities are prohibited:

- Use of the Internet to access obscene or pornographic material.
- Use of the Internet to send offensive or objectionable material or to harass other individuals.
- Attempting to access the accounts and files of others. Please keep all accounts and passwords confidential and not accessible to others.
- Improper use or distribution of information. This includes software copyright violations as well as plagiarism.
- Installation of software on District computers is prohibited without proper authorization.
- Using the Computer Network for commercial purposes or in support of illegal activities.

Attempting to tamper with Eagle Valley Network security or to damage other computing systems. Visiting sites containing known viruses or miscellaneous hacking programs will be viewed as an attempt to tamper with the Eagle Valley Network.

Violations of the above activities will result in disciplinary action by the Principal

☐ I have read and I understand the policies as listed in the Parent-Student Handbook. I will abide by the stated rules and regulations.

☐ I have read and I understand the Acceptable Use Policy. I will abide by the stated rules and regulations. I understand that any violation will jeopardize access privileges and will result in disciplinary action.

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Student Signature

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Parent Signature

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Date

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Date

---

User name (grad year first initial and last name)

Example: 13jdoe

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Password

Write clearly. Remember this is case sensitive.