

Eden Valley-Watkins Elementary



Student/ Parent Handbook 2025 - 2026

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2025-2026 School Calendar

August 25	Monday	Curr/Staff Dev. Inserv/Ind Wk
August 26	Tuesday	Curr/Staff Dev. Inserv/Ind Wk
August 27	Wednesday	Curr/Staff Dev. Inserv/Ind Wk
August 27	Wednesday	Open House HS/Elem 6:00-8:00
	Wednesday	Open House Watkins 6:00-8:00
September 1	Monday	Labor Day
September 2	Tuesday	First Day of School
October 6	Monday	PST Conferences Secondary
October 15	Wednesday	PLC-Early Release
October 16-17	Thursday-Friday	Ed. MN Break-No School
October 31	Friday	End of 1st Quarter
November 3	Monday	Staff Dev. Day- No School for Students
November 6	Thursday	PST Conferences Elem 3:30-8:00
November 13	Thursday	PST Conferences Elem 3:30-8:00
November 26	Wednesday	Staff Dev. -No School for students
November 27-28	Thursday, Friday	Thanksgiving Break-No School
December 8	Monday	PST Conferences Secondary
December 12	Friday	PLC-Early Release
December 24–January 2		Winter Break- No School
January 5	Monday	Resume Classes
January 16	Friday	End of 2 nd Quarter
January 19	Monday	Staff Dev.-No School for students
February 6	Friday	PLC-Early Release
February 13-16	Friday-Monday	Presidents' Day Break-No School
February 19	Thursday	PST Conference Elem 3:30-8:00
February 23	Monday	PST Conference Ele&Sec 3:30-8:00
March 20	Friday	End of 3rd Quarter
March 23	Monday	Staff Dev. Day-No School for students
April 3-6	Friday-Monday	Spring Break-No School
April 24	Monday	PLC-Early Release
May 25	Monday	Memorial Day-no school
May 28	Thursday	End of 4 th Quarter-Last Student Day
May 28	Thursday	High School Graduation 8:00 pm
May 29	Friday	Staff In-service /Checkout

EV-W Public Schools School Board

Superintendent- Joel Baumgarten
Chairperson- Jay Brovold
Vice Chair-Ben Stommes
Directors-Nate Haag, Charlie Magedanz, Christina DeRose

Business Manager- Alisa Woolcott
Treasurer- Jenny Evens
Clerk- Ann Lemke

Eden Valley-Watkins Elementary Staff

Staff

Rob Pederson
Lori Unterberger
Sheri Schumacher
Catherine Birr
Melissa Notch
Haley Miller
Erin Kujawa
Cassy Lahr
Heather Nathan
Samantha Athmann
Erika Ebnet
Amanda Meierhofer
Shania Bakka
Laura Roush
Dawn Kuechle
Kim Sogge
Mickael Maciej
Karen Svihel-Buermann
Kimberlie Bulau
Becky Hiltner
Shonda Nohner
Andrea Huschle
Cooper Hansen
Jess Jarvis
Haylee Weege
Jodine Neiman
Jayna Ruprecht
Tanya Janssen
Jake Anderson
Heidi Kuechle
Lisa Brown
Adam Tri
Makayla Schutz
Mikayla Kummet
Veronica Soine
Heidi Block
Michelle Stack
Elizabeth Koivisto
Haily Anderson
Krista Tri
Taylor Koopmeiners
Kris Latcham
Bethanne Holthaus
Kim Salo
Kristen Moren
Sam Oehrlein
Dan Berg
Brooke Kramer
Jonna Thielen
Catherine Lydeen
Danielle Thielen
Amy Kalkbrenner
Amanda Landwehr
Sam Schmitz
Darlene Leither
Amy Bischof
Amber Merriman
Ashley Meyer
Katie Evenson
Savanna Mellesmoen
Kaila Schmitt
Tanya May
Faith Kremer
Tori Pauls
Carrie Ludwig
Kelly Salzl
Jessica Piram
Adam Hartfiel
Elizabeth Cardenas

Position

Principal
Secretary
Secretary
Nurse
Curriculum & Assessment Coord.
Social Worker
Social Worker
ADSIS
ADSIS
Early Childhood Special Ed.
Early Childhood Special Ed.
Early Childhood Family Ed.
School Readiness
School Readiness
Kindergarten
Kindergarten
Grade 1
Grade 1
Grade 1
Grade 2
Grade 2
Grade 2
Grade 3
Grade 3
Grade 4
Grade 4
Grade 4
Grade 5
Grade 5
Grade 5
Grade 6
Grade 6
Grade 6
Special Education
Special Education
Special Education
Special Education
Speech
Speech
OT
Vocal Music
General Music
Instrumental Music
Phy. Ed.
Phy. Ed.
Phy. Ed.
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Computer Assistant
Library Assistant
Office Technician/Ed. Assistant
Custodian
Custodian

Room[illegible]

Attendance

The Minnesota State Law provides, "That every child between seven and eighteen years of age shall attend a public or private school, in each year during the entire time the public school of the district is in session unless excused from attendance by the board upon application of his parent or guardian on grounds of specified in the laws."

Examples of excused absences are illness of the pupil or serious illness, death, or emergency in the immediate family. The limit of absences in a semester is ten, excused or not.

Unexcused absences are violations of school policy and are dealt with in accordance to the policy. Excessive absences will most likely involve contact with appropriate county agencies. A doctor's note may be required to excuse an absence.

When a student is staying home with an illness, we ask that you call before 9:00 a.m. and inform the secretary. When the child returns to school, he/she must bring a written excuse from a parent/guardian and give it to the homeroom teacher who will forward it to the office or the absence will be considered unexcused.

Children arriving late to school in the morning must report to the office. One unexcused tardy equals a half-day and more than 3 hours equals a full day absent.

Please take care not to send your child to school if he or she is ill. Children usually do not become well at school and we will have to notify you to pick your child up.

Also, please be sure that we have a current phone number on file where you can be reached. If you change employment or your emergency number, please inform us.

Bicycles

Generally, we ask that students not ride bicycles to school. In some cases, the parent may deem it convenient for them to do so. If that is the case, and hopefully not regularly, we ask that the parent send a permission notice. The student should give this permission to the homeroom teacher. After school, a student walking or riding their bike will need to wait near the school entrance until the buses have reached the high school before they will be excused. Bikes need to be left in the bike rack in the designated area. Should safety or any other problems occur from a student's conduct regarding bikes, they may not be allowed to bring a bike on school grounds.

Building Hours

The school day begins at 8:20 a.m. and ends with dismissal at 2:45 p.m. at Watkins Elementary and 3:05 p.m. at Eden Valley Elementary. We ask that children not riding the bus arrive before 8:00 a.m. when eating breakfast at school. Students are allowed in the building when the first bus arrives at 7:45 a.m. If your child arrives at school at an earlier time, they will be asked to wait quietly in the entryway until the first bus arrives.

Bullying and Cyberbullying

EVW maintains a firm policy prohibiting all acts of bullying. Minnesota law describes bullying as intimidating, threatening, abusive, or harming behavior that is objectively offensive by a student to another student. It is conduct that is either repeated in the context of a perceived or actual imbalance of power, or materially or substantially interferes with a pupil's education. Bullying not only includes physical harm, but also violations of a "student's reasonable expectations of privacy," defamation, emotional distress, or conduct directed based on certain familial socioeconomic status, physical appearance, sexual orientation, or academic status.

Cyberbullying is bullying using technology or other electronic communication devices that contain obscene words or images, advocate illegal conduct, or otherwise materially and substantially disrupt a student's learning environment.

School personnel will respond to all acts of bullying, intimidation, and other acts of similar disruptive behaviors and will make reasonable efforts to provide immediate intervention to protect the target of the bullying. The elementary principal is the school's designated official for receiving reports of bullying. Investigations will begin immediately upon receipt of a report. Individuals found to be displaying inappropriate conduct will be afforded due process rights. In addition, communication with the parents of both the alleged bully and the target of the alleged bullying will be made as needed.

Bus Route Changes

Your child should regularly ride their bus home. If a change is necessary due to an emergency we must receive a note from a parent indicating the day, date, and exact location. A follow-up phone call to the office would be in order to be sure you communicate directly with us. Children will ride their normal bus home without a note or call from the parent. **No bus route changes will be accepted for sleepovers or birthday parties, etc.**

Box Tops and Aluminum Cans

The Eden Valley-Watkins Elementary Student Council will once again sponsor collecting box tops and aluminum cans for recycling. The aluminum cans can be brought to our garage near the northwest corner of the school grounds.

Candy, Gum, Toys, Etc.

Please discourage the bringing of such items such as candy, gum, extra money, and useless trinkets since they are detrimental to school harmony. Also, please discourage electronics, iPods, gaming systems, toys, and large sporting equipment. Children are not allowed to use any of these items and they usually cause problems for your child and disruptions for the classroom teacher.

Cell Phones

Student use of cell phones during school hours is not allowed. If a student needs to contact parents during the school day, they should go to the office and use the school phone.

Criteria for EVW Elementary Activities

Spelling Bee

All 5th and 6th-grade students are eligible to compete in their grade-level spelling bee. Rules from the Scripps National Spelling Bee will be followed. Five students from each of these grades will advance to the local competition held at the high school.

Math Masters

5th and 6th-grade students in the high-ability math group are eligible to qualify for Math Masters competitions. The students are selected using qualifying tests, fact drill tests, and MCA math scores. Five students from each grade will represent EVW at an area competition.

Knowledge Bowl

All 5th and 6th grade students are eligible to qualify for the Knowledge Bowl teams. The students are selected using a qualifying test and teacher recommendation. Eighteen to twenty-four students (depending on enrollment) will be selected to attend practices and compete in area competitions.

Classroom Supply List 2025-2026

3 year-old Preschool & School Readiness

- 1 full size backpack
- 1 plastic folder
- 1 SPIRAL notebook
- 1 box of snacks to share (following school guidelines)
- Last Name A-M:
 - 1 box Kleenex
 - 1 package napkins
 - 1 box gallon Ziploc bags
- 2 packages Large Elmer's glue sticks
- 1 container of disinfectant wipes
- 1 10 ct. Box thick Crayola markers
- Last Name N-Z:
 - 1 package 5 oz or bigger Dixie cups
 - 1 4 oz. Bottle Elmers glue
 - 1 box snack or quart size Ziploc bags

Kindergarten

- 1 bottle of white Elmer's glue (4 oz or larger)
- 4 large or 8 small glue sticks
- 1 box #2 sharpened pencils
- 1 child's scissors (Fiskars work best)
- 1 box of 24 crayons
- Pencil box
- Plastic resting mat (Kindermat)
- Large school bag
- 1 box of Kleenex to share
- 2 - 2 pocket folders for carrying papers to and from school
- 1 box of Crayola markers-broad tip
- 1 box fine tip dry erase markers
- Crayola watercolor paints
- 5 pack Play Doh
- 1 container of disinfecting wipes
- 1 roll of paper towels
- Paint shirt (an old adult shirt labeled with child's name works best)
- Last Name: A-J:
 - 1 box Ziploc Sandwich Bags
- Last Name: K-O:
 - 1 box Gallon size Ziploc bags
- Last Name P-Z:
 - Paper Plates, plain, white, cheap

1st Grade

- Backpack - no wheels
- 1 pair of headphones
- 2 boxes of sharpened #2 pencils (no mechanical)
- 3 boxes of crayons (24 count)
- 2 boxes Crayola Markers
- 2 boxes Crayola Colored Pencils
- 8-12 glue sticks
- 1 box of facial tissue
- 1 plastic 3-pronged folder (blue)
- 1 plastic folder (any color)
- 4 large erasers
- Last Name: A-L:
 - 1 box Ziploc gallon size bags
- 1 8 oz bottle of school glue (white)
- 1 child scissors (Fiskars works best)
- 1 deck of playing cards (no characters)
- 2 spiral notebooks
- Paint Shirt
- Pencil pouch (cloth-zippered or box)
- 1 LARGE box of snacks to share (follow school guidelines)
- 4 thin, black, low odor dry erase Expo markers
- 1 container of disinfectant wipes
- 1 box pencil top erasers
- Last Name: M-Z:
 - 1 box Ziploc sandwich bags

Only label scissors, notebook, crayons, and deck of cards. Other items will be used by ALL!

2nd Grade

- Backpack - no wheels
- 1 box of crayons - 24 count
- 1 bottle Elmer's glue- white only
- 1 box of pencils
- 1 large pink eraser
- 1 large cloth zippered pencil pouch
- 1 box facial tissue
- 2 wide-lined spiral notebook
- 2 - 2 pocket folders
- Paint shirt
- Last Name: A-H:
 - Gallon size storage bags
- Recommended: earbuds or headphones for Chromebook
- 1 child scissors (Fiskars)
- 1 - 12 count box colored pencils
- 1 deck of standard playing cards
- 1 container of Clorox Wipes
- Clean old sock
- 8 glue sticks
- 4 thin, dry erase markers
- 1 box 8 count markers
- 2 black, fine point sharpies
- 8 count watercolors
- Last Name: I-P:
 - Quart size storage bags
- Last Name: Q-Z:
 - Snack size storage bags.

3rd Grade

- Backpack - no wheels
- 2 notebooks - wide ruled paper
- 4 packs pencils (no mechanical)
- Zipper pencil pouch (no pencil boxes)
- 2 packs of pencil top erasers
- 8 glue sticks
- 4 boxes of crayons (24 count)
- Fiskar scissors
- 1 box of facial tissue
- 4 pocket folders
- Last Name: A-L:
 - 1 box Ziploc sandwich bags
- Assignment Planner - \$5.00 for sale during Open House
- 8 black, fine tip dry erase markers
- 2 boxes colored pencils
- 2 boxes of markers
- 2 sets watercolor paints
- 1 deck of playing cards
- 1 container disinfecting wipes
- Headphones or earbuds
- 1 pack black sharpies
- 1 pack highlighters
- 1 pack of pens
- Last Name M-Z:
 - 1 box Ziploc gallon bags

4th Grade

- Backpack - no wheels
- Crayons
- Watercolor paint set
- Pencils-replace as needed
- Pencil Erasers
- Pens
- 4 glue sticks
- 1-4 Functional Calculator
- 1 Box Kleenex
- Assignment Planner - \$5.00 for sale during Open House
- Fiskar scissors
- 1 box of 8 broad tip markers
- Highlighters
- Pencil pouch
- 2 - 2 pocket folders
- 5 wide ruled notebooks - composition allowed
- 5 thin Dry erase markers
- Earbuds/headphones
- Clorox Wipes

5th Grade

- Large school bag
- 1 spiral notebook
- 2 - 4 glue sticks
- 1 glue bottle
- Fiskar scissors
- Erasers
- Crayons
- Pencils
- 1 highlighter
- Markers
- Colored pencils
- 1 Box Kleenex Tissues
- Calculator (4-function)
- Ruler- standard/metric
- 2 red ink pens
- 1 - 2 folders
- 4 - 6 thin dry erase markers
- 1 dry marker eraser
- Zipper pouch
- Disinfecting wipes
- Clip board
- Earbuds/headphones
- Post-it notes
- Watercolor paints
- Accordion Folder
- Assignment Planner - \$5.00 for sale during Open House

6th Grade

- Large school bag
- 2 notebooks
- 1 folder
- 1 accordion folder (not trapper keeper)
- 1 pack Highlighters
- TI-30XS scientific calculator
- 1 pack ink pens
- 1 pack pencils
- 2 composition notebooks
- Several pencil top erasers
- 1 bottle of liquid glue
- Fiskar scissors
- 1 pack of 24 crayons
- 1 pack colored pencils
- 1 pack 8/10 markers
- 8 thick chiseled tip dry erase markers
- 1 dry marker eraser
- 5 glue sticks
- 1 container Clorox wipes
- Assignment Planner - \$5.00 for sale during Open House

Music Class

- Grades (K-6):
 - 1 box of Kleenex to be used in music, the library, & computer lab (all students - maximum 2 per family)
 - 2 pencils
 - 1 folder

Notes:

- School bags/backpacks with wheels are not recommended, as they do not fit in lockers
- Bound, not spiral, it says composition on the cover
- We are asking parents to provide a yearly assignment planner for all students grades 3-6. They will be for sale at Open House, in the library, or can be purchased once school starts in the office. The cost will be \$5.00 per book. We will provide a scholarship for students in need.
- Only peanut-free crackers to pick: Cheez-its, Goldfish, Ritz or Townhouse crackers, and Graham crackers
- If your supplies from previous years are in usable condition, we encourage you to recycle and use those school supplies this year.

Directory Information

The school district has adopted a data privacy and student records policy incorporating state and federal requirements as data privacy rights.

The following information is considered "Directory Information" by Eden Valley-Watkins Public School and is available to anyone interested in it. Student's names, dates of attendance, grade level, names of parents, parent addresses, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received, and pictures.

Directory information may be released to the public without a prior parent or student consent unless the parent or eligible student has objected in writing to the release of one or more categories of such information. Directory information does not include identifying data that references religion, race, color, social position, or nationality.

A parent of a student or eligible student (if pupil has attained the age of eighteen) in the District may request to permit the release of any or all categories of directory information by indicating such a request in writing.

Release of Directory Information Thirty days after the publication of this notice, officials of the school district may release directory information about your child without permission, unless building principals have been notified that it should not be released.

Further information on rules and procedures regarding student records can be found in the Superintendent's office at 298 Brooks St. N, Eden Valley, MN 55329.

Discipline Policy

Purpose

The purpose of this policy is:

- 1) Ensure that students are aware of and comply with the school district's expectations for student conduct.
- 2) To direct the district's educational program to help pupils develop the values and abilities necessary for moral decision-making and civil conduct.

Achievement of these purposes will enhance the school district's ability to maintain discipline; ensure the personal safety and educational continuity required for academic learning; and prepare students for life as contributing citizens in our democratic society.

Our discipline system is based upon research, as well as, extensive community, parent, student, and staff participation. The six pillars of character adopted from the Character Counts Coalition will be utilized in developing ethical values and character in children.

These include; trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Expectations for behavior are based upon promoting and developing these social competencies and responsible roles for children. Pupil cooperation is expected, valued, and essential for individual growth and an excellent learning climate at school.

Rules:

At Eden Valley-Watkins Elementary School, our discipline plan consists of the following rules:

- 1) ***Students at EV-W will respect the rights of others, and be verbally and physically considerate.***

BELOW THE LINE: behaviors such as unsuitable language, threatening behavior towards others, etc.

SEVERE: behaviors such as noncompliance, fighting, sexual, racial, or gender harassment, etc.

- 2) ***Students at EV-W will respect school and personal property.***

BELOW THE LINE: behaviors such as improper care or use of materials, equipment, property, etc.

SEVERE: behaviors such as vandalism, theft, destruction of property, etc.

- 3) ***Students at EV-W will respect school rules and procedures.***

BELOW THE LINE: behaviors such as running in hallways or on the bus, wearing inappropriate clothing or hats, loud and disruptive behavior in any area of school, etc.

SEVERE: behaviors that are a violation of school policies such as weapons, harassment, bus safety, attendance policies, etc.

Below the Line behaviors will be addressed by all staff members who observe the behavior exhibited by the student at the time it occurs. The staff member will also inform the classroom instructor who will determine the need for further intervention.

Severe behaviors will result in the student being sent to the office to see the principal.

Consequences

Below the Line behavior consequences for the student will range from a discussion concerning the behavior, warning, detention, or an individual plan depending on the severity or frequency of incidents occurring with the child. Consequences involving detention will be directed to the principal, who will discuss the pupil's behavior with the student and notify the parents.

Severe behavior consequences may include progressive measures or sanctions such as detention, in or out-of-school suspension, and the development of an individual student plan. Violations of a specific school policy will be referred to the principal, who in turn, will notify parents and discuss the behavior violation with the student. Consistency reinforcing desired behavior and enforcing compliance with inappropriate conduct is very important.

When four **Below the Line** behaviors have been recorded for a student in a week:

Grades K-3 will be sent to see the principal to discuss their conduct.

Grades 4-6 will be sent to see the principal and will receive two hours of detention.

Individual Student Behavior Plan

If a student continues to exhibit problem behaviors, this is a likely indication that the student is not being responsive to the discipline system. At the discretion of the principal, the student support services coordinator, and the classroom teacher, an alternate system of discipline and consequences may be established. The parents will be requested to be an important part of the team that develops an individual student behavior plan. Referral to the Teacher Assistance Team (TAT) is also recommended.

Severe Behavior Clause

If a student endangers another student, a staff member, or themselves, and attempts to cause bodily harm, the student will be brought to the office and all of the consequences may apply at once.

Eden Valley-Watkins Bullying Behavior Rubric

Students at EV-W will speak to and/or address one another in a respectful manner and be physically considerate.

Below the Line: examples of behaviors to include, but not limited to, teasing, making faces, and excluding others, spreading rumors, writing inappropriate notes, etc.

Severe: examples of behaviors to include, but not limited to, name-calling, unsuitable language, comments that are put down, sexual, racial, and gender harassment, etc.

Consequences:

Below the Line behavior consequences for the student may range from a discussion of the behavior, warning, detention, or an individual plan depending on the severity and frequency of incidents occurring with the student.

Severe behavior consequences may include more progressive measures such as detention, in or out of school suspension, and the development of an individualized plan in accordance to the severity of the conduct displayed.

Dismissing Students During School Hours

Students are dismissed only from the office during school hours. If you must take your child out of either elementary school, a written request should be sent to the building principal (or classroom teacher in Watkins Elementary), stating the date and time of dismissal. Please give the office advance notice. You must come to the office to meet your child. Children will not be released to anyone who cannot identify themselves to the satisfaction of the school administration. If you are authorizing someone else to pick up your child, written permission is required and must be brought to the office and given to the secretary.

District Harassment Policy (District Policy #4113)

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.
DISCRIMINATION IS AGAINST THE LAW.

It is the policy of Independent School District No. 463 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by district policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District).

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints either formal or informal, verbal or written, of religious racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher administrator or other school personnel who is found to have violated this policy.

The procedures outlined in district policy do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

The district Human Rights Officer is the superintendent of schools who may be contacted in person or by calling 453-6310. A complete copy of the School District Policy Harassment and Violence can be obtained through the district office.

Dress Code

We encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students may be restricted from attending class if their attire is determined to be unacceptable for school or community standards. Examples of attire not acceptable would include excessively torn articles, any display of vulgar references, excessively revealing clothing, or any other apparel determined to be inappropriate for a school day.

Drug and Alcohol Policy (district policy #5360)

School District 463 recognizes that alcohol and other drug use is a significant social problem with potential to adversely affect normal and healthy development of our students and compromise the overall effectiveness of the educational and learning process of our school. The district has the responsibility to set a standard of conduct relating to student chemical use with clear consequences for violations of that standard. This standard of conduct is based on the assertion that the use of alcohol and other illicit drugs by underage students is wrong, harmful, and illegal. The district further recognizes its responsibility to assist students in getting help for chemical dependency; providing programs and curriculum designed to increase awareness of the dangers of chemical use and to provide curriculum and programs in preschool to grade 12 on chemical abuse prevention.

Students cannot possess, consume, distribute, show evidence of having consumed alcoholic beverages or drugs not specifically prescribed for student use by their doctor, in the school building, on the school grounds, or at a school-sponsored activity.

Students violating this rule will be suspended immediately and their parents will be asked to come in for a hearing and pick their student up. The student will be suspended from classes for up to five (5) days and the student's parents must bring the student in for a conference with the principal before she/he is readmitted. At the discretion of the principal, a condition of readmittance will be a chemical abuse pre-assessment interview with the school social worker or his/her designated representative. If the pre-assessment indicates problems with dependency, further intervention will be set forth. Other future violations of this rule could lead to expulsion by the Board of Education. All relevant MSHSL rules will be enforced.

Any student found distributing drugs and alcohol on school property will be turned over to civil authorities.

E-Learning Days

E-Learning Provides instruction to students on days in which school is not in session. Our teachers and pupils will interact with one another in an online environment where lesson content is presented, questions are answered, and education continues. For individuals who do not possess internet service at home, accommodations will be made as necessary to assist youth with their studies. Consequently, E-Learning Days will have flexible due dates for assignments.

Early Admission to Kindergarten

Parents/guardians who desire to enroll their children in kindergarten prior to the legal entrance age (five years of age on or before September 1) will at the discretion of the school administrator(s) have their child tested for readiness for early admission. The student will be administered a Batelle Developmental Inventory by the ECSE staff and the Vineland Adaptive Behavior Scales by the psychologist.

Upon completion of the assessment team to see if placement in a district program is warranted. The following criteria will be used in the decision-making process for early admission.

1. Batelle Developmental Inventory.
2. Psychologist's psychological assessment (Vineland Adaptive Behavior Scale).
3. Psychologist recommendations for early admission will include the following:
 - a. Student ability as measured by the assessment process.
 - b. Social development of the student as determined by and during the testing session.
 - c. Emotional development of the student as observed during the testing session.
4. Other pre-school experiences.

The final decision for early admission to public school shall be left to the local school authorities which would be the public school administrator(s).

Evaluation (Report Cards, Conferences, and Minnesota Comprehensive Assessments)

Report cards, parent-teacher conferences, and daily work are means by which parents can determine their child's achievement in school. Report cards are issued at the end of each quarter. They will be issued this year in the months of November, January, March, and May.

Conferences will be held in November and February.

This year we will again be using the Minnesota Comprehensive Assessments in grades 3,4,5, and 6 in our school district. They will be given in April and May. One feature of the assessments is the parent report. After your child takes the statewide test you will receive a student report including information about your child's performance as soon as we receive them back from the state.

If a parent wishes to discuss their child's progress, they need not wait until a nine-week period is over but should make an appointment to meet the teacher before or after school. Good home-school communication is a plus for everyone concerned in the education of a child.

Field Trips

Class trips are valuable because they:

1. Provide concrete learning experiences.
2. Provide for pupil planning in real situations.
3. Provide opportunities for training in courtesy, safety and good citizenship.
4. Stimulate children's interest in the community and the surrounding area.

You will be notified when your child's class is planning a trip.

Food Allergy Management Plan

Classroom

- Eliminate known food allergens (peanuts, tree nuts, cashews, etc.)
- Eliminate foods processed in a facility that contains known food allergens
- Provide a list of food allergy-safe snacks to students and parents
- All treats brought to school for children must be purchased goods. This is a regulation from the State Department of Education.
- Food allergy-safe birthday and holiday treats are available through the school food service

Cafeteria

- Students with cold lunch
 - Wash hands after eating
- Food allergy lunch tables
 - Students with cold lunch may not eat at these tables unless they are a student with a food allergy and the items in their lunch are safe.

- Washed with separate water and rags
- Cleaned with a disinfectant/sanitizer
- Promote and monitor good handwashing practices
- No food traded or shared
- No utensils or trays shared
- Pictures and medical information of students with food allergies provided to kitchen staff

Bus

- No food eaten on the bus
- Cold lunches remain in backpacks and/or sealed containers
- Bus emergency forms explaining all medical conditions kept on the bus

Field Trips

- Promote and monitor good handwashing practices
- Encourage parents of students with food allergies to attend
- Emergency Medication and Emergency Plan will be taken on trip

Training

- Food Allergy Management Plan
- EpiPen
- Copies of medical conditions discussed and kept on file in necessary classrooms

Food Service Procedures for Notifying Family of Account Status

1. The parent/guardian will be notified via email when the family account reaches a balance of \$25.00 or less.
2. All students in grades K-12 will be notified in the lunch line each day when their account is at \$5.00 or less.
3. Statements are also mailed at the end of each week to families with a negative balance in their food service account.
4. If a family account drops below \$0.00, Food Service staff will call the family via the phone number on file. If the family cannot be contacted, a letter will be sent to the address on file.

***Please see the school website for the full school policy.**

Grade Acceleration

ACCELERATION OF STUDENT POLICY

A person may be best served by earlier exposure to curriculum content and materials in a subject area or by completion of the K-12 program in less than 13 years. Any acceleration decision should be approached on a case-by-case basis with careful consideration of the individual's needs. The following guidelines for the decision will be observed.

Initiation: The process for considering a student for acceleration may be initiated by the individual, his/her parent(s)/guardian(s), or a district staff member by contacting the building administrator.

Decision-Making Process

1. The principal will assemble a committee of the person's parents, current and former teachers, and other relevant school personnel to determine a process for gathering further information which may include academic testing, social and/or emotional data, etc.
2. The committee shall make a decision for one of the following options:
 - a. Single subject acceleration;
 - b. Whole grade acceleration; or
 - c. No acceleration.

If the team cannot come to a final decision, one will be made by the building administrator.

3. Within one month after acceleration begins, vested staff will meet at least once with the pupil's parent(s)/guardian(s) to monitor the individual's emotional, social, and intellectual progress in the new environment. This group will recommend continuance or abandonment of the acceleration.

Head Lice Procedure

Head lice infestations are a common problem for children in a school setting. Anyone can get head lice. Parents should check their child(ren) for head lice regularly. If they find live lice or eggs (nits), use the information provided below.

Area of Responsibility

Upon finding live head lice or eggs (nits) with no known treatment done within the last 48 hours, a parent/guardian(s) will be contacted to pick up the student. Treatment is required before returning to school.

1. Other members of the household (attending the EVW school district) will also be checked for head lice.
2. A grade level notification letter will be sent home (unless a letter was sent in the past 2 weeks).
3. A letter to the students riding the affected school bus will be sent home (unless a letter was sent in the past 2 weeks).
4. The first time a student is found to have head lice, a lice treatment kit will be sent home.

Upon returning to school, the student's hair/head will be checked for live lice and eggs (nits).

1. If 1 to 5 live lice are seen, the live lice will be removed and the student may go to class with their hair put up. The student's parent/guardian(s) will be notified that 1-5 live lice were found and removed.
2. If 6 or more live lice are seen their parent/guardian(s) will be notified that all lice live need to be removed prior to returning back to school.
3. If only eggs (nits) are seen the student may go to class.

Once no live lice are found, a student's hair will be periodically checked for 14 days from the first date of the current episode live lice were seen. If live lice are found, the process will be repeated starting with retreatment.

Health Services

Services of a school nurse are provided by the school district. The nurse is responsible for three buildings. The nurse will be sure that health records will be kept on all students as required by law. You, as parents, can help us ensure your child's good health by doing the following:

1. Be sure our emergency information regarding how to get in touch with you is correct. If your child becomes ill at school or has an accident of some type, we will need to get in touch with you immediately.
2. Please be sure to inform us of any special health problems that your child might have. This will help us take care of your child's needs.
3. If your child is ill, keep the child home from school. Be alert for such symptoms as an upset stomach, runny nose, fever, or sore throat. Keep at home with a fever at or greater than 100° F. Children should be symptom-free for 24 hours before returning back to school.

EDEN VALLEY-WATKINS PUBLIC SCHOOL MEDICATION ADMINISTRATION AT SCHOOL

- A. Only a licensed school nurse, secretary, teacher, principal, or health aide may administer medications in the school setting (except when criteria for self-administration of medication is met.) All persons giving medication are trained in medication administration.
- B. Medication can be given when the following information has been provided:
(A form is available from the nurse or the school website to be used for this purpose.)

1. From the parent:
 - a. Child's name
 - b. Name of medication to be given and dosage (including route and time)
 - c. Parent signature and parent emergency phone number (s)
 - d. Medication sent to school in the labeled pharmacy bottle.
 - e. If medications are sent to school with a student, the following steps must also be done.
The bottle is placed in a SEALED envelope.
On the outside of the SEALED envelope, the quantity of medication being sent to school should be marked. We will verify that the same amount arrived. If there is a discrepancy, we will notify you. *If a student is having problems with this delivery system, it will be made mandatory that a parent has to deliver the medication to school.
2. From the Physician:
 - a. Diagnosis
 - b. Name of medication to be given and dosage (including route and time)
 - c. Physician signature
- C. **Over-the-counter medications will be given with the same restrictions and requirements as prescription medications.** (For example: Tylenol & cough drops)
- D. Students on a self-management of medication program must register as such with the licensed school nurse. The nurse will review with the student the rationale for the medication, use, and side effects and monitor the use of the medication. A physician's order and parent's permission are required for all self-management.
- E. Antibiotics that are ordered three times per day, should be given before school, after school, and at bedtime, unless the doctor orders them to be given with meals. If an antibiotic is ordered four times a day we will give one dose at school.

Homework

There are times when children do not finish their work at school and are asked to take it home to complete. Here are some tips to help your child complete their homework assignment.

1. Help schedule a time to do homework, showing that it is an important priority and that you value its worth.
2. If possible, provide a quiet corner for your child to work.
3. Help set up this area so there is good lighting and materials to work with (pencils, ruler, dictionary).
4. Let your child work on his or her own but let them know you are available for help.
5. Be aware that there is a difference between being a resource and consultant and hovering over a child with constant advice.
6. Be available to check work if needed and to check whether the assignment has been completed.
7. If possible, help your child see how this particular assignment or skill relates to everyday life and life skills.
8. Remember, nothing can help like a hug, a smile, and a word of approval. Be encouraging and supportive, your attitudes are contagious.

Hot Lunch-Computer Accounting

Children should bring deposits for their lunch account in the morning to the lunchroom. Their account will be given credit for the amount brought to school. The name of the student, grade, and account number should be on the check or envelope. They will receive a notice when their account balance is low.

Internet Rights and Responsibility Statement

All network users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are the minimum that will be taught to and expected of all district students. The use of computer resources is a privilege, not a right, and inappropriate use will result in the cancellation of a student's use of these resources.

1. **Be polite.** Do not get abusive in e-mail messages. This includes any messages that might harass individuals or groups because of their age, race, sex, religious beliefs, etc. School rules regarding harassment apply to electronic communication.
2. **Do not allow others to use your account.** You are responsible for maintaining the secrecy of all passwords you may have. **Never** share your passwords with other students.
3. **Do not give out personal or family information such as phone numbers or addresses.** **Never** arrange for a face-to-face meeting without parental supervision, and **never** respond to abusive or suggestive messages. **Report** all such instances immediately to your teacher.
4. **E-mail messages are for educational purposes and not private.** The district will access mail should it need to see it. Messages relating to or in support of an illegal activity will be reported to authorities.
5. **Other unacceptable uses include:**
 - A. Using the network for any illegal activity.
 - B. Using the network in any way that violates school policies.
 - C. Using the network for financial gain.
 - D. Disrupting equipment or system performance.
 - E. Invading the privacy of others by accessing or destroying data.
 - F. Wasting technology resources.
 - G. Gaining unauthorized access to resources or entities.
 - H. Using an account owned by another, with or without permission.
 - I. Posting personal communication without the author's consent.

The consequences (may include detention or suspension) for the intentional failure to abide by these guidelines are as follows:

First offense.....2-4 weeks loss of technology privileges.

Second offense....4-12 weeks loss of technology privileges.

Third offense.....loss of technology for the rest of the school year.

Lost or Damaged Books

Textbooks that are issued to the students are the responsibility of the students. If they are lost or so damaged that they must be replaced, the students will be held financially responsible for the replacement. Textbooks will be paid for at a replacement rate determined by the principal. Lost or damaged library books will be paid for after inventory at the end of the school year.

Notice of Non-Discrimination

The Eden Valley-Watkins Public School District #0463 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated to handle inquiries regarding the non-discrimination policies:

Joel Baumgarten-Superintendent
Eden Valley-Watkins School District
298 Brooks Street North
Eden Valley, MN 55329
320-453-2900 ext. 1143

For further information on notice of non-discrimination, visit

<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the offices that serves your area, or call 1-800-421-3481

Pest Control Materials

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and
4. application of EPA-registered pest control material when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application for such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for the application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Physical Education

Children are required to have tennis shoes or other approved footwear available for gym periods. This is a safety precaution for your child. Children have physical education for 1/2 hour daily. If your child is unable to participate in physical education activities, a doctor's statement requesting non-participation should be on file in the office. Excuses from physical education for temporary physical reasons will be handled on an individual basis by contacting the building principal.

Pictures

Pictures of students may be published on the school website (www.evww.k12.mn.us) or in the school newspaper/bulletins without prior parent or student consent unless the parent or eligible student has objected in writing to the release of these pictures. The building principal should be informed of the objection.

Playground

Children enjoy playtime on the playground daily except for cases of inclement weather. This time is needed for the children to enjoy the fresh air and each other's company in a non-classroom setting. To ensure that the playground is an enjoyable time for the children as well as the supervisors we ask the following rules be obeyed:

1. Dress appropriately as the weather turns cold and snowy. Make sure children are prepared to remain outside. Boots will be required during the winter months.
2. Treat other children and playground supervisors with respect.
3. No fighting, shoving, or using improper language.
4. Stay within the boundaries.
5. Games on the playground should not involve contact.
6. Use playground equipment properly.

Pledge of Allegiance

The School Board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States Flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school, to help further that end. Students will be instructed in proper etiquette, as well as correct display and respect of the flag and patriotic exercises. Students in the school district shall recite the Pledge of Allegiance to the flag of the United States at least once a week. Any student or teacher may decline to participate in the recitation but must respect the choice of those who do.

Reading and Math Group Placement

All placement of children in reading and math groups will be determined by the school staff. The parents will be notified of any changes a child makes in regards to grouping in our reading and math programs.

School Bus Safety

A. School Bus and Bus Stop Rules.

Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

B. Rules at the Bus Stop.

1. Go to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross at least ten feet in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs

C. Rules on the Bus.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous object on the school bus.
10. Do not damage the school bus.

D. 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 extra-curricular events (for example, field 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.

Elementary (K-6)

1st offense - warning

2nd offense - 3 school day suspension from riding the bus

3rd offense - 5 school day suspension from riding the bus

4th offense - 10 school day suspension from riding the bus/meeting with parent

Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year. When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

Smoking (Tobacco or Vape)

It is not permissible to smoke, chew, carry, or distribute tobacco. This includes vaping products in the school, on the school grounds, on school property, or at any school-sponsored activity at home or away. Violation of this rule will lead to suspension from classes and readmittance to classes only after a conference has been held between the principal, the student, and the parents or guardians.

All relevant MSHSL rules will be enforced. Eden Valley-Watkins is a smoke-free environment. This smoke-free policy is all-inclusive and prohibits smoking during school hours, non-school hours, school activities, and on weekends.

Snow Days or Late Starts

In case of inclement weather, which would make it necessary to delay or close school, announcements to that effect will be broadcasted over the following radio stations: WCCO (Twin Cities) - 830 AM; WJON (St. Cloud) - 1240 AM; WWJO (St. Cloud) - 98.1 FM. KASM-1150 AM; KCLD-104.7 FM; KYRS - 94.1 FM; KLFD -1410 AM. Television channels 11 and 5.

Special Education Services

A wide range of special education services are available in our elementary school. A child study team (consisting of the school psychologist, school social worker, special education coordinator, classroom teacher, and principal) is available to assess the extent of learning difficulties and what the school might do to assist in the child's learning. Special assessment is also available for children with possible speech/language concerns.

A variety of special help is available in the building if the child is found to have special needs. No special assessment is ever done without discussing the reasons with the parents and obtaining their agreement and approval. Special programming is only done with a team that includes the parents who are so helpful in planning.

If you feel that your child has some difficulty in learning, or you have other questions about the child's development or behavior, feel free to call the principal and discuss the services available to you and your child.

Student Accident Insurance

Eden Valley-Watkins does not carry accident insurance for any mishaps that may occur with students on the school premises. However, various benefit options of coverage may be purchased by parents through the District. Please contact the Business Office to obtain additional information pertaining to these options if interested.

Title I Services

Title I services are available to qualifying Eden Valley- Watkins students in reading/language arts or math. Title I is federally funded and designed to give children supplemental help in the areas of reading/language arts and math if it is needed.

Visitors

All visitors coming into Eden Valley-Watkins schools must report to the office.

Weapons

Possession of a weapon will result:

1. Confiscation of the weapon;
2. Contact the police department if deemed appropriate;
3. Initial expulsion for up to one year or a
4. Referral to the student contact committee made up of social workers, counselors, principal, school nurse, and assistant principal for investigation and recommendation to the Superintendent and School Board for possible expulsion and/or change to suspension or other disciplinary action.

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. "Weapon" means any firearm, whether loaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, BB guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives, clubs, meal knuckles, nunchucks, throwing stars, explosives, stun guns, ammunition, or any other type of bomb or explosive device. A student who reports the location of a weapon found on the way to school or in the school building and reports the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and WIDA Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

Explore the
[Statewide
Testing page](#)
for more
information.

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

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

Additional Information

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

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

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

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

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐

MCA/MTAS Reading

☐

MCA/Alternate MCA Science

☐

MCA/MTAS Mathematics

☐

ACCESS/WIDA Alternate ACCESS

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

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

EAGLES SCHOOL SONG

Hail to our Eagles, Victory tonight
Hail to our colors, hail blue and white.
Loyal shall we ever be,
Onward you Eagles to Victory,
Fight on you Eagles in loyalty,
Stand and cheer our team to fame, Great is our Eagles name.
E-A-G-L-E-S GO!!!

