

East Union Elementary

Student & Parent Handbook

2021 - 2022



**East Union Bulldogs are Respectful,
Responsible, Cooperative and Safe**

Jay Woller
Principal

Office Number: 952-556-6800
Web: <http://eue.district112.org/pages/112EUE>

15655 County Road 43
Carver, MN 55315

Dear Families,

Welcome to East Union Elementary School for the 2021-22 school year! The purpose of this handbook is to provide answers to questions you may have regarding procedures at East Union Elementary School. Please take time to read it and keep it as a reference.

The staff at East Union Elementary is committed to providing a strong educational experience for our students. Our goal is to support each student in the development of a strong educational and personal foundation, as well as an enjoyment for learning. Ultimately, we want all students to achieve their fullest potential on their way to becoming life-long learners. We want students to follow their dreams and accomplish their goals!

We are devoted to creating a safe, supportive, positive and nurturing learning environment. In addition, we are committed to personalizing learning for each student, which focuses on meeting the academic, emotional and social needs of ALL. We want learning to be highly engaging for our students and tap into each student's unique talents, interests, learning profiles and academic readiness. Furthermore, we value connections with families and know that a strong relationship between school and home is extremely important to the learning process. We strive to create a strong home/school partnership with all families. We look forward to connecting with our students and families!

If you have any questions or concerns, please feel free to connect with your child's teacher or call or e-mail me. I look forward to a fantastic school year!

Sincerely,

Jay Woller
Principal

East Union Elementary School
15655 County Road 43

Carver, MN 55315
952-556-6800

wollerj@district112.org

East Union Elementary

2021 – 2022

East Union Elementary

Office Staff:

Principal: Jay Woller

Administrative Assistant: Cheri Gulden

School Counselor/Social Worker: Erika Davis

Nurse: Susie Overvold

Address:

East Union Elementary

15655 Country Road 43

Carver, MN 55318

Telephone Numbers:

Office - 952-556-6800

Fax - 952-556-6809

Health Office/Attendance – 952-556-6819

School Hours:

9:35 a.m. – 4:05 p.m.

Children are not permitted in their classroom before 9:35 a.m.

Supervision is not available prior to 9:35 a.m.

Due to a federal program waiver, breakfast and lunch will be offered free to ALL students during the 21-22 school year. A la carte items are available to purchase in our elementary, middle and high schools. Students who wish to purchase a la carte items must have a positive balance in their meal account.

112 Meal Prices:

Student Breakfast	\$1.70
Elementary Student Lunch	\$2.65
Extra Milk	\$0.50

Please write your child's full name and teacher's name on all checks and make payable to District 112 Food Service. If cash is sent, please send it in an envelope with child's name. A drop box is available in the School Office. You may also make payments and check account balances on-line at www.Mypaymentsplus.com.

Food Service

952-556-6152

Bus Transportation:

District 112 Transportation 952-556-6160

Club Care

Eric Groen, East Union - 952-556-8752

Eastern Carver County Schools

General Phone Numbers

Eastern Carver County Schools.....	556-6100
District 112 Transportation Office	556-6160
Carver Elementary	556-1900
FLC/Community Education	556-7200
Chaska High School	556-7100
Chanhassen High School.....	556-3500
Chaska Middle School East	556-7600
Chaska Middle School West.....	556-7400
Pioneer Ridge Freshman Center	556-7800
Bluff Creek Elementary	556-6600
Chanhassen Elementary.....	556-6700
Clover Ridge Elementary.....	556-6900
East Union Elementary.....	556-6800
Jonathan Elementary	556-6500
La Academia	556-6300
Victoria Elementary.....	556-3000

TABLE OF CONTENTS

Absences.....	9	Lost & Found.....	17
Assemblies.....	11	Maintaining Updated Contact Info.....	17
Band.....	11	Money.....	17
Birthdays.....	11	Noon/Outdoor Recess.....	17
Bus.....	12	Nutrition Services.....	17
Classroom Configurations.....	13	Parent Portal.....	18
Child Care/Club Care.....	13	Parent/Teacher Conferences.....	18
Communications.....	13	Parent Teacher Organization (PTO).....	18
Community Bulletin Board.....	13	Pets.....	19
Concerns.....	14	PBIS.....	19
Curriculum.....	14	Personal Property.....	19
Custody Determination.....	14	Policies.....	19
EL.....	14	Report Card.....	19
Emergency School Closings.....	14	Safety Procedures.....	19
Family Life Education.....	15	School Visits.....	19
Field Trip.....	15	Secured School Entrance Procedures.....	20
Fundraisers.....	15	Snack.....	20
Gifted Services.....	15	State Testing.....	20
Gum.....	16	Student Pictures.....	24
Gym Shoes.....	16	Support Services.....	24
Health Services.....	16	Volunteer.....	24
Holidays.....	16	Yearbook.....	24
Homework.....	16	XYZ.....	24
I-Team.....	16		

EAST UNION PRIDE

East Union Elementary continues working hard on Positive Behavior Intervention and Support (PBIS).

What is PBIS?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

To unite with the district initiative, East Union will be referring to the "Code of Conduct" as "East Union PRIDE." The expectations will remain the same:

- ★ Be Respectful
- ★ Be Responsible
- ★ Be Cooperative
- ★ Be Safe

The expectations are consistent throughout the building and apply to K – 5th grade. The Matrix on the following page will provide you with detailed expectations in various settings throughout the building.

To **teach** the expectations, students participate in a number of activities and lessons. We begin the year with an East Union Pride kick-off to introduce the program. As the week continues, students travel to stations around the school to learn about and practice the expectations.

Staff reinforce expectations by handing out PRIDE tickets to students demonstrating school expectations. If your child brings one home, be sure to ask them about it so they can tell you how they showed their East Union Pride. When students receive a PRIDE ticket they will place the yellow copy of their ticket in a grade level drawing that will be held weekly. Please support this program by reinforcing East Union Pride at home. The home/school connection is helpful in support students as they continue learning and growing.



East Union Bulldogs

More information on PBIS can be found

- <http://www.pacer.org/pbis/>
- <http://www.kpirc.org/uploads/PBS1.pdf>
- <http://pbismn.org/>

East Union Elementary PRIDE Matrix

At East Union we are...

	Classroom/ Academic Settings	Hallway	Bathroom	Playground	Lunch Room	Bus	Assembly
Respectful	Listen to others Be on task Give your best effort	Walk quietly Respect property Stay to the right	Use quiet voice Use manners	Include everyone Use kind words	Invite others to sit Use inside voice Say please and thank you	Use appropriate language Listen to the bus driver	Listen to speaker Respond to hand signals Sit on your pockets
Responsible	Be ready to learn Be on time	Walk directly to your destination	Place garbage in trash Wash hands	Put equipment away Be a good sport	Use manners Clean up your area Eat in a timely manner	Keep hands, feet and objects to yourself Clean up after yourself	Eyes on speaker
Cooperative	Work well with others Share Allow others to learn	Stand behind the person in front of you Locker clean and organized	Wait your turn	Play fair and share Wait your turn Line up when whistle/bell rings	Have polite conversations Keep personal space	Use a quiet voice	Clap when appropriate Raise hand
Safe	Use supplies and materials correctly Control your body	Keep hands and feet to self	Report problems Keep water in the sink	Use equipment appropriately Go to adult when needed Stay in designated areas	Remain seated and wait for adult dismissal Enjoy your own food	Walk to and from the bus Stay seated Windows half way down	Control your body

The ABC's of East Union



Absences

Philosophy:

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

Attendance Reporting Procedure:

Parent(s) / guardian(s) are asked to contact the school at 952-556-6819 before 9:30 a.m. if their child will be absent from school. Please leave the name of your child's, homeroom teacher, and reason for absence. If we do not hear from you when your child is absent, a personal or automated phone call will be made to the parent(s) / guardian(s). Your cooperation helps us ensure the safety of our students. Please call us if your home, work or emergency phone number changes or you can make these changes in Parent Portal.

Definitions: School Excused Absence:

Parent call or contact regarding the absence via phone, e-mail or in person (does not count toward truancy)

- School sponsored curriculum activity
- Special talent / club activities – prior building approval required
- Suspension
- Authorized appointments with school personnel
- Death in student's immediate family or close friend
- Illness – may require doctors note
- Illness in student's immediate family – may require doctors note
- Illness – influenza-like symptoms – may require doctors note
- Professional appointments that cannot be scheduled outside of the school day

- Legal / court appearances
- Family matters necessitating absence from school with advanced notice
- Car trouble if getting a ride
- Religious instruction (up to 3 hours per week)
- Religious holidays
- Physical emergency conditions such as fire, flood, or storm
-

Unexcused Absence: No call or contact made by a responsible adult OR parent call or contact regarding the absence via phone, e-mail or in person and absence is not authorized (counts toward truancy)

- **Truancy / skipping**
- **Oversleeping / sleeping in**
- **Missing bus / ride**

Tardy: Arriving after the start time of the school day.

- A tardy becomes a half day absence after 30 minutes
- 3 tardies = 1 absence

Left Early: Leaving before the end of the school day.

- **An early out becomes a half day absence if more than 90 minutes are missed**
- **3 early outs = 1 absence**

Attendance monitoring and Truancy: Student attendance records indicate the classification of absences, and the school will monitor and follow-up with attendance as explained below. A meeting can be called as determined by administration, school personnel at any time to talk about unexcused absences/tardies & left early. Please note that after 15 consecutive days absent, state law requires that we withdraw a student from our enrollment.

UNEXCUSED Absences, tardies, left early: No call or contact from parent/guardian; school could not reach parent/guardian; OR absence is not authorized.

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

EXCUSED Absence, tardies or left early: Excused absences occur when parent/guardian calls or contacts the school or school reaches parent/guardian to confirm a school excused absence of the student.

- **6 excused absences-** After 6 excused absences the school will send a first notification letter to parent/guardian with the intent of alerting the parent to the amount of time missed out of possible attendance days (unless the school staff is aware of special circumstances). This does not include school suspensions which are considered an excused absence.
- **12 excused absences-** After 12 excused absences the school sends a second notification letter to parent/guardian, unless they are aware of extenuating circumstances. This does not include school suspensions which are considered an excused absence.

- **20 excused absences** – After 20 excused absences, the school sets up a meeting to discuss a plan to support student attendance and success in school. This meeting may include the school nurse, school social worker or other support staff that may provide input into the plan.

Illness:

According to the Minnesota Department of Health guidelines, students will be excluded from school for the reasons below. If your child is ill and as a parent/guardian you believe that your child needs to stay home, we respect your decision and will work with families to make the best decision for your child. A student will not be admitted to Eastern Carver County Schools if the building nurse suspects a student may have a contagious or communicable disease that has not been treated.

- Fever of 100 degrees or more, the student needs to stay home for 24 hours after the temperature returns to normal, without fever reducers.
- Vomiting or diarrhea, the student needs to stay home until 24 hours after the last episode.
- Any undiagnosed rash at the nurse's discretion, the student needs to see the physician before admittance to school.
- Chickenpox, may return to school after the last pox have scabbed over, usually 7-10 days.
- Uncontrolled cough.
- Pertussis, may return when 5 days after antibiotic treatment begins. Suspected cases of pertussis should stay home until 5 days of antibiotic are completed, or until the laboratory test comes back negative.
- Influenza, readmit when child feels well, and fever-free for 24 hours.
- Impetigo, may return to school 24 hours after treatment.
- Pink eye, no exclusion unless the student has a fever or is not healthy enough to participate in routine activities.
- Ringworm, may return 24 hours after treatment.
- Scabies, may return 24 hours after treatment.
- Strep throat, may return 12 hours after antibiotic treatment, unless the student has a fever or is not healthy enough to participate in routine activities.
- Pinworm, may return after treatment.
- Hand, foot, and mouth disease, may return 24 hours after fever free.

Assemblies

During the year, we have many occasions to come together as a school for special learning opportunities through assemblies. The goal of these assemblies is to reinforce the skills and concepts students are learning in the classroom, as well as build community at school.

Band

Fifth Graders have the opportunity to participate in the band program. Students receive instructional lessons on a weekly basis in addition to full band rehearsals. Band concerts are scheduled throughout the year. We are lucky to have a wonderful band program at EUE!

Birthdays

East Union is moving away from birthday/other special occasion treats. When planning on recognizing your child's birthday at school, please plan on bringing non-food options to celebrate. Non-food options are a great way to recognize birthdays and other special occasion, and also allow for all students to participate. When students bring in food options, not all peers are able to participate. In addition, the Eastern Carver County School Wellness Policy (#533) acknowledges that offering so many treats throughout the school year

can contribute to unhealthy eating habits and presents challenges to students with health concerns and food allergies. Below are some ideas to consider.

- Birthday book – donation to class or media center
- Birthday game – donation to class
- Birthday ball – bring in favorite ball and have the class sign it
- Send collage of baby/family pictures for students share with class
- Parents come in on birthday to read a favorite book to the class

Bus

Questions about transportation can be directed to Eastern Carver County Transportation Department, 952-556-6163. Bus transportation is provided by Eastern Carver County, 952-556-6160.

Please remind your children that we expect them to follow bus rules and practice East Union Pride on the bus. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked.

Through our PBIS program, students are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus or behave in a manner adversely affecting an individual/property on or near the bus/bus stops/pick-up/drop-off areas will be disciplined.

Consequences for Misconduct on the Bus

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

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

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

Students who wish to ride a bus other than their own must bring a note to their classroom teacher or call the school office, 952-556-6800. The note should indicate which bus is to be taken and must be signed by the parent/guardian.

Classroom Configurations

This year, Kindergarten along with grades 1, 2 and 3 will be in grade specific homerooms. Grades 4 and 5 will be clustered in a multi-age homerooms. We do value student collaboration and partnerships across all grade-levels, so we will provide students multiple opportunities to work within grade-specific and multi-age groupings this year. East Union students will have opportunities to work in multiage environments such as the cross-age peer tutoring programs, all school fieldtrips and school-wide celebrations.

We focus on each child as an individual, support them with developmentally appropriate benchmarks and do not compare children with one another. The focus is learning and high expectations for ALL based and individual needs.

Club Care - Child Care

School age child care is offered to the students of our school. Specific times and dates are available by calling 952-556-6401. Parents whose children participate must call both the school and Club Care staff with any schedule changes, absences or reminders.

Communications

Eastern Carver County Schools uses a messenger system to send a phone or email message to parents and guardians, alerting them to school cancellations, unplanned situations that cause early dismissal, or a late start. Principals also use this phone/message system to communicate general announcements or reminders. Our ability to contact parents or guardians quickly depends entirely on accessing accurate information. Parents and guardians can review their contact information in *Parent Portal*, and make changes as needed.

If you need to contact your child's teacher you may call 952-556-6800 and you will be directed to your child's teacher or his/her voicemail. The teacher will try his/her best to get back to you as soon as possible. The best time to contact your child's teacher is before 9:00 a.m. or after 4:05 p.m. To maintain an effective learning environment, teachers and students are not called away from the classroom for phone calls except for an emergency.

Email: Another way you can contact the school is through e-mail. E-mail addresses can be found on the East Union website. www.District112.org.

Community Bulletin Board

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

No action is required on your part. You will receive a welcome e-mail from the service provider (***Peachjar***) that includes a username and password. This is provided to give you the opportunity to manage your account and flier delivery preferences. **You do not need to login to receive or view e-fliers.**

To ensure smooth delivery of this communication, we suggest you add "school@peachjar.com" to your email contacts. Note: add "school@peachjar.com" to your contact list just as written; do not

change it to the name of your school at peachjar.com. When you receive your first e-flier, be sure to click "always display images."

Concerns

When you need information or have a concern about your child's academic progress, the first person to contact is your child's teacher. Teachers welcome communication from parents and work hard to build a partnership with each family. If you still have questions after communicating with the teacher, please feel free to contact the principal, Jay Woller at 952-556-6800.

Curriculum

Elementary students experience personalized learning environments in core curriculum to ensure their academic needs are appropriately developed. Flexible grouping formats in Math and Language Arts allow students to make continuous progress and maintain high levels of learning.

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

In addition, students receive regular instruction in specialist areas: Physical Education, Art, Vocal Music, and Media/Technology Skills.

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

Custody Determination

In cases where parents are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. Our school must have on file a copy of the section of the divorce decree indicating custody and visitation rights. School needs to have this legal documentation on file in order to assure compliance with any limiting court order. **The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.**

EL

English Learners is a program designed to provide students who speak another language with the English skills necessary to succeed in all areas of school and in the real world. Our goal is to enable them to take full advantage of their education by achieving academic language proficiency in Reading, Writing, Listening and Speaking.

Emergency School Closing

Emergency school closing due to severe weather will be announced two ways. First parents can listen to WCCO-AM (830) we will be listed as Eastern Carver County Schools. Parents will be notified by our automated phone system. Parents should instruct their children where to go if they are sent home from school early.

Phones are typically very busy during such emergencies, so advanced arrangements are important.

Regular return bus routes are followed. Always have an emergency closing plan for your child. **We will have**

your instructions on file and will use them in the case of an emergency school closing. If contact information changes, please notify the school office and we will make sure the teacher has the correct information.

Family Life Education

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

Field Trips

Field trips are an important part of our educational program. Through these excursions, students experience what they are learning in the classroom in a real life context. Additionally, it's a time to develop skills in courtesy, safety and good citizenship. If your child's class is planning a field trip, you will be asked to sign a permission slip to allow your child to go with the group. The permission slip will indicate the cost of the field trip. **Checks should be made payable to East Union Elementary.** Scholarships are available by contacting the office or your child's teacher.

Fundraisers

Our PTO and other groups hold fundraisers each year. These funds are used to finance special projects, field trips and school programs. All of the funds raised are used to support educational activities or materials for students. We ask for your support and encourage parent participation. This partnership is extremely important to the school and the PTO's support is greatly appreciated by all staff members!

Gifted Services

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

Extended Gifted Services Learning Opportunities Include:

- Thinking strategies like Patient Problem Solving and using logic
- Real-world simulations like the Stock Market
- Game and Debate
- Research opportunities like the iWonder unit and Genius Hour
- Extension activities in areas like literature and STEM (Science, Technology, Engineering and Math)
- Special events like the Creativity Festival, Young Authors' Conference, STEMLink field trip, and

Environmental Institute at the National Wildlife Refuge

Gum

This is a sticky subject. Please help keep our school neat and ready for learning. Chewing gum is not allowed at school, on the playground or on the bus.

Gym Shoes

Children are required to wear gym shoes for physical education classes. These shoes serve as a safety precaution. When purchasing shoes, please look for white soft rubber bottoms. This type of shoe provides the best traction on our floors, as well as helps student performance in physical education class.

Health Services

A school nurse is on duty during the student day to help children who become ill or injured. The nurse will call parents if a child becomes ill at school.

Medications: According to law, schools may not distribute any medications/drugs without written authorization from both physician and parents. Students who take medications regularly or who must take medication in response to a short-term condition must bring such an authorization to the school for our files. The nurse's telephone number is 556-6819.

Immunizations: The Minnesota Immunizations Law requires that every child attending a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, hepatitis B, and varicella. Minnesota School Immunization Law allows for the exemption of these vaccines for medical or conscientious beliefs. Proper documentation of exemption will be required.

Holidays

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

Homework

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

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

iTeam

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

Lost and Found

Bet we know where the missing gym shoe, mitten or hat is. Each year, many items find their way to our Lost and Found. You can help this by:

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

The Lost and Found table is located in the main entryway. Unclaimed items are donated at the end of each trimester and end of each school year.

Maintaining Updated Contact Information

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

Money

Except for small amounts, we'd appreciate financial transactions to be handled by checks made out to school. Checks eliminate the problems of money lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's and teacher's name written on the outside. Please emphasize with your children the danger of leaving any valuables in their desks, coat pockets, etc.

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

Noon/Outdoor Recess

Students have 15 minutes of recess daily. They should have the proper attire to be outside for 15 minutes. Additionally, we practice East Union Pride during all recess activities. Therefore, we do not allow rough games, fighting, hardballs, snowballs, baseball bats, skateboards or other objects that may cause injury in a congested area. School rules of kindness, respect and inclusion apply to the playground as well.

NUTRITION SERVICES

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

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

MEAL PRICES

Breakfast	\$1.70
Elementary School Lunch	\$2.65
Milk	\$0.50
A la Carte Items	Prices Vary

All students have a Nutrition Services account. A personal check or cash can be sent to school and given to the front office or a Nutrition Services staff for payment to the account. Please make sure your child's full name is on the envelope. To add money to the account online go through www.mypaymentsplus.com, (a 3.99% convenience service fee is charged by MyPaymentPlus for each transaction). Negative balances are not allowed and the student's Nutrition Services account number is confidential and not to be used by another student.

Parent Portal

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

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

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

Parent - Teacher Conferences

Parent-Teacher Conferences are one of the most important channels of communication between school and home. We're happy that so many parents attend conferences each year. You'll get the most out of your conference if you; 1) Arrive on time; 2) Make a list before you come of items you want to discuss or questions you'd like answered; 3) Ask for clarification of any information the teacher gives that you don't understand; 4) Follow-up with the teacher afterwards, if needed.

Parent/Teacher Organization

The East Union PTO supports our school's educational programs, as well as, helps facilitate communication between the school and parents. The PTO is a positive experience for students, staff, and parents. The objectives of PTO are:

- To increase parent involvement
- To raise funds for school activities and/or materials
- To organize family night activities
- Facilitate discussions on topics of special interest to parents

Membership is open to all parents and school staff. You are encouraged to attend whether you can come on a regular basis or only a few meetings throughout the year. PTO provides a wonderful opportunity for parents to meet each other, as well as, enhance the education of our children. Check the PTO page on the East Union website for meeting dates and minutes. We are always looking for volunteers to support the PTO's efforts!

Pets

Due to a variety of variables, we will no longer allow pet visits at East Union Elementary. If students would like to share about pets with classmates, they can bring in a picture and/or send pictures to teachers to share on the SMARTboard. Thank you for understanding.

PBIS

Positive Behavioral Interventions and Supports (PBIS)

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

Personal Property

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

Policies

All School Board Policies can be found on the District web site at District112.org under School Board.

http://www.district112.org/pages/112ISD/School_Board/About_the_School_Board/Policies

Report Cards

Report Cards can be viewed on Parent Portal at the end of each trimester and on the last day of school. The report card reflects the student's academic performance. The students are graded in academic areas, as well as behaviors that support learning.

Safety Procedures

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

School Visits

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

Secured School Entrance Procedures

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

Snacks

Each grade has a snack time built into their day. We encourage the students to bring a healthy snack to eat during this time. We prefer that you do not send cookies, candy, etc. Your cooperation is appreciated as we support students in learning the value of good nutrition.

State Testing



Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p>Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none">• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.• Majority of students take the MCA.• MTAS is an option for students with the most significant cognitive disabilities.	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none">• Based on the WIDA English Language Development Standards.• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.• Majority of English learners take ACCESS for ELLs.• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
--	---

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is only applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

☐ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

☐ MCA/MTAS Reading ☐ MCA/MTAS Science


☐ MCA/MTAS Mathematics ☐ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature  _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Posted May 2019

Student Pictures

Our school contracts annually to have pictures taken of each child early in the school year. Information is sent home regarding prices, times and days.

Support Services

A full range of support services are available for students. A team of specially trained professionals is available to support students with academic, behavior, social and/or family issues. Support services include: academic support (Title 1, Reading Rangers, or Gifted Services) special education services, paraprofessional staff, health services, physical or occupational therapist, psychologist and school counselor.

Volunteers

Volunteers are essential at East Union. There are many ways for parents to become involved in their children's education. Parents have the opportunity throughout the year to assist in several ways in the classroom, as well as in the school. Your talents and time is very much appreciated by the staff and students of East Union.

Yearbooks

Each year, students at East Union Elementary are given an opportunity to purchase yearbooks. Our special memory book brings smiles to children, parents and staff members.

XYZ

Thank you for taking the time to read the East Union Elementary Student Handbook. The information included is important to us all having a successful school year. Furthermore, there is so much to know about our school, and if you have questions or concerns, you are encouraged to communicate with the school for support. When staff members and parents work together, it has a very positive impact on the school community and learning for each child. Nothing is more important to us than our children's education!

Sincerely,

Jay Woller

Principal, East Union Elementary School