



E.C.H.O. Charter School

Student/Parent/Guardian Handbook

2025-2026

Every Child Has Opportunities
E.C.H.O. Charter School – District 4026
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Welcome to E.C.H.O. Charter School!

On behalf of the staff and school leadership team, we welcome you to E.C.H.O. Charter School. This Handbook has been prepared for you as a guide to inform you of school policies and procedures, and what is expected of you at E.C.H.O. Charter School.

E.C.H.O. maintains a complete handbook in the school office containing policies and procedures as set down by the State of Minnesota. Anyone wishing to obtain copies of these policies and procedures may do so upon request.

About E.C.H.O. Charter

Every Child Has Opportunities (E.C.H.O.) Charter School is a tuition-free, public charter school, serving students in kindergarten through twelfth grade. The school is independently operated by a Local Educational Authority (LEA) and is guided by school administration and stakeholders. In accordance with charter school laws, each such entity is required to have an authorizer, to whom they must report annually.

E.C.H.O. Charter School is authorized by Innovative Quality Schools (IQS), which is responsible for providing oversight of our school. For information about IQS, go to www.iqsmn.org. The website will also provide you with names, phone numbers and email addresses. E.C.H.O. Charter Schools IQS contact person is Laurie Schroeder: lschroeder@iqsmn.org.

The school was approved for charter on June 9, 1997, and opened in the fall of 1997.

Our Vision

Our Vision is to be the most highly respected school in southwest Minnesota, noted for caring, innovating and preparing students to succeed.

Our Mission

E.C.H.O. Charter School's mission is to be your school of choice by preparing students to achieve to their highest potential through an innovative and uniquely flexible curriculum.

Strategic Initiatives

1. *Operate a school that is fiscally sound and responsibly lead.*
2. *Create a school climate that nurtures student learning.*

3. *Strengthen our programs and services to maximize student success.*

Academic Information

Content is provided by following the Core Knowledge Foundation's scope and sequence. Heavy emphasis is placed on reading, writing, and mathematics and their application to completing the Minnesota Graduation Standards. In grades K-8, the content used to fulfill the graduation standards is derived from the Core Knowledge Sequence and Minnesota state standards. Each student is evaluated on the basis of math and reading levels, learning styles, and interests.

We have a full range of core courses, as well as elementary music, band, choir, physical education, and project-based options in the high school to fulfill graduation requirements. We also integrate multi-age theme projects into our curriculum.

Academic Integrity

Students are expected to complete all assignments at E.C.H.O. Charter School with integrity and honesty at all times. Students will be disciplined for infractions based on the severity of the dishonesty.

Dishonesty in Academics

- Students involved in cheating will receive a '0' for that particular assignment. (This includes both students-the student copying as well as the student that provides the answers.) The student (s) will be allowed to resubmit the assignment and receive ½ credit for the new work submitted.
- Students who plagiarize work from AI, any non-original sources or submission of other student's work will receive a "0" for that particular assignment. The student will be allowed to make up the assignment and receive ½ credit for the new work submitted.

Admission/Waiting List/Enrollment Caps

The following is a summary. The complete, board-approved policy (# 591) is located on E.C.H.O. Charter School website.

Admission/Waiting List: Charter schools are mandated to establish waiting lists to admit students for enrollment whenever classroom or building caps are in place. As openings occur, students are then accepted (as eligible) from the waiting list.

Enrollment caps for 2025-2026 are set as follows:

- Summer caps: E.C.H.O. will accept up to 17 students per grade in K-5 and 20 students per grades 6-12 over the summer months commencing on the first day after school ends.
- First day of school: The caps will return to 15 per grade in K-5 and 17 per grade

for 6-12 at 8:00 a.m. on the first day of school.

Note: Caps may be adjusted by board approval.

School Calendar Information

For More Detailed Information, Please Check the Calendar at the End of the Handbook
School begins: Monday August 25, 2025, and is in session Mondays through Thursdays.

All district learning will be in person on campus.

Length of School Days: School will be in session daily from 8:00 a.m. until 3:45 p.m.

Early Releases: There will be no early releases unless special circumstances so dictate.

E-Learning Days: The goal of using an E-Learning day is to minimize the disruption to academic progress due to emergency school closures by making those out-of-school days as educationally productive and engaging as possible. Not all school closures will be designated as an e-Learning day. However, if an e-Learning day is called, families will receive notice as early as possible prior to the normal school start time. Students should not report to school but should engage in e-Learning activities as assigned. If you have any questions about this, feel free to contact your child's building Director. Students will access their learning from the district provided devices during the regular school hours. On an e-learning day, each student's teacher will be accessible online and during normal school hours to assist students and parents. Classroom teachers will provide students with instructions.

Staff Professional Development/Student Work Days: Staff Professional Development days will be held monthly; see calendar. Student/teacher work days will be scheduled as needed and may coincide with Professional Development days. All students will have Fridays off unless they are behind in their work or are requested to come to school to serve make-up time assigned to them for any reason.

Guidelines

E.C.H.O. Charter School will:

- Serve kindergarten – 12th grade students;
- Focus on core courses – language arts and math;
- Teach the content contained in the Core Knowledge Sequence—grades K – 8;
- Implement technology throughout the curriculum;
- Include the sciences as an important part of the curriculum;
- Utilize volunteers in the classroom and throughout the school;
- Will follow the K-3 Local Literacy Plan and ELA Common Core Standards (see website).

Curriculum

Core Knowledge K-8

The Core Knowledge Sequence is a detailed outline of specific content to be taught in language arts, history, geography, mathematics, science, and fine arts in grades K through 8. As the core of the school's curriculum, it can provide a solid, coherent foundation for learning, while allowing flexibility to meet local needs. The Sequence represents a first and ongoing attempt to state specifically a core of shared knowledge that children should learn in American schools. Core Knowledge Sequence is not a list of facts to be memorized. Rather, it is a guide to coherent content from grade to grade, designed to encourage steady academic progress as children build their knowledge and skills from one year to the next.

Reading K-8

The Core Knowledge Language Arts (CKLA) program is based on decades of cognitive science research revealing that reading is a two-lock box—a box that requires two keys to open. The first key is decoding skills, which are addressed in the Skills strand of the CKLA program. The Skills strand of CKLA teaches reading and writing in tandem.

Children practice blending (reading) and segmenting (spelling) using the sound spellings they have learned. Handwriting, spelling, and the writing process are addressed in the Skills strand. The second key is oral language, vocabulary, and background knowledge sufficient to understand what is decoded. These are covered in the Listening & Learning strand. The Listening & Learning strand lessons are comprised of teacher read-aloud, class discussion, vocabulary work, and extension activities. These two strands unlock a lifetime of reading for all children. Using this approach, the CKLA program not only meets the Common Core State Standards, it exceeds them.

Math

The math curriculum is a sequence that builds from kindergarten up through advanced math, which incorporates elements of college algebra and pre-calculus. It operates daily by introducing a small amount of new content each day and spending the remaining time reviewing concepts learned over the past months. This method guarantees that every student master each concept and does not allow them to forget what they have learned. Heavy emphasis is placed on math skills development and then applying these skills to real-life problem-solving situations.

Writing

Writing skills are treated as an integral component of the elementary language arts curriculum and through the advanced High School English courses. Students in the lower grades develop handwriting skills with daily practice. Students at all grade levels work to improve their writing skills. They are taught to evaluate their writing and strive for improvement.

Non-Core Subjects

Core subjects are considered the three R's in reading, writing, and arithmetic and also the Core Knowledge subjects of science, social, literature, music, and art. These core subjects create a base of knowledge and skills that can launch the students into a successful

experience in the non-core subjects. Educational travel for the students is also valued; students are given the opportunity to travel throughout Minnesota and the United States.

Graduation Requirements

Purpose

The purpose of this policy is to set forth requirements for graduation from the school.

General Statement of Policy

It is the policy of the E.C.H.O. Charter School District per Minnesota Law that the ACT is offered every year for juniors or seniors that want to take the test.

Graduation Requirements for E.C.H.O. Charter School Grades 9-12

Students must successfully complete credits in the following areas:

Arts	1 credit in visual or media arts, music, theater, or dance
English/Language Arts	4 credits as follows: English-Grammar/Writing (9 th grade) 1 Cr English-Grammar/Writing (10 th grade) 1 Cr Classical American Literature 1 Cr Multicultural Literature .5 Cr World Literature .5 Cr
Mathematics	4 credits as follows: Algebra II Cr Geometry 1 Cr Integrated with Probability & Statistics 1 Cr Personal Finance 1 Cr
Physical Education PBL	1 credit as follows: Physical Education 1 Cr
Science*	3 credits as follows: Biology 1 Cr Physical Science 1 Cr Chemistry or Physics 1 Cr
Social Science	3.5 credits in the following areas: U.S. History 1 Cr World History & Geography 1.5 Cr Economics & Citizenship 1 Cr
Electives	7 credits
TOTAL CREDITS	23.5 credits

***Students can complete a chemistry, physics, or CTE course as part of the three-credit requirement. (See below.)**

Credits

A credit is the equivalent of the successful completion of one course for a full school year of study.

When available, an agriculture course or a CTE course may fulfill a general science credit requirement. A CTE course, when offered, may fulfill a general science, mathematics, or arts credit requirement. School districts may require additional course credits or other requirements for graduation beyond the minimum required by the state.

High School Coursework Offered Online through Outside Vendors or Schools

E.C.H.O. Charter School provides all necessary core academic courses needed to meet graduation requirements stipulated by the E.C.H.O. Charter School Board. For courses not offered at E.C.H.O. Charter School, students are welcome and encouraged to enroll in on-line coursework offered through outside vendors for elective credits. Recovery credits can be achieved through Project-Based Learning (PBL) at E.C.H.O. Charter.

Post-Secondary Enrollment Option (PSEO)

- The purpose of this program is to provide a wider variety of rigorous academic challenges to high school students. (Check with the E.C.H.O. Office or our website at www.isd4026.org for details.)
- PSEO credits have the equivalency of 2 semester credits, which equal one high school credit.
- Students in grades 11-12 who meet the following criteria may be eligible to participate in PSEO; students in grade 10 may be eligible to participate in one Career & Technical Education. Students must be:
 - Enrolled at E.C.H.O. Charter School;
 - Have a grade point average (GPA) above 3.5 or an ACT score over 20;
 - Have successfully completed Algebra I; and
 - Be in the top ½ of their respective classes, and/or have an administrative recommendation.

Admission to PSEO program is subject to staff approval on a case-by-case basis.

Minnesota Department of Education Post-Secondary Education Option (Full details are available on their website)

Most PSEO courses are only open to high school students during their junior and senior year, with each participating college and university setting their own requirements for enrollment into the PSEO courses and programs. Students may take PSEO courses on a full- or part-time basis, beginning in their junior year of high school. For full-time PSEO students who begin in their junior year, it is possible to graduate from high school with enough college credits for an Associate's Degree.

In 2012, new legislation (Minn. Stat. § 124D.09), was passed that allows eligible 10th-grade students to enroll initially in one Career and Technical Education (CTE) course through PSEO. If the student earns a "C" or higher grade in this first course, she/he is eligible to take additional CTE courses while in 10th grade. In order to be eligible, a 10th-grade student must have taken the 8th-grade MCA reading test in the 8th-grade, and have met the composite proficiency level of "meets" or "exceeds".

If the student meets this standard, and if they meet specific CTE course eligibility requirements and pre-requisites set by the institution, they may be eligible to enroll in

Career and Technical Education PSEO courses. This Grade 10 option is only open to Minnesota public school students. [View the Minnesota state policy and procedures for PSEO.](#)

Promotion and Retention Policy

Purpose

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

General Statement of Policy

The E.C.H.O. Charter School Board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. In grades K–8 retention is considered if the student has failed the equivalent of two-year long subjects or credits. In grades 9-12 it will be necessary for students to repeat any failed courses required for graduation. (See graduation requirements.) The Director’s decision shall be final.

Advancement

Every Child Has Opportunities Charter School has a policy whereby a student may advance a grade ahead. If a student or parent is interested in this possibility please contact the administration office. This request must be submitted by March 31 of the current year prior to completion of the 7th grade.

Right to Know: Pesticides

Notice Concerning Use of Pest Control Materials:

Authorized Personnel may apply pest control materials inside or on school grounds, as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the school office. 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.

Right to Know: Asbestos

2024-2025 School Notification

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete stringent inspections for asbestos and to develop a plan of management for all asbestos-containing building materials. The Echo Community Corporation (ECC) and E.C.H.O. Charter School have a goal to be in full compliance with this law. As a matter of policy, ECC/E.C.H.O. shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings owned or leased by the school were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings.

Furthermore, ECC/E.C.H.O. completes its AHERA re-inspection requirements every 3 years. School buildings, where asbestos-containing materials are found, are maintained under the Operations and Maintenance Program.

The latest results for the E.C.C./E.C.H.O. with respect to asbestos-containing building materials is as follows:

There are only small amounts of asbestos remaining in the district-owned buildings at this time in undisturbed floor tile and underground tunnels. By law, this asbestos remains maintained and contained. It is the district's intention to remove the remaining asbestos as necessary. All asbestos-containing materials are maintained under our Operations and Maintenance Program.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. The law requires all buildings to be re-inspected three years after a management plan is in effect. This is being accomplished under our contract with Advanced Health, Safety and Security.

Short-term workers (outside contractors, i.e., telephone repair workers, electricians, and plumbers) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers are required to contact the lead maintenance person to be given this information before starting work.

ECC, as building owner, has a list of the location(s), type(s) of asbestos-containing materials found in each school building and description for proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at \$0.25 per page. Questions related to the plan should be directed to personnel in the school office, who will contact the account manager at Advanced Health, Safety and Security.

Right to Know: Indoor Air Quality Notification

E.C.H.O. Charter School, District 4026, has in place a program to monitor and improve indoor air quality at our school. The E.C.H.O. School District considers no objective more important than providing its employees, students, and visitors a healthy, safe environment. Because we believe that indoor air quality is essential to this objective we are providing this notification to inform parents, students and staff of our program to monitor and improve indoor air quality.

As part of the program implementation, an Indoor Air Quality Coordinator has been appointed. An annual walk-through will be performed by the Coordinator to evaluate school facilities for obvious water intrusion, ventilation failures, structural problems, overall cleanliness, and the status of the O&M program.

In that we have adopted the EPA's Tools for Schools, the guidelines contained therein will be used to evaluate all classrooms, ventilation systems, and building maintenance issues.

The District's response to parental concerns will be timely and direct. Parents' questions are always welcome. If a concern would arise we ask the parents contact the Director, who will contact Advanced Health, Safety and Security, our Indoor Air Quality Coordinator. The Coordinator will be able to assist in evaluating the school and/or the home environment. Additional information is available to parents about school facility construction, maintenance, housekeeping practices, chemicals used, mold and HVAC related information, and other activities that may contribute to a child's symptoms.

E.C.H.O. Charter School accepts the responsibility of monitoring indoor air quality and has conducted a survey of the mechanical ventilation rate of each occupied space in the building.

E.C.H.O. Charter School is proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission -- educating students. Our school will continue to follow EPA guidance to improve our indoor air quality by preventing as many problems as possible.

If you would have any questions or concerns about this or any other health and safety program please contact us at 507-925-4143.

Health, Safety, Human Rights

The public school will:

- Meet the same health and safety guidelines required of any school district;
- Comply with MSA 123.70, requiring proof of student immunization against measles, rubella, diphtheria, tetanus, pertussis, polio, mumps, and varicella and hepatitis B prior to enrollment;
- Comply with the Minnesota Human Rights Act, Chapter 363, which prohibits

- unfair discriminatory practices in employment, public accommodations, public services or education, and comply with MSA 126.21, which governs provision of equal opportunities for members of both sexes to participate in athletic programs;
- Comply with the Minnesota Pupil Fair Dismissal Act, MSA 121A.40 to 121A.56, which defines and governs exclusion, expulsion and suspensions;
 - Comply with the Minnesota public school fee law, MSA 123B.36 to 123B.37, which governs authorized and prohibited student fees;
 - Comply with the Minnesota Stats. 144.413, Subd. 4; 144.4165; 144.417; 609.685, Subd. 1, which is to maintain a learning and working environment that is tobacco-free;
 - Comply with the Minnesota Stat.121A.69, which is to maintain a safe environment for students and staff that is free from hazing;
 - Comply with the Minnesota Stat. 121A.03, Subd. 2, which is to maintain a learning and working environment that is free from religious, racial, or sexual harassment or violence;
 - Comply with 17 U.S.C. 101 et. seq., which is to set forth policies and guidelines for access to the school district computer system and acceptable use of the Internet.
 - Drug-Free Workplace/Drug-Free School (Policy #418)

Special Services

Special services, such as speech and/or hearing therapy and special education are available at E.C.H.O. Charter School. These services are provided by on-site certified special education staff and through contracted services from the Minnesota Valley Cooperative Center (MVCC).

Health: Medications, Immunizations, Etc.

The following is a summary. The complete, board-approved policy (# 516) is located on E.C.H.O. Charter School website.

Wellness Policy

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity. (Wellness Policy #533 is available in its entirety in the school office.)

Accidents or Illness at School

Students who receive minor cuts or bruises are attended to immediately by the school nurse. If a student requires more than basic first aid, parents are called for further instructions. If a parent or guardian cannot be reached, an adult named as an alternate contact listed on the Student Emergency Information sheet will be called.

Chronic Conditions

Students with a diagnosed chronic condition (i.e. diabetes, asthma, seizures, heart conditions) must provide the school with a physician's summary of the condition and any special instructions, such as limitations related to school activities (i.e. physical education,

music, recess).

Medication

Whenever possible the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication at school. If your doctor recommends giving a medication during school hours, ask if the time can be adjusted to accommodate school hours. In many cases, this is possible. However, there are instances when a student's health could be compromised by not giving medication at school. (*See "dispensing" below.)

Effective January 1, 2000, ALL prescriptions and any non-prescription medications to be given require written authorization from the parent/guardian and a directive by the child's physician. Please contact the school office prior to the beginning of school if your child will be receiving medication on a continuing basis throughout the school year. Parents are required to provide medications to the school in a timely fashion. (*See "dispensing" below.)

Procedure for Administering Prescription Medicines at School

- The form "School Consent Form for the Administration of Medications" must be completed annually for each prescription medication by parent and licensed care provider.
 - This policy allows for a verbal parent authorization to be given to delegated persons that must be reduced to writing in two days.
 - Any changes to a prescription medication administration must be accompanied by an order from a Licensed Health Care Provider.
- Prescription medications must come to school in the original container, labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

Procedures for Non-Prescription Medications at School

We do not provide Tylenol or any pain reliever to students. Parents must complete a permission form and send a new sealed bottle of Tylenol for their student(s) in grades K-8 to use. The bottle will be marked with the student(s) names and permission must be on file. Students in grades 9-12 may carry their own Tylenol or Ibuprofen, but we must have written permission on file from parents.

Student Self-Medication

Students involved in self-medication must report this to the teacher in order to make arrangements for storing the medication in a safe place. Students can carry their inhalers during school if the inhalers are properly labeled, the students have written parental permission and physicians' orders and the children have knowledge of their asthma and skill with their inhalers. (See District Policy #516.)

Immunizations

We participate in the "No Shots, No School" Program. As a condition of enrollment at ECHO Charter School, all students are required to provide proof of immunization or appropriate

documentation exempting the student from such immunizations, and such other data necessary to ensure that the student is free from any communicable diseases. If your child is missing any immunizations, please contact your health care provider to have all immunizations completed before school starts.

Which Vaccines are Required?

For the safety of all children, Minnesota law requires written proof that your child has been immunized against seven diseases: diphtheria, tetanus, pertussis (DTP), measles, mumps, rubella (MMR), and polio. Additional immunizations (Tdap booster and Meningococcal immunization) or an updated exemption form are required in the seventh grade. Children entering kindergarten must also be immunized for varicella (chicken pox) and a series of three hepatitis B shots. When you register your child for kindergarten, you will be asked to provide immunization information, a medical exemption form, or a notarized non-medical exemption form.

Your child cannot attend school until his or her immunization information is updated. If your child has a medical reason for not receiving immunizations, a signed statement from your physician or clinic is needed. Families who object to immunizations must provide a notarized declination form. If you have any questions, please contact the office.

Physical Education Participation Policy

Goal:

Students will be given the opportunities, support, and encouragement to be physically active on a regular basis. Students will learn the benefits of practicing life-long exercise habits. Graduation standards for physical education will be met. In order to receive full credit for physical education, students need to have proper attire.

A student will be excused from physical education *if* the following is in place:

- A note from a medical provider excusing the student from physical education stating the reason and length of time student will need to be excused.
- A note from a parent/guardian excusing the student from physical education stating the reason. The parent/guardian can only excuse the students for up to two (2) days before a note from the medical provider will be needed. A parent/guardian note will only be accepted once per trimester unless there are extenuating circumstances and contact has been made with the school.

Code of Conduct

Student Attendance

The following is a summary. The complete, board-approved policy (# 592) is located on E.C.H.O. Charter School website.

Note: The provisions of this policy substantially reflect statutory requirements.

I. Purpose

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

II. General Statement of Policy

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

Areas of Responsibility

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence. This responsibility applies to all students including those who are over the age of 18.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parent permission is required for students over the age of 18.

Teacher's Responsibility

It is the teacher's responsibility to report hourly attendance in the record-keeping system. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Director's Responsibility

It is the Director's responsibility to require students to attend all assigned classes. It is also the Director's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the Director's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

The Director is given the responsibility and authority to formulate building rules and

regulations necessary to enforce this policy, subject to final school board approval. The Director shall give direction and support to all school personnel performing their duties within the framework of this policy. The Director shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of ECHO district are REQUIRED to attend all assigned classes every day school is in session, unless the student has a valid excuse for absence. **Pursuant to Minnesota law, reasons for absence must be acceptable to school officials. Parents who do not require their children to attend school on a daily basis are in violation of Minnesota Statute 120A.22. It is the parent/guardian's responsibility to provide an explanation for an absence; it is the school's right to determine if the absence is excused.**

School Board's Responsibility

The school board holds all personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

Attendance Policy

Attendance Procedures

Attendance reporting procedures are described below under **Consequences of Excused Absences**.

Excused Absences

1. The following reasons shall be sufficient to constitute excused absences:
2. Illness (Code #1);
3. Serious illness in the student's immediate family;
4. A death in the student's immediate family or of a close friend or relative (Code #11);
5. Medical or dental treatment (#5 or 6: Dr. note required);
6. Court appearances occasioned by family or personal action (Code #20--documentation from court administrator);
7. Religious instruction (not to exceed three hours in any week);
8. Physical emergency conditions such as fire, flood, storm, etc.;
9. Official school field trip or other school-sponsored outing (Code #13 & 14--documentation by office personnel);
10. Removal of student pursuant to a suspension. Suspensions are to be handled as excused absences; students will be permitted to complete make-up work.

Family vacations/trips **must have a one-week prior approval**. Students must have permission form signed by parents and have assignment form completed and signed by teachers. **Students are permitted a maximum of 10 days' vacation per year.**

Consequences of Excused Absences

1. Parent permission is required for all excused absences. This is true even for a student who is 18 or over. For planned absences, the student will bring to the office a note from their parent/guardian to get prior approval for the activity. The student will be responsible for making a plan, to make up any missed work with each of his/her teachers. When the absence is unplanned the parent/guardian must inform the school via phone by 8:00 a.m. A call to the school the morning of the absence will be documented and serve as the excuse. The school reserves the right to determine if the reason provided will be listed as excused or unexcused.
2. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Upon returning to school the student must consult each teacher to receive make-up work; it is not the teacher's responsibility to track the student down for this purpose.
3. Work missed because of absence must be made up within 2 days from the date of the student's return to school. One extra day will be added for each consecutive excused day of absence beyond one. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the director or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
4. After five cumulated excused absences in a semester, a conference with the parent is required, the director may assign a "grade withheld" (GW), or impose the loss of academic credit in the class or classes from which the student has been absent. To avoid a GW, the teacher may assign makeup time and/or additional assignments to satisfy the lost class time.
5. **If a student is absent from any class 10 or more times in one semester, no credit will be given for that class.** Also, prior to loss of credit, attendance records will be sent to the parent/guardian and notice given.

Unexcused Absences

The following are examples of absences which will not be excused:

1. Truancy. An absence by a student which was not approved by the parent and/or the school district;
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures;
3. Work at a business, except under a school-sponsored work release program, should that programming be in effect. (Students will not be permitted to leave for work before dismissal at 3:30.) (Code #23)
4. Vacations with family without prior approval as stated above (Code #10);
5. Personal trips to schools or colleges unless approved by parent and Director. (Code #15 & 16)
6. Absences resulting from cumulated unexcused tardies (2 tardies from any class equals one unexcused absence).
7. Any other absence not included under the attendance procedures set out in this policy.
8. Skipping class.

When a student is absent or tardy for any class, parents/guardians will receive a telephone

notifying from the JMC Automatic System notifying them of the student's absence.

Consequences of Unexcused Absences

1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56
2. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
3. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

Students with unexcused absences shall be subject to discipline in the following manner:

1. If a student has any unexcused absences (AU) for any trimester, the student will receive a grade withheld (GW) on their report card until the student has satisfied the teacher's requirements. Teachers requirements of detention served at a rate of 45 minutes per period missed or turned in any required assignments given by the teachers involved. The student has 10 school days to satisfy this requirement or will lose the trimester credit for that class.
2. After three (5) cumulated **unexcused** absences in a year, a student's parent/guardian will receive a "Notice of Warning" by mail that his/her child has a total of three (5) unexcused absences. The letter will contain a list of options available as described in the policy manual.
3. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, MN Stat. 121A.40-121A.56.
4. If a student misses 15 consecutive days from school, state reporting mandates that the student be dropped from the enrollment at E.C.H.O.

Tardiness

Definition:

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

Students who are tardy at the start of school day must report to the office for an admission slip.

Reporting Tardiness

- Two (2) tardies in the same period equals one (1) unexcused absence.
- Upon receiving the second tardy, the office will notify the parents/guardian in writing.
- tardiness between periods will be handled by the teacher.

Excused Tardiness

Valid excuses for tardiness are:

- Illness;
- Serious illness in the student's immediate family;
- Death in the student's immediate family or of a close friend or relative;
- Medical or dental treatment;

- Court appearances occasioned by family or personal action;
- Physical emergency conditions such as fire, flood, storm, etc;
- Any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness

An unexcused tardy is failing to be in an assigned area at the designated time class period commences without a valid excuse.

Detentions

When your student receives an after-school detention, they will be notified immediately and a copy of the detention sheet will be mailed or emailed to the parent with a scheduled date and time for the detention to be completed. Students will be given **one week** to satisfy the detention. Failure to complete the detention will result in it doubling. Two missed detentions will result in one day of In-School Suspension (ISS) or Out-of-school Suspension (OSS).

Required Reporting K-12

Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

- 3 days if the child is in elementary school; or
- 3 or more class periods if the child is in middle school, junior high school, or high school.

Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- that the child is truant;
- that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
- that this notification serves as the notification required by Minn. Stat. § 120A.34; 5.
- that alternative educational programs and services may be available in the district;
- that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
- that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn.

- Stat. § 260C.201; and
- that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

Habitual Truant

- A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days for the school year if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on 7 school days and who has not lawfully withdrawn from school.
- School personnel shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Repeated Tardiness

- Repeated tardiness may result in progressive discipline.

The state mandated policies governing school attendance are on file in the E.C.H.O. Charter School office. Parents may obtain this information upon request. (Policy #503)

E.C.H.O. Charter School Discipline Policy 6-12

The following is a summary of the full discipline policy. The complete, board-approved discipline (# 506) is located on E.C.H.O. Charter School website.

I. Purpose

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. General Statement of Policy

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40 through 121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district

Regarding Detentions

Students receiving two (2) detentions for serious infractions in one school day will receive one (1) day of In- School Suspension.

- The first detention will remain a detention and the second detention will turn into ISS on the following school day.
- Students will not be allowed cell phones, tablets, or other devices that provide entertainment.
- Upon receiving a detention, the student will call parents/guardian with the staff member that issued the detention.
- Students that skip a detention will receive an additional detention to be made up on consecutive dates.
- Staff will issue assignments to be completed during detention.
- On the day of serving detention the student is not allowed to leave the school and then return to the school to serve the detention.

Regarding In-School Suspension:

- Student will be separated from the general population for the school day in its entirety.
- Student will receive a hot lunch provided by the school with mandated nutritional requirements.
- Student will not be allowed cell phones, tablets, or other devices that provide entertainment.

Regarding Out-of-School Suspensions:

- Parents/Guardians will be notified by phone call as well as a formal written notice of Out-of-School Suspension.
- Student, parents/guardians will meet prior to re-entry to school from suspension to discuss expectations at school

Dishonesty in Academics

- Students involved in cheating will receive a ‘0’ for that particular assignment. (This includes both students-the student copying as well as the student that provides the answers.) The student (s) will be allowed to resubmit the assignment and receive ½ credit for the new work submitted.
- Students who plagiarize work from AI, any non-original sources or submission of other student’s work will receive a “0” for that particular assignment. The student will be allowed to make up the assignment and receive ½ credit for the new work submitted.

Expectations of Students K-12

The following expectations are compatible with the E.C.H.O. Charter School Board of Education policies and in accordance with state statute:

1. Students are expected to comply respectfully, following staff directions without comment.
2. Students are expected to move between classes, lunch, breaks, etc., by walking quietly and respectfully through the halls and gym/cafeteria area.
3. Students are expected to be at each of their assigned classes and areas on time.
4. Students are expected to conduct themselves with an attitude of Zero Tolerance of Violence. Even if provoked by the behavior of another student, they must keep their hands, feet, and arms to themselves.
5. Students will not: (1) touch another person’s body, or (2) make any comments about another person’s body. They are not to make any comments or innuendoes about any sexual conduct. Such comments will be considered sexual harassment and are against the law. Violators may be referred for legal prosecution.
6. Students are not to write or draw on any student’s body or clothing, including their own.
7. Students will not use language that is rude, crude, vulgar, or profane while speaking to other students or adults in the E.C.H.O. Charter School. Use of profane language results in a minimum of an automatic assignment of detention.
8. Students will comply fully and respectfully with any disciplinary consequence assigned by any staff member.
9. Students must understand that disrupting a teacher’s efforts to teach is a serious matter at E.C.H.O. Charter School and can be expected to be removed from the classroom so that instruction may occur without interference.
10. Students are only allowed to use personal headphones, cell phones, tablets, or listening devices in any class or study hall with teacher consent.
11. Students are expected to be kind and civil to one another. We will not tolerate cruel comments, bullying, or exclusive behavior. (See Bullying Policy #514)
12. Students should understand that any threats or acts of violence against any other person or vandalism or theft of any property will be punished with suspension and payment for damages as well as possible legal prosecution. We expect all students to respect all people and property. MN Statute 363A.13.
13. Students are expected to complete on time all required class assignments and make arrangements for making up all work when absent from school.
14. Students are expected to complete all courses required by state and local school authorities to meet the requirements for graduation.
15. Students are expected to be informed of and comply with all school, local, state,

and federal laws.

16. Students will not bring or consume food or soda to school unless approved by the Director. Students absolutely cannot bring energy drinks, coffee, or snacks to school. Consuming such items in the cafeteria can cause the district to lose its food license.

Sexual Harassment

Most Americans are now aware of the consequences for making sexually suggestive comments or advances to another. Such behavior is not only in poor taste, but it is also illegal. Students are not to make any reference to sexual acts at school. Parents: please help us avoid such charges by discussing this sensitive subject with your student. We cannot and will not tolerate such behavior at E.C.H.O. Charter School. Please refer to the Student Discipline Policy for details (District Policy # 506), (MN Statute 363A.13)

Violence or Threats of Violence

E.C.H.O. Charter School practices Zero Tolerance of Violence. Any student who threatens violence directly or indirectly; hits or pushes another; returns a blow delivered by another; encourages another to fight; or moves toward a fight will be disciplined severely and may have criminal charges filed against him/her and be subject to fines assigned by Juvenile Court. **Absolutely no violence will be tolerated here.** Parents: please do not instruct your student to hit back if someone else has hit him or her. Hitting back will carry the same consequences as any other act of violence. Strong physical play such as tackle football or physical roughhousing must not be allowed as it often leads to more uncontrolled violence which will also result in the above consequences for violent behavior (District Policy # 413).

Consequences for Violations of Discipline Policy

The following list of consequences is not exhaustive; a student may be assigned these consequences in any order as deemed necessary.

- Verbal warning
- Loss of privileges
- Consultation with parent
- School service work assigned
- Detention
- Removal from class
- In-school suspension
- Required attendance at “Student/Teacher Workday”
- Suspension from school under the Pupil Fair Dismissal Act
- Student, parent, and teacher hearing before the school board
- Expulsion and/or exclusion under the Pupil Fair Dismissal Act
- Other disciplinary action deemed appropriate by E.C.H.O. Charter School

Dress Code K-12

The following is a summary. The complete, board-approved policy (# 504) is located on E.C.H.O. Charter School website.

E.C.H.O. Charter School is a model for education. Visitors to our school include parents of potential students, government officials, authorizer, and school district personnel. We want to present the best image. The old adage still holds: “You never get a second chance to make a first impression.”

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather;
- Clothing that does not create a health or safety hazard; and
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Students are expected to be neat and clean at all times.

Note: This policy may be amended without notice to prohibit any attire that school officials deem unsafe, disruptive or inappropriate to the learning environment.

Dress Code: Grades K-12

School apparel guidelines:

- No T-shirts bearing images or words promoting alcoholic beverages, drugs, tobacco, violent themes, inappropriate language, or weapons will be allowed. Likewise, inappropriate sayings will not be allowed. Staff and school administration will be the judge of what is acceptable.
- No T-shirts containing derogatory statements, sexual innuendoes, etc., will be allowed. Staff and school administration will be the judge of what is acceptable. If needed the school will provide a t-shirt for the student to wear, which should be washed and returned to the school.
- **No hats or hoodies** will be allowed to be worn in the school building during school hours. Hats and hoodies should be placed in lockers upon entering the building. Hats are allowed during dress up days.
- No sunglasses will be allowed to be worn in the school building during school hours.
- Clothing must: cover the midriff; cover the shoulders; and not reveal underwear. No crop tops or spaghetti strap tops, dresses, etc. are allowed. Staff and school administration will be the judge of what is acceptable.
- Costumes or pajamas are not allowed. Costumes and pajamas may be allowed on school event days **ONLY**. School administration will be the judge of what is acceptable, and may require the student to change clothing into school approved attire.
- No short shorts, skirts, or dresses will be allowed. School administration will be the judge of what is acceptable.
- No blankets or stuffed animals at school.
- Shoes or sandals need to be worn in the building.
- Hats of any kind are to be removed upon entering the building.
- Shop Students: No shorts, sandals, or sleeveless shirts in shop class. No Exceptions. This is for the safety of the students using the shop equipment.
- Students who are not suitably dressed will be asked to change clothing in order to comply with the dress code.
- **NO Backpacks in the classrooms. All backpacks are to be store in the student’s locker.**

Procedures: Students and Parents Must be Aware of the Following:

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, **the student may be directed to make modifications, have detention assigned, or be sent home for the day. Parents/guardians will be notified.**

Any student who is in conflict with the dress code guidelines will be asked to make modifications to their apparel in order to fit within the appropriate guideline stated above. In the event that the student's modifications continue to be a problem:

- Students will be given a written warning explaining reasons for inappropriate dress: one copy for the student and one copy will be placed on file in the office.
- After the 2nd offense, disciplinary action may be taken at the discretion of the director.

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that relate to the educational goals and community standards.

- T-shirts should be appropriate for school attendance. Shirts advertising tobacco, alcohol, drugs, or weapons, or displaying any unacceptable language or violent themes shall be deemed inappropriate attire.
- Shirts need to cover the navel area whether standing or raising hands in the air.
- Socks will be worn with all footwear.
- Clothing must: cover the midriff; cover the shoulders; and not reveal underwear.
- Shorts and skirts must be fingertip length or longer.
- Hats of any kind are to be removed upon entering the building.

Teachers have the right to determine that a student's apparel may be offensive or inappropriate and request that they alter their clothing to be more conducive to our learning environment. Teachers may take appropriate measures, which may include, but not limited to, the following:

- Request that the student put on another article of clothing that we have at school;
- Contact a parent and ask that they bring something appropriate for the student to wear during school hours.

Winter Weather Policy Regarding Clothing and Recess K-5

All children in grades kindergarten-6th will be required to go outside for recess if the temperature is above 0* F or at the discretion of the Director unless the child is sick and a note has been sent. Please make sure your child is sent to school with boots, hats, mittens, a warm coat, and snow pants.

Building and Grounds Rules

Valuables

The school will not be responsible for valuables brought to school, carried with the student, or left in his/her locker. Valuables should be left with the office for the day for safe keeping. They may be picked up as they leave at the end of the day.

School Grounds/Playground/Property

- Report all injuries to the office;
- Verbal or physical abuse will not be tolerated;
- If going outside, dress appropriately;
- No tackle football. Only touch football is allowed on the playground;
- Skateboards are not allowed during the school day;
- Baseballs will not be allowed;
- The throwing of rocks or snowballs is forbidden;
- Always respect all people, all property, and everyone's safety;
- Students are not to write on the skin or clothing of any student or themselves. Clothing may be signed if it is an activity approved by the administration;
- E.C.H.O. Charter School is a closed campus. All students will stay on school property during noon lunch;
- **Students may not leave campus with parents until they have been signed out in the office;**
- No personal headsets or players of any type are allowed in class or study hall unless authorized by a staff member.
- Anyone returning to the building during recess must have permission from playground supervisor;
- Use the playground equipment correctly (example: not climbing up the wrong side of the slide or climbing on the outside of equipment);
- No wrestling or rough-housing;
- No blankets or stuffed animals at school;
- No Alcohol, Tobacco, Nicotine or other mood-altering chemicals. Law enforcement will be contacted.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public Displays of Affection are not appropriate in a school setting. Kissing, "making out," groping, lap sitting, prolonged hugs, or hands/arms wrapped around others will not be tolerated. These acts are disruptive to our positive school climate.

Vandalism & Theft

Vandalism or theft of any property on school grounds is prohibited. Violators will be disciplined and will be reported to law enforcement officials.

Transportation

The following is a summary. The complete, board-approved policy (# 709) is located on E.C.H.O. Charter School website.

Transportation is a Privilege

Students must obey the following bus safety regulations or be in danger of losing these bus privileges:

- Be ready to board bus 5 minutes early;
- Stay off the road at all times while waiting for the bus;
- Wait until the bus comes to a complete stop before attempting to enter;
- Keep your hands and head inside the bus at all times;
- Assist in keeping the bus safe and clean at all times;

- Do not make loud noises;
- Do not tamper with or cause damage to the bus;
- Do not throw anything out the windows;
- Keep objects out of the aisle;
- Do not engage in horse play, fighting, or profanity;
- In case of a road emergency, remain on the bus;
- Do not use any vaping or smoking devices and do not transport or use alcohol on the bus. Law enforcement will be notified;
- Obey the bus driver and adult chaperones at all times;
- Students to be dressed appropriately for the weather before boarding the bus. (i.e. winter coat)
- All students will be trained on bus safety sometime during the first two weeks of school each year.

Remember, bus transportation is a privilege, not an entitlement. A student may lose the privilege if these transportation rules are not followed.

Lockers Are School Property

School lockers are the property of E.C.H.O. Charter School. Inspection of the interior of lockers may be conducted by school administrators or designated school officials for any reason at any time without student consent and without a search warrant. (See District Policy 502 in School Office for further details.) **Students must keep their backpacks in their lockers throughout the school day. No backpacks in the classroom.** Students will be responsible for keeping their lockers clean and for any damage done to lockers.

Cell Phone Policy

The following is a summary. The complete, board-approved policy (# 520) is located on E.C.H.O. Charter School website.

E.C.H.O. Charter School has designed the Cell Phone Usage Policy as a fair and necessary plan for the use of cell phones during the instructional day. The school understands that our students exist in a global society where social interaction is a vital part of their lives. However, it also recognizes that cell phones and similar technology can also be an enormous distraction.

Technology Use Policy

The following is a summary. The complete, board-approved policy (# 524) is located on E.C.H.O. Charter School website.

E.C.H.O. Charter Schools holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging technologies. Many devices are capable of creating and transmitting email, pictures, videos, and text messages and these capabilities shall be used with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. E.C.H.O. Charter Schools is not responsible for lost/stolen/damaged personal devices. Usage standards for personal devices follow the same guidelines as school-owned devices.

- A student's email account with username and password is the same as the school login and password. Parents and students will understand that ownership of this account stays with E.C.H.O. Charter School and has limited privacy rights

- Parents are encouraged to monitor their child's technology usage.
- Inappropriate use of a student's Gmail account may result in restriction and/or termination of the student's Gmail account.
- Per state law cellphones or other recording devices shall not be used by students to photograph or videotape other individuals at school or at school sponsored activities or email, post, or electronically transmit said images/video without their knowledge and consent.
- Students are prohibited from using any electronic device for cheating, bullying, harassment, gang activity, etc.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
- Students will not disclose personal information about another student via email, internet, or other electronic venues.
- Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.
- ISD 4026 will not be responsible for financial obligations arising through unauthorized use of the school district system, the Internet, or lost/stolen/damaged personal devices.
- Students are required to have their fully charged district issued device with them every day.
- Students are prohibited per state law from adding Teachers and Staff to their contacts on any and all social media platforms.

CONSEQUENCES FOR MISUSE

Students who do not comply with district guidelines for acceptable use may lose network privileges. Other disciplinary action may be necessary depending upon the severity of the infraction. Technology abuse will be dealt with the same as vandalism. Those devices that are confiscated will be returned in accordance with school building procedures.

Change of Routine/Leaving Building Prior to Dismissal Time

Change of Routine (blue) slips will be issued whenever students are leaving the building before dismissal time, when a person other than a parent is picking them up, or when they are going to an alternate site after school. Change of Routine slips can be issued only with parental permission and will be given to teachers and/or students as they dismiss from school.

Parents who request that their children leave the school before dismissal time should send a note with their children stating the day, time, and reason for dismissal or call the office. Parents will be required to come to the office to sign the log-out book at the time of dismissal before the student can leave the building.

Early Dismissal Due to Storms or Other Emergencies

In the event that a snowstorm or some other emergency requires school to be dismissed early, an attempt will be made to allow buses to leave soon enough to enable them to make

their normal routes. If this is not feasible, children will stay at designated emergency homes. If school will be delayed or closed because of inclement weather, it is important for families to listen to the stations listed below for announcements.

Parents are encouraged to contact stations to register to directly receive e-mails should such emergencies arise; text notification is also available through the school.

Listed below is a list of the TV and radio stations which will carry the announcements:

TV—WCCO 4 ~~ KSTP/KRWF/KSAX 5/43/42 ~~ FOX 9/WFTC 29 ~~ KARE 11

RADIO—**Marshall:** KMHL 1400 AM, KKCK 99.7 FM, KARL 105.1 FM, KARZ 107.5 FM ~~

Redwood Falls: KLGR 1490 AM, 97.7 FM ~~ **Twin Cities:** WCCO 830 AM ~~

Olivia/Willmar: KWLM 1340 AM, Q102 10.25 FM, K100 100.1FM ~~ Praise FM 91.9

Montevideo/Granite Falls: KDMA 1460 AM, KMGM 105.5 FM, KKRC 93.9 FM

Parents/Guardians/Student notification for all necessary school announcements will be made via Remind and JMC Messenger, School website (www.isd4026.org), and Facebook (E.C.H.O. Charter School).

Emergency Information

We request that we have on file the name, address, and phone number of a relative or friend in case we cannot reach you in an emergency situation. Please be sure you have this form on file in the school office

Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year in the fall and spring. See the school calendar at the end of this handbook. With the level of communication necessary between parents, students, and teachers, conferences may be an on-going process throughout the school year. Parents are welcome and encouraged to call and schedule a meeting with their child's teachers at any time.

Report Cards/Mid-Terms

Pupil progress is formally reported to parents every nine weeks. Report cards will be mailed or emailed home at the end of each grading period. Mid-term grades (for grades 7-12) will be reported each trimester. Grades can be checked through the parent portal or by calling the school.

Food Services

Hot lunch will be provided in-house through the Federal Food Program. **Parents are required to fill out the Application for Educational Benefits.** The program not only provides for free or reduced breakfasts and lunches for their children, but also affords additional educational benefits to the school.

Breakfast prices are \$4.00 per meal. Milk is \$1.25. Lunch prices are \$4.25 for all grades with \$3.50 for seconds on entrées. Adult prices are \$5.50 per meal. Salad Bar is \$4.00.

Children may bring a sack lunch, but will be required to eat in the lunchroom. Carbonated beverages are not allowed with sack lunches. Supervision will be present in the lunchroom during meals. More specific rules will be reviewed with the supervisor or teachers.

Food Service Policy

Purpose

The purpose of this policy is to ensure consistent accounting procedures throughout the Food Service Program.

General Statement of Policy

E.C.H.O. Charter School, ISD 4026, recognizes the parent/guardian's responsibility to provide breakfast and lunch to their children. Proper nutritional intake is essential for adequate learning to occur.

It is school policy to offer breakfast and lunch at the school. The School Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner.

Seconds purchased by cash payment.

With the exception of sack lunch, students are not allowed to bring snacks/soda/tea/coffee/water additives from home. No food can be consumed in classrooms. The exception to this rule is students who bring birthday snacks for their classmates.

JMC Family Portal

Parents/guardians may attain their children's attendance, grades and missing assignment information through the use of the Family Portal. Contact the school's administrative assistant at 507-925-4143 to gain access to the JMC Family Portal.

Miscellaneous Policies

Vehicles and Bicycles at School

Students are allowed to drive vehicles or ride bicycles to school with parental permission. Bikes must be parked in the designated areas. Vehicles and bikes must not be driven or ridden until after school. Bike riders must use the approved paths (not on the grass). Vehicles must be parked in the designated student parking areas. Drivers who operate their cars in violation of local laws will be referred to local law enforcement.

The school assumes no responsibility for damage or theft involving vehicles or bicycles.

Visitors

All visitors **must** report to the school office upon entering the building, and get a visitor name tag. The staff needs to be aware of all persons in the building at all times, not only in the instance of an emergency, but also for the safety of the students. We do request that potential students visit classes only for the purpose of making a decision whether or not they would like to enroll in our school. These students should be accompanied by a parent or guardian and fill out a registration form to attend E.C.H.O.

Field Trips

Educational field trips, under the teachers' directions, may be taken during the school year or following the end of the school year. Parents may be asked to assist with these field trips. Permission slips will be sent to families with the fall enrollment paperwork, and must be returned before a child will be allowed to participate. In the case of older students, parents will be asked to sign a permission slip to cover all smaller local trips without requesting permission for each short trip.

Forbidden Items

The following items have no place at school:

- knives, weapons of any kind;
- tobacco or nicotine products, illegal or legal drugs, alcohol;
- water guns, baseballs;
- pornography.

These items, plus anything else deemed to cause problems of control at school, will be taken from the students. (See District Policy #413, 418, 419 & 501.)

Lost and Found

Lost items are saved in a designated area. Small and valuable items will be put in a safe place. We encourage parents and students to check the lost and found prior to the end of the school year and periodically throughout the school year. If items are unclaimed at the end of each trimester they may be disposed of. To help ensure that a lost item will be returned to its owner, please label all clothing and items that are brought to the school.

Birthdays

Students may bring treats for their classmates on their birthdays. There should be a treat for everyone in the class. These treats must be purchased, since homemade snacks are prohibited by law. In the interest of fair play and to spare hurt feelings, please distribute party invitations outside of the school setting. Please be aware that bus space may be limited, so contact the school if any extra riders are requested for birthday parties.

Telephone Calls

Students may not be interrupted by outside calls and messages during school hours except in case of an emergency. However, if it is necessary to reach your child on a school day, a message may be left at the office. It is suggested that parents wanting to contact the teacher be prepared to leave a message requesting the teacher to contact them at the teacher's earliest convenience. Students wishing to make phone calls may do so only in the school office and must get prior permission from a staff member.

Family Vacations/Trips

Families wishing to take vacations or trips during the school year must inform the office at least one week in advance by requesting, completing, and returning the Family Trip Permission form. Students must have the Student Assignment form completed and signed by the teacher(s). Students are permitted a maximum of 10 days per year.

Alternate After-School Sites

Permission slips will be required for students whenever they are going to an alternate site

- Once outside, the group must proceed to the designated meeting site staying a safe distance away from the building. The designated site is the southernmost sidewalk at the front of the school grounds.
- All building occupants must report to the designated meeting site as quickly as possible.
- Teachers and staff should take head counts all along the way and confirm the head count at the designated meeting site.
- The above procedures are to be utilized during fire drills, in the event of an actual fire, if a bomb threat has taken place, or for any other purpose which requires the evacuation of the building.

Evacuation Sites

In the event that the campus must be evacuated and not reentered, Peace Lutheran Church has been designated as the evacuation site.

Tornado Emergency (MDE requires one each year.)

In the event of a tornado emergency or drill, students should proceed quietly and orderly to the basement and assume a kneeling position facing the wall with their hands covering their heads. They should remain in this position until the all clear is sounded.

Lockdown Procedures (MDE requires five each year.)

One means of securing the school is to implement lockdown procedures. These procedures, in part, may be called for in the following instances:

Lockdown with warning procedures

- Building administrator sets in motion the process to secure students in locked rooms, locking exterior doors, and controlling all movement, while continuing classes.

Lockdown with intruder procedures (these actions happen rapidly)

- Building administrator will set in motion the process to direct students already inside building to secured area(s) and to move all outside students to primary evacuation site.

Active Shooter Drill (MDE requires one each year.) (MN Statute 121A.038)

- Active shooter drill means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real-life shooting.
- **ACTIVE SHOOTER DRILL REQUIREMENTS** Active shooter drills with Prek-12 students must be:
 - Accessible, developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary
 - culturally aware
 - trauma-informed
 - inclusive of accommodations for students

with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations

Internet and Educational Network Safety and Acceptable Use (District Policy 582)

Purpose

Technology will be made available to all students to use. **Students will receive a 1:1 Acceptable Use Policy that parents/guardians must sign. Any lost equipment will be billed to the family.**

E.C.H.O. Charter School offers a computer network with Internet access for students, teachers, and staff. The network and other technological resources provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of E.C.H.O. Charter School. Through E.C.H.O. Charter School's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Policy Statement

This policy applies to all students and employees (including teachers, administrators, and staff), as well as any other users who are expressly authorized by E.C.H.O. Charter School to use school technological resources, including, but not limited to, board members, contractors, consultants, and temporary workers.

E.C.H.O. Charter School's technological resources include, but are not limited to computers, interactive smartboards, mobile devices, websites, networks, servers, the Internet, phones, copiers, facsimile machines, televisions and video-recorders, e-mail accounts, and licensed software.

Acceptable uses of technological resources are limited to activities that support learning and teaching, except when otherwise specifically authorized by E.C.H.O. Charter School in the best interest of the school. Use of technological resources should be integrated into the educational program.

Use of E.C.H.O. Charter School's technological resources and access to the use of the Internet in school are a privilege and not a right. Misuse of the system will subject the staff or student to discipline which will depend on the nature and degree of the violation and the number of previous violations. Discipline for students will be in accordance with E.C.H.O. Charter School's Student Discipline Policy and school rules and may include:

- Suspension or cancellation of use or access privileges;
- Requiring payment for damages and repairs; and
- Civil or criminal liability under applicable laws.

E.C.H.O. Charter School will provide instruction to students regarding the proper use of technological resources including, but not limited to:

- Appropriately interacting with others on social media;

- Appropriately interacting with other in chat rooms;
- Appropriately posting information on the Internet or on individual websites;
- Appropriate use and limitation of free speech on the Internet;
- Cyberbullying prohibition, awareness of signs of cyberbullying behavior and assistance from E.C.H.O. Charter School and elsewhere to students who believe themselves or others to be targets of cyberbullying; and
- Appropriate use of copyrighted and non-copyrighted material found on the Internet.

Guidelines for Acceptable Use

E.C.H.O. Charter School technological resources are provided for school-related authorized purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support teaching and learning. Use of school system technological resources for commerce or profit or for amusement or entertainment is prohibited. E.C.H.O. Charter School technological resources shall not be used for charitable endeavors without prior approval of the Director or Designee. E.C.H.O. Charter School technological resources shall not be used for political purposes.

Under no circumstances may students join or share personal email accounts, or any social media platform (i.e. Snapchat, Facebook, etc.) with any employee of the school. Failure to comply with this policy may result in loss of technology privileges.

Under no circumstance may software purchased by E.C.H.O. Charter School be copied for personal use. Users must obtain permission from the technology services department prior to copying or loading E.C.H.O. Charter School software onto any computer, whether the computer is privately owned or is an E.C.H.O. Charter School computer.

Students and employees must comply with all E.C.H.O. Charter School policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited. All rules of the Student Code of Conduct apply to students' use of the Internet and other technological resources.

No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.

Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

Users must respect the privacy of others. When using e-mail, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address, telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees will follow the guidelines of the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, Minn. Stat.

Chap. 13 and/or E.C.H.O. Charter School Student Educational Data when publishing student information. School employees will follow the Minnesota Government Data Practices Act and E.C.H.O. Charter School Policy 406 Public and Private Personnel Data when publishing employee data. Users also may not forward or post personal communications without the author's prior consent.

Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks and/or data of anyone connected to the server or the Internet or waste computer resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. The technology department provides antivirus software for all E.C.H.O. Charter School owned or leased computers. Users must not disable any antivirus programs from running on those computers.

Users may not create, download, or introduce entertainment software, games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the Director or Designee. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of E.C.H.O. Charter School.

Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

Users are prohibited from using another individual's computer account. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without appropriate authorization or the owner's express prior permission. In addition, employees shall not share or reveal their passwords or user IDs for any data system. All employees are responsible for safeguarding their user IDs and passwords.

If a user identifies a security problem on a technological resource, the user must immediately notify a supervisor without demonstrating the problem to other users. Unauthorized attempts to log onto any E.C.H.O. Charter School computer or the E.C.H.O. Charter School network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Views may be expressed as representing the view of E.C.H.O. Charter School or part of E.C.H.O. Charter School only with prior approval by the Director or Designee.

E.C.H.O. Charter School technological resources may not be used to interfere with or disrupt other users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, distribution of large quantities of information that may overwhelm the system, posting personal or private information about the user or other people on the Internet, arranging or agreeing to meet with someone the user has met on-line for purposes other than official school business,

posting information that could be disrupting, cause damage, or endanger students or staff, and accessing chat-rooms or instant messaging software, unless for a valid educational purpose or official school business.

Using E.C.H.O. Charter School computers for illegal, harassing, or inappropriate purposes, or in support of such activities, is prohibited. Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing, committing fraud, threatening another person, or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person. Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance; or (3) interfere with school operations. Inappropriate use is any violation of other provisions of this policy and includes, but is not limited to, using another person's ID or password, plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts, and accessing material advocating illegal acts of violence, including hate literature.

Internet Safety

E.C.H.O. Charter School is aware that there is information on the Internet that is not related to educational programming. E.C.H.O. Charter School also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. E.C.H.O. Charter School personnel must take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate educational purpose. The Director or Designee shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. Employees may have a different level of blocks or filters based on E.C.H.O. Charter School guidelines.

Limited Expectation of Privacy

By authorizing the use of E.C.H.O. Charter School technological resources E.C.H.O. Charter School does not relinquish control over the material on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the E.C.H.O. Charter School system.

Routine maintenance and monitoring may lead to a discovery of violation of this policy or another E.C.H.O. Charter School policy, or the law.

An individual search or investigation will be conducted if E.C.H.O. Charter School

administrators or board members have a reasonable suspicion that the search will uncover a violation of law or E.C.H.O. Charter School policy.

Parents have a right, at any time, to review or investigate the contents of their child's files and e-mail files.

Parents have the right to request the termination of their child's individual account at any time.

E.C.H.O. Charter School reserves the right to take appropriate disciplinary action based upon the user's inappropriate or illegal use of technological resources or use that is in violation of this policy. Information in electronic messages is not anonymous and may be subject to disclosure to third parties under state and/or federal law in certain circumstances.

Implementation

The Director or Designee is authorized to promulgate administrative procedures to implement this policy.

E.C.H.O. Charter School will inform parents of the individual student's responsibility to use technological resources in an ethical and educationally appropriate manner.

The Board of E.C.H.O. Charter School will conduct an annual review of this policy due to rapid changes in the development of the Internet and other technology.

Legal References: 15 U.S.C. §6501, et. seq. (Children's Online Privacy Protection Act)
47 U.S.C. §254 (Children's Internet Protection Act of 2000)
Minn. Stat. §125B.15 (Internet Access for Students)
Minn. Stat. §125B.26 (Telecommunications/Internet Access Equity Act)

Cross References: Policy 3.2 Administration of Minnesota Government Data Practices Act
Policy 4.2.1 Public and Private Personnel Data
Policy 4.8.1 Use of Internet, Email, Computers, Voicemail and Other Electronic Systems
Policy 4.8.2 Use of Social Media Policy and Guidelines
Policy 5.4.2 Bullying Prevention and Response
Policy 5.8.1 Cyber Bullying/Prohibited Use of Technology

Student One-to-One Acceptable Use Policy

1. Use of Chromebooks

- Chromebooks will be distributed to the classroom teachers at the beginning of each school year. Students will be provided use of a Chromebook by their classroom teachers at their discretion. Chromebooks must be turned in at the end of each class period. Chromebooks are not assigned to a specific student.

- All Chromebooks will be labeled and identified with an ISD 4026 barcode. The serial number for both the Chromebook and charger has been recorded, and the student/staff will be responsible for that specific Chromebook.
- Chromebooks, power supplies and associated cords, must be returned to the IT Department upon request from ISD 4026 staff members (at completion of Distance Learning). If a student transfers out of the district or leaves the district for any reason, the Chromebook and its accessories must be returned prior to the departure. If a student fails to return the Chromebook at the conclusion of their enrollment at ISD 4026 or upon request by ISD 4026 staff members, that student will be subject to criminal prosecution and/or civil liability. The civil liability will include the replacement cost of the Chromebook and its accessories.
- Teachers/staff shall report lost, stolen, or damaged Chromebooks to the IT Department immediately. A replacement Chromebook may be provided if one is available, and the student will be responsible for repair/replacement costs as outlined 6.7.

2. **Taking Care of the Chromebook.**

General Precautions

- Chromebook screens should be cleaned with a soft clean cloth. Liquid cleaners, including water, should not be used to clean your Chromebook screens.
- Charging cables should be inserted properly and carefully to prevent damage. Cables should not be stretched or kinked and should be disconnected from the charger when transporting.
- Chromebooks are intended for school use only.
- Never put weight on the Chromebook, stack items on top of Chromebooks, or wedge papers Chromebook tightly into a backpack. Chromebooks should not be used as a folder to carry other items, especially any sharp items such as pens or pencils.

Storing the Chromebook.

- Never expose a Chromebook to extremes in temperature. The student should not leave the Chromebook in any location where the temperature falls below freezing or exceeds 95 degrees. If a Chromebook is extremely cold, it should be allowed to warm up before powering on the device.
- Never leave the Chromebook unattended. The Chromebooks should be

kept in a secure, locked environment when not in the student's possession by the classroom teacher.

3. Using the Chromebook at School and Home (if applicable).

- Chromebooks are issued to students/staff for educational purposes only. All content is expected to be educational in scope and purpose.
- Students/staff **may not** decorate or individualize assigned Chromebooks.
- The student/staff Chromebooks are the property of the school district and can be inspected at any time and for any reason. The student/staff should have **NO EXPECTATION OF PRIVACY** of materials stored on a Chromebook.
- Students are responsible for downloading documents, material, applications, and application updates deemed necessary by the teacher, building staff, or the district. Students are responsible to maintain all stored documents, worksheets, notes, and other files on their Chromebooks (back-up with a thumb drive).
- District policy prohibits the use of electronic recording devices in a manner that compromises the privacy and interests of other individuals. District policy also prohibits harassment and bullying. Use of the Chromebook's audio and video recording capabilities during instructional time is at the discretion of the teacher. Any electronic recording obtained with the Chromebook may not be shared, published, or rebroadcast for any reason without the permission of the building principal or superintendent. Audio and video recording in locker rooms and restrooms are strictly prohibited and unlawful. Such recordings may be deemed a violation of specific policies of harassment, bullying, hazing, or other applicable policies of E.C.H.O. Charter School ISD 4026.
- Students/staff may connect to home wireless networks on their Chromebook (if applicable). The school's Acceptable Use Policy needs to be adhered to when using other wireless networks.

4. Connectivity and Saving Work

- The district will provide a filtered network environment as prescribed by State and Federal mandates.
- Chromebooks will have access to the Internet anywhere in the school. The district does not guarantee 100% connectivity.
- Limited storage space is available on a Chromebook. Chromebook content will not be backed up by district staff. It is the student's responsibility to ensure that work is backed up to avoid information loss due to mechanical failure or accidental deletion. Students may email documents to themselves for storage on a flash drive, the district server, or available cloud storage. Chromebook

malfunctions are not an acceptable excuse for not submitting work.

5. Apps, Operating Systems and Personal Devices

- Students/staff may not access the Apple Store or Google play to install apps on district devices.
- Approved apps and extensions will be distributed to the individual devices by district tech staff if needed.
- If an operating system upgrade is necessary, it should be done the school's IT department.
- Non-approved apps are not to be installed on district devices.
- Non-approved personal devices may not be connected to the district WIFI, including personal Chromebook, iPads, laptops, smart watches, switches, and cell phones. Any other potential personal electronic devices are also not permitted.

6. Insurance and Repair Costs

- Families are responsible for any service fees and replacement costs for student damage to Chromebooks.
- Damage to any school issued technology not covered by insurance is the responsibility of the family or staff person.
- If the Chromebook is damaged by an act of "purposely destroying/damaging school property" it must be reported to the district staff as soon as possible. Determination of purposely destroying/damaging school property is at the sole discretion of school district administration. Student discipline will be administered to the student in accordance with existing school policies for abuse or misuse of Chromebooks. All costs associated with repairing/replacing the damaged Chromebook will be the responsibility of the student and family.
- The cost of the annual insurance policy for the Chromebooks is paid by the school district.
- The following are equivalent replacement costs for damages not covered by insurance.
- Replacement cost for the provided wall charger and cord **\$20 - \$40**
- Replacement cost for the entire Chromebook which includes cable and charger **\$450**
- Replacement cost for intentionally damaged Chromebook up to **\$100**
- Replacement cost for other than normal wear and tear on Chromebook, cords,

cases **\$50**

7. Acceptable Use and Responsibilities

- It is the district's responsibility to provide internet and email access to the students. The school will utilize an Internet filter to block inappropriate material as required by the state and federal standards. The district will continue to provide staff and students with resources and guidelines for Online Safety, Digital Citizenship and Responsibility, and research guidelines to help student compliance with Acceptable Use Agreement and copyright laws.
- It is the parent/guardian's responsibility to discuss with their student(s) the values and standards they should follow while using the internet. Parents should monitor their student's internet activities and become informed about online safety and responsibilities. Parents should consider internet filters on their home networks.
- It is the student's responsibility to use the Chromebook in a digitally responsible and ethical manner. The student shall take proper care of their Chromebook, keep it secure, and take steps to protect their work and information. The student must strictly follow the Acceptable Use Policy of the school. The student must follow all timelines for collection and distribution of the Chromebooks at the beginning and end of the school year.

8. Chromebook Monitoring and Hotspots

- The school utilizes software to monitor student usage of their Chromebook. Inappropriate usage may result in a limitation being placed on the student.
- Hotspots may be available to students/staff on a case by case basis.



E.C.H.O Charter School

2025-2026 School Calendar

Trimester Begins/Ends	144 Student Contact Days 156 Teacher Contract K-8 has 5 Home learning days and 7-12 has 3 E-Learning days School in session Monday – Thursday 8 a.m. -3:45 p.m. 1,020 annual instructional hours. Grades K-12
Teacher Inservice	
No School- Fridays	
No School – Holiday	
Mid-Term	
School Board Meeting 6:00 pm	
Conferences 4:00 pm to 7:00 pm	

August 2025						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 - Board Meeting
 18- Teacher Mtg
 19-Back to School Night
 19-21 - Staff/Teacher Inservice Days
 25- 1st day of school/Tri 1 starts

September 2025						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - Labor Day (No School)
 11- Board Meeting
 19-Teacher Inservice

October 2025						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6- Mid-term-Tri 1
 9- Conferences 4-7p
 9- Board Meeting 7 p
 16 - MEA Break No School
 24- Teacher Inservice

November 2025						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7-Teacher Inservice
 13-Board Meeting
 18- Trimester 1 ends
 19- Trimester 2 starts
 26-30-Thanksgiving break

Additions to calendar can always be found on our website:
www.isd4026.org

December 2025						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5- Teacher Inservice
 11- Board Meeting
 19-31 Christmas break (No school)

January 2026						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 - 4 Christmas Break (No school)
 8 - Board Meeting
 15- Mid-term - Tri 2
 16-Teacher Inservice

February 2026						
SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

6-Teacher Inservice
 12-Conferences 4-7p
 12- Board Meeting 7p
 16- President's Day (No school)

March 2026						
SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2- Trimester 2 ends
 8- Trimester 3 starts
 6-Teacher Inservice
 12- Board Meeting

April 2026						
SU	M	T	W	Th	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3-Teacher Inservice
 9- Board Meeting
 13- Mid-term - Tri 3
 16-20- Spring Break No School

May 2026						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - Spring Dance
 8 - Teacher Inservice
 14- Board Meeting
 25- Memorial Day
 28 - Last day of School
 29 - Graduation

Normal Class Schedule

Period	Times
1	8:00 - 9:24
2	9:27 - 10:51
3	10:54 – 12:18
Lunch	12:21 – 12:51
4	12:54 – 2:18
5	2:21 – 3:45

1 Hr. Late Schedule

Period	Times
1	9:00- 10:12
2	10:15- 11:27
3	11:30 – 12:42
Lunch	12:45 – 1:15
4	1:18 – 2:30
5	2:33 – 3:45

2H. Late Schedule

Period	Times
1	10:00- 11:00
2	11:03 - 12:03
Lunch	12:06 – 12:36
3	12:39 – 1:39
4	1:42 – 2:42
5	2:45 – 3:45

2025-2026

E.C.H.O. Charter School

**Please sign this acknowledgement of the
Student/Parent/Guardian Handbook.**

I, _____, have
read the 2025-2026 E.C.H.O. Charter School Student Handbook and hereby
agree to adhere to all of its requirements.

Student

Date

Parent/Guardian

Date

**PLEASE SIGN AND RETURN TO E.C.H.O. CHARTER SCHOOL
WITH YOUR STUDENT'S ENROLLMENT PAPERWORK**

PLEASE RETAIN THE HANDBOOK

**Failure to sign and return this document does not release the
Parent/Guardian or Student from their obligation to follow the policies
in this and all future updates to the handbook.**