

September 13, 2023

To: Spectrum Community

Re: Important Updates

Please review the following important information and prepare accordingly.

SCHOOL PICTURES

PICTURE DAY is this Friday, September 15th during the school day. This day is for those students and staff who have not already had their pictures taken for the 2023-24 school year. Students should come to school at their regular time and be prepared to have their picture taken. There will not be time for clothing changes. Pictures will be taken on the stage at the High School Building. Middle School students will be escorted to and from the High School.

PICTURE RETAKE DAY will be on Monday, October 23rd during the school day. This day is for those remaining students and staff **who have not already had their pictures taken for the 2023-24 school year or are not satisfied with the original picture and require a retake.**



How to Order Pictures – Once pictures are taken, parents/guardians will receive an email directly from JostensPIX to view and order their student's school pictures online. They can view and order at <https://shop.jostenspix.com/login> or by clicking on the link in the email from JostensPIX.

- Enter School: SPECTRUM HIGH SCHOOL AND SPECTRUM MIDDLE SCHOOL
- Event Code: FE149623
- Create an account for easy access

INFORMATION FROM THE IT DEPARTMENT

New this Year – Student absences can be requested in advance in Infinite Campus. Instructions are attached at the end of this communication. **To schedule an absence the same day, please call or email your student's health clerk:**

High School – Jessica Lingbeek at jlingbeek@spectrumhighschool.com or (763) 450-9804

7th-8th Grade – Sara Burfeind at sburfeind@spectrumhighschool.org or (763) 450-9860

6th Grade – Joyce Emmel at jemmel@spectrumhighschool.org or (763) 450-9857



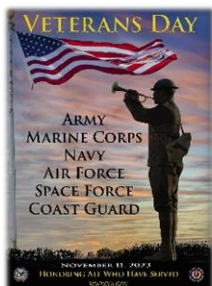
IT Reminders

- The due date for purchasing Chromebook insurance is September 15th. Insurance is \$30 per student and if you have more than one student, the maximum charge is \$50 per family. Chromebook insurance is highly recommended as there have already been some Chromebooks seriously damaged without insurance. This specific damage (a broken screen) could result in a fee of \$120, compared to a \$15 fee with insurance. Insurance information can be found [here](#).
- Any pre-existing damage to a Chromebook should have already been reported.
- Applying stickers to Chromebooks is not allowed. Taking off the protective case repeatedly, which happens if stickers are added, can result in a broken case and a fee will be applied. Excessive stickering of Chromebooks will result in a charge as it takes time to remove these stickers. Also, students should not remove or cover the student name sticker. A removed name sticker will result in a fee. This policy is in the [Chromebook User Guide](#), under Section II.

- If a student has their Chromebook replaced at any time during the year, any issues need to be reported within a week or it could be considered new damage, which could result in a fee.
- Students should check that their cameras are working. If not, IT should be notified right away. Some models of Chromebook have camera cables go bad needing to be replaced and it is better to get this fixed now before it is needed for assignments.
- Following the Chromebook guidelines will ensure that students get the most out of their academic year and *stay connected!* Thank you!

READY FOR SCHOOL PROTOCOL

Since 2020, schools have been required to provide *Ready for School Protocol* for families to help navigate student illness and determine when it is appropriate to send them to school. Spectrum’s updated *Ready for School Protocol* is included at the end of this communication and is posted on the school website. Please review and check with the Health Clerk at your student’s building if you have questions.



SEEKING A VETERANS DAY SPEAKER – “Honoring All Who Have Served”

Spectrum always looks forward to Veterans Day when our students, staff, families, and community come together to honor all who have served. We have been blessed with amazing speakers who are veterans and have connections to Spectrum. We are seeking recommendations from our community on a veteran who would be willing to share their story with our community during our Veterans Day program on Friday, November 10th. If you or someone you know would be interested, please contact Kirsten Tuckey, Events Coordinator, at ktuckey@spectrumhighschool.org or (763) 232-5212.

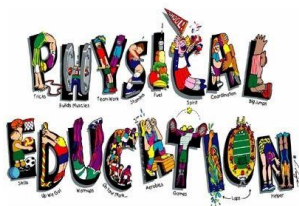
Note: We are also seeking veterans who would be interested in presenting their service flag during the ceremony while the band plays their anthem. This is a special moment during our program when students stand to honor any former or current family members who have served or are currently serving in that service. Please contact Kirsten Tuckey with any potential names of interested parties.

LATE START MONDAYS

Thank you for your support on our late start Mondays. These days are essential for our staff and are utilized for staff meetings, professional development, and working together to support our students. Here are a handful of reminders for late start Mondays:



- All students being dropped off or riding on a bus must go into their respective building upon arrival.
- Buses run at their regularly scheduled times and students wait in monitored areas at each building for school to begin at 8:25 a.m.
- Breakfast is served starting at 7:45 a.m. on late start Mondays.
- Mondays are 8 period days where students are in each of their classes for around 35 minutes. This schedule allows for a consistent block schedule with equal numbers of A and B days during each week.



NEW PHYSICAL EDUCATION FIELD UPDATE

Peterson Companies will begin construction on the new physical education field located to the west of the high school building (replacing the field covered by the high school parking lot added in the fall of 2022) on Monday, September 18. It should be completed in about three weeks and is anticipated to be ready for student use in the spring of 2024.

EMPLOYMENT OPPORTUNITIES @ SPECTRUM

Spectrum is a great place to work and we are looking to add people to our team! Please review the open positions below and consider applying [here](#) or forwarding to someone who you feel would be a good addition to Spectrum. Feel free to contact us for more information.



Position	Description	Contact
Concessions Coordinator	Great part-time job! Mostly evenings and some Saturdays. Immediate opening.	Rick Peterson, Activities Director, at rpeterson@spectrumhighschool.org
Custodian	Late afternoons and evenings	
Girls' Basket Coaches	High School Assistant – Begins Nov. 13 Middle School Coach – Begins Nov. 27 (3 days/wk)	
Boys' Basketball High School Assistant Coach	Begins – Nov. 20	
Golf Coaches	Boys and Girls – Begins March 18	
Site Manager	Late afternoons and evenings	Katy Erdmann, Activities Coordinator, at kerdmann@spectrumhighschool.org
Quiz Bowl Coach	Oversees Spectrum Quiz Bowl Teams (middle and high school) – national level competitors for many years	
National Junior Honor Society (NJHS) Leader	Work with the middle school NJHS students on service projects and celebrating their accomplishments in service of their school and community.	

IMPORTANT UPCOMING DATES



Friday, September 15th (during the school day) – Picture Day (for those who have not yet had their picture taken)

Monday, September 18th – No School for Students – Professional Development Day for Staff

Week of September 25th- 29th – Homecoming Week

Subscribe to Spectrum's calendar [here](#) and have school events updated directly to your online calendar.

READER'S CHOICE ON STAR NEWS OF ELK RIVER

Spectrum is often voted as the best charter school in the readership area for the Elk River Star News. This is a direct reflection of our students, staff, and parents' commitment and support. This year's voting will begin on Saturday, September 23rd and last through Saturday, October 28th. You are encouraged to go online while it is open, vote for Spectrum, and ask your customers, family, friends, and co-workers to do the same! Here is the 2024 Star News voting link: <https://www.surveymonkey.com/r/StarNews2024>



DAILY “READY FOR SCHOOL” REQUIREMENTS FOR STUDENTS

Updated: August 23, 2023

As part of Spectrum’s Preparedness Plan (also referred to as the Safe Return to In-Person Learning Plan), parents/guardians of students attending Spectrum are required to evaluate their child(ren) daily before sending them to school using the following Ready for School Protocol.

READY FOR SCHOOL PROTOCOL

If a student is feeling sick, he or she should stay home until 24 hours after the following symptoms have resolved: fever > 100°F (unmedicated), vomiting, diarrhea, or undiagnosed rash.

Other symptoms to consider include the following: sore throat, fatigue, body aches, acute onset of shortness of breath (difficulty or hard time breathing), acute onset or worsening cough (new cough or cough that gets worse), and/or new loss of taste or smell.

The lessening of these symptoms will be required to return to school.



If a student has the above symptoms, the parent/guardian should consider reaching out to their physician to see if an appointment or any testing is suggested. Your student should be ready for a full day of school before returning.

If a student receives a positive influenza test result, please notify your student’s health clerk. Students can return to school 24 hours after their fever is gone without the use of fever reducing medication (e.g., Tylenol or Advil). They should also be well enough to participate in a full day of school before returning.

If a student receives a positive COVID test result, please notify the Lead Health Clerk, Jess Lingbeek, as soon as possible: jlingbeek@spectrumhighschool.org or (763) 450-9804. *Note: Free at-home tests are available from the Minnesota Department of Health at <https://mn.gov/covid19/get-tested/at-home/>.*

What happens after a parent/guardian reports a positive COVID test result?

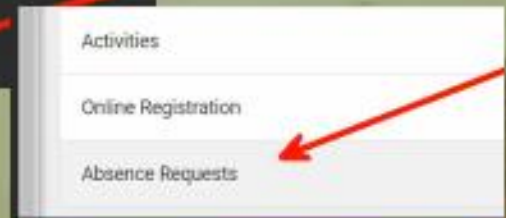
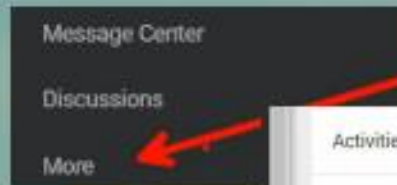
- (1) A follow up call from the Lead Health Clerk will be made sometime during the first day of notification.
- (2) The Lead Health Clerk will work with the parent/guardian to determine when the student should return to school (at least 5 days from onset of symptoms and when symptoms lessen). Once returning to school, the student will need to wear a mask through the 10th day from onset of symptoms.
- (3) If no test is taken, the student should return to school based on symptoms following the protocol. If coughing, a mask will be encouraged.

Spectrum District Absence Request Step by Step



1

Select More >
Absence Requests



2

- Select child or children
- Choose an excuse from the drop down menu



3

Choose Absence Type and put in date(s) and times in the boxes showing



4

Add any additional notes



5

Parent Approval Video



WWW.SPECTRUMHIGHSCHOOL.ORG