

October 11, 2023

To: Spectrum Community

Re: Important Updates

ALL SCHOOL INFORMATION

2023 FALL CONFERENCES COMING SOON (THURS., NOV. 2 AND MON., NOV. 6)

Conferences will run like last spring – online and in-person options at the high school and in-person only at the middle school. More information on [times and signing up](#) will be coming out soon.

Once again, we would like to bless the teachers and staff during our *fall conferences* with a meal and some tasty treats! We will be serving staff "potluck" style with family-donated side dishes and drinks. You may make a monetary donation towards the main dish for each night (pizza, subs, ...) by following the link below or sign up to bring food at the link below.

You may choose:

1. Donate money for conference main course meals through GoFundMe [here](#).

**Funds for the conference meals are being collected through Friends of Spectrum, Inc. (a nonprofit 501c3 corporation whose sole purpose is to raise funds for Spectrum Middle School and Spectrum High School).*

2. Other items like salads, meat and cheese trays, cookies and bars, etc. may be brought in. Please choose from the full list in [Helpcounter](#) for details. *Thank you to the families that have already signed up to bring things in!*

Thank you so much for your support of our teachers and staff in this way. This is a tangible way to say, "thank you"!

(Expense Guidelines) If you wish to claim volunteer hours for monetary gifts and money spent for food, you are welcome to do so. General guidelines for 2021 are \$25 per hour, but you may certainly choose another value amount.

FREE THANKSGIVING MEALS

Emmanuel Christian Center is providing a free Thanksgiving meal box to families who request one (again this year). A limited supply and boxes will be available on a "first come, first serve" basis. Meal boxes will be available for pick up at the High School campus on Nov. 17 and Nov. 20 from 7:30 a.m. - 3:00 p.m.

Thanksgiving boxes will include the following: sweet potatoes, corn, stuffing, instant potatoes, cream of mushroom soup, pie crust, green beans, pumpkin puree, fried onions, mini marshmallows, gravy, cornbread mix, broth, cranberry sauce, and a gift card for protein (turkey, etc.).

Complete the [Thanksgiving Meal Box Sign Up](#) by October 19, 2023 in order to request a box. Contact your student's school counselor if you have any questions.

Ms. Peterson (MS) alpeterson@spectrumhighschool.org

Mrs. Kobes (9-10) skobes@spectrumhighschool.org

Ms. Trieu (11-12) htrieu@spectrumhighschool.org



INFORMATION FROM THE IT DEPARTMENT

Reminder – **Student absences notifications can be made in advance through 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 jlbingbeek@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

- 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.
- Following the Chromebook guidelines will ensure that students get the most out of their academic year and *stay connected!*

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.

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.

NEW PHYSICAL EDUCATION FIELD UPDATE

Construction is complete. Our new physical education field (west of the high school) is complete and will be ready for use in the spring!



New Physical Education Field at Spectrum High School campus.

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.	
Technology Specialist	Year round position supporting technology use throughout the school.	
		Jeff Rupert, Technology Manager, jrupert@spectrumhighschool.org

IMPORTANT UPCOMING DATES



October 19-20 – MEA Break (No School)

Monday, October 23 – Picture Retake Day

Thursday, October 26 – Grade 9 PSAT

Thursday, October 26 – School Board Annual Meeting – 5:30 p.m. in the College and Career Center at the high school.

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>



DIRECT COMMUNICATION WORKS BEST!

In the day of immediate communication, it can be easy to make social media the first place we post questions or concerns. Spectrum welcomes communication and encourages everyone to reach out directly to the school with questions or concerns. We are happy to talk about it and direct any concerns or questions to the people best suited to address them. Gaining understanding often brings perspective and can address questions or concerns directly. Thank you for making us your first stop for accurate information.

HIGH SCHOOL ONLY

FAFSA (FREE APPLICATION FOR FEDERAL FINANCIAL AID)

Free financial aid events are available to Minnesota students and families via Zoom. The series, running on Tuesday evenings in October, is intended for current high school students and will cover general information about the financial aid process, details on the Free Application for Federal Student Aid (FAFSA), the Minnesota Dream Act for undocumented students, and other ways to pay for college. Attendees can ask questions in the chat and have them answered during the event by financial aid experts. Students who attend any of the sessions will be entered into a drawing to win a \$500 scholarship (one entry per session attended). Space is limited so register soon! These sessions are offered by the Minnesota Office of Higher Education, Minnesota Department of Education, ECMC The College Place, and Minnesota Goes to College. For session dates, topics and to register: <https://bit.ly/RSFSA>. Contact tpribnow@ecmc.org with any questions.

PARKING PERMIT REMINDERS

All students planning to park at school must purchase a parking permit from the high school office (with payment made through Infinite Campus). 2023-2024 parking permits are red and must be displayed in the vehicle.

IMPORTANT INFORMATION: HIGH SCHOOL PICK UP AND DROP OFF INFORMATION

Six weeks into the school year, we have been able to observe traffic patterns and some unsafe practices have emerged as people are trying to expedite the drop-off and pick-up process – especially for high school students.

In order to create the safest conditions possible, we are asking for your help:

- If dropping off or picking up students at the high school, please enter Industrial Circle off of Twin Lakes Road at the north entrance. This will avoid trying to turn left across traffic into the high school parking lot.
- Please do not drop students off while in the driving lanes on Industrial Circle and avoid pulling into the bus lane. There are two choices for dropping off high school students: (1) on the west side of Industrial Circle before the high school entrance, or (2) turning right into the high school parking lot and using the drop off lane.



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.





Free Thanksgiving Meal

This year, Emmanuel Christian Center is providing a FREE Thanksgiving meal box to families who request one. Supply is limited and boxes are available on a first come, first serve basis. Meal boxes will be available for pick up at the Spectrum High School from 7:30 AM to 3:00 PM on 11/17 and 11/20.

Thanksgiving Meal Includes:

Instant potatoes, Corn, Stuffing, Sweet potatoes, Pie crust, Green beans, Pumpkin puree, Cream of Mushroom Soup, Fried onions, Mini marshmallows, Gravy, Cornbread mix, Broth, Cranberry sauce, and Gift card for protein (turkey, etc.)



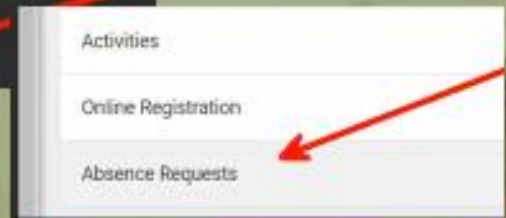
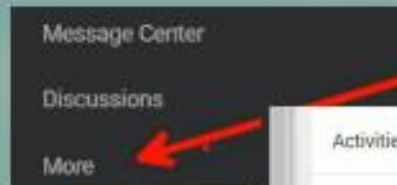
Questions? Interested? Contact your school counselor or fill out the [Google form](#) by October 19th.

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



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