2023-2024 Elementary Student Handbook

Welcome to McGregor Elementary School!

McGregor Elementary is an innovative school with a kind, caring, and dedicated staff. We offer a variety of programming to meet the needs of all our students during the school day, with many after-school educational and cultural opportunities. We believe that all children can and will learn. To ensure that all children will reach their potential, we will create and support a school environment in which all children and adults feel welcomed, respected, and trusted as an important part of our school.

We believe that all students must be:

- Effective Communicators
- Inspired Learners
- Accountable
- Productive Workers
- Responsible Citizens
- Resourceful and Independent Thinkers

Superintendent/ Elementary Principal	Brad Johnson	218-768-5126
High School Principal	Bob Staska	218-768-5135
Dean of Students	Jamie Lukas	218-768-5131
Elementary Secretary	Sarah Pierce	218-768-5125
High School Secretary	Serena Litwin	218-768-5136
Business Manager	Shauna Dalchow	218-768-5123
Payroll/Benefits	Kristi Pelto	218-768-5121
School Counselor	Gretchen Polkinghorne	218-768-5137
School Social Worker	Michaela Gelhar	218-768-5146
Facilities Supervisor	Anthony Pierce	218-768-5162
Transportation Supervisor	Eric Kulju	218-768-5148
Food Service Supervisor	Tina Reid	218-768-5130
Community Ed Director Director 21st Century Learning	Cheryl Meld	218-768-5139
Kids Plus/Kids Club	Kids Club Room	218-768-5112
School Nurse	Allison Paquette	218-768-5132

McGregor ISD #4 Non-Discrimination Notice

McGregor ISD #4 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following have been designated to handle inquiries regarding the non-discrimination policies.

Section 504 Coordinator: Gretchen Pokinghorne, School Counselor 148 S 2nd St., McGregor, 218-768-2111 ext 5137 or gpokinghorne@isd4.org

Title IX Coordinator: Brad Johnson, Superintendent/Elementary Principal 148 S 2nd St, McGregor, 218-768-2111 ext 5126 or bjohnson@isd4.org

Table of Contents

Page 6	Attendance
Page 7	Band
	Bullying
	Calendar
Page 8	Complaints
	Cell Phones
	Communication
	Conferences
	Counseling and Family Support Programs
Page 9	Curriculum
	Discipline: Lunchroom
	Rules/Playground Rules
Page 10	Discipline – Admission/Re-admission
	Discipline – Notification of Policy Violation
	Discipline – Student Records
	Discipline – Students with Disabilities
	Discipline – Open Enrolled Students
Page 11	Dress Code
	Drills
Page 12	Drug-Free School
	Early Pickup
	Emergency Drills
	Employment Background Checks
Page 13	Family Vacations
	Fees
Page 14	Food Policy
	Field Trips
	Gifts to Employees
	Harassment and Violence Prohibition
Page 15	Hazing Prohibition
	Health Records
	Hearing and Vision Screenings
	Homework Policy
Page 16	Human Rights Act- Section 504
	Illness
Page 17	Immunizations
	Incentives
	Intruder Response Plan (ALICE)
	Library
	Lice Policy
Page 18	Lockers
	Lost and Found
	Make-up Work
	Medications
	Non-Discrimination
Page 19	Notice of Violent Behavior by Students
	Parent Right to Know
	Parent Volunteers
	Party Invitations

Page 19 Personal Property
Page 20 Pets at School
Physical Education
Pledge of Allegiance
Promotion and Retention
Recess
Recess Detention
Page 21 Religious/Cultural Instruction
School Activities
Page 22 School Closing
School Hours
School Meals
Page 24 School Searches
Page 25 School Supplies
Selling at School
Student Discipline – Policy 506
Student Records
Student Visitors
Page 26 Tardiness
Technology
Technology Agreement
Page 27 Telephone Calls
Textbooks and School Materials
Tobacco-Free Schools
Transportation Policy
Page 28 Transportation Discipline
Page 29 Vandalism
Visitor Policy
Page 30 Zero-Tolerance Policy: Suspension/Expulsion/Exclusion
Page 31 Parent/Guardian Refusal for Statewide Assessments
Page 33 Dissemination of Handbook

MISSION STATEMENT

Inspire passion, empower excellence, nurture innovation, and develop independent individuals to achieve their full potential.

VISION STATEMENT

To be a school of excellence that prepares critical thinkers to thrive today and excel tomorrow.

The following is a handbook of procedures and expectations for students and parents. Please take time to familiarize yourself and your child with its contents. This handbook is reviewed and revised periodically. We will keep you informed of any significant changes should they occur during the school year. We look forward to partnering with parents and community members and welcome community involvement. Please check out the McGregor Schools Website if you are interested in volunteering at our school.

ATTENDANCE

McGregor Elementary knows that regular school attendance is directly linked to student success. All students are expected to attend school regularly and be on time. The purpose of this policy is to encourage regular school attendance. It is intended to be informational and not punitive. This policy also recognizes that attendance is a responsibility shared by students, parents, teachers, and school administration.

Procedure: To excuse an absence due to illness, the parent/guardian must call the school office (Ext. 5125) prior to 2:00 pm on the day of the illness. Failure to do so may result in an unexcused absence. Please do not call your child's teacher.

Following any other legitimate absence from school, a note or phone call from the child's parent/guardian stating the reason for the absence must be presented to the Elementary office (Ext. 5125) within 5 days of returning to school. In the event a note/phone call is not provided, the absences will be considered unexcused.

Students who are absent are responsible for completing the work they missed. Parents wishing to pick up missed student work must notify the teacher or office (Ext. 5125) before **12:00 pm. Students may not attend evening or other extracurricular activities the day they are absent.**

EXCUSED ABSENCES

To be considered an excused absence, the student's parent/guardian must verify, in writing or through phone call, the reason for the student's absence from school, in advance or within (5) school days after the absence.

Excused Absences include, but are not limited to:

- Illness or injury which makes a student physically unable to attend school.
- Death in the family.
- Medical, dental or other appointments with a health care provider.
- Court – When a student is under subpoena.
- Catastrophic events or natural disasters.
- Religious observance, as suggested by the religion of the student
- The student's parents participate in a valid educational opportunity, with prior approval of the principal.
- Isolation ordered by the State or County Board of Health (Covid Protocol)
- Pre-arranged family vacation

- Removal of a student pursuant to a suspension

In the event of multiple unexcused absences, absent letters from the McGregor Elementary Office will be sent to the parent/guardian of the child. A letter will be sent after three (3) unexcused absences informing the parent/guardian of the missed days. An additional letter will be sent after five (5) unexcused absences and an attendance support plan meeting may be required. At seven (7) unexcused absences, a 3rd letter will be sent informing the parent/legal guardian of the school's responsibility to possibly file for educational neglect with Aitkin County.

EXCESSIVE EXCUSED ABSENCES

At the discretion of the Principal or Dean of Students, students with (10) or more excused absences may require a doctor's note or the school nurse must evaluate the present medical condition on the morning of the day they are planning to be absent. Also, at the discretion of the Principal or Dean of Students, the parent/guardian will be notified and a letter may be sent to Aitkin County to consider for educational neglect.

STUDENT ATTENDANCE AT AFTER SCHOOL EVENTS

Students who stay after for a school-sponsored activity must be a participant or under the supervision of an adult. If a student does not have a note indicating parent permission, he/she must go home as usual.

BAND

Students in grades five and six are encouraged to participate in band. Instrumental instruction consists of individual and group lessons. Band is an optional, yet graded course. Students do not miss out on classroom instruction during band practice. Students must supply their own instruments and will be given assistance by the band teacher in buying or renting.

BULLYING – MCGREGOR POLICY 514

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy 514

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the District website -
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1851/McGregor/2892492/2023-2024_Calendar_-_McGregor_-_Spring_Break_-_Early_Outs_copy.pdf

A copy of the calendar is also on the last page of this handbook

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

CELL PHONES

Cell phones are not to be used during school hours. Students who choose to bring cell phones to school must leave them turned off and in their locker or backpack. Cell phones are the sole responsibility of the student, the school is not responsible for lost or stolen phones. Cell phones are not allowed in any of our school bathrooms, locker room/shower facilities per state law. Students in violation of district cell phone policy will be required to surrender their cell phones. Students may only use devices if given permission by the classroom teacher for educational purposes.

1st offense – The cell phone will be taken away and returned to the student at the end of the day.

2nd offense - The cell phone will be taken away, parent/guardian will be contacted and asked to pick the phone up at school.

3rd offense - The cell phone will be taken away and a meeting with parent/guardian will be required to discuss an appropriate plan and possible consequences. Parent(s)/guardian(s) will be asked to pick up the phone at school.

COMMUNICATION

Communication is key to a successful school year. Parents are encouraged to utilize the various methods of communication available for students. Regular use of the McGregor website, class websites, daily planners, e-mail, daily folders, classroom newsletters, and voicemail are critical in enhancing the learning process for all. The district will be utilizing our JMC software to inform parents/guardians of various activities (through email and phone). Please make sure to update your email and phone information with the elementary office when a change is made.

CONFERENCES

Parents are encouraged to contact teachers about their concerns at any time during the school year. Elementary conferences are scheduled twice a year and are held in the teacher's classroom. There will also be an entrance conference scheduled during the fall open house. All parents are asked to attend conferences to discuss student progress. Online sign-ups for conferences will be sent out through JMC prior to the conference dates

COUNSELING AND FAMILY SUPPORT PROGRAMS

McGregor Elementary has a K-12 school counselor to assist children and families. The counselor will be available to provide personal counseling for students and families. This will help them learn greater self-understanding, acceptance of responsibility, and better decision-making skills related to school success.

CURRICULUM

McGregor Elementary School currently serves approximately 240 students. The elementary curriculum consists of basic subject matter, core instruction, and 21st Century technology skills that will prepare our students to meet the Minnesota Graduation Standards and create lifelong learners. McGregor Elementary offers a variety of programs to enhance student learning including Title One support and a full range of special education services. Our curriculum is supported through Reading Corps, ADSIS, PBIS, IXL Math and a Balanced Literacy Program.

Additional programs may include D.A.R.E. for fifth grade students, field trips, Talent Search and All Stars for 6th grade, band, school lyceums and special speakers, tutoring opportunities, Kids Club for grades 1-4, after school enrichment for grades 5-6, and a variety of other activities.

DISCIPLINE POLICY

McGregor Elementary strives to provide a secure learning community. We realize that this goal can only be met if we cooperate and work together. It is our belief that each student has the right to attend school in a safe, educationally sound environment, where consideration and respect are shown to all. Appropriate behavior is expected in the school building, on the playground, at after school activities, and at any school related function. We do our best to be consistent, fair, and honest when dealing with student behavior. Discretion will be used on a case-by-case basis.

Sometimes students have difficulty with self-discipline and need guidance in acquiring these skills. Consequences for inappropriate behavior may include; a verbal warning, one-to-one interaction with school personnel, time out, loss of privilege, parent communication, individual behavior plan, suspension, or expulsion from school.

LUNCHROOM RULES

- Stay at your assigned table until you are dismissed.
- Eat your lunch and visit quietly with the neighbors next to you.
- Waste is discouraged
- No throwing food. Table and floor should be clean when you leave.
- Use appropriate voices. A supervisor will blow a whistle when the noise level becomes too loud. This is a signal for students to quiet down.
- Use good table manners.

PLAYGROUND RULES

- Listen to and respect the supervisors.
- Respect one another’s feelings and property.
- No fighting, wrestling, contact sports, or aggressive play.
- No throwing rocks or snowballs.
- No profanity.
- Students must be dressed appropriately for weather conditions.
- Use playground equipment appropriately.
- Students may not re-enter the building without a supervisor’s permission.

DISCIPLINE ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

DISCIPLINE - NOTIFICATION OF POLICY VIOLATION

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

DISCIPLINE - STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 plan specifies a necessary modification.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

DISCIPLINE - OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

DRESS CODE

- All students are required to wear appropriate footwear for school (no slippers).
- All shirts and tops must cover the full stomach at all times.
- The following are examples of clothing that is unacceptable: tank tops w/ straps thinner than 2 inches, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
- All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
- Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.
- Head wear (including hoods, scarves, bandanas, or other head dressings) may not be worn inside the school building unless permission is given from the principal or Dean of Students. Headwear that does not comply with the dress code will be confiscated whether or not a student is wearing the item.
- Baseball caps & winter beanies that are appropriate are acceptable to wear in school.
- Clothing and hair accessories that are unsafe and/or dangerous are not permitted.
- Clothing, jewelry, or hats that depicts any illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; “gang style” writing; or words, pictures, or phrases that depicts violence or intimidation may not be worn.
- Any body piercing that presents a safety issue or major distraction will not be allowed.
- Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.

*Students who do not abide by the dress code will be provided a t-shirt to wear (if no personal alternative clothing is available) and a phone call home will be made.

DRILLS

Fire, tornado and ALICE (Alert, Lockdown, Inform, Counter, Evacuate) drills are held periodically throughout the year.

A. **Fire Drills** - are held at irregular and unannounced intervals so that the students in an actual emergency will be able to leave the building quickly and quietly with no running, pushing or shouting. In addition to teacher direction, exit instructions for fire emergencies are posted in each room. When outside, students are expected to follow the directions from their teacher and move away from the building.

A. **Tornado Drills** - Students are expected to leave their classroom quickly, safely and in an orderly manner. In addition to teacher direction, exit instructions for tornado emergencies are also posted in each room.

B. **Lockdown Drills** - are held at irregular and unannounced intervals so that the students in an actual emergency will be able to react to the different situations that may arise. Lockdown drills are use to shelter in place to an emergency.

C. **ALICE Drills** - Active intruder drills are verbally reviewed throughout the year so that all students are comfortable knowing exactly what steps to follow in an ALICE emergency (see page 17 for more info about ALICE).

Our schools participate in the annual statewide severe weather drill conducted in mid-April. It is essential to plan ahead for Minnesota’s severe spring and summer weather.

DRUG-FREE SCHOOL and WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

EARLY PICKUP

If a parent needs to take a child out of school during school hours, parents are required to report to the elementary office first. The teacher will be notified and students will be called to the office. Students will be permitted to leave with a parent or legal guardian only, unless prior notification has been given to the office. In parental custody cases the school must have a copy of a court order regarding restrictions on who may pick up the child. The court order must be on file with the school.

EMERGENCY DRILLS

Fire, tornado, and lockdown drills are conducted throughout the year in accordance with Minnesota law to ensure the safety of all students. Emergency procedure instructions are posted in each classroom. In case of emergency evacuation or lockdown, the Crisis Prevention Plan will be implemented.

In the event of an actual emergency, parents are asked to wait for instant alert updates rather than flood the school with individual calls.

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

FAMILY VACATIONS

Please consider the following if you are thinking of taking your child on vacation during the school year:

- While we realize that illnesses and family vacations will happen, it is difficult to replicate a missed day of school.
- Teacher direction, help, and guidance are an integral part of the total program, especially in reading and math. Your child would not have this resource available to them while absent from the classroom.
- While on vacation, most children do not feel comfortable doing school work, nor do they devote full attention to the reading/writing tasks required of them.
- Significant missed instructional time negatively impacts student learning.

If you find it necessary to plan a vacation during the school year, parents/guardians need to send a written note to the office for prior approval. When students miss school due to vacation, it is left to the teacher's discretion if the make-up work is assigned prior to vacation or after returning. Work assigned prior to leaving on a vacation will not exceed five days. Due date should be agreed upon at the time of assignment. Generally, all work is expected to be made up five days after return. Parents/guardians are encouraged to plan family vacations during scheduled school breaks.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver education training course.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building administrator.

FOOD POLICY

Snacks for Kindergarten-3rd grade will no longer be provided by the school. Please check with the homeroom teacher about snacks in the classroom.

Birthday treats: If your child wishes to bring a birthday treat to share, parents may make arrangements with the teacher. Any treats provided for the class must be purchased. Homemade treats are not permitted.

Snack Packs: McGregor School is a part of the Heartland Snack Pack program. Students who receive snacks packs are expected to transport them home unopened in a backpack. Contact Carrie White (ext. 5163) for additional information.

FIELD TRIPS

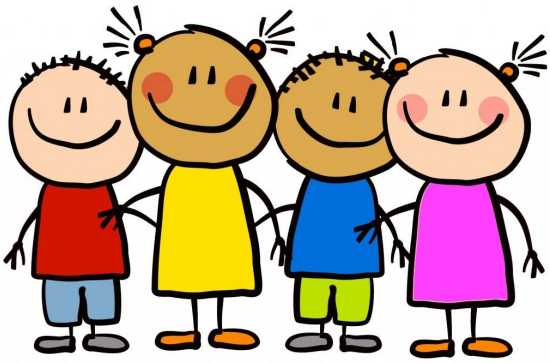
All classes have the opportunity to go on a field trip each year. Field trips are a privilege and not a right. Your child must meet the classroom requirements for field trip attendance. Classroom teachers will communicate all requirements and expectations to students. For liability reasons field trips are limited to classroom students and adult chaperones only. No preschool children or other siblings may attend. Parents are encouraged to attend if space permits and are asked to ride the bus. Only under special circumstances may parents drive to the field trip and join the class. Occasionally there is a need for students and parents to pay a portion of field trip costs.

GIFTS TO EMPLOYEES

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

HARASSMENT AND VIOLENCE PROHIBITION – SEE MCGREGOR POLICY 413

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.



HAZING PROHIBITION – SEE MCGREGOR POLICY 526

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

Malicious and Sadistic Conduct

Malicious and sadistic conduct will not be tolerated. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

Reporting Procedure

Any person who believes they have been the victim of malicious and sadistic conduct or has knowledge of conduct which may constitute malicious or sadistic conduct shall report the incident immediately to the principal. The principal will conduct an investigation regarding the incident. Any disciplinary or legal action will take place at the conclusion of the investigation. Consequences for such substantiated behavior may include but are not limited to conference and warning, detention, suspension, a recommendation to expel, and/or referral to appropriate social service or legal agencies.

HEALTH RECORDS

Health records are part of each student's cumulative file. School health records need to be updated each fall. It is imperative that the school be notified of any additional changes throughout the year.

HEARING AND VISION SCREENINGS

Hearing and vision screenings are done annually. Parents will be notified of those students who fail the retest and will be encouraged to seek further evaluation.

HOMEWORK POLICY

Studies have shown that homework at the elementary level does not have a large impact on student success in later years. At McGregor Elementary students will not be assigned regular homework. Some supplemental materials that support education topics may be sent home, but they will not be graded. They are sent as an option for parents to reinforce what is happening in the classroom. Our Policy is as follows:

- Classwork becomes homework if it is not completed in class. If students use class time, there will be minimal homework.
    - Completion of unfinished work or long-term projects is acceptable.
    - In the case of student absence, there will be homework and students should be given appropriate time to make up work.
    - Students will not receive detentions for unfinished homework assignments, but may have to use lunch and/or recess time to complete work.
- Teachers will review the homework policy with students and parents each school year.

HUMAN RIGHTS ACT SECTION 504

McGregor School is dedicated to providing non-discriminatory educational programming to all. Staff provides a continuum of services to students who meet the state of Minnesota criteria for a variety of specific disabilities.

ILLNESS

When a child becomes ill during the school day, parents/guardians will be contacted so he/she can be picked up. If parents/guardians are unreachable, information furnished on JMC will be used. It is helpful to health services if two or three emergency telephone numbers are listed. If the parent/guardian, or emergency contacts cannot be reached in an emergency situation, “911” will be called, or the student will be transported to the nearest hospital.

Some examples of instances when we contact parents/guardians:

- Temperature greater than 100 degrees
- Vomiting
- Severe persistent coughing
- Upset stomach with flushed cheeks, headache – without temperature
- Diarrhea
- Severe sore throat (potential Strep), with temperature
- Open wounds
- Pink eye with drainage or severe irritation to student
- Recurring headache
- Possible medication reaction
- Rash with persistent itching
- Known allergies and reactions to “triggers”
- Bee sting allergies
- Asthma attacks
- Diabetic reactions
- Seizures
- Rest, return to class; returns to health services, still not well; or after two visits to health services in one day
- Other situations per health services staff discretion

Instances when we do not notify parents/guardians:

- Minor playground injuries-scratches, scrapes, and monkey bar blisters
- Small slivers
- Band-Aid application or changes
- Temperatures under 100 degrees without other symptoms
- Minor aches (stomach, throat), pains, and rashes which are not recurring

- Insect and bee stings, without known allergies (receive first aid and observation for 20 min.)
- Change of clothing due to toileting accident, unless health services notices a pattern and questions infection.

Physician's Note Policy

If adaptations for students are necessary, a physician's note (stating the dates and specific classes, activities, etc. to exclude) is required for accommodations to be made. When a signed physician's note is sent to the school health office, the nurse, teacher(s), and other staff will ensure that the orders are followed and proper arrangements are made.

A signed physician's note is required when a new health concern diagnosis is made.

IMMUNIZATIONS

Minnesota Statutes, Section 121A.15, requires all students enrolling in an elementary or secondary school to show evidence of immunization or properly documented exemption.

Further information is provided by; http://www.health.state.mn.us/, your family doctor, or the school nurse. Our school nurse is available from 8:00am to 3:30pm daily.

INCENTIVES

Classroom teachers provide ongoing rewards to motivate and encourage positive academic and social skills. These rewards may consist of things such as: free time, movies, games/activities, recess, and computer time.

INTRUDER RESPONSE PLAN: ALICE

The McGregor School District has adopted the ALICE program, an active shooter/intruder response program. ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate (in no specific order). Staff and students have been trained to alert others of the situation, providing as much information as possible, then lockdown by barricading doors and/or evacuating the building.

LIBRARY

Students may check out up to two books at a time from the library. Replacement costs for lost or damaged books are the student's responsibility.

LICE POLICY

What is the procedure for students with lice?

If your child has active lice in school, the school nurse will contact you. You will be asked to pick up your child from school and treat him or her for lice. Most of the shampoos do not kill all of the eggs so it is extremely important to remove any eggs still remaining. You need to re-treat again with the chemical treatment 7-10 days after the initial treatment.

LOCKERS

The state-mandated locker search policy is as follows:

"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials." Law enforcement may not search a student's locker or belongings anytime unless a school official uncovers evidence of a violation of law or school rules.

LOST AND FOUND

Misplaced articles are placed in a bin in the foyer. Items not claimed are displayed at conferences and at the end of the year. Parents are encouraged to check often for lost items. Unclaimed articles are donated to the McGregor Area Clothing Closet at the end of the year.

MAKE-UP WORK

Students who are absent are responsible for completing the work they missed. Parents wishing to pick up missed student work must notify the elementary office before 12:00 pm. Students will have the same number of days they were gone to make up for missed work. Many classroom activities cannot be duplicated at home (group work, experiments, in-class games, buddy class activities, etc.), so regular attendance is expected. Arrangements should be made in advance for extended absences.

MEDICATIONS

All prescribed and over-the-counter medication will be dispensed by the school nurse. Written parent and doctor permission are needed to take prescribed medication at school. Medication must be kept in an original container with dosage and prescription, etc., on it. Students are allowed to carry inhalers and cough drops and use them as needed.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavio

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

PARENT VOLUNTEERS

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the Family Engagement Coordinator or the Building Principal. Parents/guardians who visit the school should sign in at the elementary or high school office before entering a classroom. For more information, contact the Family Engagement Coordinator or the Building Principal.

PARTY INVITATIONS

Invitations to birthday and other parties should NOT be sent to school with your child to be handed out here. The distribution during school time can be very disruptive to instructional time. It is our goal to develop our school community into a positive, healthy and nurturing place to be. Our mission is that each student possesses self-worth, confidence and pride in him/herself. For students who may not be receiving an invitation, it can be very counterproductive in reaching these desired outcomes.

PERSONAL PROPERTY

Students are advised not to bring toys, money, electronics, or any other items of value. School is not responsible for any lost, stolen, or damaged items. Lockers, desks, and backpacks are not secure.

PETS AT SCHOOL

Classroom pets are not allowed without permission. If your child would like to show a pet, please contact your child's teacher to arrange for a visit. Pets cannot be transported on the bus.

PHYSICAL EDUCATION

Students are required to participate in scheduled physical education classes. Phy ed is a graded course. If a child is unable to participate he/she should have a written parent note for short-term exclusion, and a doctor's note for an extended period of time beyond two days. Students are expected to have appropriate footwear and clothing as defined by the Phy Ed teacher.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

PROMOTION AND RETENTION

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school.

RECESS

Students are expected to go outside for recess, when weather permits. In the event that temperatures or wind chill fall below 0 degrees, or during inclement weather, students will stay indoors. It is a parent's responsibility to make sure students have appropriate clothing for weather conditions.

RECESS DETENTION

A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence of student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

C. The school district must not use recess detention unless:

1. a student causes or is likely to cause serious physical harm to other students or staff;

2. the student's parent or guardian specifically consents to the use of recess detention; or

3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

D. The school district must not withhold recess from a student based on incomplete schoolwork.

E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of non-exclusionary discipline.

G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111, or other state or federal law.

RELIGIOUS/CULTURAL INSTRUCTION

Wednesday afternoons running approximately October through April, students in grades 1-6 are able to attend religious and cultural programs offered through the community. This is optional and parent permission is required. Students will not miss new classroom instruction.

SCHOOL ACTIVITIES

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

SCHOOL CLOSINGS

If it becomes necessary to close school due to bad weather or other emergencies the JMC alert system is activated. Please keep school records updated so that you receive these announcements. School closing may also be announced on area television and the following radio stations: KKIN (94.3FM), KEZZ (930 AM), WCCO (830 AM), WTBX (93.9 FM), KDAL (610 AM), KBEK (95.5 FM).

SCHOOL HOURS

Students should not arrive before 8:00 A.M. No staff is scheduled to supervise students before 8:00 A.M. Students in the building before 8:10 must go directly to the cafeteria . Students are not to be in the school building after school hours, except when participating in an approved, supervised activity for elementary students. The elementary office hours are 8:00-4:30.

SCHOOL MEALS – MCGREGOR POLICY 534

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. All a la carte or second meal purchases are to be prepaid before meal service begins. A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the student's account.

B. Each school that participates in the free school meals program must:

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

D. When a student has a negative account balance, the student will not be allowed to charge a snack item.

D. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches $-10.00. Families will be notified by JMC parent notification.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non-reimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than $10, not paid prior to end of the semester will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district must not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The

school district must not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;

2. students and families who transfer into the school district, at the time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy.

B. The school district will post the policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

SCHOOL SEARCHES

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

- Lockers and Personal Possessions Within a Locker

  Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

  Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

- Desks

  School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

- Personal Possessions and Student's Person

  The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

SCHOOL SUPPLIES

Students are furnished with all the necessary textbooks and workbooks. Personal items such as notebooks, pencils, crayons, pens, etc., are to be brought to school by the individual child. All school items should be labeled with the child's name, particularly book bags, lunch boxes and clothes.

SELLING AT SCHOOL

Students are allowed to sell items for school approved fund-raisers prior to 8:30 a.m. and after school (if supervised).

STUDENT DISCIPLINE

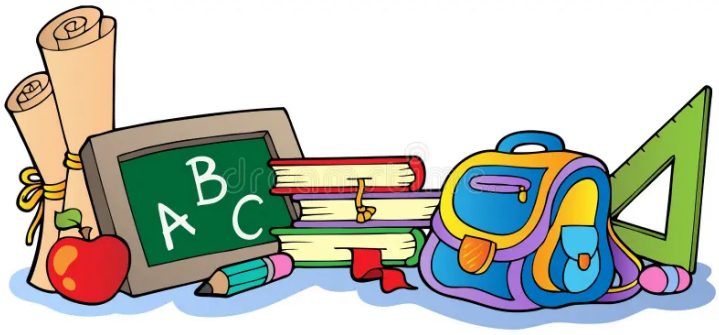
Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy #506

STUDENT RECORDS

All students' records will be treated in accordance with the provisions of Public Law 93-380 and Chapter 479.

STUDENT VISITORS

Students not enrolled in our district are not allowed as guests during school hours.



TARDINESS

All students must have a written note from a parent if arriving late to school. Students will be marked as unexcused tardy if they do not have a note. Other examples of unexcused tardiness include over sleeping, missing the bus, or leaving home too late.

Excessive tardiness will result in the following consequences:

- Four (4) incidents – Referral to the principal; letter sent to parent/guardian.
- Excessive tardiness may result in a referral to county services.

TECHNOLOGY

Instructional technology has become an important and regularly used educational tool. Technology is an all-inclusive term referring to the use of computers, websites, SMARTboards, projectors, e-mail, calculators, mobile devices, etc. Technology usage is a privilege as well as a responsibility. Students will be instructed in safe and proper use as applicable to their grade level. Students are expected to use technology in a safe, respectful, and responsible manner.

The following rules govern access to these tools. Noncompliance will result in disciplinary action.

1. Copyrighted material will not be traded or copied. Unauthorized duplication and use of software violates the U.S. Copyright Law. Submitting copied programs and files as your own work is plagiarism.
2. Students will not access, modify, destroy, tamper with or install software programs on district owned computers, or take possession of files or programs without teacher permission. Compromising passwords, settings, or altering the hard drive will not be tolerated.
3. Students will be expected to handle all district instructional technology materials appropriately and with respect.
4. Inappropriate use may include accessing, downloading, contributing to, or distributing objectionable material, dialing unauthorized numbers, cyber-bullying, or using equipment to purchase or solicit.
5. Students will not share personal information such as addresses, full names, phone numbers, passwords, or any identifying information over the internet.
6. Students will report any information that makes them feel uncomfortable. Students are also expected to report any inappropriate use of equipment.

TECHNOLOGY AGREEMENT

This outline represents the McGregor School Technology Plan, which is on file with the Minnesota Department of Education and is available in the district office. By signing the Student Policy Agreement, parents and students agree to follow the district “Acceptable Use” policy.

The District and classroom teachers operate and maintain websites. First names and photographs of students are used through this use of technology. If parents do not wish to have their child’s name or photograph published, they must opt-out through online JMC registration.

Specific Device Agreements outlining expectations and responsibilities for appropriate use will be provided to students and families.

TELEPHONE CALLS

Students and parents should arrange family matters, transportation, meeting arrangements, and after school activities before students come to school. Utilize student planners or parent communication folders to reinforce student safety and responsibility.

In the event of an unexpected change, parents should notify the office prior to 2:00 p.m. to ensure the message is delivered to your child. Office telephones are not for student use. Classes will not be interrupted to call students to the telephone for messages. You may leave a message for classroom teachers at their extension.

TEXTBOOKS AND SCHOOL MATERIALS

Textbooks, library books, and various pieces of technological devices and other school materials issued to students are the property of ISD 4. When they are returned, reasonable wear and tear is expected, however, charges for materials with significant damage will be the responsibility of the student's family. Lost books are charged full replacement value. Payments are made to the school office.

TOBACCO-FREE SCHOOLS; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTIONS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

TRANSPORTATION POLICY

The school district shall provide students enrolled in preschool through 12th grade with school bus safety training per state guidelines. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall demonstrate knowledge and understanding of at least the following competencies and concepts through written examination:

- Transportation by school bus is a privilege not a right.
- District policies for student conduct and school bus safety.
- Appropriate conduct while on the bus.
- The danger zones surrounding a school bus
- Procedures for safely boarding and leaving a school bus.
- Procedures for safe vehicle lane crossing.
- School bus evacuation and other emergency procedures.

Rules at the Bus Stop

- Get to your bus stop five minutes before your scheduled pick up time. The bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops completely before approaching the bus.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- After getting off the bus, move away from the bus.
- If you must cross the street, wait for the driver to signal to you before crossing the street.
- Always cross in front of the bus where the driver can see you.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco, or drugs.
- Dress properly for the weather.

Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- No use of tobacco or drugs.
- Do not damage the school bus.
- No eating or drinking without the driver's permission.
- Students are not allowed to transport pets on the bus.

TRANSPORTATION DISCIPLINE

The bus ride is an extension of the school day. The bus driver has the authority to assign seats. The sexual/racial/religious harassment policy and the weapons policy of the school district will be strictly enforced on the school bus, as well as at school.

Inappropriate Behaviors

- Displaying any unsafe behavior
- Spitting
- Excessive noise
- Horseplay
- Leaving seat or standing while the bus is moving

- Profanity, verbal abuse, harassment, obscene gestures, possession of obscene material
- Hanging out the windows
- Throwing of any object
- Physical aggression against anyone
- Use of tobacco or any controlled substance
- Vandalism to bus (restitution to be made)
- Holding onto or attempting to hold onto any part of the exterior of the bus
- Lighting of matches, fireworks, or possession of any flammable substance
- Unauthorized entrance or exit through the emergency door
- Other serious offenses as reported by the bus driver

Consequences

Consequences for school bus/bus stop misconduct will apply to all routes and athletic extracurricular busing. Decisions regarding a student's ability to ride the bus in connection with school activities will be the sole discretion of the school district principal or dean. Parents or guardians will be notified of any suspension of bus privileges. Conferences between the student, parents, bus driver, and principal will be scheduled as needed.

1st Offense - meet with Principal or Dean of Students, parent contact

2nd Offense - meet with Principal or Dean of Students, parent contact

3rd Offense - 1-5 days bus suspension, parent & Principal/Dean meeting

4th Offense - 5-10 days bus suspension, parent & Principal/Dean meeting

5th Offense - 10 day minimum bus suspension; possible loss of all bus privileges; parent & Principal/Dean meeting

Severe Clause

For serious or repetitive offenses, consequences may be given according to administrative discretion. Example: severe disrespect or endangering others or self.

VANDALISM

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

VISITOR POLICY

For the safety and welfare of our students and staff visitors must use the doors by the district office and check in. Please pick up a visitor's badge in the office. Staff is instructed to inquire about visitors without a badge and direct them to the school office. Please respect these procedures as a means of keeping the school a safe environment.

ZERO-TOLERANCE POLICY

McGregor School adheres to a “Zero-Tolerance” Policy. The purpose of this policy is to assure a safe school environment for students, staff, and the public. Zero-Tolerance applies to any device, instrument, or substance meant to intimidate, produce or threaten to inflict bodily harm as well as the threat, verbal or written, to bring a weapon or do harm to another person.
The consequence for students possessing, using, or distributing weapons or substances may include:

1. Confiscation of the weapon or substance
2. Immediate notification of police
3. Parent or guardian notification
4. Immediate out-of-school suspension
5. Recommendation to the superintendent for expulsion not to exceed one year

Exception: A student who finds or discovers a weapon or substance and reports or takes it immediately to school personnel will not be considered to be in possession of the weapon or substance.

DEPARTMENT OF EDUCATION

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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

Explore the Statewide Testing page for more information

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

Additional Information

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

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

DEPARTMENT OF EDUCATION

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

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

Date of Birth: _____/____/_____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

- ☐ MCA/MTAS Reading
- ☐ MCA/MTAS Science
- ☐ MCA/MTAS Mathematics
- ☐ ACCESS/Alternate ACCESS

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

DISSEMINATION OF HANDBOOK

Copies of this handbook will be emailed to all parents through our JMC communication system. The McGregor Elementary Handbook is reviewed annually and any changes that occur during the year will be promptly communicated. Printed copies will be available upon request. The McGregor Elementary Handbook can also be accessed online at the McGregor Website: www.mcgregor.k12.mn.us

SCHOOL CALENDAR 2023 - 2024 - Spring Break - Monthly Early Outs

MCGREGOR PUBLIC SCHOOLS
148 South 2nd Street
McGregor, MN 55760
Phone (218)768-2111 Fax (218) 768-3901
www.mcgregor.k12.mn.us

C	K-12 Conferences 11/9, 11/14, 3/7, & 3/12 (4-7:30 p.m.)
F	First Day of School - September 5th
G	Commencement - June 2nd
Q/W	Quarter Ends - Early Out
S	Last Day of Semester - January 18th
V	Holiday/Vacation/No School
V/M	Vacation - but potential snow makeup day
W	Faculty Workshop/No school for students (*8/30 Open House 12:30-7pm)
I	Inservice Day - August 31st & January 15th
EO	Early Outs for Teacher PLC's- 1:30 9/13, 10/11, 11/8, 12/13, 2/14, 3/13, 4/10, & 5/8
L	Last Day for Seniors - May 24th

Q End of Quarter
Nov 3rd, Jan 18th, March 22nd, May 30th

No board meeting on February 19th
No meetings or activities on March 12 due to Township Election Day

JULY

S	M	T	W	T	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	31					

AUGUST

S	M	T	W	T	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	W	W	W*	I		

SEPTEMBER

S	M	T	W	T	F	S
					V	2
3	V	F	6	7	8	9
10	11	12	EO	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	EO	12	13	14
15	16	17	18	V	V	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	Q/W	4
5	6	7	EO	C	10	11
12	13	C	15	16	17	18
19	20	21	22	V	V	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	EO	14	15	16
17	18	19	20	21	22	23
24	V	V	V	V	V	30
31						

JANUARY

S	M	T	W	T	F	S
	V	V	V	4	5	6
7	8	9	10	11	12	13
14	I	16	17	S	W	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

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

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	C	8	9
10	C	12	EO	14	15	16
17	18	19	20	21	Q	23
24	V	V	V	V	V	30
31						

APRIL

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

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	EO	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	L	25
26	V	28	29	Q/W	31	

JUNE

S	M	T	W	T	F	S
						1
G	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						

Quarter One: 42 days Quarter Two: 43 days Quarter Three: 45 days Quarter Four: 42 days Workshop: 6 Days Conf/Open House: 2 days (180 Days)
V/M = Vacation Days but potential snow make up days 4/1, 5/31, 6/3