# Table of Contents

**GENERAL INFORMATION**
- Custodial / Non-custodial Parents ........................................... 1
- Data Privacy and Student Records ........................................ 1
- Early Childhood Programs .................................................. 1
- Early Childhood Screening .................................................. 1
- Emergency/Evacuation Procedures ....................................... 1
- Criminal History Background Checks ................................... 1
- Field Trips ........................................................................... 2
- Homework/Make-Up Assignments ....................................... 2
- Hot Lunch/Breakfast ........................................................... 2
- Information Update ................................................................ 3
- Lockers ................................................................................. 3
- Lost and Found ...................................................................... 3
- Media Center ......................................................................... 3
- Non-Instructional Items ......................................................... 3
- Parent Involvement ............................................................... 3
- Parent Newsletters/Calendars ............................................. 3
- Parking/Student Drop Off & Pick Up .................................... 4
- School-Age Care Programs .................................................. 4
- School Closings ..................................................................... 4
- School Day ........................................................................... 4
- School Pictures ...................................................................... 4
- Supplies ................................................................................ 4
- Targeted Services (Learning Boosters) .................................. 4
- Treats in School .................................................................... 5

**ACADEMICS**
- Grading Policy ....................................................................... 6
- Physical Education .................................................................. 6
- Reporting to Parents ............................................................. 6
- Special Education/Title/ELL .................................................. 6
- Title 1 .................................................................................... 6
- Testing ................................................................................... 7
- Swimming ............................................................................... 7

**POLICY, DISCIPLINE AND EXPECTATIONS**
- Attendance Policy .................................................................. 8
- Bullying ................................................................................. 9
- Cell Phones & Electronic Devices ........................................ 10
- Clothing/Dress Code ........................................................... 10
- Damage to School Property ................................................. 10
- Discipline Policy .................................................................... 10
- Drugs, Alcohol, and Tobacco .............................................. 11
- Harassment ........................................................................... 11
- Hazing .................................................................................. 11
- Internet ............................................................................... 12
- Leaving School and/or School Grounds ................................ 12
- Playground Rules ................................................................. 12
- School Security/Security Procedures .................................... 12
- Threats .................................................................................. 12
- Title IX Law .......................................................................... 12
- Transportation ....................................................................... 13
- Weapons ............................................................................... 13

**HEALTH AND SAFETY**
- Bicycle Safety ........................................................................ 14
- Health / Medications ............................................................ 14
- Immunizations ....................................................................... 14
- Insurance ............................................................................... 14
- Personal Hygiene .................................................................... 14
- Pesticides ............................................................................... 15
- Photo/Video Release ............................................................. 15
- Trespassing ............................................................................ 15
- Video Surveillance ................................................................. 15
- Visiting the Building ............................................................ 15
- Walking Safety ....................................................................... 15

**ATTACHMENTS A.1 & A.2 » 16, 17, 18**

**SCHOOL DISTRICT CALENDAR » 19**
STAPLES ELEMENTARY SCHOOL PERSONNEL

PRINCIPAL – Kathy Johnson
ADMINISTRATIVE SECRETARY – Tonia Judd
SECRETARY/ RECEPTIONIST – Victoria Serich
SOCIAL WORKER – Hallie Bergeson
HEALTH OFFICE – Kristy Brownell, Karen Bergemann

TEACHERS
GRADE 4 – Lisa Przybilla, Jennifer Sapp, Renae Schmitz
GRADE 3 – Jody Johnson, Pete Kautto, Sarah Larson
GRADE 2 – Tressa Aspros, Sandy Opheim, Jennifer Pantzke, Heather Wiegand
GRADE 1 – Melissa Holey, Natalie Johnson, Robin Kautto
KINDERGARTEN – Carly Bell, Mary Kempton, Jesslyn Martin, Ginger Stiner
TITLE I/Enrichment – Stacey Carter
TITLE I – Michelle Karr
Lead TITLE I Teacher – Laurie Paskewitz
Student Success Interventionist – Kim Prestridge

SPECIALISTS
SPECIAL EDUCATION – Elizabeth Capistrant, Ginny Haman, Lauren Hayes, Linda Klein, Yesenia Lopez Ibarra, Jeremiah Peipkorn, Jill Severin,
Elizabeth Wright
MUSIC SPECIALIST – Mary Moen
PHYSICAL EDUCATION – Cory Asfeld
STEAM & TECH INTEGRATIONIST – Jolene Elfstrum
STEAM – Cathy Evans
MN READING CORP – Patricia Petrie
MN MATH CORP – Dan Carlson

SUPPORT STAFF
TEACHER ASSISTANTS – Char Abbas, Nicole Berg, Amanda Burton, Carol Craft, Jennifer Dobson,
Deb Eagletail, Jen Fleisher, Alexus Jordan, Yolanda Koppes, Crystal McGruder, Lisa Muenchow,
Rebecca Rapaway, Sara Trantina, Angie Tyrrell, Kayla Vejtasa, Carol Webster, Amanda Weishair,
Angie Yungbauer
LIBRARY ASSISTANT – Annie Capistrant
HEAD CUSTODIAN – Brian Smith
CUSTODIANS – Mark Michel, Mary White
HEAD FOOD SERVICE – Christy Boelz & FOOD SERVICE – Bobbi Seely
INDEPENDENT SCHOOL DISTRICT #2170
SCHOOL BOARD MEMBERS

Brad Anderson
Mary Freeman
Greg Frisk
Chad Longbella
Bruce Lund
Bryan Winkels

SUPERINTENDENT

Shane Tappe         Telephone: 218-894-5400

We Believe...

- education is a life-long process involving the student, the school district, and the community;
- we must appreciate the past, enjoy the present, and prepare for the future;
- our stakeholders have high expectations for our schools to prepare students for a changing world;
- all students must be offered an excellent education and diverse activities that will result in a well-rounded individual;
- we must empower and engage all students to inspire excellence, creativity, and innovation;
- we will achieve excellence by being financially efficient, resourceful, and creative.

2021 Vision...

We are a community united to become the region's school district of choice.

Our Mission...

IN PARTNERSHIP with the community and families, the Staples Motley School District will empower all students to achieve the social growth and academic success necessary to become productive citizens in a changing world.
VISION STATEMENT:
The learner is the focus of all meaningful lifelong learning.

GUIDING PRINCIPLES:
Innovation, Collaboration, Excellence

FOCUS STATEMENT:
Make math, reading and writing our focus through the integration of an articulated curriculum, quality instructional strategies and the prioritization of time needed to ensure learning for all.

STAPLES-MOTLEY ELEMENTARY SCHOOLS GOALS:

1. Staples-Motley Elementary will have 80% of students in grades K-4 demonstrating fluency at grade level benchmarks as measured by Fastbridge in May of 2019.

2. We will increase the percentage of students scoring in the exceeds category on the MCA III reading and math tests by 2% each year until the state average is met.
RESPONSIVE CLASSROOM:

During the 2011-2012 school year, Staples and Motley Elementary schools adopted a discipline program called “Responsive Classroom”. A large group of teachers were trained in Responsive Classroom and the practices were put into place. We will continue to use Responsive Classroom for 2019-20 school year. Teachers will continue to receive training for this program throughout the year. Here is a look at what Responsive Classroom is about:

“The Responsive Classroom approach is a widely used, research-based approach to elementary education that increases academic achievement, decreases problem behaviors, improves social skills, and leads to more high-quality instruction.”
General Information

Custodial/Non-Custodial Parents
It is the responsibility of a custodial parent to provide court documentation to the principal relative to the rights or non-rights of the non-custodial parent. Unless documentation is provided, the school will provide copies of student information to the second parent.

Data Privacy and Student Records
The School District recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Directory Information: Directory Information is defined as information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, date and place of birth, and dates of attendance (NOT ATTENDANCE RECORD). Directory Information does not include personally identifiable data which references religion, race, color, social position, or nationality. Parents or eligible students must submit a written request for any of the above directory information to be considered private.

Parent and students have the right to inspect and review the student’s education records. A written request is necessary stating as precisely as possible the records to be reviewed. A parent has the right to seek amendment of the student’s education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. The entire policy on Data Privacy and Student Records #515 is on file in the principal’s office.

Student pictures may be used on the School District’s publications/website as long as the pictures are not linked to specific names.

Early Childhood Programs
A wide-range of early childhood (preschool) programs are available through the Staples Motley School district. Please call Susan Estabrooks-Anderson at 894-5400 ext. 3531 or sanderson@isd2170.k12.mn.us.

Early Childhood Screening
Minnesota law requires each child go through a preschool health screening before entering school. If you have a four year old who you would like to be screened and will be entering school in the fall of 2017, please leave a message for our Early Childhood Programs Director, Susan Estabrooks-Anderson at 894-5400 ext. 3531. In addition to the preschool screening (above), updated immunizations and a copy of an official birth certificate are required for each student.

Emergency/Evacuation Procedures
Students will have five practice fire drills, five lock-down drills, and a tornado drill to prepare them for emergency situations. If emergency evacuation of the building is necessary, students will go to the designated evacuation site (below), and the building will be locked down.

* Staples-Motley Elementary: Students and staff will go to the Staples Fire Hall

Parents will complete an Early Dismissal form at the beginning of the school year so we have information on file regarding where your child should go if school is released unexpectedly. Please update us immediately if this information changes.

Employment and Services Criminal History Background checks – Notice to Parents and Guardians
The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals 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.
Field Trips
Field trips are scheduled from time to time to enhance learning. A permission slip for local field trips is included with the emergency information. Please return it as soon as possible as it is extremely important that we have it on file in the school office. Whenever a field trip is scheduled out of town, a separate permission slip will be sent home for you to sign. We cannot allow any child to go on a trip without your signed permission.

Homework/Make-up Assignments
Homework will be assigned when it is deemed necessary. If you have a concern about homework, please contact the teacher or the office. If your child is sick and missed one or two days of school, it usually is not necessary to get assignments missed until he/she comes back to school. If your child misses three or more days of school and wants to start doing missed assignments, please call the elementary office, before noon, if you would like the assignments sent home or picked up that afternoon.

Hot Lunch/Breakfast Program
Breakfast and hot lunch are available for all students. Elementary students each have a four-digit code which they will enter on a key pad after they go through the food line. Each time the child eats, the cost of the lunch will be deducted from the family’s line of credit. School policy forbids students from using other students’ food service pin numbers when going through the lunch or breakfast line.
In accordance with Staples-Motley School Board policy, all reduced and regular priced meals will be served on a PREPAID BASIS ONLY. Charges are not allowed for school meals or milk. Positive balances must be established and maintained in order to participate in the school meal program(s). Notices will be mailed to families who have a balance of less than a week’s worth of meals. Payment or authorized payment arrangements should be made within five school days following the notice. All accounts are set up as a family balance to allow patrons to remit one payment per family.

UNPAID MEAL CHARGES
- The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Twice a week families with more than a negative $10.00 balance will receive an automated call informing them that their balance has dropped below negative $10.00. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt by sending out statements in addition to automated calls. 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.
- Negative balances of more than -$10.00 not paid prior to the end of the fiscal school year, will be turned over to the superintendent or superintendent’s designee for collection. 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.
- The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

COMMUNICATION OF POLICY
- This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - all households at or before the start of each school year;
  - students and families who transfer into the school district, at the time of enrollment; and
  - all school district personnel who are responsible for enforcing this policy.
- The school district may post the policy on the school district’s website, in addition to providing the required written notification described above.

Families are encouraged to apply for free or reduced price meal status. This application was mailed to you in August from the Superintendent’s office. Forms are always available from any office in the district as well as on the Schools Website. All information supplied will be held in strictest confidence.

PLEASE NOTE: Applications for free or reduced meals must be renewed each year.

<table>
<thead>
<tr>
<th>Meal Costs for K – 5 Students:</th>
<th>Full Price</th>
<th>Reduced Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>No charge</td>
<td>No charge</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.75</td>
<td>Free</td>
</tr>
</tbody>
</table>

Milk: Milk is included in the cost of hot lunch. A student can purchase milk to go with a sack lunch at noon at a cost of $.55 per half pint. Kindergarten students will receive free milk for their break each day.
Information Update
It is important that the enrollment form data be kept current. It is the responsibility of the parent to update the school immediately of any change of phone number, address, alternate contact persons, or medical conditions. This is particularly of concern with regard to contacting you in case of an emergency. It is the responsibility of a custodial parent to provide court documentation, to the principal, relative to the rights or non-rights of the non-custodial parent. Unless documentation is provided, the school will provide copies of student information to the second parent as requested.

Lockers
Students will be assigned lockers. We ask that students not put any type of lock on their lockers. School lockers and desks are the property of the school district. Inspection of the interior of lockers and desks may be conducted by school officials 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 or desk 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. Board Policy #502 documents all procedures in complete detail.

Lost and Found
Every year we have many articles that are not claimed. Please encourage your child to check the Lost and Found occasionally. Also, check it during Parent/Teacher Conferences for lost items. It would be helpful to label your child’s jackets, snow pants, hooded sweatshirts, etc., with his/her name.
- Lost and Found is located in the gym

Media Center
We would like to ask your help in urging students to be responsible for the library books they check out. It would be appreciated if you would impress upon them that these books are very expensive and should be well-cared for while they have them so that others may enjoy them also. Students will be expected to pay for lost or damaged books.

Non-Instructional Items
Laser lights have been deemed dangerous and can be considered a weapon (see weapons policy.) All laser lights will be confiscated and returned only to the parents, and only if requested within two school days of receiving notice of the confiscation. CD Players, Ipods, MP3 players, electronic games, yo-yo’s, trading cards, toys, etc. are all examples of non-instructional items which only disrupt classes. Students should not bring games or toys from home to “swap” with other students. Several items (watches, calculators, baseball cards, electronic games, etc.) have been misplaced or possibly stolen. Please do not allow your child to bring these types of things to school. We also ask that students do not bring skateboards or rollerblades to use on school grounds.

Parent Involvement
For the last several years we have had a number of parents who have helped in many ways. If you are interested, please complete and return the form which is available at the Parent Teacher Connection booth at Open House night or contact the school office. Everyone has some talent that would be valuable in the education of children and they really enjoy seeing their parents involved at school. Individual teachers may also ask you to work on a specific classroom project. Parents are always welcome to visit our classrooms. Please call a day in advance if you are planning a specific visit. We have active parent volunteer committee that we would invite you to participate in. If interested, call Staples-Motley Elementary at 894-5400.

Parent Newsletters/Calendars
The Element, which is the parent newsletter, will be sent home each month. It will include news from school, as well as a monthly calendar of school events. Please take time to read this information carefully. It is our main way of communicating with our families! A monthly breakfast and lunch menu can be found on our district website at www.isd2170.k12.mn.us. Check back for updates and other news!
Parking/Student Drop Off & Pick Up
- **Morning Drop Off:** Parents wishing to drop off their children before school will need to drop their child off at the South locked door (#7), where we will have a staff person stationed to let students in from 7:45-8:10 a.m. Vehicles are **prohibited** from entering the NE entrance and exiting through the SE exit during this time. Only buses are allowed to use the main entrance lane from 7:45-8:20 a.m.
- **Afternoon Pick Up:** All student pick up at the end of the day will be at the South entrance, door #7. Buses are the **only** method of transportation allowed in the main entrance lane from 2:45-3:20 p.m.

School–Age Child Care Programs
“Before-School Adventures” and “After-School Adventures” are school-age child care programs available at Staples-Motley Elementary from 6:45-7:45 a.m. and 3:00-5:30 p.m. The cost is $3.00/hour. This program is offered by Community Education. It will be necessary to pre-register and pre-pay before the beginning of each month. Adventures will no longer be able to accept children on a “drop-in” basis. Much like any child care program provider, your child will have a guaranteed spot in the program and it will be staffed appropriately knowing the number of participants ahead of time. Because staff needs to be present based on pre-registrations, refunds are not available for days not attended. Please call the Elementary office with any questions or to reserve a spot in the program at 894-5400.

School Closings
In case school is closed because of bad weather or other reasons, official announcements are made on: KWAD-Wadena, KSKK-Wadena, KCCO/KCCW TV-Alexandria, KSAX TV-Alexandria, WYRQ FM-Little Falls, KEYL AM-Long Prairie, KLTF-Little Falls, WJJY-Brainerd, and KLIZ-Brainerd. **We encourage you to inform your child where to go in the event school is dismissed early and you are not home.**

SKYLERT SCHOOL MESSENGER SYSTEM: The Staples Motley School District will be using an automated alert system called Skylert to notify parents of school closings and other important school information. It is very important to have the most recent contact information on file at the school for this system to work.

School Day
In order to ensure proper supervision, students arriving before 7:55 a.m. will be required to wait in the vestibule until staff are in place for morning supervision. Once students arrive, they are not allowed to leave school grounds until school is dismissed. School begins at 8:00 a.m. and ends at 3:00 p.m. daily.

No students are permitted the use of the building outside of school hours unless they are under supervision. All dates for any such activities must be cleared through the Community Education office at 894-5400.

Students must make plans for visiting friends ahead of time so parents can send a note. We would prefer not to interrupt the classrooms for calls received for students. **If you have a message for your child during the day, please phone the school office no later than 2:00 p.m. as messages are delivered at 2:15 p.m.**

School Pictures
Our school contracts annually to have pictures taken early in the Fall and also in the Spring. Information regarding prices, times, and dates will be distributed. You are not obligated to purchase any pictures; the school simply offers the service.

Supplies
Textbooks and other books, workbooks and equipment are furnished by the school district. However, we would like to have you furnish materials suggested by your child’s teacher. Each teacher has provided a list of materials needed for the year.

It is helpful if parents periodically check with their children to see if they still have enough pencils, paper, Kleenex, etc. A good time to do this is at the beginning of each trimester or quarter. Thank you for your help in this area.

Targeted Services
Learning Boosters is an after school program designed to assist students in a variety of ways. Qualified teachers focus on extension activities to enhance academic and social skills outside of the regularly scheduled school day. These activities involve, but are not limited to:
• Improving English language arts and math skills and strategies;
• General homework help;
• Increasing technology skills;
• Teaching and modeling appropriate social skills;
• Promoting active citizenship;
• Student learning outcome recovery.

**STAR** will be held Tuesdays, 3:00-5:00 p.m.

**Treats in School**
The State Department has a ruling requiring that all treats in school must be limited to prepackaged food, not prepared at home. The basis for this ruling is the desire to curtail any spread of diseases, etc. The things that will be allowed are: products from a commercial bakery or packaged ice cream treats. Please try to consider healthy choices, such as crackers, yogurt, string cheese, fruits, veggies, etc. Thank you for your cooperation in helping us comply with this ruling. Please do not send treats without authorization from teachers in advance so they can advise about any classroom allergies/sensitivities.
Academics

Grading Policy
The district mastery and grading policy for K-12 students was adopted by the Board in June, 2002. Please contact your child’s teacher if you would like a copy.

Physical Education
All students are required to have tennis shoes for physical education. The tennis shoes (no boots of any form, slip-on tennis shoes or dress shoes made to look like tennis shoes) should have laces or Velcro which secure the shoes to the student’s feet. This reduces the risk of injury to the student and other students in the class. Due to the risk of injury, students should not wear dangling type earrings or jewelry. No gum chewing will be allowed in Physical Education classes. A parent may submit a written excuse for their child to be excused from physical education activities due to illness or injury. The maximum number of days without a medical doctor request shall be five (5) days in a quarter. Students with such a request shall be expected to do alternative assignments as presented by the instructor, and shall be restricted in all other recesses.

Reporting to Parents
We feel it is extremely important to have communication with the home and strive to keep the channels open. Following are some of the methods currently used to report to parents and we will also be sending home monthly newsletters.
Fall and spring parent/teacher conferences have been scheduled for October 14, 2019; from 8:00 a.m.-7:40 p.m.; and February 10, 2020; as needed. Throughout the year we will communicate about meetings and events as they arise. Report cards will be provided at the end of each trimester.

Special Education/Title/ELL
We have available in the Staples Motley School System a wide range of services for children with special needs. Parents wishing to know more about the specifics of these programs should contact the building Principal or school Social Worker. Title I is a federally funded program that provides extra help for students in reading and math. ELL (English Language Learners) is a school program that provides extra help for students who speak a language other than English in their homes.

Title I
TITLE I PARENT INVOLVEMENT POLICY: It is the goal of the Staples-Motley Elementary school to develop a strong partnership between school and home. When the parents, school, and community work together as partners, student achievement increases and positive attitudes are developed about one’s self and school. Parents/guardians have an opportunity to be involved in the planning, design, review, and improvement of the school-wide program through a variety of activities.

Some of these include:
1. A letter is written annually to explain the school-wide Title I program;
2. Formal parent/teacher conferences and other parent contacts throughout the school year to discuss placement and progress;
3. Support for parental involvement including timely information about programs and activities in a language and form that parents understand and, at times, are convenient for families;
4. Coordination, whenever possible, with other parent involvement initiatives in other programs;
5. Periodic updates and evaluation of the school-wide Title I program through the parents and the school’s Title I committee; and
6. Timely responses to parent questions and home contacts by note, telephone, or in person by administrators, teachers, and paraprofessionals working within the program.

Full realization of the partnership between home and school will be achieved through the ongoing commitment and active participation by both home and school.
TITLE I STUDENT/PARENT SCHOOL COMPACT: Achieving the mission of Staples-Motley Public Schools is an interactive process that requires communication between the home and school. Staples-Motley Elementary school is a school-wide Title I school which means any students who need supplemental services in reading and mathematics may receive additional instruction. All parents and students will be asked to sign the student/parent/teacher compact at the beginning of the school year.

Testing
State law requires annual testing of all grade 3, 4, and 5 students to assess their performance in reading, math, and writing. Testing dates for the Minnesota Comprehensive Assessments are:
- Grades 3 & 4 Reading & Math: March 2-May 1, 2020

Swimming
All 3rd graders will have the opportunity of taking swimming lessons at the Staples Community Center. They will have twelve lessons during September-December.
Policy, Discipline and Expectations

Attendance Policy

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

Note: Parents who do not require their children to attend school on a daily basis are in violation of Minnesota State Statute 260A.02. It is the parent/guardian’s responsibility to provide an explanation for an absence; it is the school district’s right to determine if the absence is excused. The state defines a continuing truant as a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

THREE AND A HALF (3 ½) DAY MAXIMUM ABSENCE RULE:
If a student is absent from school more than three and a half (3 ½) days per trimester or ten(10) cumulative per school year, it is considered to be excessive. School related activities, medically verified absences and prior approved absences will not count as part of the 3 ½. Additional absences beyond the 3 ½ in a trimester, will require medical documentation or they will be recorded as unexcused.

- Parents will receive notification by mail or phone call with regard to attendance concerns.
- Unexcused absenteeism from school may result in a referral for county services.

CLASSIFICATION OF ABSENCES:
The following types of excused absences will not count toward the three and a half (3 ½) day absence if there is appropriate documentation confirming the dental, legal, and other professional appointments attended. A signed slip from the dental, legal, or other professional person is required no later than two (2) days after the last absence to be coded as such.

1. Doctor excused. A physician’s statement may be required after three consecutive days of illness.
2. Family leave (emergency, funerals, illness of other family members) excused at administrative discretion.
4. School sponsored activities.
5. Family Vacation – five (5) days per school year (Prior administrative approval is required before departure and the student(s) must be in good academic and attendance standing).

THE PRINCIPAL SHALL MAKE THE FINAL DECISION OF WHETHER AN ABSENCE IS EXCUSED OR UNEXCUSED.

SCHOOL’S RESPONSIBILITY:
The most significant responsibility of the school regarding attendance is to have each classroom teacher record daily attendance and report it to the school office promptly. It is also the teacher’s responsibility to provide any student who has been absent (excused) with any missed assignments upon request from the student/parent. The school office personnel will maintain the official absence record of each student.

PARENT/GUARDIAN RESPONSIBILITY:
Parent/Guardian attitude toward excellent school attendance is probably the most significant factor in the student’s attendance. It is the responsibility of the parent/guardian to CALL THE OFFICE on the day of absence explaining why the student will be absent. The parent/guardian should call between 7:15 a.m. and 9:30 a.m. each day. The school phone number is 218-894-5400. If no answer, please leave a message on the automated machine. If no such call is made, a written excuse from the parent/guardian must accompany the student within two days of the return to school.
A phone call or note does not guarantee that the absence will be marked as excused as some absences do not meet criteria to be excused by school officials.

**STUDENT RESPONSIBILITY:**
The first and most significant responsibility of a student to the formal learning process is to attend each scheduled class regularly. The responsibility for making up missed lessons rests with the student, not the teacher. All students are expected to do all assigned work.

**Responsibilities for Excused Absences**
1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Work missed because of absence must be made up by the student. The amount of time students will have to make up work will be the number of days absent plus one. For instance, a student absent for three days would have four days to make up his/her work.
3. Parents requesting advance make-up work for students who are or will be absent and not returning to school for several days must allow one full school day for work to be accumulated from the teaching staff and may be picked up the following morning.

**UNEXCUSED ABSENCES:**
The following are examples of unacceptable reasons for absence:
- Oversleeping
- Missing the bus
- Running errands for a family member
- Lunch off campus
- Hair/salon appointments
- Babysitting
- Shopping
- Working
- Pet Care

**UNEXCUSED TARDINESS:**
1. An unexcused tardy is failing to be in an assigned area at the designated time class period commences without a valid excuse.
2. Five (5) tardies total are equivalent to one unexcused day of absence, except that a student will receive credit for work performed on those days.

**POSSIBLE CONSEQUENCES OF UNEXCUSED ABSENCES:**
- Students may not be allowed to make up work missed due to such absences.
- Students may not be allowed to participate in co-curricular events.
- County truancy referral may be filed.

**MAKE-UP WORK:**
Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed due to an unplanned absence or illness must be made up by the student in a timely manner.

**Bullying**
A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. Any act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place
constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees. No teacher, administrator, volunteer, or other employee of the school district shall permit, condone or tolerate bullying.

“Bullying” means any written or verbal expression, physical act of gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ education benefits, opportunities or performance.

Bullying includes, but is not limited to:

1. harming a student;
2. damaging a student’s property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against those who have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

A complete copy of the District #2170 Bullying Prohibition Policy #514 is available for your examination in the principal’s office.

**Cell Phones & Electronic Devices**

Ipods/MP3 players, CD players, cell phones, electronic games, and other electronic devices are a target for theft and can be a distraction. We strongly recommend that these items be left at home. **The loss of these items is not the responsibility of the school staff; rather it is the individual’s responsibility. If a student brings a cell phone to school, it must be turned off during the school day (8:00 a.m. - 3:00 p.m.)**

**Note:** If a student is using a cell phone, non-educational school item or other electronic device during the school day, if it goes off during class, or simply if it is out during the school day, staff members will confiscate it and a parent/guardian will be asked to come in to school to pick it up.

**Taking pictures and/or recording video clips with cell based devices without teacher consent is strictly prohibited.**

**Clothing/Dress Code**

We believe that neat and proper dress contributes to a student’s safety as well as fostering desirable attitudes and behavior. Please help us by sending your children to school properly attired. Clothing bearing the names of alcohol or tobacco products, profanity, gangs, sexual connotations, or other negative or sarcastic messages are not acceptable.

Students may wear regular length shorts which should be as long as the end of the fingertips. Tops must have two-inch wide shoulder straps and no bare midriffs. We ask that hats not be worn in instructional areas. We also discourage the use of bold, distracting hair dyes in elementary students. Boots and warm clothing are especially important in cold weather, since students are expected to go outside for a recess break. Board Policy #504/Student Dress & Appearance outlines the complete policy.

**Damage to School Property**

Federal law provides that students should receive a “Free and Appropriate Public Education (FAPE).” FAPE does allow, however, for damages to be assessed if school property is destroyed. Appropriate damage assessments will be made for damaged or lost books, instruments and other school-owned property.

**Discipline Policy**

Our schools discipline policy is built on the philosophy that a student is responsible for his/her behavior. The Staples-Motley Elementary school staff have developed a set of expectations for reasonable and safe behavior in the classroom, playground, lunchroom, hallways, restrooms, etc. These expectations are discussed in each classroom when school begins. These are our basic expectations of all students:

1. Be respectful
2. Take care of our school community
3. Help everyone feel safe and welcome
4. Be responsible – Have self-control
5. Do your best!
A student will be removed from class, the playground, etc. when his/her behavior is interfering with the learning or safety of others. These behaviors are:

1. Physical aggression toward others
   a. Hitting, kicking, slapping, pushing, tripping, throwing objects, etc.
2. Disrespectful language or verbal harassment
   a. Swearing, name-calling, bullying, threats
3. Defiance of authority
   a. Refusing to follow directions
   b. Talking back inappropriately
   c. Refusing to take part in classes or activities
4. Continuous disruptive behavior

When a child is removed for behaviors, we will process and redirect until the student is regaining self-control and will return to the classroom. Law enforcement will be notified, if deemed necessary. In these situations, an attempt will be made to notify the parents. A parent conference will be held as needed for parental input in seeking solutions to your child’s behavioral needs. Please be aware that when dealing with student discipline issues, we are unable to discuss any consequences given to any students other than your own child. This is due to privacy laws. Rest assured, however, that we do deal with all issues brought to our attention in a prompt and fair manner.

Suspension will occur if a student is creating an immediate and substantial danger to his/her safety and/or the safety of other students, adults, or property. In-school Suspension in our building is defined as separating a student from his/her peers. Students will be expected to complete regular assignments. A parent will be notified in these situations and a plan for a student’s re-entry into the classroom will be made. Out of school suspension will be determined as needed. All of these procedures would be carried out in accordance with The Pupil Fair Dismissal Act (M.S. 121A.40-121A.56). School Board Policy #506/Student Discipline shall be the guiding document in procedures related to discipline situations. A complete copy of the policy is on file in the principal’s office. Parents can see discipline write-ups on Skyward Family Access under the “Discipline” tab.

**Drugs, Alcohol, and Tobacco**

Staples-Motley Elementary school is a chemical free school. Students may not have any form of tobacco or alcoholic beverages in their possession in school, in their locker, with their belongings, or on the school grounds. We spend several hours each year instructing students about their harmful effects. Any situation involving a student’s possession of any of these substances will be handled on an individual basis with an immediate parent conference. Referrals will be made to appropriate agencies for assistance, if necessary. School Board Policy #419/Tobacco Free Environment outlines the complete policy.

**Harassment**

Everyone in our school district has a right to feel respected and safe. Our district harassment policy protects people from religious, racial, or sexual harassment, and violence of any kind. A harasser may be a student or adult. Harassment may include the following when related to religion, race, sex or gender:

1. Name calling, jokes or rumors
2. Pulling on clothing
3. Graffiti
4. Notes or cartoons
5. Unwelcome touching of a person or clothing
6. Offensive or graphic posters or book covers
7. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad

The school district will respect a person’s privacy in these issues as much as possible. These reports will be taken seriously. A harassment form may be filled out and appropriate actions will be taken. The District’s Harassment Policy #413 is available in the principal’s office if you have any questions.

**Hazing**

Hazing is defined as doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. Engaging in any behavior that constitutes hazing is a violation of this school’s discipline policy and may subject the student to discipline including suspension or expulsion. Hazing is a violation of school policy regardless of the time or place it occurs.
Internet
Computers in our school have access to the Internet. Students and staff are responsible for appropriate behavior while using Internet access or school computer networks. Network use is a privilege, not a right, and can be removed. Review of School District Policy #524 and signed agreements will be required of all students. Violations of policy will be handled by building administrators in accordance with school disciplinary procedures.

Leaving School and/or School Grounds
If, at any time, you wish to have your child leave the school during the day, please send a note with your signature. Students will not be allowed to leave the school grounds without the permission of the custodial parent, and must be signed out at the school office if leaving during the school day. Local law enforcement will be contacted if a student leaves the school building or grounds without permission.

Playground Rules
We will expect students to follow these guidelines on our playground, if not, the school discipline plan will be followed.
- Play safely;
- Use the playground equipment properly;
- Stay in the designated area;
- Respect others

School Security/Security Procedures
District #2170 Security Procedures policy states that:
- All principals will institute a policy requiring all visitors, other than attendees to public events, to register their name, driver’s license number when deemed necessary by the administrator and the purpose of their visit when they arrive at the school. A log of visitors will be kept indicating the date, time and name of person who registers them.
- Visitors properly registered will be given a standard identification badge which will be worn in a visible manner.
- Visitors will return the badge to the office at the conclusion of their visit immediately prior to their departure.
- Staff members who discover a visitor in the building without an identifying badge will ask the visitor to report to the building principal’s office and notify the office to expect a visitor.
- Visitors without a legitimate purpose will be denied access to the school building. Principals or their designees have authority to deny entry in such cases and summon police assistance if necessary.
- Principals will post signs at each building entry way guiding visitors to the office.

For your child’s safety, all parents, relatives, and other visitors are expected to follow these procedures:
- Please enter our buildings using the main doors. All doors are locked during the school day.
- “Visitor” badges are required when you are in our building.
- Before proceeding to any classroom for volunteering or other specific reasons, you must stop in the office, sign in, and get a “Visitor” badge. A teacher should approve and have prior knowledge of a classroom visit.
- If you are dropping off something for your child, please leave it in the office. We will then get it to the classroom.
- If your child needs to leave school during the day, he/she must be signed out and picked up at the office.
- If you would like to meet with a teacher, please call ahead to arrange an appointment time.

It is extremely important that the school is aware of any changes in legal custody. We will operate on the premise that both parents have legal custody, unless we are furnished with documentation to the contrary. If, for some reason, a child is not to leave the building with another parent, step-parent, or any other person, we must be informed in writing.

Threats
Students who make any verbal or written statement that implies intent to cause fear or harm to a student, group of students, staff, or school environment will face possible suspension, expulsion, and/or investigation by law enforcement.

Title IX Law
We are required by law to publish the following statement:
- It is the policy of ISD #2170 not to discriminate on the basis of sex in its educational program activities or employment policies, as required by Title IX of the 1972 Educational Amendments.
Transportation
Bus transportation is provided by the school district and is available to all students.  **Students who ride the bus to school, must ride the bus home unless they have a note from their parents giving them permission to walk home.**  Your child must have a written note signed by you to ride the bus to some location other than home.  Our district expects safe, responsible behavior of students riding on the buses.  Riding the bus is a privilege, not a right, and students not following the bus rules will be given a written warning from the bus driver.  Mr. Engebretson, the Transportation Supervisor, will talk with the student and send a copy of the report to the parent.  With the second offense, the student will lose their bus riding privileges for three days; 5 days for the third offense; and 10 days for the fourth offense.  Further offenses will be individually considered.  Students may be suspended for longer periods of time, including the remainder of the school year.  When a student goes 60 transportation days without a report, the student’s consequences may start over at the first offense.

We ask that parents make sure that your children are dressed properly for riding the bus during the cold winter months.  We expect students to have a warm jacket, boots, gloves, and a hat.  If you have any questions regarding busing, please contact Scott Engebretson at the Bus Garage (894-5400).

Weapons
State law prohibits weapons from being on school property and directs the local school board to have a separate policy.  School District #2170 policy states that: Possession of a weapon will result in penalties that include an initial suspension of up to five (5) days for information gathering, confiscation of the weapon, a report filed with the police department and a recommendation to the superintendent that the student be expelled for a period of one year.  (Possession refers to having a weapon on one’s person or in an area subject to one’s control on school owned or leased property including, but not limited to, school vehicles, school buses, lockers or at a school activity.)

“Weapons” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death.  Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives (including jackknives and other knives with folding blades), clubs, metal knuckles, nun chucks, throwing stars, explosives, stun guns, mace (including any chemical that might be used to harm others), or any ammunition.

Weapons of any kind are not allowed on the school grounds or in the school building.  Possession of a weapon with the intent to harm another person or property may result in immediate suspension and notification of local police.  A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon.
Health and Safety

Bicycle Safety
Students are required to put their bicycles in racks upon arriving at school and must leave them there until they go home. The school cannot be responsible for bicycles. We encourage those students who ride bikes to purchase a padlock to insure their safekeeping. We would also like to request that you remind your children to walk their bicycles through the intersections and when they are on school property.

Health/Medications
The Nurse’s office is equipped to manage minor injuries, aches and discomforts. Every effort will be made to manage minor aches, injuries and discomforts with non-pharmacological interventions. If the nurse’s office is not open, assistance can be sought from the administrative office. If a student experiences a more serious medical emergency at school, 911 will be called or the parent/guardian contacted depending on the situation. Please provide emergency contact information on the yearly enrollment form.

If your child is in need of prescription medicine at school, by law we can only administer it to the child if we have: (1) written parental permission, (2) written instructions from the doctor, and (3) a prescription from the doctor.

Medications should be administered at home under supervision of the parent/guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day. No student may carry or keep medications including over the counter (OTC) medications (such as cough drops) in their locker. No OTC or prescription medication will be dispensed without the permission of the parent. If the student is in need of prescription or OTC medications, please contact the nurse at 218-894-5400 ext. 3163.

All students need a pass to report to the health office. Students who become ill during the day need to be excused through the health office. For more information about when students should be excused from school, please see our district web page at www.isd2170.k12.mn.us under “Departments//Health Services”.

Immunizations
It is the parent/guardian responsibility to provide immunization information to the school district. All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons, laboratory confirmation of adequate immunity exists, or due to conscientiously held beliefs of the parent/guardian or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least 6 years after the student leaves the district or reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, please contact the school nurse (MN Statute Section 121 A.15). More information about school immunization requirements can be found on our district web page at www.isd2170.k12.mn.us under “Departments//Health Services”.

Insurance
Staples-Motley Elementary School does not provide student accident insurance. In case of student injury, claims must be submitted to your own insurance carrier.

Personal Hygiene
Good personal hygiene is very important in preventing illness. Please encourage your children to wash their hands often and discourage them from putting hands and other objects into their mouths. We can’t emphasize this too strongly, as disease and infections are so easily spread from hand to mouth.

Head lice infestation (pediculosis) is a widespread problem. Periodically, students will be screened by our school nurse. When a child has been found to have an infestation, the parent will be notified, and the child will be sent home for treatment. Upon returning to school, the child must bring proof of treatment — a note from you describing the treatment used. If the child does not receive treatment, he or she will not be allowed to return to school. If the school sees a growing number of head lice cases, a letter will be sent home to all parents in a class, grade level, or entire school.
**Pesticides**
The School District periodically must use pesticides in order to maintain proper health and safety conditions. Notification will occur to students and staff when pesticides and certain chemicals are used in and around the school building and grounds. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material should such an application be deemed necessary on a day different from the days specified in the schedule.

**Photo/Video Release**
Staples-Motley Elementary School routinely publishes photographs/videos of students in our local newspaper, as well as our district web site and other web resources. Any parents or guardians who do not wish to have their child’s photograph/video posted, for any reason, may fill out a form in the principal’s office.

**Trespassing**
It is unlawful for a group of three or more persons to be in a school building unless the persons:
* are enrolled students or their parents,
* have reported to the school office and have permission to be in the building, and/or
* are attending an event to which the public or individuals are invited.

**Video Surveillance**
Video cameras in the school are for safety purposes and assisting in protecting the rights of all students to come to a safe school environment.

**Visiting the Building**
For your child’s safety, all visitors must report to the office upon entering the building. No child will be excused from the classroom until the office contacts the classroom teacher to release him/her during the school hours. Parents are always welcome, but we request that you call ahead to meet with a teacher or the principal, or to visit your children’s classes. Parents/guardians/grandparents are welcome visitors. All visitors must wear a name tag obtained in the main office and should sign-in on the visitor or volunteer clip board. Because we need to keep disruptions at a minimum, no visits by other students will be permitted.

**Walking Safety**
Students who walk to school should be reminded that in areas where there is no sidewalk they are to walk on the left side of the road. Walking can be particularly hazardous in the winter when there are high snow banks reducing motorists’ area of vision.
Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

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

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

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

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

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

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

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

**Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)**
- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

**ACCESS and Alternate ACCESS for English Learners**
- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student’s results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).
Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date ___________________________(This form is only applicable for the 20__ to 20___ school year.)

Student’s Legal First Name ___________________________________________ Student’s Legal Middle Initial __________________________

Student’s Legal Last Name ___________________________________________ Student’s Date of Birth __________________________

Student’s District/School ___________________________________________ Grade __________________________

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

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

Reason for refusal:

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

[ ] MCA/MTAS Reading [ ] MCA/MTAS Science

[ ] MCA/MTAS Mathematics [ ] ACCESS/Alternate ACCESS for ELLs

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

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

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

Parent/Guardian Name (print) ___________________________________________

Parent/Guardian Signature ___________________________________________

To be completed by school or district staff only. Student ID or MARSS Number __________________________

Posted May 2019
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 26, 27, 28, 29</td>
<td>Staff Inservice Days</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day - No school</td>
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<tr>
<td>September 3</td>
<td>First Day of School - Grades 1-9</td>
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<tr>
<td>September 4</td>
<td>First Day of School - Grades 10-12</td>
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<tr>
<td>September 5</td>
<td>First Day of School - Kindergarten</td>
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<tr>
<td>September 30</td>
<td>NO SCHOOL / Inservice / PLC</td>
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<tr>
<td>October 14</td>
<td>NO SCHOOL 7:45 - 11:45 Staff Work Time 12:15 - 7:45 EL, MS &amp; HS Conferences</td>
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<tr>
<td>October 17, 18</td>
<td>NO SCHOOL / MEA</td>
</tr>
<tr>
<td>November 1</td>
<td>2 Hour Early Dismissal / PLC</td>
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<tr>
<td>November 8</td>
<td>End of Quarter 1 (45 days in Quarter)</td>
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<tr>
<td>November 27</td>
<td>2 Hour Early Dismissal / PLC</td>
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<tr>
<td>November 28, 29</td>
<td>NO SCHOOL / Thanksgiving</td>
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<tr>
<td>Dec. 23 - Jan. 1</td>
<td>NO SCHOOL/ Christmas Break</td>
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<tr>
<td>January 18</td>
<td>End of Semester 1 (44 days in Quarter)</td>
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<tr>
<td>January 20</td>
<td>NO SCHOOL PLC/ Staff Inservice or Work Time</td>
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<tr>
<td>January 31</td>
<td>2 Hour Early Dismissal / PLC</td>
</tr>
<tr>
<td>February 10</td>
<td>NO SCHOOL Staff Inservice or Work Time 12:15 - 7:45 EL &amp; MS Conferences</td>
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<tr>
<td>February 17</td>
<td>NO SCHOOL President’s Day</td>
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<tr>
<td>February 28</td>
<td>2 Hour Early Dismissal / PLC</td>
</tr>
<tr>
<td>March 13</td>
<td>NO SCHOOL PLC/ Staff Inservice or Work Time</td>
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<tr>
<td>March 27</td>
<td>2 Hour Early Dismissal / PLC</td>
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<tr>
<td>March 27</td>
<td>End of Quarter 3 (42 days in Quarter)</td>
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<td>April 10-13</td>
<td>NO SCHOOL Spring Break</td>
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<tr>
<td>April 24</td>
<td>2 Hour Early Dismissal / PLC</td>
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<tr>
<td>May 22</td>
<td>Last Day of School / Graduation (38 days in Quarter)</td>
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<td>May 25</td>
<td>Memorial Day</td>
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<tr>
<td>May 26</td>
<td>PLC/ Staff Inservice or Work Time</td>
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*Board Approved Jan. 22, 2019*