

# **Eden Valley-Watkins Elementary**



**Student/  
Parent Handbook  
2019 - 2020**

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### 2019-2020 School Calendar

August 26	Monday	Curr/Staff Dev. Inserv/Ind Wk
August 27	Tuesday	Curr/Staff Dev. Inserv/Ind Wk
August 28	Wednesday	Curr/Staff Dev. Inserv/Ind Wk
	Wednesday	Open House: HS/Elem 6-8:00 pm
	Wednesday	Open House Watkins 4:00-8:00
August 29	Thursday	Curr/Staff Dev. Inserv/Ind Wk
September 2	Monday	Labor Day
September 3	Tuesday	1 <sup>st</sup> Day of School
October 17-18	Thursday-Friday	EM Conferences-No School
November 1	Friday	End of 1st Quarter
November 4	Monday	Staff Dev. Day- No School for Students
November 12	Tuesday	PST Conferences Elem 3:30-8:00
November 14	Thursday	PST Conferences Sec. 3:30-7:30
		PST Conferences Elem 3:30-8:00
November 28-29	Thursday, Friday	Thanksgiving- No School
December 23-Jan. 1		Winter Break- No School
January 17	Friday	End of 2 <sup>nd</sup> Quarter/First Sem.
January 20	Monday	No School for Students
January 20	Monday	Staff Dev. Day
January 30	Thursday	PST Conferences Sec 3:30-7:30
February 14-17	Friday-Monday	Presidents' Day Break No School
February 20	Thursday	PST Conferences Elem 3:30-8:00
February 24	Monday	PST Conferences Elem 3:30-8:00
March 20	Friday	End of 3rd Quarter
March 23	Monday	Staff Dev. Day-No School for Students
April 2	Thursday	PST Conferences Sec. 3:30-7:30
April 10-April 13	Friday-Monday	Spring Break – No School
May 21	Thursday	High School Graduation 8:00 pm
May 22	Friday	End of 4 <sup>th</sup> Quarter-Last Student Day
May 25	Monday	Memorial Day
May 26	Tuesday	7:30 -11:30 Ind Wk/Checkout

### **EV-W Public Schools School Board**

Superintendent- Mark Messman  
Chairperson- Bob Flaschenriem  
Vice Chair- Sarah Kuechle  
Directors- Julie Wendroth, Jay Brovold, Ann Lemke

Business Manager- Cathy Wuertz  
Treasurer- Bob Stenger  
Clerk- Lisa Ludwig

## Eden Valley-Watkins Elementary Staff

<b><u>Staff</u></b>	<b><u>Position</u></b>	<b><u>Room</u></b>
Rob Pederson	Principal	Office
Lori Unterberger	Secretary	Office
Sheri Schumacher	Secretary	Office
Anno Johnson	Nurse	
Erin Kujawa	Social Worker	
Samantha Frank	Early Childhood Special Ed.	Watkins
Lynette Wagner	Early Childhood Special Ed.	Watkins
Erika Geislinger	Early Childhood Special Ed.	Watkins
Amanda Meierhofer	Early Childhood Family Ed.	Watkins
Shania Fobbe	School Readiness	Watkins
Laura Braegelman	School Readiness	Watkins
Jayna Ruprecht	Kindergarten	Watkins
Dawn Kuechle	Kindergarten	Watkins
Kim Sogge	Kindergarten	
Jessica Jarvis	Grade 1	
Karen Svihel-Buermann	Grade 1	
Darcy Ramler	Grade 1	
Becky Hiltner	Grade 2	
Tanya Janssen	Grade 2	
Heather Nathan	Grade 2	
Cassy Lahr	Grade 3	
Andrea Huschle	Grade 3	
Mickael Lies	Grade 3	
Melissa Notch	Grade 4	
Tammy Winter	Grade 4	
Jodine Neiman	Grade 4	
Haylee Liestman	Grade 5	
Jake Anderson	Grade 5	
Heidi Kuechle	Grade 5	
Lisa Brown	Grade 6	
Adam Langer	Grade 6	
Rebecca Langer	Grade 6	
Adam Tri	Grade 6	
Mikayla Kummet	Special Education	
Veronica Soine	Special Education	
Heidi Block	Special Education	
Joy Younkin	Special Education	
Allie Ostrander	Speech	Eden Valley
Krista Tri	Speech	Watkins/Eden Valley
Kris Latcham	Vocal Music	Music Room
Bethanne Holthaus	General Music	Music Room
Kim Salo	Instrumental Music	Music Room
Kristen Zapf	Phy. Ed.	Gym
David Luhman	Phy. Ed.	Gym
Dan Berg	Phy. Ed.	Gym
Brooke Kramer	Educational Assistant	Watkins
Connie Magedanz	Educational Assistant	Watkins
Teresa Trout	Educational Assistant	Watkins
Jenni Scherer	Educational Assistant	Watkins
Janet Sullivan	Educational Assistant	Watkins
Danielle Thielen	Educational Assistant	Watkins
Melissa Kapoi	Educational Assistant	Classrooms
Lacey Kielty	Educational Assistant	Classrooms
Sam Schmitz	Educational Assistant	Classrooms
Lori Givan	Educational Assistant	Classrooms
Darlene Leither	Educational Assistant	Classrooms
Amy Bischof	Educational Assistant	Classrooms
Robin VanderMey	Educational Assistant	Classrooms
Amber Merriman	Educational Assistant	Classroom
Kelly Salzl	Educational Assistant	Classrooms
Ashley Cassman	Educational Assistant	Classrooms
Jen Brovold	Computer Assistant	Computer Lab
Mary Thielen	Library Assistant	Library
Cherice Vogel	Office Technician/Ed. Assistant	EV Elem
Adam Hartfiel	Custodian	EV Elem
Sam Linz	Custodian	Ev Elem

## **Attendance Policy**

The Minnesota State Law provides, " That every child between seven and eighteen years of age shall attend a public school, or a private school, in each year during the entire time the public school of the district is in session unless excused from attendance by the board upon application of his parent or guardian on grounds specified in the laws. " Examples of excused absences are illness of the pupils or serious illness, death or emergency in the immediate family. The limit absences in a semester is **ten**, excused or not.

**Unexcused absences are violations of school policy and dealt with in accordance to the policy. Excessive absences will most likely involve contact with appropriate county agencies. A doctor's note may be required to excuse an absence.**

When a student is staying home with an illness, we ask that you call before 9:00 a.m. and inform the secretary. **When the child returns to school he/she must bring a written excuse from a parent/guardian and give it to the homeroom teacher who will forward it to the office or the absence will be considered unexcused.**

Children arriving late to school in the morning must report to the office. One unexcused tardy equals a half-day and more than 3 hours equal full day absent.

Please take care not to send your child to school if he or she is ill. Children usually do not become well at school and we will have to notify you to pick your child up.

Also, please be sure that we have a current phone number on file where you can be reached. If you change employment or your emergency number, for whatever reason, please inform us.

## **Behavior at School Events**

1. At athletic events all spectators are expected to conduct themselves in sportsmanlike manner. Behaviors such as booing, throwing items, artificial noisemakers, profanity, and other behavior will not be permitted. Any spectator behaving in such a crude manner will be asked to leave the event.
2. Spectators are required to stay off the playing area. This is a simple matter of safety and courtesy. Spectators in the gym may move along the edge of the playing court to the exits only during breaks for the quarter or half-time, or between contests. Never place yourself in a position of obstructing progress of the game.
3. During the playing of the national anthem, spectators are required to stand quietly at attention. Headwear should be removed. It is appropriate to place the right hand over the heart, or to stand with arms at the sides. It is also appropriate to sing the "Star-Spangled Banner."
4. Spectators are expected to remain seated during contests and refrain from excessive movement. Running about and blocking doorways are not permitted. Young children are not permitted to attend athletic events or other gymnasium or auditorium events without an adult who will be responsible for their constant supervision.

## **Bicycles**

Generally, we ask that students not ride bicycles to school. In some cases the parent may deem it convenient for them to do so. If that is the case, and hopefully not on a regular basis, we ask that the parent send a permission notice. The student should give this permission to the homeroom teacher. After school a student walking or riding their bike will need to wait near the school entrance until the buses have reached the high school before they will be excused. Bikes need to be left in the bike rack at the designated area. Should safety or any other problems occur from a student's conduct regarding bikes, they may not be allowed to bring a bike on the school grounds.

### **Building Hours**

The school day begins at 8:20 a.m. and ends with dismissal at 2:45 p.m. at the Watkins Elementary and 3:05 p.m. at the Eden Valley Elementary. We ask that children not riding the bus arrive before 8:00 a.m. when eating breakfast at school. Students are allowed in the building when the first bus arrives at 7:45 a.m. If your child arrives at school at an earlier time, they will be asked to wait quietly in the entryway until the first bus arrives.

### **Bullying and Cyberbullying**

EVW maintains a firm policy prohibiting all acts of bullying. Minnesota law describes bullying as intimidating, threatening, abusive, or harming behavior that is objectively offensive by a student to another student. It is conduct that is either repeated in the context of a perceived or actual imbalance of power, or materially or substantially interferes with a pupil's education. Bullying not only includes physical harm, but also violations of a "student's reasonable expectations of privacy," defamation, emotional distress, or conduct directed on the basis of certain familial or socioeconomic status, physical appearance, sexual orientation, or academic status.

Cyberbullying is bullying using technology or other electronic communication device that contains obscene words or images, advocates illegal conduct, or otherwise materially and substantially disrupts a student's learning environments.

School personnel will respond to all acts of bullying, intimidation, and other acts of similar disruptive behaviors and will make reasonable efforts to provide immediate intervention to protect the target of the bullying. Rob Pederson, elementary principal, is the school's designated official for receiving reports of bullying. Investigations will begin immediately upon receipt of a report. Individuals found to be displaying inappropriate conduct will be afforded due process rights. In addition, communication to the parents of both the alleged bully and target of the alleged bullying will be made, as needed.

### **Bus Route Changes**

Your child should regularly ride their bus home, if a change is necessary due to an emergency we must receive a note from a parent indicating the day, date and exact location. A follow-up phone call to the office would be in order to be sure you communicate directly with us. Children will ride their normal bus home without a note or call from the parent. **No bus route changes will be accepted for sleepovers or birthday parties, etc.**

### **Box Tops and Aluminum Cans**

The Eden Valley-Watkins Elementary Student Council will once again sponsor collecting box tops and aluminum cans for recycling. Please save both items for our school. General Mills Box tops can be sent with your child to their homeroom and given to the Student Council representative. The aluminum cans can be brought to our garage near the northwest corner of the school grounds.

### **Candy, Gum, Toys, Etc.**

Please discourage the bringing of such items as candy, gum, extra money, and useless trinkets since they are detrimental to school harmony. Also, please discourage electronics, iPods, MP3, gaming systems, toys, and sporting equipment. Children are not allowed to use any of these items and they usually cause problems for your child and disruptions for the classroom teacher.

### **Cell Phones**

Student use of cell phones during school hours is not allowed. If a student needs to contact parents during the school day, they should go to the office and use the school phone.

## **Classroom Supply List**

### **3 Year Old Preschool and School Readiness**

EVERYONE: 1 durable folder, 1 container of disinfectant wipes, 1 box of snacks to share (following school guidelines), 2 pkg. large ELMER's glue sticks, 1 pkg. 5 oz. Dixie cups, 1 Fiskars child-size scissors, 1 spiral notebook. **Last names A-M;** 1 box Kleenex, 1 24 ct. box Crayola crayons, 1 bottle Elmer's glue(liquid), 1 10 oz. container shaving cream (ex. Barbasol), 1 box sandwich size ziplock bags, **Last Names N-Z;** 1 10 count box Crayola thick markers, 1 pkg. white paper plates, 1 bag-100 ct. cotton balls, 1 box gallon size zip lock bags, 1 pkg. THIN Expo dry erase markers.

### **Kindergarten**

1 bottle white Elmer's glue (4oz. or larger), 5 large or 10 small glue sticks, 1 box #2 sharpened pencils, 1 child's scissors (Fiskars work best) 1 box of 24 crayons, pencil box, plastic resting mat (Kindermat) \*large school bag, 1 box of Kleenex to share, paint shirt (an old adult shirt labeled with child's name works best)-plastic aprons don't cover well, 3-2 pocket folders for carrying papers to and from school, 1 box Crayola colored pencils, 1 box dry erase markers, water-colored paints, 2 large pink erasers, **Last names A-J;** one box Ziploc sandwich bags, **Last names K-S;** 1- 5 pack Playdoh, **Last names T-Z;** 1 pkg. paper plates, **All-** 1 container disinfecting wipes, 1 roll of paper towels, \*\*\*\*1 large box of crackers (following school guidelines).

### **1<sup>st</sup> Grade**

10 glue sticks, 4 large erasers, pencil top erasers, 4 plastic 3 prong folders (2 blue, 1 green and 1 free choice), paint shirt, pencil pouch or box, 2 notebooks (spiral), 2 boxes of Kleenex , 2 boxes of #2 **sharpened** pencils (no mechanical), 2 boxes crayons (24 count), 1 box Crayola markers, 1 box Crayola colored pencils, 1 8oz bottle of school glue (white, no colored), 1 child's scissors (Fiskars works best), 1 deck playing cards (no characters), 2 sets of flashcards (1 for addition and 1 for subtraction up to 12 or 18 (plain-no pictures) Walmart, Target, etc., \*\*\*\*1 box of crackers-peanut & treenut free, 4 thin black low odor dry erase markers, 2 containers of disinfecting wipes, **Last names: A-L;** 1 box Ziploc sandwich size bags, **Last names M-Z;** 50 page protectors, **Only label** scissors, notebook, crayons, deck of cards, and flashcards. Other items will be used by ALL.

### **2<sup>nd</sup> Grade**

Box of crayons- 24 count, 1 regular bottle of Elmer's glue, pencils, 2 large pink erasers, large cloth zippered pencil pouch, 1 box of facial tissue (200 count), 1 wide lined notebook (spiral), paint shirt, 1 folder with 2-pockets, child's scissors, box of 12 colored pencils, used deck of playing cards, coins: (6 quarters, 6 dimes, 6 nickels, 10 pennies) will be returned at the end of the year, 1 container of Clorox Wipes, clean old sock, 4 glue sticks, 1 composition notebook, 2 thin dry erase markers, 1 box 8 count markers, 2 black fine tip sharpies, watercolors-8 color set, **Last name A-J;** snack size Ziploc bags, **Last names K-O;** quart-size Ziploc bags, **Last names P-Z;** 1 box Gallon size Ziploc bags

### **3<sup>rd</sup> Grade**

1 box 8 broad tip markers for Art, erasers, 4 glue sticks, scissors, pencils (**no mechanical**), 2 boxes of facial tissue, crayons (16 or 24 count), \*school bag, watercolors- 8 color set, box of colored pencils, 3 notebooks- wide ruled paper, 3 pocket folders, zippered pencil pouch (no pencil box), 4 fine tip black dry erase markers, 1 composition notebook, 1 container of disinfecting wipes, one deck of playing cards, 1 box sandwich size Ziplock bags \*\*\*Assignment planner

### **4<sup>th</sup> Grade**

Crayons, pencils (replace as needed), pens, glue sticks, erasers, scissors, 1 box of 8 broad tip markers, 1 highlighter, pencil box or pouch, 4 2-pocket folders, 2 spiral notebooks-wide ruled, 3 composition notebooks, thin dry erase markers, earbuds-optional **Last names A-M;** 1 container of disinfectant wipes, last names **Last names N-Z;** 2 large boxes of facial tissue \*\*\*assignment planner and backpack

### **5<sup>th</sup> Grade**

2 spiral notebooks, Accordion folder, 2 glue, scissors, eraser, crayons, pencils, 1 highlighter, markers, colored pencils, calculator (4 function), ruler-standard/metric, 2 red ink pens, 2 boxes of tissue, 3 pocket folders all with 3 fasteners in the middle, 4-6 thin dry erase markers, 1 dry marker eraser, zipper pouch, disinfecting wipes, pillowcase, \*\*\*Assignment planner, Earbuds/headphones optional.

### **6<sup>th</sup> Grade**

5 notebooks, Trapper Keeper or binder with 5 folders or accordion folder, disinfecting wipes, **TI-30XS** scientific calculator, ink pens, pencils, erasers, 1 bottle of liquid glue, scissors, crayons, colored pencils, markers, 2 boxes of facial tissue, 8 dry erase markers, 1 dry marker eraser, \*\*\*Assignment planner

### **Music Class**

(Grades K-6)-1 box Kleenex to be used in music, the library, & computer lab (all students- maximum 2 per family), 2 pencils, also (Grades 4-6) – 1 folder

\*School bags/backpacks with wheels are not recommended, as they do not fit in lockers.

\*\*Bound, not spiral, it says composition on the cover.

\*\*\*We are asking parents to provide a yearly assignment planner for all students in grades 3-6. They will be for sale at Open House, in the library, or can be purchased once school starts in the office. The cost will be \$5.00 per book. We will provide a scholarship for students in need.

\*\*\*\* Only peanut-free crackers to pick: Cheez Its, Goldfish, Ritz or Townhouse crackers, Graham crackers

\*\*\*\*\***If your supplies from previous years are in useable condition, we encourage you to recycle and use those school supplies this year.**

### **Criteria for EVW Elementary Activities**

#### **Spelling Bee**

All 5<sup>th</sup> and 6<sup>th</sup> grade students are eligible to compete in their grade level spelling bee. Rules from the Scripps National Spelling Bee will be followed. Five students from each of these grade levels will advance to the local competition held at the high school.

#### **Math Masters**

5<sup>th</sup> and 6<sup>th</sup> grade students in the high ability math group are eligible to qualify for Math Masters competitions. The students are selected using qualifying tests, fact drill test, and MCA math scores. Five students from each grade will represent EVW at an area competition.

#### **Knowledge Bowl**

All 5<sup>th</sup> and 6<sup>th</sup> grade students are eligible to qualify for the Knowledge Bowl teams. The students are selected using a qualifying test and teacher recommendation. Eighteen to twenty-four students (depending on enrollment) will be selected to attend practices and compete in area competitions.

#### **Science Rocks**

Up to five 5<sup>th</sup> grade students are selected each year to participate in the Science Rocks event. The students are selected based on achievement in science class and teacher recommendation. Up to five sixth grade students are also selected to participate in the Science Rocks event. Students selected in fifth grade are not eligible in sixth grade. These students are selected based on achievement in science class, 5<sup>th</sup> grade science MCA scores, and teacher recommendation.

#### **Geography Bee**

All 5<sup>th</sup> and 6<sup>th</sup> grade students are eligible to qualify for the Geography Bee. Students are selected using a qualifying test.

### **Curriculum**

Our curriculum is very up-to-date as our school board has adopted an eight year curriculum study cycle. This will allow for on-going curriculum study by the various curriculum groups on which our teachers and administrators are asked to serve.

The curriculum areas, copyright dates, and present series being used are as follows:

Math, Kg. - PEP, K-6 Envision Math 2017  
Reading Language Arts – Houghton Mifflin Harcourt (2012)  
Handwriting - Zaner-Bloser, Continuous Stroke  
Social Studies -Primary - Harcourt Brace, Intermediate-McGraw Hill  
Science - Science Curriculum Information  
Music- Silver Burdett Ginn (2005)  
Health- K-3 Great Body Shop, Grades 4-6 MacMillan/McGraw Hill

### **Directory Information**

The school district has adopted a data privacy and student records policy incorporating state and federal requirements as a data privacy rights.

The following information is considered “Directory Information” by Eden Valley- Watkins Public Schools and is available to anyone interested in it. Student’s names, dates of attendance, grade level, names of parents, parent addresses, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received, and pictures. Directory information may be released to the public without prior parent or student consent unless the parent or eligible student has objected in writing to the release of one or more categories of

such information.

Directory information does not include identifying data which references religion, race, color, social position, or nationality.

A parent of a student or an eligible student (if pupil has attained the age of eighteen) in District may refuse to permit the release of any or all categories of directory information by Indicating such request in writing.

Release of Directory Information- Thirty days after the publication of this notice, officials of the school district may release directory information about your child without permission, unless building principals have been notified that it should not be released.

Further information on rules and procedures regarding student records can be found in the Superintendent's office at 298 Brooks St. N, Eden Valley, MN 55329.

## **Discipline Policy**

### **Purpose**

The purposes of the Eden Valley-Watkins Elementary School's discipline policy are (1) to ensure that students are aware of and comply with the school district's expectations for student conduct, and (2) to direct the district's educational program to help pupils develop the values and abilities necessary for moral decision-making and civil conduct. Achievement of these purposes will enhance the school district's ability to maintain discipline; ensure the personal safety and educational continuity required for academic learning; and prepare children for life as contributing members in our democratic society.

Our discipline system is based upon research, as well as, extensive community, parent, student, and staff participation. The six pillars of character adopted from the Character Counts Coalition will be utilized in developing ethical values and character in children. These include trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Expectations for behavior are based upon promoting and developing these social competencies and responsible roles for children. Pupil cooperation is expected, valued, and essential for individual growth and an excellent learning climate at school.

### **Rules**

At Eden Valley-Watkins Elementary School, our discipline plan consists of the following rules:

#### ***1. Students at EV-W will respect the rights of others, and be verbally and physically considerate.***

**BELOW THE LINE:** behaviors such as unsuitable language, threatening behavior toward others, etc.

**SEVERE:** behaviors such as noncompliance, fighting, sexual, racial, or gender harassment, etc.

#### ***2. Students at EV-W will respect school and personal property.***

**BELOW THE LINE:** behaviors such as improper care or use of materials, equipment, or property, etc.

**SEVERE:** behaviors such as vandalism, theft, and destruction of property, etc.

#### ***3. Students at EV-W will respect school rules and procedures.***

**BELOW THE LINE:** behaviors such as running in hallways or to the bus, wearing inappropriate clothing or hats, loud or disruptive behavior in any area of school, etc.

**SEVERE:** behaviors that are violations of school policies such as weapons, harassment, bus safety and attendance policies, etc.

### Procedures

**Below the Line** behaviors will be addressed by all staff members who observe the behavior exhibited by the child at the time it occurs. The faculty member will also inform the classroom instructor who will determine the need for further intervention. **Severe** behaviors will result in the pupil being sent to the office to see the principal.

### Consequences

**Below the Line** behavior consequences for the student may range from a discussion concerning the behavior, warning, noon room, detention, or an individual plan depending upon the severity or frequency of incidents occurring with the child.

Consequences involving detention will be directed to the principal, who will discuss the pupil's behavior with him/her, assign detention, and notify the parents.

**Severe** behavior consequences for severe conduct may include progressive measures or sanctions such as noon room, detention, in or out of school suspension, and the development of an individual student plan. Violations of a specific school policy will be referred to the principal, who in turn, will notify parents and discuss the behavior violation with the pupil.

Consistency among staff members while reinforcing desired behavior and enforcing compliance with inappropriate conduct is very important. When four **Below the Line** behaviors have been recorded for a student during a week:

Grade **K-3** students will be sent to see the principal to discuss their conduct. Noon room may be assigned as a consequence.

Grade **4-6** students will be sent to see the principal and receive two hours of detention.

### Individual Student Behavior Plan

If a student continues to exhibit problem behaviors, this is a likely indication that the student is not being responsive to the discipline system. At the discretion of the principal, the student support services coordinator, and the classroom teacher, an alternate system of discipline and consequences may be established. The parents will be requested to be an important part of the team that devises an individual student behavior plan.

### Severe Clause

If a student endangers another student, a staff member, or him or herself, and attempts to cause bodily harm, student may be removed for class. Restraints will be used if necessary. He/she will be brought to the office and all of the consequences may apply at once.

### **Eden Valley-Watkins Bullying Behavior Rubric**

Students at EV-W will speak to and/or address one another in a respectful manner and be physically considerate.

*Below the Line:* examples of behaviors to include, but not limited to, teasing, making faces, excluding others, spreading rumors, writing inappropriate notes, etc.

*Severe:* examples of behaviors to include, but not limited to, name calling, unsuitable language, comments that are put downs, sexual, racial, and gender harassment, etc.

### Consequences

*Below the Line* behavior consequences for the student may range from a discussion of the behavior, warning, noon room, detention, or individual plan depending on the severity and frequency of incidents occurring with the student.

*Severe* behavior consequences may include more progressive measures such as noon room, detention, in or out of school suspension, and the development of an individualized plan in accordance to the severity of the conduct displayed.

### **Dismissing Students During School Hours**

Students are dismissed only from the office during school hours (with the exception of the Watkins Elementary). If you must take your child out of either elementary school, a written request should be sent to the building principal (or classroom teacher in Watkins Elementary), stating the date and time of dismissal. Please give the office advance notice. You must come to the office to meet your child. Children will not be released to waiting cars or to anyone that cannot identify themselves to the satisfaction of the school administration. If you are authorizing someone else to pick up your child, written permission is required and must be brought to the office and given to the secretary.

### **District Harassment Policy (District Policy #4113)**

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.  
DISCRIMINATION IS AGAINST THE LAW.

It is the policy of Independent School District No. 463 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by district policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints either formal or informal, verbal or written, of religious racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher administrator or other school personnel who is found to have violated this policy.

The procedures outlined in district policy do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

The district Human Rights Officer is the superintendent of schools who may be contacted in person or by calling 453-6310. A complete copy of the School District Policy Harassment and Violence can be obtained through the district office.

### **Dress Code**

We encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students may be restricted from attending class if their attire is determined to be unacceptable for school or community standards. Examples of attire not acceptable would include excessively torn articles, any display of vulgar references, hats, excessively revealing clothing, or any other apparel determined to be inappropriate for a school day.

### **Drug and Alcohol Policy (district policy #5360)**

School District 463 recognizes that alcohol and other drug use is a significant social problem with potential to adversely affect normal and healthy development of our students and compromise the overall effectiveness of the educational and learning process of our school. The district has responsibilities to set a standard of conduct relating to student chemical use with clear consequences

for standard of conduct relating to student chemical use with clear consequences for violations of that standard. This standard of conduct is based on the assertion that the use of alcohol and other illicit drugs by underage students is wrong, harmful and illegal. The district further recognizes its responsibility to assist students in getting help for chemical dependency; providing programs and curriculum designed to increase awareness of the dangers of chemical use and to provide curriculum and programs in pre-school to grade 12 on chemical abuse prevention. Students cannot possess, consume, distribute, show evidence of having consumed alcoholic beverages or drugs not specifically prescribed for student use by their doctor, in the school building, on the school grounds or at a school sponsored activity.

Students violating this rule will be suspended immediately and their parents will be asked to come in for a hearing and pick their student up. The student will be suspended from classes for up to five (5) days and the student's parents must bring the student in for a conference with the principal before she/he is readmitted. At the discretion of the principal, a condition of readmittance will be a chemical abuse pre-assessment interview with the school social worker or his/her designated representative. If the pre-assessment indicates problems with dependency, further intervention will be set forth. Other future violations of this rule could lead to expulsion by the Board of Education. All relevant MSHSL rules will be enforced.

Any student found distributing drugs and alcohol on school property will be turned over to civil authorities.

### **Early Admission to Kindergarten**

Parents/guardians who desire to enroll their children in kindergarten prior to the legal entrance age (five years of age on or before September 1) will at the discretion of the school administrator(s) have their child tested for readiness for early admission. The following procedure will be utilized upon receipt of a public school and the school psychologist will be involved in the assessment to determine eligibility for early admission. The student will be administered a Batelle Developmental Inventory by the ECSE staff and the Vineland Adaptive Behavior Scales by the psychologist. Upon completion of the assessment team to see if placement in a district program is warranted. The following criteria will be used in the decision making process for early admission.

1. Batelle Developmental Inventory.
2. Psychologist's psychological assessment (Vineland Adaptive Behavior Scale).
3. Psychologist recommendations for early admission will include the following:
  - a. Student ability as measured by the assessment process.
  - b. Social development of the student as determined by and during the testing session.
  - c. Emotional development of the student as observed during testing session.
4. Other pre-school experiences.

The final decision for early admission to public school shall be left to the local school authorities which would be the public school administrator(s).

### **Evaluation (Report Cards, Conferences, and Minnesota Comprehensive Assessments)**

Report cards, parent teacher conferences and daily work are means by which parents can determine their child's achievement in school. Report cards are issued at the end of each quarter. They will be issued this year in the months of November, January, March, and May.

Conferences will be held in November and February.

This year we will again be using the Minnesota Comprehensive Assessments in grades 3,4,5, and 6 in our school district. They will be given in April and May. One feature of the assessments is the parent report. After your child takes the statewide test you will receive a student report including information about your child's performance as soon as we receive them back from the state.

If a parent wishes to discuss their child's progress, they need not wait until a nine week period is over, but should make an appointment to meet the teacher before or after school. Good home - school communications is a plus for everyone concerned in the education of a child.

### **Field Trips**

Class trips are valuable because they:

1. Provide concrete learning experiences.
2. Provide for pupil planning in real situations.
3. Provide opportunity for training in courtesy, safety and good citizenship.
4. Stimulate children's interest in the community and the surrounding area.

You will be notified when your child's class is planning a trip.

### **Food Allergy Management Plan**

#### **Classroom**

- \*Eliminate known food allergens (peanuts, tree nuts, cashews, etc.)
- \*Eliminate foods processed in a facility that contains known food allergens
- \*Provide list of food allergy safe snacks to students and parents
- \*All treats brought to school for children must be purchased goods. This is a regulation from the State Department of Education.
- \*Food allergy safe birthday and holiday treats are available through the school food service

#### **Cafeteria**

- \*Students with cold lunch
  - Wash hands after eating
- \*Food allergy lunch tables
  - Students with cold lunch may not eat at these tables unless they are a student with a food allergy and the items in their lunch are safe.
  - Washed with separate water and rags
  - Cleaned with a disinfectant/sanitizer
- \*Promote and monitor good handwashing practices
- \*No food traded or shared
- \*No utensils or trays shared
- \*Pictures and medical information of students with food allergies provided to kitchen staff

#### **Bus**

- \*No food eaten on the bus
- \*Cold lunches remain in backpacks and/or sealed containers
- \*Bus emergency forms explaining all medical conditions kept on the bus

#### **Field Trips**

- \*Promote and monitor good handwashing practices
- \*Encourage parents of students with food allergies to attend
- \*Emergency Medication and Emergency Plan will be taken on trip

#### **Training**

- \*Food Allergy Management Plan
- \*EpiPen
- \*Copies of medical conditions discussed and kept on file in necessary classrooms

### **Food Service Procedures for Notifying Family of Account Status**

1. The parent/guardian will be notified via email when the family account reaches a balance of \$25.00 or less.
2. All students in grades K-12 will be notified in the lunch line each day when their account is at \$5.00 or less.
3. Statements are also mailed at the end of each week to families with a negative balance in their food service account.
4. If a family account drops below \$0.00, Food Service staff will call the family via the phone number on file. If the family cannot be contacted, a letter will be sent to the address on file.

**\*Please see school website for full school policy.**

### **Grade Acceleration**

#### **ACCELERATION OF STUDENT POLICY**

A person may be best served by earlier exposure to curriculum content and materials in a subject area or by completion of the K-12 program in less than 13 years. Any acceleration decision should be approached on a case-by-case basis with careful consideration of the individual's need. The following guidelines for the decision will be observed.

**Initiation:** The process for considering a student for acceleration may be initiated by the individual, his/her parent(s)/guardian(s), or a district staff member by contacting the building administrator.

#### **Decision Making Process**

1. The principal will assemble a committee of the person's parents, current and former teachers, and other relevant school personnel to determine a process for gathering further information which may include academic testing, social and/or emotional data, etc.
2. The committee shall make a decision for one of the following options:
  - a. Single subject acceleration;
  - b. Whole grade acceleration; or
  - c. No acceleration.If the team cannot come to a final decision, one will be made by the building administrator.
3. Within one month after acceleration begins, vested staff will meet at least once with the pupil's parent(s)/guardian(s) to monitor the individual's emotional, social, and intellectual progress in the new environment. This group will recommend continuance or abandonment of the acceleration.

### **Head Lice Procedure**

Head lice infestations are a common problem for children in a school setting. Anyone can get head lice. Parents should check their child(ren) for head lice regularly. If they find live lice or eggs (nits), use the information provided below.

#### **Area of Responsibility**

Upon finding live head lice or eggs (nits) with no known treatment done within the last 48 hours. A parent/guardian(s) will be contacted to pick up the student. Treatment is required before returning to school.

1. Other members of the household (attending the EVW school district) will also be checked for head lice.
2. A grade level notification letter will be sent home (unless a letter was sent in the past 2 weeks).

3. A letter to the students riding the affected school bus will be sent home (unless a letter was sent in the past 2 weeks).
4. The first time a student is found to have head lice, a lice treatment kit will be sent home.

Upon returning to school, the student's hair/head will be checked for live lice and eggs (nits).

1. If 1 to 5 live lice are seen, the live lice will be removed and the student may go to class with their hair put up. The student's parent/guardian(s) will be notified that 1-5 lice live were found and removed.
2. If 6 or more live lice are seen their parent/guardian(s) will be notified that all lice live need to be removed prior to returning back to school.
3. If only eggs (nits) are seen the student may go to class.

Once no live lice are found, a student's hair will be periodically checked for 14 days from the first date of the current episode live lice were seen. If live lice are found then the process will be repeated starting with retreatment.

### **Health Services**

Services of a school nurse are provided by the school district. The nurse is responsible for three buildings. The nurse will be sure that health records will be kept on all students as required by law. You, as parents, can help us ensure your child's good health by doing the following:

1. Be sure our emergency information regarding how to get in touch with you is correct. If your child becomes ill at school or has an accident of some type we will need to get in touch with you immediately.
2. Please be sure to inform us of any special health problems that your child might have. This will help us take care of your child's needs.
3. If your child is ill, keep the child home from school. Be alert of such symptoms as an upset stomach, runny nose, fever, or sore throat. Keep at home with a fever at or greater than 100° F. Children should be symptom free for 24 hours before returning back to school.

### **EDEN VALLEY-WATKINS PUBLIC SCHOOL MEDICATION ADMINISTRATION AT SCHOOL**

A. Only a licensed school nurse, secretary, teacher, principal, or health aide may administer medications in the school setting (except when criteria for self administration of medication is met.) All persons giving medication are trained in medication administration.

B. Medication can be given when the following information has been provided:

(A form is available from the nurse or the school website to be used for this purpose.)

1. From the parent:
  - a. Child's name
  - b. Name of medication to be given and dosage (including route and time)
  - c. Parent signature and parent emergency phone number (s)
  - d. Medication sent to school in the labeled pharmacy bottle.
  - e. If medications are sent to school with a student, the following steps must also be done.  
The bottle is placed in a SEALED envelope.  
On the outside of the SEALED envelope the quantity of medication being sent to school should be marked. We will verify that the same amount arrived. If there is a discrepancy, we will notify you. \*If a student is having problems with this delivery system, it will be made mandatory that a parent has to deliver the medication to school.
2. From the Physician:
  - a. Diagnosis
  - b. Name of medication to be given and dosage (including route and time)
  - c. Physician signature

**C. Over-the-counter medications will be given with the same restrictions and requirements as prescription medications.** (For example: Tylenol & cough drops)

- D. Students on a self-management of medication program must register as such with the licensed school nurse. The nurse will review with the student the rationale for the medication, use, and side effects and monitor the use of the medication. A physician's order and parent's permission is required for all self management.
- E. Antibiotics that are ordered three times per day, should be given before school, after school, and at bedtime, unless doctor ordered to be given with meals. If an antibiotic is ordered four times a day we will give one dose at school.

### **Homework**

There are times when children do not finish their work at school and are asked to take it home to complete. Here are some tips to help your child complete their homework assignment.

1. Help schedule a time to do homework, showing that it is an important priority and that you value its worth.
2. If possible, provide a quiet corner for your child to work.
3. Help set up this area so there is good lighting, and materials to work with (pencils, ruler, dictionary).
4. Let your child work on his or her own but let them know you are available for help.
5. Be aware that there is a difference between being a resource and consultant and hovering over a child with constant advice.
6. Be available to check work if needed and to check whether the assignment has been completed.
7. If possible, help your child see how this particular assignment or skill relates to everyday life and life skills.
8. Remember, nothing can help like a hug, smile and a word of approval. Be encouraging and supportive, your attitudes are contagious.

### **Hot Lunch-Computer Accounting**

Children should bring deposits for their lunch account in the morning to the lunchroom. Their account will be given credit for the amount brought to school. The name of student, grade and account number should be on the check or envelope. They will receive a notice when their account balance is low.

### **Internet Rights and Responsibility Statement**

All network users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are the minimum that will be taught to and expected of all district students. The use of computer resources are a privilege, not a right, and inappropriate use will result in the cancellation of a student's use of these resources.

1. **Be polite.** Do not get abusive in e-mail messages. This includes any messages that might harass individuals or groups because of their age, race, sex, religious beliefs, etc. School rules regarding harassment apply to electronic communication.
2. **Do not allow others to use your account.** You are responsible for maintaining the secrecy of all passwords you may have. **Never** share your passwords with other students.
3. **Do not give out personal or family information such as phone numbers or addresses.** **Never** arrange for a face-to-face meeting without parental supervision, and **never** respond to abusive or suggestive messages. **Report** all such instances immediately to your teacher.
4. **E-mail messages are for educational purposes and not private.** The district will access mail should it need to see it. Messages relating to or in support of an illegal activity will be reported to authorities.
5. **Other unacceptable uses include:**
  - A. **Using the network for any illegal activity.**

- B. Using the network in any way that violates school policies.**
- C. Using the network for financial gain.**
- D. Disrupting equipment or system performance.**
- E. Invading the privacy of others by accessing or destroying data.**
- F. Wasting technology resources.**
- G. Gaining unauthorized access to resources or entities.**
- H. Using an account owned by another, with or without permission.**
- I. Posting personal communication without the author's consent.**

The consequences (may include detention or suspension) for the intentional failure to abide by these guidelines are as follows:

First offense.....2-4 week loss of lab and Internet / e-mail privileges.  
Second offense....4-12 week loss of lab and Internet / e-mail privileges.  
Third offense.....loss of lab and Internet / e-mail for rest of school year.

### **Lost or Damaged Books**

Textbooks that are issued to the students are the responsibility of the students. If they are lost or so damaged that they must be replaced, the students will be held financially responsible for the replacement. Textbooks will be paid for at a replacement rate determined by the principal. Lost or damaged library books will be paid for after inventory at the end of the school year.

### **Notice of Non-Discrimination**

The Eden Valley-Watkins Public School District #0463 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

#### **Title IX Coordinator:**

Mark Messman- Superintendent  
Eden Valley-Watkins School District  
298 Brooks Street North  
Eden Valley, MN 55329  
320-453-2900 ext. 1143

#### **Section 504 Coordinator:**

Anno Johnson- Counselor  
Eden Valley- Watkins School District  
298 Brooks Street North  
Eden Valley, MN 55329  
320-453-2900 ext. 2135

For further information on notice of non-discrimination, visit

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

### **Pest Control Materials**

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of:

1. inspection and monitoring to determine whether pests are present, and whether any

- treatment is needed;
- 2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- 3. utilization of non-chemical measures such as traps, caulking and screening; and
- 4. application of EPA-registered pest control material when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application for such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

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.

### **Physical Education**

Children are required to have tennis shoes or other approved footwear available for gym periods. This is a safety precaution for your child. Children have physical education for 1/2 hour daily. If your child is unable to participate in physical education activities a doctor's statement requesting non-participation should be on file in the office. Excuses from physical education for temporary physical reasons will be handled on an individual basis by contacting the building principal.

### **Pictures**

Pictures of students may be published on the school website ([www.ev.w.k12.mn.us](http://www.ev.w.k12.mn.us)) or in the school newspaper/bulletins without prior parent or student consent unless the parent or eligible student has objected in writing to the release of these pictures. The building principal should be informed of the objection.

### **Playground**

Children enjoy play time on the playground daily except for cases of inclement weather. This time is needed for the children to enjoy the fresh air and each others company in a non-classroom setting. To ensure that the playground is an enjoyable time for the children as well as the supervisors we ask the following rules be obeyed:

- 1. Dress appropriately as the weather turns cold and snowy. Make sure children are prepared to remain outside. Boots will be required during winter months.
- 2. Treat other children and playground supervisors with respect.
- 3. No fighting, shoving, using improper language.
- 4. Stay within the boundaries.
- 5. Games on the playground should not involve contact.
- 6. Use playground equipment properly.

### **Pledge of Allegiance**

The School Board recognizes the need to provide instruction in the proper etiquette, display and respect of the United States Flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school, to help further that end. Students will be instructed in proper etiquette, as well as correct display and respect of the flag and patriotic

exercises. Students in the school district shall recite the Pledge of Allegiance to the flag of the United States at least once a week. Any student or teacher may decline to participate in the recitation but must respect the choice of those who do.

### **Reading and Math Group Placement**

All placement of children in reading and math groups will be determined by the school staff. The parents will be notified of any changes a child makes in regards to grouping in our reading and math programs.

### **School Bus Safety**

#### **A. School Bus and Bus Stop Rules.**

Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

#### **B. Rules at the Bus Stop.**

1. Go to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross at least ten feet in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

#### **C. Rules on the Bus.**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous object on the school bus.
10. Do not damage the school bus.

#### **D. Consequences.**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

### **Elementary (K-6)**

1st offense - warning  
2nd offense - 3 school day suspension from riding the bus  
3rd offense - 5 school day suspension from riding the bus  
4th offense - 10 school day suspension from riding the bus/meeting with parent  
Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year. When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

### **Smoking (Tobacco)**

It is not permissible to smoke, chew, carry or distribute tobacco products in the school, on the school grounds, on school property, or at any school sponsored activity at home or away. Violation of this rule will lead to suspension from classes and readmittance to classes only after a conference has been held between the principal, the student, and the parents or guardians. All relevant MSHSL rules will be enforced. Eden Valley-Watkins is a smoke-free environment. This smoke-free policy is all-inclusive and prohibits smoking during school hours, non-school hours, school activities, and on weekends

### **Snow Days or Late Starts**

In case of inclement weather, which would make it necessary to delay or close school, announcements to that effect will be broadcasted over the following radio stations: WCCO (Twin Cities) - 830 AM; WJON (St. Cloud) - 1240 AM; WWJO (St. Cloud) - 98.1 FM. KASM-1150 AM; KCLD-104.7 FM; KYRS - 94.1 FM; KLFD -1410 AM. Television channels 11 and 5.

### **Special Education Services**

A wide range of special education services are available in our elementary school. They are meant to provide for a variety of disabilities, including serious learning problems, as well as various physical/sensory problems that might affect a student's ability to get the most out of school.

A child study team (consisting of the school psychologist, school social worker, special education coordinator, classroom teacher, and principal) is available to assess the extent of learning difficulties and what the school might do to assist in the child's learning. Special assessment is also available for children with possible speech/language problems.

A variety of special help is available in the building if the child is found to have special needs. No special assessment is ever done without discussing the reasons with the parents and obtaining their agreement and approval. Special programming is only done with a team that includes the parents who are so helpful in planning.

If you feel that your child has some difficulty in learning, or you have other questions about the child's development or behavior, feel free to call the principal and discuss the services available to you and your child.

### **Student Accident Insurance**

Eden Valley-Watkins does not carry accident insurance for any mishaps which may occur with students on the school premises. However, various benefit options of coverage may be purchased by parents through the District. Please contact the Business Office to obtain additional information pertaining to these options, if interested.

### **Title I Services**

Title I services are available to qualifying Eden Valley- Watkins students in reading/language arts or math. Title I is federally funded and designed to give children supplemental help in the areas of reading/language arts and math if it is needed. Our school district employs instructional assistants who work in the classroom with the teachers and students.

**Visitors**

All visitors to Eden Valley-Watkins must report to the office (in Eden Valley) or Room 100 (in Watkins).

**Weapons**

Possession of a weapon will result:

1. Confiscation of the weapon;
2. Contact the police department if deemed appropriate;
3. Initial expulsion for up to one year or a
4. Referral to the student contact committee made up of social worker, counselor, principal, school nurse and assistant principal for investigation and recommendation to;
5. Superintendent and School Board for possible expulsion and/or change to suspension or other disciplinary action.

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

"Weapon" means any firearm, whether loaded, 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, BB guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, meal knuckles, numchucks, throwing stars, explosives, stun guns, ammunition or any other type of bomb or explosive device. A student who reports the location of a weapon found on the way to school or in the school building and reports the weapon immediately to the principal's office shall not be considered in possession of a weapon.

## 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 academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children 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 will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- 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.

### 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 Assessment (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 MCAs 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](http://education.state.mn.us) ([education.state.mn.us](http://education.state.mn.us) > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## 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](#) (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 or 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 student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

## EAGLES SCHOOL SONG

Hail to our Eagles, Victory tonight  
Hail to our colors, hail blue and white.  
Loyal shall we ever be,  
Onward you Eagles to Victory,  
Fight on you Eagles in loyalty,  
Stand and cheer our team to fame, Great is our Eagles name.  
E-A-G-L-E-S GO!!!

