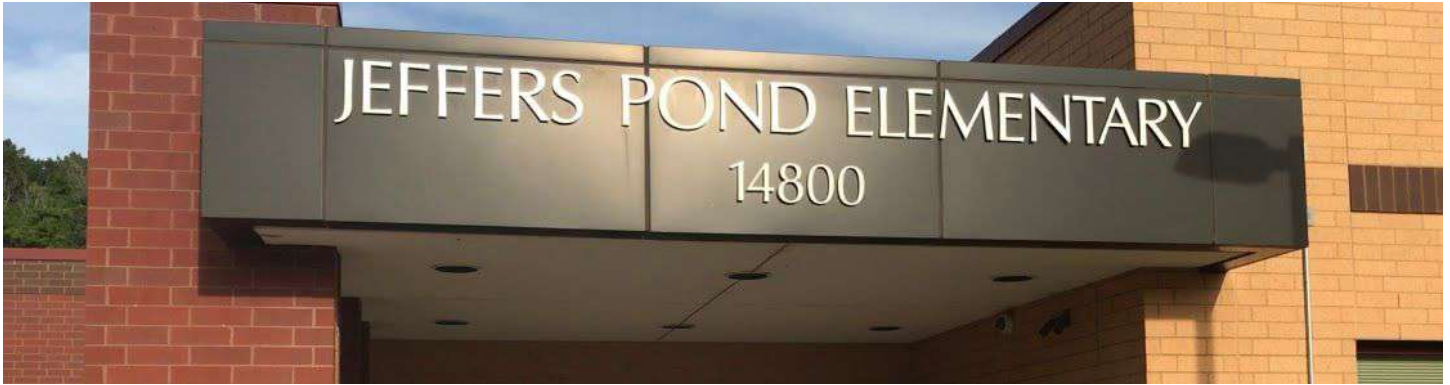


# **JEFFERS POND ELEMENTARY SCHOOL**

## **PARENT/STUDENT HANDBOOK**



**2020-2021**

**Patrick Glynn, Principal**  
**14800 Jeffers Pass NW**  
**Prior Lake, MN 55372**  
**952-226-0600**  
**Attendance Line: 952-226-0601**  
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**The mission of Jeffers Pond Elementary School is to be  
a CARING, environmentally focused community  
where social learning empowers academic learning and  
ALL individuals are challenged to reach their full potential  
as contributing and productive members of our ever-changing global  
community.**

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## **DISTRICT 719 MISSION STATEMENT**

Our mission is to educate all learners to reach their full potential as contributing and productive members of our ever-changing global community.

### **From the Principal...**

The staff at Jeffers Pond Elementary School extends a warm welcome to you and your family. Through your child, we hope to build a partnership between you and the school district that will last for many years. We are committed to making your child's elementary years in school full of positive and enriching experiences. Our staff is excited about working with your child and being, like you, an important part of your child's life.

This handbook deals with district procedures and those that are more specific to Jeffers Pond Elementary School. Please let us know if you have questions or concerns; we would be more than willing to assist you. We believe you will truly enjoy your time spent at Jeffers Pond!

Patrick Glynn  
Principal

### **School Cheer**

Jeffers Pond is #1!  
With Laker pride, we get it done!  
Safety first, show respect,  
Be responsible and do your best.  
Animals and trees surround our school.  
That's why Jeffers Pond is COOL!



*Written by Zach Whaley and his Mom*

## **DAILY TIME SCHEDULE**

**School Day: 9:20 am – 3:50 pm**

**Buses Unload.....9:13 am**

**Classes Begin.....9:20 am**

**Dismissal Bell .....3:50 pm**

Children should not arrive prior to 9:05 am. There is no adult supervision before 9:05 am.

### **STUDENT PICKED UP EARLY BY PARENT/GUARDIAN**

If a child is being picked up early from school, a note from a parent or guardian **MUST** be given to the office the day they will be picked up. Parents who come early to pick their child up from school are **REQUIRED** to come into the building to get their child. The parent must sign the child out.

### **EMERGENCY CLOSINGS**

From time to time, an emergency closing becomes necessary during the school day due to a weather emergency or other type of emergency. Please have a plan in place with your child as to what to do in these situations. The school bus will deliver your child to his/her regular bus stop early. Please be aware that such emergencies will be broadcast on WCCO-TV (Channel 4), KARE 11-TV (Channel 11), and KSTP-TV (Channel 5). We request your current email address as a means of alerting you of these situations. You can also opt-in to have these alerts sent to you via text message. The school district's website will also announce emergency closings.

### **DAILY ATTENDANCE PROTOCOLS**

**School Day: 9:20 am – 3:50 pm**

#### **Arrival to School**

9:20-11:20 am -----Full Day Attendance

11:21 am-2:20 pm -----Half Day Attendance

2:21 pm-3:50 pm -----Full Day Absence

#### **Arrival to School on “Early Release” Days**

9:20-10:20 am -----Full Day Attendance

10:21 am-1:00 pm -----Half Day Attendance

1:01 pm-1:50 pm -----Full Day Absence

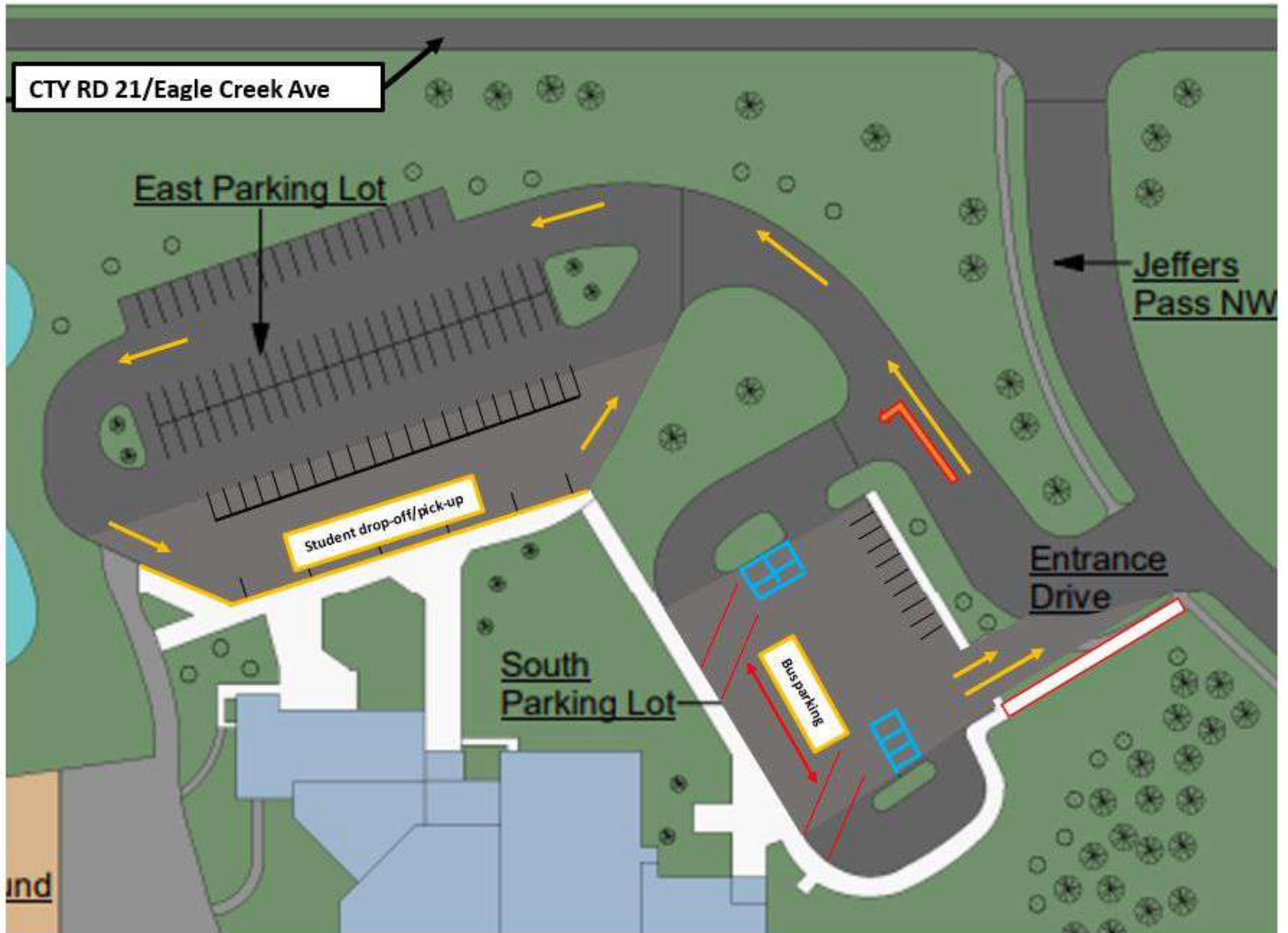
#### **Early Departure from School**

Leave before 11:20 am – Full Day Absence

Leave after 11:21 am but before 2:20 pm – Half  
Day Absence

Leave after 2:21 pm – Full Day Attendance

## DROP OFF ZONE MAP







## **ACCESS TO STUDENTS & STUDENT RECORDS BY PARENTS**

It is the policy of District #719 to promote the constructive involvement of custodial and non-custodial parents in the education of their child by remaining neutral in all custody-related disputes. School district employees also have the legal obligation to comply with mandatory reporting requirements.

### **Access to Educational Records**

Both custodial and non-custodial parents are presumed to have the right to access or to control access to a child's educational records and the right to be informed by school officials about their children's welfare, educational progress and status. Custodial and non-custodial parents have equal right to inspect and challenge the accuracy of their child's educational records. The fact that the parents are divorced or legally separated does not alter these rights unless the School District has been presented with a court order or other legally binding document terminating the parental rights of the non-custodial parent or denying the non-custodial parents a specific right in a written order. If a custodial parent wishes to limit the non-custodial parent's access to a student's educational records, he or she must obtain and present to the school a legally binding document which prevents the release of such information.

### **Physical Access to a Student During the School Day**

All parents, whether custodial or non-custodial, may visit a student at school or remove a student from school, provided the parent complies with the District's visitor policy and does not disrupt the student's program of education. Both custodial and non-custodial parents also have the right to attend parent-teacher conferences, although the district is not required to hold a separate conference for each parent, and the right to attend other school events designed for parents. The fact that the parents are divorced or legally separated does not alter these rights unless a parent provides the District with a court order or other legally binding document specifically prohibiting physical contact between a non-custodial parent or other named individual and a student. To limit access to a student, a custodial parent is required to file with the District a copy of the form entitled "Notification of Court Order or Restraining Order." This form can be obtained in our school office. The custodial parent's request will remain in effect until the date identified in the custody agreement in the Court Order or in the Restraining Order, or, until the individual named in the legally binding order produces a more recent order granting access to the student.

## **AGE VERIFICATION AND LEGAL NAME**

Students new to the district or enrolling for the first time are required to present documentation showing birth date and legal name. This requirement may be met with a birth certificate, passport or other legal document indicating the child's birth date. Verification needs to be done at registration or within three (3) weeks after entering school. Exclusion from school may occur if documentation is not provided.

We must use the legal name of the child for our records. Please let us know if you would like your child's "nickname" to be used informally at school. If you wish to have the child informally referred to by a last name other than the legal name, you must express your wishes in writing, assuring us that this is acceptable to all custodial parents.

Our student lists will show the student's first name and legal last name. If there is a different last name preferred that is not the legal name, we will show that in parentheses, e.g., John C. Doe (Smith). (Long names may be truncated by the computer due to space limits.) In order for us to make an official change of name on our records, the custodial parent must give us a copy of a legal document indicating the change.



## **ANONYMOUS TIP LINE: 952-226-0005**

In an ongoing effort to maintain a safe and drug-free learning environment for students, ISD 719 has a Tip Line (952-226-0005). The purpose of the Tip Line is to provide students and parents with a simple and anonymous way to report unsafe situations. The Tip Line makes it possible for students and parents to report weapons, threats of violence, bullying,

gangs, sexual harassment, threat of suicide, drugs and any other activity that could potentially endanger students, staff or property. Students can still share any concerns they might have with school staff. The Tip Line is one more option students and parents have to help keep schools safe and it's completely confidential.

## **ARRIVAL TIME FOR SCHOOL**

Children should not arrive to school earlier than 9:05. Our staff have meetings and preparation duties and are not available to supervise students who arrive before those times.

The only exceptions for students entering the building earlier **or later** are:

- a. Special arrangements made in advance with the classroom teacher for a child to come in to work with that teacher.
- b. Parents/guardians attending a conference with the teacher.
- c. **The implementation of staggered start times for the 20-21 school year.**

## **ASSEMBLIES**

Several assembly programs, lyceums, and/or presentations by speakers are provided to Jeffers Pond students and staff each year. High quality programs are selected to coordinate with academic topics or help reinforce positive social skills. During programs, students are expected to remain seated flat in their designated spot, keep quiet, raise their hand and wait to be called upon to volunteer or speak, keep their hands and body to themselves, and show appreciation by clapping without cheering or whistling. We thank our PTC organization for funding our assembly programs. **(Assemblies will probably be suspended for the 20-21 school year.)**



## **ATTENDANCE INFORMATION**

Parents/guardians are required to notify the office via a note or telephone call prior to 10:00 a.m. on or before the day their child will be absent for any reason. Parents/guardians are asked to call, send a note or an email with their child prior to appointments and vacations, etc. Parents/guardians will be asked to show an ID prior to taking a child from school property. Dismissal for a student during the school day will be from the school office only.

An absence will be excused if the parent calls or emails the school or provides a written note which is signed by a parent/guardian and states that the absence is a result of one of the following conditions:

- Illness, injury, or hospitalization of the student. Students are allowed up to 10 total absences a year, or 5 days in a row, due to illness. A doctor's note must be provided if your child is gone from school more than 10 total days over the school year, or 5 days in a row. Absences that are not counted in the 10-day maximum include chronic or long-term illnesses, which are verified by a doctor's signed statement and authorized by the principal.
- Medical, dental, and other professional appointments, which cannot be scheduled outside school hours. This does not include haircuts, etc.
- Family emergency, serious illness in family, or a death in the family.
- Religious or cultural holidays or observances as approved by the administration.
- Mandatory court appearances.
- Conditions beyond the student's control. Examples are: automobile accident or delayed school bus due to inclement weather.
- Pre-approved family trip/vacation. Parents are strongly encouraged to schedule such trips during school breaks and vacations. Students are allowed a maximum of 5 days of preapproved family trips/vacations. Absences beyond the 5-day maximum are unexcused absences.
- Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation Plan, or Individual Health Plan.

## Unexcused Tardies and Absences

Examples are:

- Running late
- Oversleeping
- A malfunctioning alarm clock
- Missing the bus
- Shopping
- Visiting friends
- A haircut
- At home or outing with parents
- Non-district sporting activities

## Tardies

The student's day begins at the elementary school start time. Students are tardy after this time and must be signed in at the office and receive a tardy slip to take to their teacher. Excused tardies are limited to medical and dental appointments or religious observances. If the student is tardy or released early for more than a 2-hour period, the student will be considered absent for ½ day. Five unexcused tardies are equal to 1-day unexcused absence.

## Dismissal During the Day

Parents/guardians are asked to call or send a note with their child prior to appointments and vacations, etc. For your child's safety, please include the name of the person picking up your child if it is someone other than the parent/guardian. (They will be asked to show an ID.) Whoever picks up the child will be required to sign the child out of the office. A secretary will contact the child through the teacher. Please do not go to the classroom to pick up your child.

## Extended Absences

- Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn.
- No credit is earned during the time a student is not enrolled.
- **Students under 18 years of age who have any combination of 7 unexcused absences will result in a referral to Scott County Human Services for educational neglect.**
- If the student has suffered an extended illness and required work has not been completed, the class record will show an "Incomplete." A grade will be assigned after the work is completed according to the make-up guidelines.
- If a student experiences an extended, long-term illness of 15 consecutive school days, he/she may be eligible for homebound instruction. Parents should contact the school social worker or the principal to make these arrangements.

## Family Activity

We understand that students may need to be absent from school occasionally to participate in family activities/vacations. However, family activities/vacations which cause students to be absent more than 5 school days are discouraged and **will result in unexcused absences**. Your child's academic progress depends upon his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be completed, it is extremely difficult to replicate instructional activities, discussions, small group work, etc. that have taken place while your child was absent from school.

Please notify your child's classroom teacher and the school office well ahead of time when you know your child will be absent due to a planned family activity/vacation. Your child will be expected to complete all homework upon his/her return.

## Parent/Guardian Responsibilities

- Hold your child accountable for regular attendance and for following the attendance policy.

- Limit absences by scheduling appointments, vacations, etc. after school or on non-school days.
- Notify the office by phone call, email or in writing of an extended absence before the absence. Contact the principal to discuss an extended absence.
- Students must be present for state and district mandated testing dates such as the Minnesota Comprehensive Assessments (MCA), and the MAP tests. Testing dates are published on the district calendar.
- Contact the office, social worker, and/or teacher if you have any concerns about your child's attendance.



## **BACKGROUND CHECKS FOR VOLUNTEERS**

(All school volunteers may be suspended for the 20-21 school year.) We value the time and talents of our volunteers. To ensure the safety of our students, we require criminal background checks on the following:

- Any volunteer who accompanies students off campus (i.e., chaperones for field trips).
- Any volunteer who is responsible for working with students on campus, but not under the supervision of a licensed teacher.

Volunteer background checks need to be done one time per calendar year, either at the beginning of the school year or within one calendar year from the date of the previous background check. Volunteers may not begin or continue to volunteer until they have been cleared.

**Background checks are \$21 and are to be paid online by the volunteer. If the cost is a hardship, volunteers should contact their building principal directly.**

Background checks take approximately 48 hours to be processed and cleared through the district. All information on the application will be maintained in a confidential manner. If there are any concerns regarding the results of a background check, the building principal will contact that individual directly after receiving the results. If a volunteer is not contacted within 48 hours after filling out the background check form, they are clear to volunteer.

Volunteers must still sign in at the main office or check-in desk during school hours using our Visitor Management System.

## **BICYCLES, SKATEBOARDS & ROLLERBLADES**

District #719 regards County Highway 21 as a hazardous road. Therefore, students living on the east side of County Highway 21 are provided with bussing. For this reason, a crossing guard **is not** provided at the intersection of County Highway 21 and Jeffers Pass. Due to safety concerns, it is highly recommended that only students residing to the west of County Road 21 ride bicycles to Jeffers Pond Elementary School. Bike riders should arrive **no earlier than 9:05** in the morning. Immediately upon arriving, students should place their bicycle in the bike rack provided near the upper level main entrance doors. If bikers arrive too early, they will need to wait outside the lower level doors. At 9:05, an adult supervisor will allow students to enter the building and proceed to their posted grade level area in the foyer or main hallway area until the bell rings to signal bus unloading. At the end of the school day, bike riders will be excused with the walkers through the main office doors after the buses have been dismissed.

Skateboards and rollerblades should not be used on school property. If such items are brought to school for a special event, they must be kept in the student's locker or in a location designated by the classroom teacher. If students are found using skateboards or roller blades on school property, the items will be confiscated and brought to the school office.

## **BIRTHDAYS**

Birthdays are celebrated in our school! Each student is invited to the office to receive a birthday gift from the birthday box on his/her birthday.

Due to allergies, socioeconomic and nutritional concerns, we ask that students refrain from bringing in treats on their birthday. You may honor your student by purchasing a “birthday book” for the Media Center or make a donation to the Prior Lake-Savage Area Education Foundation in your child’s name.

We ask that students do not bring birthday invitations to school. For the respect of the feelings of students who have not been invited to the party, we ask that you deliver these by some other means. We also ask that students not give gifts of any kind to others at school.

## **BOOK AND EQUIPMENT CARE**

Textbooks, library books, calculators and many other learning materials are supplied free to all students with the understanding that they will be returned in good condition. It is the student’s responsibility to take proper care of these instructional materials. Fines will be assessed for lost or damaged items.

An overdue notice from the media center will be sent home with your child when a library book has not been returned on time. If the book cannot be located, media center staff will inform parents of the cost to replace the lost item. If library books or classroom textbooks are torn, defaced with crayon or marker, or otherwise damaged, a fine in accordance with the amount of damage will be assessed.

## **BUDDY CLASSROOMS**

Jeffers Pond teachers are encouraged to pair their classrooms together in order to provide cross-age activities in which children can experience positive social and academic relationships. Generally speaking, upper grade level classes are paired with primary grade level classrooms. Through the Jeffers Pond Buddy Program, the concept of community is experienced when students are given opportunities to develop caring, trusting friendships across grade levels by engaging in shared learning experiences.

## **BUILDING SECURITY**

The upper level entrance to Jeffers Pond, by the office, will be open during school hours and for any scheduled community activity. All other doors will be locked when not in use by students and staff. Parents of Kids’ Co. students will have access to the Kid’s Co. entrance to the building through use of a code on a keypad outside the lower level door. All Jeffers Pond employees will wear district name badges. Volunteers and visitors are required to sign-in at the main office and wear a visitor badge when in the building. Adults who are not wearing an appropriate identification badge will be stopped by Jeffers Pond staff and questioned about their purpose in the building. Students at Jeffers Pond will participate in and practice the following drills throughout the school year: bus evacuation drills, five fire drills, a tornado drill, and five lockdown drills. Security procedures are also in place should students ever need evacuation to another site.



## **BULLYING**

The school board believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. District Policy 506.1 defines “bullying” as intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. 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 or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of ISD 719 who is found to have violated this policy.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with ISD 719's policies and procedures, including the district discipline policy 506. ISD 719 may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. ISD 719 shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy.

ISD 719 shall require ongoing professional development, consistent with Minn. Statutes, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. For the full Bullying Prohibition policy, 506.1, please visit our website: [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us)



## **BUS CONDUCT & TRANSPORTATION INFORMATION**

*Your school bus ride is a privilege, not a right ... please follow the bus safety rules!*

(Individual buses may limit the number of riders throughout the 20-21 school year.) School district policies have established walking distances of 1 mile for grades K-5 students and 1 1/2 miles for grades 6-12 students. The transportation department reviews hazardous areas on an ongoing basis and makes adjustments as needed. While routes are determined for the welfare of the group, special attention is paid to minimize the amount of time a student must spend on the bus and the distance he or she must walk to the bus stop.

Fall bus schedules, including pick-up and drop-off times, and locations are posted online in August. Parents and guardians will be able to access transportation information on Infinite Campus Parent Portal using personal login and password codes.

The majority of students will go to and from school by bus. Students are asked to bring only their school backpacks and/or small band instruments that they can hold on their lap on the bus. Animals, large school projects and sporting equipment, such as roller blades, ice skates, skis, skateboards, golf clubs, etc. are **not allowed** on the bus. Please make other arrangements to get items such as these to school.



Please be at your **assigned bus stop** at least **5 minutes** (no more than 10 minutes) **ahead** of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact the **Bus Dispatch at 952-440-1166** or the **District Transportation Office at 952-226-0050 or 952-226-0054**.

Students will be picked up and dropped off **only** at their designated bus stops. To prevent overcrowding of the buses and for safety reasons, students must ride **only** the bus to which they are assigned. Parents requesting changes in transportation because of an emergency or residence change must call the Transportation Office. (Notes alone, sent to the school or given to the bus driver, will not be accepted.) The Transportation office will then inform the student's school of any transportation changes.

Bus behavior rules are posted on each bus and are expected to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privilege. Students are expected to remain a safe distance away from the bus while waiting for it to arrive; enter/exit the bus in an orderly manner; obey the bus driver's instructions; be verbally considerate; keep their hands, feet and belongings to themselves; sit in their seat facing forward; keep their head, hands, feet and all objects inside the bus; and walk a safe distance away from the bus after exiting. The complete District Student Transportation Safety Policy 709 is available in each school office and also on the district's website.

As part of our bus safety program, students will study bus safety during the first weeks of school. They will also participate in a bus evacuation drill. Please talk with your children about bus safety as it pertains to your neighborhood and also the importance of good behavior on the bus.

## **CELEBRATIONS & TREATS AT SCHOOL**

Throughout the school year, Jeffers Pond and all PLSAS elementary schools will celebrate student learning, the seasons, STEM, and special school events. While we will not hold one hour classroom parties for Halloween, Christmas and Valentine's Day, we will provide a variety of celebrations and special events, with some that will include volunteer opportunities for family members.

Events and dress up days (such as Hat Day or PJ Day) will be communicated by your child's teacher or through the school office. Additionally, teachers will hold special celebrations of learning, depending on the grade level. We will honor and respect family traditions and holidays and invite students to share their traditions during morning meetings, conversations, and share & tell activities.

We look forward to a year of learning and a year of celebrating students!



## **CHEMICAL HEALTH**

Student substance abuse is illegal, disrupts normal growth and development and impairs learning. Our responsibility is to encourage and support healthy lifestyles. We strive to create an environment in which students, parents and staff are able to report concerns and obtain the information and support they need regarding chemical health issues. What follows is a summary of the chemical health policy and procedures.

The use, possession, and exchange of tobacco, alcohol, and other illegal and harmful chemicals, including paraphernalia related to these substances, is prohibited on school property and at school-related functions. Staff is expected to report all suspicious behaviors and/or incidents potentially relating to chemical use/abuse to chemical health staff, school social worker, school counselor and/or principals. Incidences of chemical health issues, regardless of where the chemical activity allegedly occurred, will be investigated.

## School District Action

1. Upon receipt of a report or referral, the school district shall undertake or authorize an investigation by school district staff or third party designee, e.g. law enforcement.
2. The school district may take immediate steps at its discretion to protect the good faith reporter or others pending completion of the investigation. Retaliation in any form will not be tolerated.
3. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to disciplinary action or counseling intervention.
4. Activity consequences at Prior Lake-Savage Area Schools include:
  - a. 6 weeks for the first violation
  - b. calendar year for each subsequent violation
  - c. See ISD 719 Extra Curricular & Co-Curricular Behavior Regulations for further school district action.



## COMMUNICATION

It is the desire of the school community to maintain and enhance effective communication between its schools and the people of the school district. At Jeffers Pond, you are encouraged to communicate with us at any time you have comments or questions about your child's education or the school.

There are several ways you can stay in touch with us. The telephone number for the main office at Jeffers Pond Elementary is (952) 226-0600. Staff members also have their own telephone numbers, on which voice messages may be left. Staff can also be reached through email by typing in the employee's first name initial and full last name followed by "@priorlake-savage.k12.mn.us." The district and school website can be found at [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us). Throughout the year, you will receive district, school, and classroom information and newsletters. Seesaw is also a great resource for information and dates of activities.

The standards of communication, as outlined in District Policy 903, are as follows: Parents/guardians are encouraged to support their student's education through increased awareness of school activities. The district also desires the safe and orderly operation of its schools and programs. Therefore, citizens are encouraged to visit, attend or participate when appropriate in these programs to the extent that their attendance is consistent with the educational priorities of the school district. Communication between parents and other visitors to the school with school personnel should be appropriate and respectful. Conferences, phone calls, and written communication will be held to that standard of respect and appropriateness. Therefore, the following kinds of inappropriate communication will not be accepted:

- Shouting or yelling
- Using obscene or foul language in communication
- Using insulting or demeaning language
- Threatening or intimidating by the suggestion of violence or negative consequences if demands are not met
- The use of any physical force, including not permitted or unwelcome touching regardless of whether pain or injury results.

The consequences of such behavior will be as follows:

- The offender will be informed that the conduct violates district policy.
- The continuation of such conduct will result in the termination of discussion.
- The offending person will be told that a record of the incident will be kept in district files.
- The incident will be promptly reported to the appropriate administrator.
- These behaviors constitute disorderly conduct pursuant to MS Section 609.72 and charges may be filed under this statute.

In regard to school visits, the building principal is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.



## **COMMUNITY EDUCATION**

Teachers will be provided with class lists for the after-school Community Education classes any of their students will be attending at Jeffers Pond. Once parents have registered their child for a Community Education class, we will assume that their child will always be attending that class. Parents only need to send a note to school if they do not want their child to attend a particular class session. Please remember to pick your children up on time. Students not picked up on time will be taken to our Kids' Company Program and parents will be charged at the hourly rate. The entire rate will be collected for any portion of the hour. This service will be offered only for emergency situations.



## **CRISIS MANAGEMENT POLICY**

Prior Lake-Savage Area Schools supports student learning by helping ensure the safety and well-being of students, staff, and visitors. Security and emergency preparedness is vital to the protection of our students, staff and visitors. PLSAS has developed a comprehensive Emergency Plan that incorporates all four phases of crisis management: Prevention/Mitigation, Preparedness, Response and Recovery. PLSAS' plan was designed with the help of local law enforcement, emergency management, and public health officials. Each school has a customized plan. If you have questions regarding your school's specific procedures, please contact the principal.



## **DATA PRIVACY / RELEASE OF STUDENT INFORMATION**

### **Protection and Privacy of Student Records**

District Policy 515 contains information regarding Directory Information. In accordance with federal law and state statutes, the school board has defined Directory Information as listed below.

If you have questions about Directory Information, or should parents (or students age 18 or older) NOT want the below information released, please contact the district's Communications and Social Media Specialist at 952-226-0013 and you will be asked to submit a form, which must be completed annually by October 1.

Directory Information includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, yearbooks, electronic newsletters, cable TV or newspapers
- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

For more information, see District Policy 515.

## **DISCIPLINE - CODE OF CONDUCT**

Good behavior, centering on self-discipline and consideration for others, will be encouraged and reinforced at Jeffers Pond Elementary School. Maintaining an atmosphere conducive to learning for the individual child and for all children will be a priority for everyone who works with children at this school. Discipline procedures will be based upon Responsive Classroom principles and PBIS school-wide expectations and consequences.

School rules will be enforced firmly, fairly, and consistently. At the beginning of the school year, each teacher will work with his/her class to develop a set of classroom rules, procedures and expectations. These rules and expectations will be driven by the hopes and dreams expressed by students, staff and parents. They will also help reinforce our all-school rules which are: “Our Jeffers Pond community promises to have safety come first, show respect always, be responsible in every way, and do our best while having fun.” Teachers will spend time discussing, modeling, and role-playing classroom and all-school procedures and rules so that behavior expectations are clearly understood by each child. Further discussions of appropriate behavior will be repeated periodically throughout the school year as necessary in each classroom.

Voice level charts are displayed in classrooms and throughout the school building. These charts are used to remind students of the expectations for voice level which may depend upon purpose, type of activity, and/or location within the building. The indicated voice levels are: 5-emergency (red), 4-playground (orange), 3-classroom (yellow), 2-whisper (blue), and 1-off/silent (green).

Behavior management techniques used with students will include logical consequences. Logical consequences are reasonable, related to the behavior value that was violated, and delivered respectfully. Logical consequences may include the loss of a privilege, take-a-break (time out), or apology of action (you break it—you fix it). In apology of action, the student is provided with an opportunity to do something for the person whose feelings they have hurt. They might also be asked to replace an item that they have broken or misused. When a student is disruptive, he/she will be asked to take-a-break at a designated location in the classroom or a neighboring classroom if the disruption continues. The neighboring classroom is referred to as the “Stop and Think Room.” Our goal is to help students learn from their past errors in judgment and improve their behavior in the future. Social conferencing with students to problem solve and develop behavior goals may also take place when teachers witness behaviors that are not improving. Individual behavior contracts or class problem-solving meetings may also be used to facilitate behavior improvement.

You can expect to have personal communication with your child’s teacher in the event of behaviors that are repetitive or of a nature that warrant your involvement. For elementary age students, this likely will mean correspondence or phone calls being made on a frequent basis, so we can work together to help the student learn appropriate behaviors for the wide variety of experiences he/she will face throughout his/her school career. In the case of repeated behaviors, the School Social Worker and/or Dean may be actively involved in the process with possible social skills activities, individual and/or group, as part of the improvement plan.

Behaviors which include violations of state law, district policy, and any totally unacceptable behavior, will require involvement by the principal, dean of students, parent(s)/guardian(s) and possibly legal authority.

Please be reminded that District #719 adheres to a No Weapons and Zero Tolerance policy. **Students should not be in possession of weapons on school buses or on school property.** Jeffers Pond students need to know that even small Swiss army knives, martial arts equipment, such as nunchucks and throwing stars, non-functioning weapons, squirt guns, or other toy guns, **are not allowed** on school property.

We appreciate your support and cooperation as parents in helping us to maintain a safe, caring learning environment for all of our students. Whenever you have questions or concerns, please feel free to contact the staff member(s) involved with your child. Open communication helps facilitate decision-making that is in the best interest of all involved.

## **DIVERSITY IN SCHOOL**

Students at Jeffers Pond represent many cultures, races, origins, and ethnicities. Students also choose to represent themselves in many ways perhaps by interests, clothing preferences, activities, or friendship groups. It is our belief that each student should be respected for their differences and how they choose to represent themselves and should not be subjected to ridicule or rejection from others. All students and staff are expected to be tolerant of these differences and accepting of this diverse school community.



## **DRESS CODE**

A dress code policy is in place to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in District Policy 413.
5. Any apparel or footwear that would damage school property.
6. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
7. Any item of apparel deemed disruptive to the educational process by an administrator.

Students who are in violation of this policy will be asked to change out of the offensive clothing. Other options may include sending the student home, wearing PE clothes, or other disciplinary actions. If your student questions the appropriateness of clothing, they should check in at the office with the Principal, School Social Worker, or Dean before the start of the school day. More information can be found in District Policy 504, Student Dress and Appearance.

## **EMERGENCY NAMES & PHONE NUMBERS**

The current work numbers for parents, as well as names and phone numbers to call in an emergency, are needed at school. *Please keep us informed of any changes so that we can reach you if needed for your child's welfare.*

If you are going to be out of town and another adult is responsible for your child, it is important that we are aware of these changes in writing prior to your period of absence. In the event of an emergency if we are unable to reach you or the emergency contact person(s), we will call 911 for immediate assistance. It is, therefore, critically important that we have current emergency information on file for your child.



## **EQUAL OPPORTUNITY**

Prior Lake-Savage Area Schools is committed to a policy of nondiscrimination. The district will not discriminate in any matters concerning staff, students, education programs and services, and persons with whom the board does business. In compliance with existing federal and state statutes and regulations, the district does not discriminate against any person on the basis of race, gender, religious beliefs, national origin, economic status, age, sexual orientation or disability. Questions about this policy or any concerns about compliance should be directed to:

### **Human Rights Officers**

Assistant Superintendent (pertaining to student issues) or

Director of Personnel (pertaining to employee issues)

Independent School District #719

4540 Tower St. S.E.

Prior Lake, MN 55372

## **FAMILY LIFE CURRICULUM**

Family Life is an integral part of our district health curriculum and is taught at several grades. Parents who would like to review the curriculum taught at their child's grade level may contact the school office. Parents who do not wish their child to participate in Family Life education are asked to state their request in writing to the school principal. Those students not participating in the Family Life Program will be given alternative curriculum and will attend another class when the Family Life material is presented.

## **FIELD TRIPS**

(All field trips may be suspended for the 20-21 school year.) Both transported and walking field trips are taken by classes to broaden their educational experiences. Parents are often asked to help with supervision. An information letter and permission form will be sent home for parental approval prior to any trip outside the Prior Lake-Savage School District. There are various times during the course of the year when we wish to take the children to local places off our school grounds, such as a park, local stores, other school district buildings etc. For such trips within District #719, parents will be asked to sign a general permission slip that will be effective for the entire year. When students take field trips, they are expected to follow all school behavior expectations.

## **FOOD AND BEVERAGES IN THE BUILDING**

Food and beverages are to be consumed whenever possible in the cafeteria in accordance with District Policy. Food and beverages are never allowed in the gym unless special permission is granted beforehand by the administration and the Physical Education department. All food that is part of lunch, whether purchased at school or brought from home, is to be eaten in the cafeteria. No food is allowed on the playground during recess, regardless of where it came from.

Research indicates that elementary age children increase learning potential and benefit from nutritious snacks and water during the school day. Therefore, it is a common practice for students to be permitted to bring a nutritious snack to school on a daily basis. Scheduled snack breaks are permitted and encouraged. Water bottles or drinking cups may be requested by the classroom teacher for water consumption to accompany snacks. In an effort to encourage healthy eating habits, snacks should consist of such items as: fruit, vegetables, cheeses, pretzels, or crackers. Beverages other than water are also discouraged due to possible damage to carpet and other classroom equipment.

Food and beverages for special grade level events or class rewards are permitted. When donating food, it is best to communicate with the classroom teacher. In some cases, specific restrictions may be in place due to students with food allergies or other health concerns. **All food must be store purchased. Homemade items are not acceptable due to state health codes.**

## **GROUPING PRACTICES**

The classrooms at Jeffers Pond Elementary School are self-contained rooms with one teacher and consist of a cross-section of students of mixed abilities. In order to meet the needs of a diverse range of students, the following classroom structures are offered at Jeffers Pond:

- **Special Education cluster classrooms.** A small group of special education students are clustered in a self-contained classroom with other students of mixed abilities. A special education teacher and/or paraprofessional joins the regular education teacher to collaboratively teach during reading and/or math instruction.
- **E.L.L. cluster classrooms.** A small group of English Language Learner students are clustered in a self-contained classroom with other students of mixed abilities. An ELL teacher may join the regular education teacher to assist students in the classroom and/or ELL students may receive additional instruction in a small group setting.
- **Synergy cluster classrooms.** A small group of Synergy students are placed in a self-contained classroom with other students of mixed abilities. The classroom teacher and Synergy teacher provide opportunities to meet the needs of students.

These learning environments facilitate the use of developmentally appropriate practices and are beneficial to the cognitive, social, and emotional development of students. Cooperative behavior, respect for individual differences, and a family-like sense of community are also developed. Student learning is well supported and the individual needs of students are addressed through differentiated instruction.

Since, all of the classrooms at Jeffers Pond include a mix of students with a variety of ability levels, during instruction, students may work together as a whole class, in small groups, paired, or independently. Students may also work in flexible groups based upon specific skills students need to learn, projects that need to be accomplished, or shared interests. Cooperative groups are used in the classroom to provide active learning in which each student takes on a role during the collaborative learning process. Station approaches are also used in which students rotate in small groups between a variety of learning tasks, while completing their work at each station on an independent basis. These multiple approaches to grouping assist staff in varying the delivery of instruction to meet the unique needs of all our learners.



## **HAZING**

It is the policy of ISD 719 to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct. More information can be found in District Policy 526.



## **HEALTH SERVICES**

### **Health Services provides:**

- First aid and episodic care for students who become ill or injured during the school day until they are able to return to class or be placed under their parent's or emergency contact's care
- Administration of medication and treatments under the direction of the school nurse
- Health screenings recommended by MN Department of Health
- School health record maintenance
- Nursing consultation to educators and administrators within the school district

Health Services is staffed by Licensed School Nurses and Health Support Personnel. Our health support staff is an integral part of our health services, available during student hours in each school, and trained in First Aid and CPR. Licensed School Nurses oversee the health offices and staff and provide direct professional support and service to students, families and educators. They assess the health needs of students; develop appropriate health, emergency, and communicable disease plans; make appropriate referrals with follow-up; and are a liaison between health care professionals, educators, students and their families.

### **School Health Records**

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to learn in school is requested upon school entrance and will be updated annually. Parents are encouraged to notify the school of health problems, updated vaccines or diagnosis of infectious disease. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law. Emergency Contact information is also requested annually.

### **Emergency Action Plans**

If your student has a chronic or potentially life-threatening health condition (i.e., asthma, severe allergy, food allergy, bee sting allergy, diabetes, seizures) please request an Emergency Action Plan form from your school's health office to ensure that appropriate health/safety measures are developed and implemented for your student. **(If your child has a compromised immune system that could negatively be affected by COVID-19, please inform us immediately.)**

### **ADMINISTRATION OF MEDICATION/TREATMENTS IN SCHOOL**

Students are permitted to take medication, (including over-the-counter), in school only when:

- The frequency of dosage makes it necessary for a dose or treatment to be given during school hours.
- A written medication or treatment order from a licensed prescriber is on file for the student.
- A written parent/guardian authorization for the school nurse or her delegate to administer the medication or treatment is on file for the student.
- Written licensed prescriber's orders are required for all changes in medications, or dosages being given in school, including dosages forgotten at home, nicotine patches and gum for tobacco cessation, and must be renewed annually at the beginning of the school year.
- The medication is supplied by the family in a fully labeled original container.

Inhalers, epi-pens, and glucometers may be carried and used by the student after permission forms are completed in the health office and the student has demonstrated the ability to independently administer his/her medication to him/herself and has signed a contract in the health office. Due to nursing licensure, when the Health Office is asked to give a medication or perform a medical treatment in school, we will require written parent's permission to access the licensed prescriber regarding the order given. Nurses must work under a licensed prescriber's guidance. For safety reasons, we would appreciate all medications being delivered to the health office by a parent or designated adult during school hours. The



Health Support Person will count all controlled medications brought into the Health Office at the time of delivery. If you have any questions, please call the Health Support or Licensed School Nurse at your student's building.

### **Immunization State Law**

Minnesota Statutes chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization.

Prior Lake – Savage Area Schools adheres to a “No Shot (or proof of exemption), No School” Policy. All students must have the required immunizations in order to receive schedules / begin the school year. Secondary schedules will be withheld in the fall and third trimester if student immunizations are not up to date.

### **ILLNESSES**

**Many students and parents are concerned about when students should stay home or attend school. The following information is intended to help with this decision.**

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication. (For the 20-21 school year, we request that you check with the health office for revised district policy.)
  - If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode (For the 20-21 school year, we request that you check with the health office for revised district policy.)
  - If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school
  - If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your healthcare provider
  - Information regarding specific communicable diseases can be found by following the Health Services link on the building website to the district website. If you require a hard copy, please call the building health office.
- When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

### **HOMEBOUND INSTRUCTION**

A child may receive homebound instruction if he or she has been ill or hospitalized and a doctor certifies that the student will be absent from school for fifteen days or more. Homebound instruction may begin on the eleventh day of the student's absence. Contact the principal for more information.

### **HOMEWORK AND INDEPENDENT READING**

The purpose of homework is to provide practice, reinforcement, or extension of learning presented at school. Depending upon the grade, students will have additional homework such as practicing math skills, or studying and reviewing for tests. A kindergarten student's homework should be able to be completed in about 10 minutes, first grade in about 15 minutes, second grade in about 20 minutes, and third grade through fifth grade in about 30 minutes. If homework requires more time than this or your child is struggling with the homework, please contact your child's teacher. There may be nights with no homework given the strategies and skills practiced in the classroom that day. Homework is also a practice at showing responsibility.

Students are also encouraged to read at home on a daily basis. Independent reading strengthens a child's reading skills and encourages students to make reading a life-long pursuit. Kindergarten and first grade students should read at home for at least 10 minutes per day, second graders should read at home for at least 20 minutes, and third through fifth graders should read at home for at least 30 minutes per day.



## **INFINITE CAMPUS STUDENT INFORMATION SYSTEM**

Infinite Campus is a web-based tool for parents/guardians to access student information. Parents are assigned an activation key to set up an Infinite Campus account. Infinite Campus houses information such as bus stops, teacher assignments, official grades, school calendar, contact information and health information. Parents also have the capability of entering or changing their email addresses and phone numbers online. This is extremely important for those parents who would like to receive email communications from their school. Please notify the transportation office at 952-226-0050 if your family does not have computer access for your bussing information.



## **INSURANCE**

The school district does not provide any type of health or accident insurance for injuries to children while they are at school. Parents provide health or accident insurance for their children through their own insurance carrier.

## **JUNIOR NATURALISTS**

The Junior Naturalist program consists of a variety of students from each intermediate grade level classroom. They are responsible students with strong environmental ethics who are willing to be role models for environmental awareness. Students are selected for the Jr. Naturalist program through an application process. Their job responsibilities include assisting with our school-wide recycling and food waste programs, helping to maintain bulletin board/showcase/touch table areas regarding environmental topics, completing GLOBE (Global Learning Through Observations to Benefit the Environment) measurements, and other outdoor duties.

## **LEGAL CUSTODY/GUARDIANSHIP**

The school will assume, unless informed differently, that both parents have legal custody of a child. If parental custody of a child is changed or restricted, the principal must be given a copy of the legal written notification indicating the restrictions as they apply to the school. (Also see these related sections: ACCESS TO STUDENTS & STUDENT RECORDS PARENTS, REPORTING TO PARENTS and RECORDS)



## **LOCKERS**

Students and parents are reminded the lockers are school property and “on loan” to the student for the school year. Valuables, including wallets or purses, should not be kept in lockers, as the district assumes no responsibility for lost or stolen items. Marking students’ clothing and other personal possessions for identification is recommended. According to District Policy 502, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students in possession of illegal substances or contraband will be disciplined as determined in policy.

## **LOST AND FOUND**

Lost and found items are located near the lunchroom. Unclaimed items left on buses may also be held on the bus for one or two days for students to claim and then will be turned into the school. **Parents are encouraged to label all students’ clothing, footwear, etc.** for ready and quick identification by the owner. Students should be encouraged to check the lost and found if they have lost something. All unclaimed items are given to a charitable organization three times a year, after conferences in November & March and after the last day of school.



## **LUNCH AND BREAKFAST PROGRAM GRADES K-5**

Child Nutrition Services provides students with nutritious, high quality meals that promote good physical and mental development. We focus on serving local foods, many cooked from scratch, for our students. Check our webpage for more



details <https://www.priorlake-savage.k12.mn.us/about-us/departments/child-nutrition>

We offer a variety of nutritional meal choices consisting of at least two hot meal offerings and one cold option. A la carte items are offered in grades 6-12 only. Menus are available on school websites and our SchoolCafé app where customers can view descriptions of menu items, as well as allergen and nutrition details, and apply for Free and Reduced-Price meal benefits.

All student accounts remain prepaid with deposits made with cash, check or credit card. ISD 719 has contracted with SchoolCafé to provide the convenience of using a credit card, with no transaction fees, to prepay for meals. A student with an outstanding meal debt, will be allowed to purchase a standard meal (breakfast or lunch) regardless of their balance. The charge of that meal will add to their existing balance. Students with outstanding meal debt will not be allowed to charge ala carte, extra milks or extra entrees.

The school district will notify households when meal account balances are low or fall below zero as well as collect unpaid meal charges. If a student's balance accumulates to a negative \$15, Child Nutrition Services will send a notice to the household stating their negative account will be turned over to a collection agency and that the household has 10 days to respond to Child Nutrition Services before the collection agency is given their information. Any meals purchased during that time frame will continue to be added to their meal debt.

### **Breakfast**

All kindergarten students receive a free breakfast.

Grades 1-8 and Bridges ALC: \$1.80

### **Lunch**

Elementary: \$2.75

Middle: \$2.85

Bridges: \$2.85

High School: \$3.25

Adult guests: \$3.85

Milk: \$.45

Second entrée Grades K-8: \$1.80

Second entrée high school: \$2.50

Free and Reduced-Price Lunch assistance is available. Applications are available on our website:

<https://www.priorlake-savage.k12.mn.us/about-us/departments/child-nutrition> and through SchoolCafé. Applications must be filled out for each school year the assistance is needed. For questions, please call the district's Child Nutrition Specialist at 952-226-0009.

### **Lunchroom Expectations**

(Please expect lunchroom expectations to be modified during the 20-21 school year to accommodate increased health guidelines.) In order for Jeffers Pond to offer a clean, safe and enjoyable lunch period for students, we have adopted the following guidelines for the lunchroom:

- Students will walk at all times.
- Students will know their lunch pin number.
- Students will sit at their assigned tables, with no more than 6 students to one side of the table.
- Students will pick up what they drop and help clean up what they spill. Students should ask for assistance from the noon supervisors or food service staff if food trays are accidentally dropped.
- Students will be courteous to each other and to staff.
- Students will refrain from sitting at the peanut-free cafeteria table if their lunch includes items with peanuts or peanut products.

- Throwing of food is not an acceptable behavior.
- Students will speak in normal voices: shouting, yelling, talking loudly to friends at another table is not acceptable.
- Students are expected to make a good effort to eat their lunch and drink their beverage. (Pop is not allowed in the lunchroom, as it is not considered a nourishing beverage for children.)
- After eating, students will comply with the recycling/food waste program, separating paper, milk cartons, and food waste, by placing them in the proper bins. Silverware should be placed in the soaking bin, and trays should be stacked on the dish room counter.
- After taking care of their trays and food waste, students will return to their same table spot to wait for their teacher to escort them back to the classroom.
- Teachers will not dismiss students from the lunchroom until table areas are reasonably picked up.

Lunchroom staff, with the support of the principal and/or dean, will deal with consequences for behaviors during lunch periods. Consequences for infractions will be enforced through the Jeffers Pond Consequence Chart for expected behaviors.

## **NOVELTY ITEMS, ELECTRONICS & CELL PHONES**

Please be reminded that laser products, electronic pocket games, music players/recorders or other small electronic devices are not allowed at Jeffers Pond, as they can cause a disruption to the educational process. If students cause disruptions with items not allowed in school, the item(s) will be confiscated until the end of the school day or until they can be picked up by a parent or guardian. Students may have cell phones in their locker, backpack, or with their child's teacher for communicating with parents outside the school day.

Prior Lake-Savage Area Schools' is committed to teaching 21st century skills. We believe that using technology for teaching and learning supports communication, collaboration, critical thinking and creativity in the classroom. As a result, students can bring electronic devices to school when directed by their classroom teacher. The school district is not responsible for any lost or stolen items. Also, personal electronic devices must be turned off in the classroom and are not to be used during school hours unless under the direct supervision and permission of the instructor. BYOD (bring your own device) is acceptable for educational purposes only including classroom activities and educational research. When using personal electronic devices for educational purposes in school, students must adhere to the same rules that are outlined when using electronic devices that are school district property. These rules are detailed in District Policy 524, Student Use of Information Technology.

## **OUTDOOR LEARNING AND BEHAVIOR GUIDELINES**

Jeffers Pond Elementary School is surrounded by a beautiful environmental area which includes prairie, wetlands, ponds and wooded areas. Walking trails through the area are maintained by the City of Prior Lake. Teachers at Jeffers Pond incorporate environmental activities into their science lessons as well as many other curricular areas. Students will be learning outside on a regular basis. We are excited to incorporate outdoor learning into all parts of the day. To support this exciting learning opportunity, please help your child be prepared with appropriate outdoor clothes that match the weather.

The Jeffers Pond site, and surrounding environmental area, provide many opportunities for students to interact with nature and expand their learning in the outdoors. Appropriate respectful behavior will be expected of all students when they are on the Jeffers Pond grounds for learning opportunities. Through discussion and guided discovery, students will be taught to:

- use quiet voices and feet.
- stay on the trails or where a teacher has indicated as safe and appropriate.
- selectively choose samples.
- return samples to where they were taken.
- unless directed, leave nature where it is (leaves on the ground, twigs on the trees, flowers on the plants, etc.)
- always be in a spot where the teacher can be seen and the teacher can see them.
- keep up with the teacher so they don't miss anything.

- if they see litter, pick it up or tell the teacher.

When staff members take classes outdoors, they are asked to take a radio or cell phone with them in order to remain in contact with the office. We hope your child enjoys their outdoor learning experiences!

## **PARENT RESPONSIBILITIES**

Parents play a key role in their child's school success. We ask that each day, parents help their child prepare for school. You can do this by:

- noting the district school calendar and newsletters for special activities or items needed,
- reinforcing school expectations,
- ensuring your child is properly dressed,
- making sure your child has a school bag to carry,
- providing a healthy breakfast for your child,
- helping your child arrive on time for school.

**By encouraging your child to attend school regularly, you will be helping them to develop responsible work habits and demonstrating the value of education.**

We encourage parents to visit our school. Opportunities for parent visits and involvement include:

Jeffers Pond Back-to-School Event, music performances, all-school events, scheduled parent-teacher conferences, field trips, Jeffers Pond P.T.C., and other volunteer projects and activities. (Visits during the 20-21 school year will be limited.)

There are times throughout the year when parents have questions or concerns about their child's progress or the program at a particular grade level. Please feel free to call or contact your child's teacher regarding any concerns or questions you may have. Jeffers Pond teachers are usually available from 8:00 A.M. – 9:10 A.M. and from 3:50 P.M. – 4:00 P.M. Voicemail messages may also be left for teachers.

Set aside a special time each day for your child to share his/her school day. Encourage your child to tell about a favorite activity and share items brought home in his/her school bag. Please take the time to read school communications, such as newsletters, calendars and other notes sent home or available on our building web site. These will help keep you informed of classroom and school-wide activities.

It is very important for parents to reinforce skills and concepts presented to children at school. **Reading aloud to and with your child at home is a key factor in your child's present and future reading success.** Provide a supportive environment for your child by applauding his/her effort and success at school.

## **PARENT AND TEACHERS FOR CHILDREN (PTC)**

PTC, which stands for Parents and Teachers for Children, is the elementary school's volunteer organization made up of parents, teachers and the principal working together to benefit our children in the best way possible. The school PTC provides many volunteers and offers funds to Jeffers Pond for the purpose of providing educational extras for the students. PTC meetings are generally held once per month at the beginning of the month at 6:00 pm in the Jeffers Pond Media Center. Check the district calendar for the exact meeting dates. We hope you consider being an active part of this organization!

## **PHYSICAL EDUCATION**

Participation in physical education is required for all students unless a medical problem exists. For illness or minor health problems, a parental note explaining the circumstances will suffice for a day or two. A physician's statement is needed if a student is to be excused from physical education for an extended period of time. If a student misses physical education due to a physician's written restriction, the student will need a physician's note indicating when the student may return to normal physical activity. All children should have a pair of gym shoes to use daily. Gym shoes are required for physical education classes for safety reasons. Roller shoes, such as Heeley roller shoes, are not allowed at Jeffers Pond.

## **PLAYGROUND POLICY**

In order for Jeffers Pond to maintain a high quality education while offering a safe and fun recess time, we have adopted the following guidelines for the playground. Please share this information with your child as these rules and procedures will be enforced by the noon supervision staff.

### **Jeffers Pond Playground Rules and Expectations:**

1. Students will play safely on the playground. Rough games such as tackle football are not acceptable games. (H-O-R-S-E basketball and 4-Down Football are the approved games.)
2. Students will show respect for others and follow instructions given by staff.
3. Students will not harass, tease, or make fun of others.
4. Students will stay out of and away from puddles, mud and ice.
5. Students are to stop what they are doing and quickly line up when the whistle is blown and their room number is called.
6. Students will leave rocks, bark, sticks, snow, ice chunks, snowballs, and other dangerous objects alone. They will not throw or kick snow.
7. Students will play only on designated playground areas, not in bushes/trees, in parking lots, near the pond or stream areas or other off-limits school areas.
8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Students will take turns on equipment. (After 30 pumps, a child's turn on the swings is done.)
10. Students will use playground equipment properly:
  - a. When using the slides, students should climb up the ladder and slide down in a forward seated
  - b. position.
  - c. Pebbles/other debris should be kept on the ground (not thrown onto the slides).
  - d. Students should stay away from others when they are climbing, sliding, crossing the monkey bars, crossing the area with swings, etc.
  - e. The equipment is to be used as intended, i.e. cross the monkey bars in a hanging manner, not a crawl across the top manner; remain in a sitting position on the swings, slow down and step off swings without jumping when done, etc.
  - f. Tag games should be played away from the playground equipment.
11. Students should not bring food or treats on the playground.
12. Items such as rulers, scissors, etc. should be kept inside the building. Only softballs, softball bats, and approved playground balls are allowed for use at the playground diamonds.
13. Students will settle differences peacefully. (Rock/Paper/Scissors)
14. During recess, students must have a note signed by their parent and/or their teacher or principal in order to leave the playground for any reason. The note must be shown to the person on duty. Parents should sign out their child in the office.
15. Students will treat the playground equipment with care and help put items in their containers at the end of recess.

When recess is over and the playground supervisors blow the whistle and announce classroom numbers on the megaphone, the children are to line up immediately. A noon supervisor will escort them inside the building, monitor hand washing and guide them to the lunchroom. Classroom teachers will meet the children at the end of the lunch period and escort them back to class. Recess supervisors, with the support of the principal, will deal with consequences for behaviors during the noon lunch/recess period. Consequences for infractions will be enforced through the Jeffers Pond Consequence Chart for expected behaviors.

On inclement days, students will engage in indoor recess, rather than going outside on the playground. During indoor recess, students will engage in activities in their classroom and/or their grade level open resource area. Games, Legos, drawing materials, reading materials, etc. are available for students to use during indoor recess. Students are expected to play safely and respectfully during indoor recess and assist with the pickup of materials before going to lunch.



## **PLEDGE OF ALLEGIANCE**

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate or over a school intercom system by a person designated by the school principal or other person having administrative control over the school, or at school events or assemblies by a person designated by the school principal. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

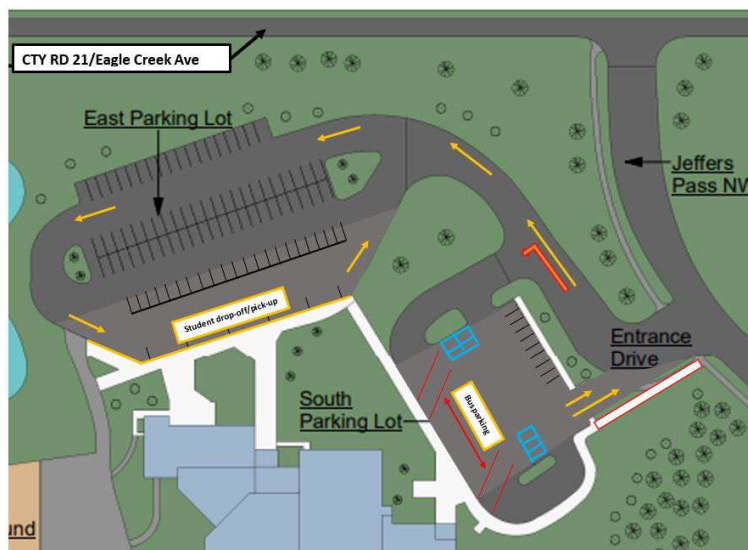
## **PROCEDURE FOR DROPPING OFF CHILDREN**

Parents of Kids' Company students should park in the lower level lot and accompany their child(ren) into the building, gaining access by the cafeteria through use of a code for the key pad located on the door.

Students who are arriving early for choir practice, Jr. Naturalist meetings, etc., should be dropped off by the main office area, using the upper level parking lot.

The start of the school day is 9:20 am. Parents who are dropping off students for the start of the school day should use the lower level student drop-off/pick-up zone. In order to reduce the number of vehicles dropping off students in the morning, we greatly encourage having students ride the bus and carpooling. A staff member will be on duty beginning at 9:05 am to assist with efficient traffic flow. We ask that drivers dropping off students follow these guidelines:

- Students should not be dropped off before 9:05 am. We do not have supervision provided prior to 9:05 am.
- We ask that you do not line up in the drop off zone before 8:45 am.
- Pull as far forward as you can. All vehicles should remain in a single line.
- Students will exit the vehicle on the sidewalk anywhere within the student drop-off zone.
- Students should exit the vehicle as soon as it is stopped. To enable a smooth and continuous flow of traffic, students should have their backpacks in hand and be ready to exit the vehicle on the passenger side of the vehicle.
- If you need more time to say goodbye to your children or if you need to enter the building, please park your vehicle in one of the parking stalls and sign in at the main office.
- Wait your turn in line. When exiting the drop off zone, please follow the car ahead of you. Refrain from pulling out of the line, as this compromises the safety of all concerned.
- The lower level door locks at 9:20 am. If you arrive after the door has been locked, students will need to enter the building through the main office.



At 9:05 am, the lower level doors will open for students. Students will wait in the gym seated by the alphabetical sign. When the 9:13 am bell rings, students may then walk to their classrooms. The lower level door will be locked at 9:20 am.

Students who arrive after 9:20 am are considered tardy, and should proceed to the main office to acquire a tardy slip before proceeding to their classroom.

## **PROCEDURE FOR PICKING UP CHILDREN**

When parents need to pick up their child during the school day such as for a doctor/dentist appointment, parents should report to the office and sign him/her out in the “Student Sign-Out” Book. We will call the student out of class and have the child report to the office for pickup.

The end of the school day is 3:50 pm. Parents who are picking up children at the end of the school day should use the lower level student drop-off/pick-up zone. Parents picking up students are required to have a bright colored name sign which has been issued by the main office. Only cars displaying this sign in the front dash of their car will be allowed to pick up the respective students. Cars without a sign will need to report to the office to sign their child out. Students may not be taken from buses or bus lines unless the principal or a staff designee is present to give approval.

- Have your bright colored car tag visible on your passenger side dashboard.
- Wait your turn in line. When entering the pick-up zone, please follow the car ahead of you. Refrain from pulling out of the line, as this compromises the safety of all concerned.
- Pull as far forward as you can. All vehicles should remain in a single line.
- Students will enter the vehicle on the sidewalk side/passenger side.
- If you need more time to get your student buckled and ready to drive, please pull forward to the loading space located before the stop sign.
- When there are no remaining cars in line, students will proceed to the office. You will then need to park in the upper lot and enter the main office to sign your student out.
- The main office closes at 4:00 pm.

Students will not be permitted to leave school with anyone other than their parents and/or legal guardian(s) unless we have **written authorization** from a parent/guardian. **Calls after 3:35 pm may not be able to be accommodated** due to the end-of-the-day classroom and building routines. Please notify the office immediately regarding any person(s) legally restricted from picking up your child. (We will need a copy of legal documents to keep on file in the office, which state those restrictions specifically.)

## **PROGRESS REPORTS/REPORT CARDS**

Student progress will be reported four times a year. Parent/teacher conferences will be held in November and April to discuss student progress. Report cards will be sent home two times a year at the end of each semester.

Academic grades will reflect student learning of academic standards. Symbols of proficiency for academic grades are as follows: **E:** Exceeds Standard: The student demonstrates thorough, in depth knowledge of extended concepts and skills. Performance is characterized by going above and beyond what is taught and applying the skills with consistent accuracy, independence and a high level of quality. **M:** Meets Standard: The student demonstrates consistent knowledge of grade-level concepts and skills. Performance is characterized by applying the skills with accuracy, quality and independence. **B:** Below Standard: The student demonstrates partial knowledge of grade-level concepts and skills. Performance varies in consistency with regard to accuracy and quality. Support and guidance are often needed for clarification and/or to sustain involvement.

A separate area of the report card, a section titled *Skills that Support Learning*, will share your child’s social skills and work habits. Examples include: Following directions, interacting responsibly, and following classroom and school

behavior expectations. Symbols of proficiency for social skills that support learning are as follows: +: Meets Expectations, \*: Partially Meets Expectations, -: Does Not Meet Expectations.

An example of the Elementary Report Card can be viewed on our district website under Academics and located on the right hand side of the webpage (you will need to scroll down to find it). A reporting guide can also be found online in the same location.

## **RECESS PROCEDURES AND EXPECTATIONS**

We encourage students to dress for the weather. **Students will always go outdoors for recess unless the “Feels Like” temperature falls below a -5 degrees F or it is steadily raining.** All elementary schools will check the local weather forecast using weather.com or similar website to determine the “Feels Like” temperature.

If a child cannot go outdoors due to a health condition, please send a note to the classroom teacher or office so that arrangements can be made for the student to go elsewhere during recess.

Please see the Playground Policy section for more information.



## **RECORDS**

State and federal regulations require that students over 18, parents and guardians are guaranteed:

1. Access to their records or those of their children (under 18) after proper identification. Copies of the records can be made at the individual's expense. Professionals working directly with students also have access to the records.
2. The right to authorize or deny access to records by a third party. If their written request is denied, third parties (employers, social agencies, police, FBI, etc.) may then subpoena the schools and the school is obliged to comply. School authorities will notify the individual of their action.
3. The right to access information on the professional qualifications of the student's classroom teachers including, at a minimum whether the teacher is licensed for the grades and subjects assigned; whether the teacher is teaching with a waiver; the academic preparation of the teacher; and whether their child is provided services by a paraprofessional and their qualifications.

The permanent record card contains the student's subject grades and attendance data. The cumulative folder is a working file with information that includes essential vital statistics, proof of inoculations, schools attended and dates, and a health record (parents' occupations or places of business are not mentioned).

By law, school districts must collect census information on all students whose parents reside in the district. Census information includes parent and student names, address, telephone number, birth date and schools attended. Other information collected includes district wide testing data, subject marks and attendance data. Sometimes the professional staff with the written approval of parents gives psychological tests or other special tests. Any subjective comments on the teachers' evaluation portion of the record are no longer used. **Birth Certificates (or other legally recognized document of the courts), immunization records, and proof of residence are required from all new enrollees in our school district.**

## **REPORTING TO PARENTS**

Fall parent/teacher conferences will be conducted in November, while spring conferences will be conducted in April. Individual student results on standardized testing or Minnesota Comprehensive testing will be mailed to parents or sent home with students. They will also be available to non-custodial parents if there are no legal documents filed with our school office terminating the parental rights of the non-custodial parent or restricting access to student records..

On-going parent-teacher communication is encouraged. Informal conferences, questions, expressions of concern, etc. can be addressed by phone or in-person at any time that is convenient for all individuals involved. Communication will also be facilitated through classroom newsletters, Seesaw posts, calendars, e-mails, and district Partnership for Progress reports.

## **RESPONSIVE CLASSROOM**

The staff at Jeffers Pond Elementary School believes in and utilizes Responsive Classroom principles and strategies. This approach is based upon educational research and a firm belief in the importance of social skills and emotional intelligence. It has been shown that emotion drives attention, learning, memory and other important mental or intellectual activities. Sustained learning is possible only after students' social, emotional and physical needs have been met. When those needs have been met, students are more likely to succeed in school.

The Responsive Classroom is an approach to teaching and learning that seeks to balance the teaching of academic skills with the teaching of social skills. It is researched based, highly practical, and based on the following principles:

**1. How children learn is as important as what they learn.**

The best learning comes from a balance of teacher-directed and child-initiated experiences that have relevance and a connection to children's lives.

**2. The social curriculum is as important as the academic curriculum.**

Learning can only truly take place in a community where the learners practice social skills and acknowledge their importance.

**3. The greatest cognitive growth occurs through social interaction.**

Student interaction is important. An integral part of everyday life includes opportunities for students to talk to each other about their work, work cooperatively, teach one another, share work in progress, and discuss ideas.

**4. There is a specific set of social skills that children need in order to be successful academically and socially.**

The social skills taught through Responsive Classroom strategies are represented in the acronym C.A.R.E.S.

**C- Cooperation:** Children must have the opportunity to practice working together in many and varied ways all through the day.

**A- Assertion:** Assertion is the ability to stand up for one's own ideas without hurting others and without negating others.

**R- Responsibility:** The only way to learn to be responsible is to have many opportunities to practice being responsible.

**E- Empathy:** Our world is growing more and more diverse and complex. Children must learn how to accept and celebrate differences.

**S- Self Control:** The ultimate goal of discipline is that children will be in control of their own behavior and behave in an ethical manner.

**5. Knowing the children we teach individually, culturally, and developmentally is as important as knowing the content we teach.**

To teach successfully, we must begin by learning who our children are-what strengths, interests, experiences, culture, learning styles and development they bring to our learning environment.

**6. Knowing the parents of the children we teach is important to knowing the children.**

We operate from a belief that all parents want what is best for their children and that parent involvement is essential to children's education.

**7. How the adults at school work together to accomplish their mission is as important as individual competence.**

The principles of the Responsive Classroom must be practiced and lived by the educators in their interactions with each other, with the children, and with the parents.

There are six Responsive Classroom components that address the basic principles and premises. They are:

1. **Morning Meeting-** provides a daily routine that builds community, creates a positive climate for learning, and reinforces academic and social skills.



2. **Rules and Logical Consequences-** promote a clear and consistent approach to discipline that fosters responsibility and self-control.
3. **Academic Choice-** an approach to giving children choices in their learning that helps them become invested, self-motivated learners.
4. **Classroom Organization-** includes strategies for arranging materials, furniture, and displays to encourage independence, promote caring, and maximize learning.
5. **Guided Discovery-** provides a format for introducing materials that encourages inquiry, heightens interest, and teaches care of the school environment.
6. **Family Communication-** includes strategies that foster ideas for involving families as true partners in their children's education.

Responsive Classroom strategies provide an environment where children and adults feel that they are cared for and respected. At Jeffers Pond Elementary we believe that the use of the Responsive Classroom framework will result in benefits for both students and staff at Jeffers Pond!



## **SCHOOL CLOSINGS**

The decision to close school or have a late start due to inclement weather or extreme cold conditions is rarely, if ever, a crystal clear choice for district administrators. District administration will gather the appropriate weather information and road conditions. When conditions are so severe as to make school opening and transportation hazardous, school will be cancelled. Parents are encouraged to use their own judgment in deciding to send their children to school on the school bus or walking in severe weather conditions.

In general, when the schools are closed, all other student activities to be held in the district's buildings are cancelled. Any exceptions are cleared with the Superintendent's office.

For information on emergency school closings or delayed starts, please reference any of the following broadcast stations:

- WCCO radio (830 am)
- WCCO TV (channel 4)
- KARE 11 TV (channel 11)
- KSTP-TV (channel 5)
- KMSP/FOX TV (channel 9)

Emails and phone calls are also used to keep families informed. If you do not have an email listed with the district, please contact your building's secretary. The district website will also be a source of information for any school closure information.

## **SCOTT FAMILY NET**

Scott Family Net is a collaborative effort between area school districts, Scott County Human Services, educational cooperatives, the Cap Agency and groups in the community to better serve families. We know that all families have assets and the desire to raise their children successfully; but we also know that the demands on parents today and the challenges facing children suggest that families may need resources and support beyond their own immediate assets. Scott Family Net provides an efficient way for you and your family to get help when you need it in Scott County. You may speak to staff at Jeffers Pond Elementary School who will help you get information and help through Scott Family Net.

## **SEESAW**

Seesaw is a student-driven digital portfolio and tool that empowers students to create, reflect, share, and collaborate. Your child will be able to "show you what they know" using photos, videos, drawings, text, PDFs, and links. You will see all of your child's work in one place along with important classroom updates and information from the school office. You will

be able to easily access your child's portfolio via the free Seesaw Family App, or by logging on to Seesaw on any device. As a family member, you will receive notifications anytime your child adds work samples to their portfolio, or important information is posted.



## **SPECIAL NEED PROGRAMS**

Special need programs offered within the school district are listed below. Please note this is an overview of services provided. It is up to the IEP Team to decide the best placement option for students.

- Early Childhood (ECSE) and Home Based (ages 0-4), call 952-226-0900 for information
- Specific Learning Disability (SLD)
- Speech and Language Therapy (SLP)
- Communication Interactive Disorder (CID)
- Emotional Behavioral Disorders (EBD)
- Autism Spectrum Disorder (ASD)
- Lifeskills

The district also partners with the Minnesota River Valley Special Education Cooperative in serving those students whose needs are addressed in off-site special education programs.

Other programs offered by the district are:

- English as a Second Language (ESL)
- SYNERGY – Gifted and Talented Program
- S.A.G.E. Academy– School for the Advancement of Gifted Education housed at WestWood Elementary School
- Title 1 – federal program for students with special needs in reading/language arts and math (For buildings that qualify)

## **SECTION 504**

Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such an impairment; or
3. is regarded as having such an impairment. (34 Code of Federal Regulations Part 104.3)

*Classroom teachers and parents refer students for accommodations. Students must meet specific criteria to receive accommodations. For more specific information, contact the building principal.*



## **STUDENT DISCIPLINE**

The district would like to ensure that students are aware of and comply with the school district's expectations for student conduct. The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. This policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act and applies to all students in the district. A summary of District Policy 506 – Student Discipline can be found below. **Students and parents are responsible for understanding the provisions of the entire policy and are urged to read the policy in full, which can be found on the district website under School Board Policies.**

It is the philosophy of Independent School District 719 to establish and maintain an orderly school environment that allows teachers to teach and students to learn. It is further the philosophy at Independent School District 719 that:

1. Responsibility for student behavior is shared by school staff, administration, the parents and students themselves.
2. Individual teacher classroom management skills are the single most important contributor to good discipline in school and should include measures that are proactive.
3. A fair, firm and consistent procedure to deal with discipline problems after they occur must be communicated and administered by school personnel.
4. Support personnel will assist in facilitating and maintaining an effective learning environment.
5. Improvements in school discipline are directly related to bettering the school environment which is brought about by improving the curriculum, improving teacher skills and improving student self-control.

All students have the right to an education and the right to learn. Students in the Prior Lake - Savage Area Schools have the following responsibilities including but not limited to:

- a. Attend school daily, except when excused by school authorities and to be on time to all classes and other school functions;
- b. Pursue and attempt to complete the course of study prescribed by state and local school authorities;
- c. Assist school staff in maintaining a safe school for all students enrolled therein;
- d. Make necessary arrangements for making up work when absent from school;
- e. Be aware of all school rules and regulations and to accept the consequences if rules are broken;
- f. Assume that until a rule is waived, altered or repealed it is in full effect;
- g. Be aware of and comply with state and local laws;
- h. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
- i. Protect and take care of the school's property;
- j. Dress and groom to meet fair standards of safety and health and common standards of decency;
- k. Avoid inaccuracies, indecent or obscene language, in student newspapers or publications;
- l. Express ideas in a manner that will not offend or slander others.
- m. Conduct themselves in an appropriate physical or verbal manner; and
- n. Recognize and respect the rights and property of others.

## **STUDENT CODE OF CONDUCT**

Disciplinary action may be taken against students for any behavior which is disruptive of good order, violates the rights of others, or violates school rules and regulations. This policy applies to all school buildings, school grounds, school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district or the safety or welfare of the student, other students, or employees.

The following sections outline prohibited acts, disciplinary actions, no tolerance behaviors and procedures.

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assaults
- e. Sexual Harassment and Violence
- f. Hazing
- g. Threats and Disruptions
- h. Bomb threats
- i. Terroristic Threats

- j. Alcohol, Tobacco, and Other Drugs
- k. Harmful or Nuisance Articles (e.g., pagers, radios, and phones, including picture phones, and other electronic devices are prohibited)
- l. Failure to Identify Oneself
- m. Violation of any state or local law or the violation of any federal law.
- n. Violation of school bus or transportation rules and the school bus safety policy.
- o. Violation of parking or school traffic rules and regulations, including but not limited to, driving on school property in such a manner as to endanger persons or property.
- p. Violations of directives or guidelines relating to lockers or improperly gaining access to a school locker.
- q. Possession or distribution of slanderous, libelous, or pornographic materials.
- r. Falsification of records, documents, notes, or signatures.
- s. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.
- t. Impertinent or disrespectful language toward teachers or other school district personnel.
- u. Sexual and/or racial abuse and/or harassment (further outlined in District Policy 526 Harassment and Hazing).
- v. Bullying (further outlined in District Policy 506.1).
- w. Internet misuse, cyber-bullying, and misuse of other electronic devices (further outlined in District Policy 524, Student Use of Information Technology).
- x. Any and all other acts, as determined by the school district, which are disruptive of the educational process.

### **ZERO TOLERANCE BEHAVIORS**

The school board will expel for 365 days any student who brings a weapon to school, engages in aggravated assault, makes terroristic threats, sells or distributes illegal and legal drugs, burglarizes the school, or engages in sexual misconduct. The superintendent may modify such expulsion on a case-by-case basis. Further provisions relating to weapons are outlined in District Policy 501, Weapons.

### **POSSESSION OF WEAPONS**

No student, or non-student, including adults, visitors, and employees shall possess, use, or distribute a weapon when in a school location except as provided in this policy. Independent School District No. 719 will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, those offering services on school premises, volunteer, or member of the public who violates this policy.

Consequences for students possessing, using, or distributing weapons shall include:

- a. Confiscation of the weapon;
- b. Immediate out-of-school suspension for not less than 3 days;
- c. Immediate notification of the police or police liaison;
- d. Parent or guardian notification; and
- e. Consideration for probable expulsion.
- f. In the case of a student who brings a firearm to school, the student will be expelled for at least one year, pursuant to Minnesota law and defined by federal law. The superintendent may modify such expulsion on a case-by-case basis.

A student who finds a weapon or dangerous object on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office, shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher, coach, bus driver, or responsible adult, or immediately notifies an administrator, teacher, coach, bus driver or responsible adult of the weapon's location.

More information regarding the district's Weapons policy 501 can be found on the district website.

## **AGGRAVATED ASSAULT**

Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person.

## **SELLING AND/OR DISTRIBUTING DRUGS OR ALCOHOL ON SCHOOL PROPERTY**

Selling or distributing, or intending to sell or distribute, alcohol, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

## **REMOVAL FROM CLASS**

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted, by the student's misconduct, as determined by the school district.

Grounds for removal from class shall include any of the following:

- a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- c. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
- d. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Disciplinary action may include, but is not limited to, one or more of the following:

- a. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- b. Parent contact;
- c. Parent conference;
- d. Removal from class;
- e. In-school suspension;
- f. Suspension from extracurricular activities;
- g. Detention or restriction of privileges;
- h. Loss of school privileges;
- i. In-school monitoring or revised class schedule;
- j. Referral to in-school support services;
- k. Referral to community resources or outside agency services;
- l. Financial restitution;
- m. Referral to police, other law enforcement agencies, or other appropriate authorities;
- n. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- o. Out of school suspension under the Pupil Fair Dismissal Act;
- p. Preparation of an admission or readmission plan;
- q. Expulsion under the Pupil Fair Dismissal Act;
- r. Exclusion under the Pupil Fair Dismissal Act; and/or
- s. Other disciplinary action as deemed appropriate by the school district.

## **DISMISSAL**

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. The Minnesota Pupil Fair Dismissal Act shall be considered as a part of the Independent School District 719 Disciplinary Policy.

## **COMMUNICATIONS**

### **Procedure for Notifying Students and Parents or Guardians of Violations**

Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

### **Maintenance of Student Discipline Records**

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

### **Interaction with Law Enforcement Authorities**

School officials will work with law enforcement authorities whenever it is necessary for the well-being of the students and school personnel.



## **STUDENT SURVEYS**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. District Policy 520 addresses the administration of student surveys.

A student, staff and parent survey will be administered annually each spring by the district.

### **Student Surveys Conducted as Part of U. S. Department of Education Programs**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education shall be available for inspection by the parents or guardians of the students. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor) or, in the case of an emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Student Surveys that are Not Sponsored by a Department of Education Program**

Parents will be notified in advance of a survey and may inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student. The notice will include information on how parents may gain access to the survey prior to its administration.

### **Information Collection or Disclosure**

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

1. information collected by teachers to gather students' feedback on the classroom experience;
2. college or other postsecondary education recruitment or military;
3. book clubs, magazines, and programs providing access to low cost literary products;
4. curriculum and instructional materials used by elementary and secondary schools;
5. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
6. the sale by students of products or services to raise funds for school-related or education-related activities; and
7. student recognition programs

More information can be found in District Policy 520.



## **STUDENT USE OF INFORMATION TECHNOLOGY**

Policies and guidelines are in place for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications and social media. The information below is a portion of the Student Use of Information Technology policy 524.

The school district provides students with access to the school district computer system, which includes Internet access. The school district system has a limited educational purpose that includes the use of the system for classroom activities and educational research. Students are expected to use Internet access through the district system to further educational goals consistent with the mission of the school district and school policies. Use that might be acceptable on a Student's private personal account on another system may not be acceptable on this limited-purpose network.

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district. District policy requires permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet. Students must adhere to the Acceptable and Unacceptable Internet Use by Students and Student Code of Ethics Using Social Media as stated in District Policy 524. Use of the school district system is at the student's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage students may suffer, including, but not limited to loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays, changes, or interruption in service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

- A description of the parent/guardian responsibilities
- A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option
- A statement that the school district's acceptable use policy is available for parental review

The following uses of the school district system and Internet resources or accounts are considered unacceptable.

- Pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors
- Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language
- Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process
- Material that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

1. Suspension or cancellation of use or access privileges
2. Payment for damages and repairs
3. Discipline under other appropriate school district policies, including suspension or expulsion
4. Civil or criminal liability under applicable laws

### **Electronic Technologies Acceptable Use Policy**

District Policy 524 contains information regarding Student Use of Information Technology. Students are able to access the Internet from every classroom. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media.

Should parents (or students age 18 or older) NOT want the following technologies to be used, please schedule an appointment with the MARSS Coordinator at the District Service Center and you will be asked to complete a form. This form must be completed annually by October 1.

During the school day, for educational purposes, students have access to:

- Internet
- Google Apps for Educations
- Chromebooks
- iPad or school-issued tablet

If you wish to discuss your students access to technology and complete a form limiting/denying your students technology access you can contact Richelle Lambert at 952-226-0043 or [rlambert@priorlake-savage.k12.mn.us](mailto:rlambert@priorlake-savage.k12.mn.us)



## **STUDENT USE OF CELLULAR PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES**

The school district holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

As per District Policy 525.1, students shall not use any electronic device that in any way disrupts or detracts from the educational environment. Students will not be allowed to leave class in response to any electronic devices. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas—such as near lockers or the cafeteria - or outside on school grounds at the middle and high school levels. Cellular phones can be used occasionally at the elementary level, but only with permission from the student's classroom teacher. With approval, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.



Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

Violations of District Policy 525.1:

- A. An employee shall direct the student to turn off the device.
- B. The employee may confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day.
- C. At the principal's discretion, result in additional disciplinary action.

## **STUDENT WELLNESS**

The School Board believes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. It is recognized that children need access to healthy foods and opportunities to be physically active on a regular basis in order to grow, learn, and thrive. According to the guidelines of District Policy 514, food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines. Staff and event coordinators are encouraged to increase healthy food choices when planning activities and parties. Elementary students will have the opportunity for daily recess. Instruction in physical education will include a focus on students achieving and maintaining health-enhancing levels of fitness. A copy of the entire student wellness policy is available on the district web site.

## **SYNERGY/SAGE GIFTED/TALENTED PROGRAMS**

The SAGE Academy at WestWood Elementary is a full-time gifted program offered to qualified students in grades 3-5 throughout the district and outside of the district's attendance boundaries. SAGE is a school-within-a-school with teachers well versed in differentiation and curriculum modification for high-ability learners.

Students are eligible for SAGE Academy if they meet the identification criteria which includes test data (i.e., Cognitive Abilities Test (CogAT), Otis Lennon School Ability Test (OLSAT), Measures of Academic Progress (MAP), or another nationally normed achievement test). Teacher and parent input is also considered. Students who qualify are invited to attend SAGE Academy. Identified gifted students who are not enrolled in SAGE have the option to participate in the Synergy program. Synergy is available in each of the district's elementary and middle schools.

## **TARDY TO SCHOOL**

Students who arrive at school after the bell rings at 9:20 A.M. must report to the office and obtain a tardy slip before going to class. A student that arrives past 11:20 in the morning or leaves prior to 1:50 in the afternoon, will be considered absent for half a day.



## **TITLE IX COMPLIANCE**

Prior Lake-Savage Area Schools complies with the requirements of the Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in education programs or activities or in employment. School Board policies 522

(non-discrimination policy) and 506 (student discipline policies) are policies aimed at preventing discrimination. Complaints or questions may be directed to Jeff Holmberg, Title IX coordinator for the district at 952-226-0071. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois at 312-866-8434.



## **TOBACCO**

District #719 is a "Tobacco Free" School District. Tobacco products are not to be used in the buildings or on school grounds. We appreciate your cooperation in not using tobacco products on school property.



## **UNPAID MEAL CHARGES PROCEDURE**

All meals are to be prepaid before meals are purchased. Households can add money to a student's account the following ways:

1. Online through SchoolCafe
2. With cash or check at the District Service Center or at their student's school.

A student with an outstanding meal debt, will be allowed to purchase a standard meal (breakfast or lunch) regardless of their balance. The charge of that meal will add to their existing balance. Students with outstanding meal debt will not be allowed to charge ala carte, extra milks, or extra entrees.

The school district will make reasonable efforts to notify households when meal account balances are low or fall below zero as well as collect unpaid meal charges. Where appropriate, households may be encouraged to apply for free and reduced-priced meals for their student(s).

1. Child Nutrition Services will notify students and their households when the student's balance is getting low or is depleted to \$0.00. Reminders for payment will not demean or stigmatize any student participating in the school lunch program.
2. Once a student's balance is at \$0.00, they will be allowed to charge up to 3 additional meals before a notice is then given to the principal of the building who then will attempt to make contact with the household. Child Nutrition Services will also send a balance notification to the household as well as call make contact by phone.
3. If a student's balance accumulates to a negative \$15.00, Child Nutrition Services will send a notice to the household stating their negative account will be turned over to a collection agency. The notice states that the household has 10 days to respond to Child Nutrition Services before the collection agency is given their information. Any meals purchased during that time frame will continue to be added to their meal debt.



## **VISITORS**

**(Visitors will be limited throughout the 20-21 school year.)** The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district under policy 903, Visitors to School District Buildings and Sites.

An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

During the school day, visitors will be asked to present a government-issued ID, such as a driver's license or passport, which will be scanned into the system. The Raptor system will then conduct an on-the-spot background check against the

national sex-offender database. Once entry is approved, a sticker badge will be issued. The system does not create a copy of the ID. The Raptor scanner collects the ID photo, name, date of birth, and the last four digits of the license number.

### **VISITORS – ADULT**

All visitors to Jeffers Pond will also need to be listed in Infinite Campus as a Family Member or Non-Household contact. If a visitor is not on these lists, they will need to have prior approval from the family to come visit. The family can call the main office if they are planning on a visitor other than someone listed in Infinite Campus. Visitors who cannot be verified on the list or with a prior approval will not be able to visit on that day.

All adults will register in the office when entering the building, receive a visitor identification name tag and identify themselves whenever asked by school personnel to do so. Please be aware that only our front entrance is open during school hours. All other doors will be locked. In order to maximize uninterrupted classroom instruction time, visitors are limited to a maximum of two per classroom for one hour. Volunteers working on projects outside the classroom area may be present for more extended periods of time. Parents are also welcome to have lunch with their child from time to time. It is important that when doing so you purchase your lunch separately in the lunchroom. Parents cannot use funds in their children's computerized accounts to purchase lunches when they visit school. Instead, adult lunches can be purchased in the lunchroom using either cash or a check. Adult lunches are \$3.85. Since we are unable to make change easily, we ask that you pay by check if you do not have the exact amount in cash. If you choose to bring lunch along with you when visiting the lunchroom, we would greatly appreciate it if you would not bring in soda pop. Our students are not allowed to drink soda pop in the cafeteria during lunch. Thanks for your cooperation!

### **VISITORS – STUDENTS**

Student visitors are discouraged unless they are accompanied by an approved adult or unless the visit has been prearranged for educational purposes. Please call the school principal in advance to discuss the reason for the visit. All students will register in the office when entering the building, receive a visitor identification name tag and identify themselves whenever asked by school personnel to do so.

### **WALKERS**

The District #719 School Board has established walking distances of 1 mile or less for students in grades K-5. Neighborhoods which are separated from the school by a major highway which would cause safety hazards for students are not included in these walking distances. A map of the walking distances for each school building can be found on the district web site.

Walkers should stay on the neighborhood sidewalks and walk directly to and from school without stopping to play along the way. Walkers should arrive **no earlier than 9:05** in the morning. If walkers arrive too early, they will need to wait outside the lower level entrance doors. At 9:05, an adult supervisor will allow students to enter the building and proceed to their posted grade level area in the hallway area until the bell rings to signal bus unloading. At the end of the school day, walkers will be excused with the bike riders through the main office doors.

### **WITHDRAWING CHILDREN**

If you will be moving and your child will be withdrawn from the Prior Lake - Savage Schools, please inform the school secretary. We wish you the best in your new school!

# STUDENT PARTICIPATION IN STATEWIDE TESTING



## 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)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"><li>• 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.</li><li>• Majority of students take the MCA.</li><li>• MTAS is an option for students with the most significant cognitive disabilities.</li></ul>	<ul style="list-style-type: none"><li>• Based on the WIDA English Language Development Standards.</li><li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li><li>• Majority of English learners take ACCESS for ELLs.</li><li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li></ul>

Posted May 2018



## 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](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

Posted May 2018



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 \_\_\_\_\_

Posted May 2018