

2022-2023

**ELLIS
MIDDLE
SCHOOL**
Student Handbook



AUSTIN PUBLIC SCHOOLS

INSPIRE • EMPOWER • ACCELERATE

Dear Parents and Students,

Ellis Middle School is a learning environment for approximately 800 students. It is critical that we provide consistent expectations and procedures for middle school students. At Ellis Middle School the following procedures have been established for the 2022-2023 school year to:

Be Respectful

Be Responsible

Be Safe

We would like to thank parents in advance for their support in helping us make Ellis Middle School a respectful, responsible, and safe environment for learning.

Thank you,

Ellis Middle School Staff

Ellis Middle School

1700 4TH Ave SE

Austin, MN 55912

Instagram: @ellismiddle492

Facebook: Ellis Middle School 492

Telephone: (507) 460-1500

Website: www.austin.k12.mn.us

Attendance: (507) 460-1506

Attendance e-mail: ellis.attendance@austin.k12.mn.us

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Austin Public Schools 2022-2023 Calendar

JULY 2022

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SEPTEMBER 2022

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MAY 2023

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JUNE 2023

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August 22.....Teachers Return to School
 August 29..... First Day of School
 September 5..... Labor Day/School District Closed
 October 5..... Early Release/Prof Development
 October 19..... Pre-k – 8 No School/Full Day 9-12
 October 20-21..... No School/Teacher Convention
 November 9..... Early Release/Prof Development
 November 23-25..... Holiday Break/No School
 December 14..... Early Release/Prof Development
 December 23-30..... Holiday Break/ No School
 January 16..... No School/Staff Development
 February 8..... Early Release/Prof Development
 February 17-20..... No School
 March 1..... Early Release/Prof Development
 March 10-13..... No School
 April 3-7..... No School/Spring Break
 May 10..... Early Release/Prof Development
 May 29..... Memorial Day/School District Closed
 June 1..... Early Release/Teacher Work Day
 June 1..... End of School Year

- Early Release Day - schedule as follows:
- 11:00 am** - Community Learning Center Dismissed
 - 12:00 pm** - Woodson Kindergarten Center Dismissed
 - 12:30 pm** - Banfield, Neveln , Southgate and Sumner Elementary Schools Dismissed
 - 12:45 pm** - I J Holton School Dismissed
 - 1:25 pm** - Ellis Dismissed
 - 1:15 pm** - Austin High School Dismissed
- No School
- No Students/Professional Day

Ellis Middle School Important Numbers

Ellis Middle School General Information.....	460-1500
Activities/Athletics	460-1521
• Kelly Lang Ellis Athletic Director kelly.lang@austin.k12.mn.us	
Attendance Office to report absences.....	460-1506
Attendance e-mail – ellis.attendance@austin.k12.mn.us	
Assistant Principal Office	
• Assistant Principal, Karen Dunbar.....	460-1503
• Administrative Assistant, Sarah Diekman	460-1500
Cafeteria.....	460-1519
Counseling Offices	
• Administrative Assistant, Nicole Murphy.....	460-1508
• 7 th Grade, Kirstin Norby.....	460-1517
• 8 th Grade, Lea Oelfke.....	460-1513
Health Services	
• School Nurse, Melanie Bell.....	460-1507
Principal Office	
• Principal, Dewey Schara	460-1501
• Administrative Assistant, Kelly Pryor.....	460-1502
Success Coaches	
• Spanish Success Coach	460-1515
• Anuak, Arabic and limited Nuer Success Coach.....	460-1215
• Dinka and Arabic Success Coach.....	460-1108
• Karen and Burmese Success Coach.....	460-1514
• All other languages.....	460-1107

Teacher email addresses are available on the Austin website – www.austin.k12.mn.us

Ellis Athletics 2022-23

Fall Sports: 8/22-10/18

Fall sports sign-up will open on 7/1.

Ellis Fall Sports: Football, Volleyball, Boys & Girls Soccer, Boys & Girls Cross Country Girls Swimming, Girls Tennis, and Trap Shooting are High School programs and require High School Participation Forms/High School Fees

Winter Sports: 10/24-2/24

Winter sports sign-up will open in October.

Ellis Winter Sports: Boys & Girls Basketball, Dance Team

Boys Swimming, APDT, Archery, Girls Hockey, Gymnastics, and Wrestling are High School programs and require High School Participation Forms/High School Fees

Note: Girls Basketball will run 10/24-12/22 and Boys Basketball will 1/2-2/24

Spring Sports: 3/20-5/19

Indoor practice until weather permits.

Spring sports sign-up will open in February.

Ellis Spring Sports: Boys Golf, Boys & Girls Track & Field, Baseball, Softball

Boys Tennis, Girls Golf, Adaptive Bowling, and Trap Shooting are High School programs and require High School Participation Forms/High School Fees

Eligibility Requirements

1. Current Sports physical on file – physicals are good for three years
2. \$45.00 Participation fee for Fine Arts, Activities & Clubs
\$70 Participation fee per sport
Free lunch = free sports; reduced lunch = 50% of participation fee

Ellis Middle School Online Sports Registration Steps

1. Registration is done through parent portal by clicking on “school store.” If you do not see the Ellis sports options, that means there is no physical on file for your child. If you forgot your parent portal password or need to sign up for parent portal, please contact portal@austin.k12.mn.us
2. Student athlete grades will be checked every Thursday during their season. Any athlete failing 2 or more classes will be required to participate in practices but will be ineligible to participate/travel in the games/events scheduled from Friday through the following Thursday.
3. Games and practices can be found on the Big 9 website <https://big9conference.org/public/genie/4/school/8/>
Please check this site often as practice/games may be changing.
4. If you have any questions about registering, please contact Kelly Lang (Ellis Athletic Director) at kelly.lang@austin.k12.mn.us.

Information for Parents and Students

It is the policy of the School Board of Independent School District 492, Austin, Minnesota, to comply with applicable federal and state law prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection.

Annual Notifications

For your convenience, all annual notifications are available on the APS web site:

<https://www.austin.k12.mn.us/district-resources/annual-notifications>

Volunteers

Parents and adult family members are encouraged to volunteer at their child's school and with the Austin Public School system. Volunteers provide a valuable service to all students and staff. Volunteers must complete an application and background check before serving students affiliated with Austin Public Schools. Minnesota requires a school hiring authority to request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Volunteers must also abide by confidentiality and ethical standards set out by the district for all district staff. Volunteer applications are available at all school and district offices. The district will cover the cost of the background check.

Student Rights and Responsibilities

Austin Public Schools has adopted a Students Rights and Responsibilities Policy Handbook. This policy handbook sets up district-wide parameters. Ellis Middle School has additional expectations which directly affect the educational environment at Ellis Middle School. A copy of the Student Rights and Responsibilities Handbook is available on-line at www.austin.k12.mn.us. Please contact the office if you would like a copy of the District's Student's Rights and Responsibilities Policy Handbook.

Acceptable Use Policy

Austin Public Schools requires all parents and students to read and sign an Internet Acceptable Use Policy prior to gaining access to the Internet at school. The Internet Acceptable Use Policy will be given to parents and students for their review and signature at registration time.

Visitor Guidelines

Austin Public Schools recognizes the importance of parents and community members supporting our schools. Requests to visit students during lunch or even observations of classrooms are to be made through the school office. School administration reserves the right to closely monitor school visitors to minimize disruption of instruction. For a complete copy of our Visitor Guidelines please inquire in our school office.

Drills

Fire drills, tornado, lockdown, and civil defense drills are held periodically throughout the school year. It is the duty of the student to become acquainted with the proper route for exit from each classroom. This information will be posted in each classroom.

Grades, Records, and Promotion

Report cards are distributed at the end of each quarter. The grades earned become part of the student's permanent record and should be viewed as a very important part of the record. School record keeping procedures and access to this information is governed by district policy and statute.

General Student Information

Lost and Found / Confiscated Items

Lost and found articles may be found outside the Student Services Office. Items will be disposed of after thirty days. Items confiscated by administration will be kept until the end of the school year, and then they will be disposed. It is the student's responsibility to have his/her parents collect any confiscated items, such as cell phones, toys, etc.

Parent Portal

The Campus Portal provides access for parents and students to their Campus information as it is being entered by teachers, counselors, and staff. Here you will find instant access to accurate, current, and confidential information about your student's school, attendance, grades, class assignments and more.

If you would like to register for a Parent Portal account, you will need to complete and return a Parent Portal Acceptable Use and Safety Guidelines Acceptance Form to your child's school. These forms can be found on the Austin Public School website: www.austin.k12.mn.us or in the student services office.

Change in Address or Phone Number

Let the Student Services Office know immediately if you move, and your address changes or you change your present phone number. If you move, you may be assigned to a new bus route, therefore accurate information is vital.

Public Address System

Announcements to students concerning activities, meetings, sports events, etc. will be given at appropriate times during the school day. Listen carefully to these announcements. If any student wishes to have announcements read, he/she must obtain permission from the Principal's Office.

Telephone Calls

Students wishing to make calls during the school day must ask their teacher's permission to use a classroom phone. No student is to make phone calls home due to sickness; this must be done thru the nurse's office.

Textbooks:

All textbooks are furnished by the school; there are no rental fees for their use. Each student is expected to take the best care of all books assigned to him/her; books are costly and belong to the school. Fees are assessed for damages to books, and lost books at the end of each year.

Student ID Card

Each student will be issued one card with their picture on it. The card will identify Ellis students and serves as a bus pass, lunch card, event pass, and library card. Students are required to show their identification card upon request of any staff member or bus driver. If you lose your card, you may go to the student services office during advisory to order a new card at the cost of \$5.00. If you do not have \$5.00, your parent/guardian will be billed.

Student Expectations

At Ellis Middle School we are a community of staff, students and parents dedicated to fostering a school of Positive Behavior. Below you will see guidelines to assist you in learning our school expectations and how each area represents multiple areas of PBIS.

Bus Behavior

Transportation is a privilege, not a right (M.S. 123.801). A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy found in the Student Rights and Responsibilities handbook. Bus safety procedures are detailed in the district calendar. Please refer to that section if you have questions.

Building Behavior

- Swearing, harassing, and sexual language are not acceptable at any time at Ellis.
- Respect for school environment is expected in all parts of the building.
- Furniture is to be used for its intended use and needs to stay in its original location

Electronic Devices

- Games, phones, and electronic items should not be brought to school, and the school is not responsible for their damage or theft.
- Cell phones are not to be used or visible between the hours of 8:00AM-3:00PM.
- Consequences for cell phone use are as follows:
 1. 1st Incident: Students may retrieve their phone in the office after school at the end of the school day.
 2. 2nd Incident: Office staff will call parents and students can get their phone after school.
 3. 3rd Incident: The cell phone will be kept (locked up in a safe) at school until a parent can come to school and get the phone from admin / office staff. A meeting with the student, parent, and admin will take place at this time. Office staff will call parents to schedule a meeting and admin will enter as a referral on Infinite Campus.
 4. 4th Incident: Admin will call parents to request that their son/daughter not be allowed to bring a phone to school due to distraction. If a parent insists that their child must bring the phone to school, it must be checked in at the office every morning and can be picked up after school.

- Laser pens and lights are both a safety and nuisance concern. They are not allowed in school, at school activities, or on buses. They will be taken and not returned.

Students Dress and Physical Safety

Please refer to school board policy 504 for details regarding student dress: <https://www.austin.k12.mn.us/district-offices/school-board/district-policies-posts/policy-detail/~board/school-board-policies/post/policy-504-student-dress-and-appearance>.

Be Responsible

Be here.

If you absolutely must be absent, get your assignments immediately upon coming back to class by checking a classmate's agenda or following the plan your teacher has set up. If you have been gone more than one day, set a makeup due date with your teacher. We will expect you to work during Advisory period, or before or after school to complete work not made up on time. Failure to make up the work will affect your learning, which will probably be reflected in grading. Absences, which have not been verified in the office, will require an admit slip.

Be on time.

Have your pencil sharpened, be in your seat, have materials out, be quiet and ready to start class at the time class is scheduled to begin. If you must come in late, do so with the least interruption possible. Be sure to explain your tardiness before you leave. Excessive avoidable tardiness may lead to loss of privileges or detention.

Have a pass in the hall.

All students will have a pass while in the hallway unless it is during passing time between classes. Take care of restroom and drink needs at designated breaks or passing times. A signed agenda can be a hall pass.

Always have your materials with you

It is the student's responsibility to come to class prepared and ready to learn. Your student ID card should be with you at all times. Each student will be issued an ID card with their picture on it. The card identifies Ellis students, and also serves as a bus pass, lunch card, event pass, and library card. Students are required to show their identification card upon request of any staff member or bus driver. If you lose your card, go to the student services office during Advisory to order a new ID card. The cost is \$5.00.

Attendance Information

Admits and Excuse

Absentees are to report to the Attendance Office upon returning to school. A note from home explaining the reason for absence is to be given to the attendance secretary. Parents should call or email the Attendance Office before 8:30 a.m. each day that the student is absent. Attendance Office: 460-1506 or ellis.attendance@austin.k12.mn.us. Students must check-out through the attendance office before leaving the building during the regular school day and will be released only by presenting a note from a parent/guardian to the Attendance Office, or via a parent/guardian phone call.

Entering and Leaving the Building

- If you arrive at school early you must use the main entrance to the building. Students involved in misbehavior before school will be restricted to a designated area.
- Students arriving or leaving during the school day must do so through the main office. Students that do not follow this practice will receive “unexcused” absences.
- All students are to leave the building immediately after school. No one should be in the building unless under teacher supervision. Athletics, clubs, other school activities, and detention are among the accepted reasons for staying beyond dismissal.
- All visitors to Ellis Middle School must enter through the main office to receive a VISITOR’S PASS. It is forbidden for students to let anyone in the building without permission or to “wedge” a door open for later access.

Tardiness

Students who arrive at school late are to report to the Attendance Office upon arrival. Students tardy to classes other than period (1) will report directly to class without stopping for an admit slip. Teachers will record all tardiness. Tardies will accumulate through the semester. A student that arrives to class within 10 minutes after the bell will be considered tardy for that period. Once student accumulates five tardies for one specific class, he/she will be assigned a lunch detention to be served the following day after the fifth tardy.

If a student is absent for more than 10 minutes of class, that is considered a full “skip”. If a student is recorded as 'skipping' a class, it will result in one 40-minute period of after-school detention to be served the following school day.

Unexcused Absences

Without a note, phone call or e-mail from a parent or guardian, an absence will be unexcused. However, it can be changed to excused if a note, phone call or e-mail is given/sent to the Attendance Office the following day. Excessive absences will be reviewed on a regular basis by the administration and may result in a truancy petition and mandatory court appearance for the student and parent/guardian. A juvenile court may order that a child's parent or legal guardian deliver a child to school at the beginning of each school day for a length of time specified by the court.

Excessive Absences

Students missing 5, 7, 10 or more excused or unexcused days will receive letters from the school with further directions regarding attendance procedures. These procedures may include the need for a doctor's note for further absences. The school reserves the right to file truancy on any student meeting the definition of truant based on Minnesota Statute Chapter 260A Truancy.

Be Safe

- Respect personal space – horseplay, shoving, pushing, and public displays of affection are not appropriate at school.
- All students are to leave the building immediately after school. No one should be in the building unless under teacher supervision. Ellis Middle School supervised building hours are 7:45AM - 3:15PM. Athletics, clubs, other school activities, and detention are among the accepted reasons for staying beyond dismissal time or arriving early.
- Know emergency exits and follow procedures quickly and quietly when necessary.

Discipline Plan when rules are not followed

Verbal warning

Parent conference

Loss of privileges

Restricted schedule

Discipline referral form

Removal from the classroom

Detention

In-school suspension (ISS)

Team conference

Out of school suspension (OSS)

Expulsion

(Each teacher may have additional guidelines to fit their individual classrooms)

Physical Education & Student Lockers

Medical Excuses

For physical education a medical excuse must be obtained from your doctor and delivered to the school nurse. If you have not had a chance to see a doctor, a note from your parent or guardian should be taken to your PE teacher to request an excuse for that day. Such notes will allow students to be excused for up to three consecutive school days from PE class. Requests to be excused for more than three consecutive school days must be approved by your doctor. These missed days will need to be made up with your PE teacher.

Physical Education Uniform

The recommended uniform for physical education consists of athletic shorts (which follows the school dress code policy) and/or sweatpants, required PE t-shirt, socks, and athletic shoes. Other clothing may be approved in advance by the physical education teacher. For cleanliness, it is important to change clothes for the day's activity; therefore, clothing worn to school should not be worn to PE. Your gym clothes should be washed regularly.

Student Lockers

- Each student is furnished two lockers. Hall locker assignments are made by grade level at registration time, and physical education lockers are assigned by the physical education instructors. Expensive items or large amounts of money should not be brought to school. Games, collectibles and other playthings should be left at home. You are responsible for all items you bring to school. Personal property is not insured for loss or damage.
- Students should not share lockers or combinations. Locker combinations are changed each summer. Students will not write on lockers and will use only their assigned locker. Students are responsible for the contents of their locker, and items found within are considered in the student's possession. At the end of the school year, students will be financially responsible for any mistreatment of their assigned locker.
- If students choose to decorate the inside of their locker, they may only use magnets. The use of tape or other adhesives is not permitted.
- Any message on the outside of the locker must be approved by a building administrator.
- State of Minnesota school locker policy states that: "School lockers are the property of the school district. At no time does the school district relinquish its'

exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Backpacks

Backpacks can be used by students as a way to carry their books, electronic devices and school related items throughout the day. In addition, students will be issued lockers to store their belongings. All backpacks should be stored under student desks/tables while in the classroom to ensure movement within the classroom is not restricted.

Lunchroom & Lunch Card Information

Cafeteria Privilege and Loss

Students eat in the multipurpose room during their lunch period. Some students may lose this privilege for specified periods of time because of infractions at lunch time. It is up to you to see that your school behavior is such that you do not lose your privileges. Those who do lose privileges may be assigned to a different area during their lunch period. Excessive infractions will result in the notification of parents and other additional disciplinary actions.

Breakfast Procedures

- Breakfast is free for all students at the Austin Public Schools.
- Breakfast is served from 7:45AM-8:00AM or 15 minutes prior to school starting on late start days.
- Students need to clean their area after eating.
- Students should leave the cafeteria when the warning bell rings signaling there are 5 minutes until the start of the school day.

Lunch Procedures

- Students will be assigned to a specific lunch period. Ellis Middle School is a closed campus school and students are not allowed to leave the building unless they have checked out in the Attendance Office.

- It is expected that students will keep their proper place in the food lines, observe good table manners, and clean up after themselves. If you sit down at your table and notice that the table or the floor around it is dirty, please notify a lunchroom supervisor; if you don't, you will be expected to clean up the mess.
- After eating, place all papers and scraps in containers; return all dishes and trays to the proper places. Food and utensils may not be taken out of the cafeteria. **Minnesota State Law forbids** the bringing of food prepared at home to school to distribute to other persons.
- Restroom passes must be obtained from lunchroom supervisors. Students remain in the cafeteria for their entire lunch period unless other areas are designated. Supervisors will dismiss students to class.
- ***No food or drinks may leave the cafeteria.*** Food or drinks in the hallways will be confiscated from students unless the items are closed and put away. Minnesota State law forbids the bringing of food prepared at home to school to distribute to other persons. Please do not bring any food to school for sharing (store bought or homemade). Gum is not allowed in certain classrooms, please be respectful and follow teacher expectations. Candy is permissible during a classroom event with teacher consent. Food may only be in class with teacher permission.
- If a student is assigned to the Success Room during their lunch period, he/she will receive a bag (cold) lunch for the day and not be allowed to eat in the lunchroom.

Health Information

Home Instruction

Students may receive home instruction when it is apparent that they will be absent from school for a period of three weeks or more. A medical form may be obtained from the assistant principal or counselor. The form must be signed by the doctor and returned. A schedule of classes will then be set up. A tutor will work with students for up to five hours a week. When students return to school, they must report to the Attendance Office.

Health Services

The purpose of the school health program is to maintain, improve and promote the health of our student population. The Ellis Health Office is staffed by a licensed nurse daily from 7:45 a.m. to 3:15 p.m. The health office is in the main office. The health office is a space where ill students can rest until they are able to return to class or are placed under their parent's care. It is a site for health screening procedures, a center where health records are located and an area where nursing procedures are done so that students can participate as fully as possible in the least restrictive educational setting. Health service staff will provide first aid as needed for injuries. Nurses cannot diagnose specific conditions but may provide referrals to the student's health care provider. An appointment can be

made with the nurse for health-related questions or concerns. Students using Health Services are required to obtain a pass from their teacher. Students that need to leave school due to illness must check out through the Health Services Office. Students will only be released when a parent, guardian, or authorized person has given health office staff permission. Cell phones and teacher phones should not be used to contact parents when students are ill. Report to the health office first and then contact can be made with parents or guardians by school nurse or health secretary.

Immunization

According to Minnesota law, each student must provide a record of immunizations upon enrollment. Students that do not meet the requirements of the law will not be able to attend school. Feel free to visit the health office if you have questions about your immunization status.

Medications

Austin Public Schools recognizes that some students may need medication during school hours. The school district has implemented policies and procedures to make sure these services are delivered to students safely.

Prescription medications

Require an authorization form that is signed by the medical provider and parent. The medications must be brought to school by the parent in the original pharmacy labeled container. Prescription medications must be kept in the school health office.

The only exception is for students that need immediate access to a quick acting inhaler or an epi-pen. Signed permission from the physician is required each school year.

Over the counter medications

Medications such as Tylenol or Ibuprofen do not require a physician's order if the student is following the recommended dosing schedule on the bottle. Students that require a higher dose will need a signed physician order. Parents must sign a permission form and the medication needs to be provided in the original, unopened container. Please contact the building nurse for ALL medication requests. For more detailed medication information refer to the medication policy on the school website. Contact the school nurse regarding over-the-counter medication brought to school.

GRADING FOR LEARNING

Ellis Middle School recognizes that grading, homework, make-up opportunities, report cards, and reporting practices in general should be consistent, accurate, fair, meaningful, research-based, and connected to state and national standards. Students at Ellis are Responsible for their Academic Behavior.

The Key Components of the grading system that students are responsible for include:

- Completing assigned practice work as directed and on time
- Checking their Student Portal Accounts regularly
- Taking advantage of additional assistance

Important Considerations for Students:

- Extra credit will not be offered.
- Students may re-take an assessment if they complete the retake within 5 days of the original assessment. The higher of the scores will be recorded.
- Students must complete all assessments each quarter. A missing assessment will affect the final quarter grade. Non-compliance will result in the assessment remaining missing (zero) and the grade earned being posted.
- Students will receive a minimum of 50% on all accepted completed work.

At Ellis Middle School each student receives two independent grades reported as:

Knowledge Grade: This grade will be made up of practice work (classwork and assignments) and assessments. When teachers report this grade to students practice work will be 10% of the grade and assessments will reflect 90% of the grade reported. The letter grade scale for your classes is as follows:

	<u>A = 100-94</u>	<u>A- = 93-90</u>
<u>B+ = 89-87</u>	<u>B = 86-84</u>	<u>B- = 83-80</u>
<u>C+ = 79-77</u>	<u>C = 76-74</u>	<u>C- = 73-70</u>
<u>D+ = 69-67</u>	<u>D = 66-64</u>	<u>D- = 63-60</u>
	<u>F = 59-0</u>	

Life Skills Grade: Life Skills grades really should represent the information that contributes to students successfully engaging in the learning process. While this information is subjective, we acknowledge that it is important information to convey in a very direct manner to students and parents.

ACADEMIC DISHONESTY POLICY

Academic honesty and personal integrity are fundamental components of a student's educational experience. It is necessary to devise a written policy on academic honesty that is fair and involves a procedure that can be clearly understood and followed in the interest of justice and due process.

Definition of Academic Dishonesty (cheating):

Presenting, as your own work, material that is not a true or valid representation of your own ideas or helping others to do the same.

Some forms of dishonesty are:

- Working with other student(s) on an assignment (without teacher permission)
- Using written material on an assessment without the teacher's permission
- Copying another person's work/practice
- Copying from a published work
- Knowingly allowing others to copy your work
- False score reporting

Determination of Academic Dishonesty:

Any staff member who has reason to suspect that a student has participated in academic dishonesty will follow the steps outlined below:

- Meet with the student(s) involved, provide evidence of suspected academic dishonesty, discuss and determine whether it has actually occurred.
 - If there is sufficient evidence of academic dishonesty, student(s) and teacher will meet with office personnel. The goal of this meeting will be to discuss strategies to help the student make better academic choices in the future.

Consequences of Academic Dishonesty:

- First offense: Discipline referral; parent contact by the teacher.
- Additional offenses: Discipline referral; parent contact by the teacher; redo the assignment and referral to the office for more serious disciplinary action.

Student Activities

Athletic Activities

- Athletic activities are open to boys and girls, and every student is encouraged to take part. With the large selection of activities available, every student should find one in which he/she can participate and enjoy.
- Students are reminded that homework, make-up work, and detentions take priority over athletic activities.
- During the appropriate season for these activities, announcements will be made to inform students of starting times and meeting places. Students are not allowed to participate while suspended or truant.
- Student athlete grades will be checked Thursdays on a weekly basis during their respective sport season. Any athlete failing 2 or more classes will be required to participate in practices but will not be eligible to participate in the games (including traveling)/events scheduled for that week.

Chemical Violation Consequences

Minnesota State High School league chemical policy:

MOOD-ALTERING CHEMICALS A. Reference Bylaw 205 Twelve (12) months of the year, a student shall not at any time, regardless of the quantity:

- (1) use or consume, have in possession a beverage containing alcohol;
- (2) use or consume, have in possession tobacco; or,
- (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia,
- (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product,
- (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.

2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.
4. Penalties are progressive and consecutive.

Extra-Curricular

There are many clubs and organizations to be involved in at Ellis: Robotics, Art Club, Math League, Science Olympiad, Game Club, Chess Club, Chemistry Club, STAND are examples. If interested, students should contact club advisors for more information.

Social Events

School sponsored events are held throughout the school year. Participation is reserved for Ellis Middle School students currently in attendance. Students who have been suspended, expelled, truant, or assigned to an educational program other than Ellis Middle School will not be admitted to these functions. Any exceptions must have prior approval by the school principal or assistant principal. All usual expectations for student conduct also apply to these events. Supervisors may remove any student whose behavior is not acceptable.

Behavior Consequences

Students who receive a half day or more of ISS or OSS will not be allowed to participate in the next contest/activity.

Students assigned to ISS/OSS are not eligible to attend school sponsored events during the day of suspension.

IMC (Instructional Media Center) and Tech Café

The IMC/Tech Cafe is Room 371

There are a wide variety of materials available for check out. Students will find materials to help them with their classroom assignments and projects as well as reading for enjoyment. Fiction and non-fiction can be checked out for two weeks. Reference material is available

for overnight check out only. These materials are due back to the IMC by 8:30 the next school morning. Lost materials will need to be paid for according to the replacement cost.

IMC Computer Lab and Catalog System

There is a small PC computer lab available for student use in the IMC. The computers are equipped with Microsoft Office XP (Word, Excel, PowerPoint, and Publisher) and Internet Explorer to help students complete their classroom assignments and projects. Destiny is also available on-line. This is our library's catalog to help teachers and students locate materials available in our IMC. Destiny is also accessible at home through the APS website.

IMC Expectations

- Students must check out all materials at the front desk. If a student has an overdue library book, they will not be allowed to check out any more books until the overdue materials are returned.
- The library is a place for reading and research. Voices and other noises need to be kept at a respectable level so others can concentrate on their tasks.
- All four legs of chairs will remain on the floor (no tipping back). This is for safety reasons. It will also keep the chairs from being damaged.
- All students entering the IMC need passes from their classroom teachers. Passes need to include the purpose of the visit. Students must bring their pass to the front desk when they first arrive. Students looking for books to read before/after school or between classes do not need a pass.

STUDENT SUPPORT PROFESSIONALS

This information is brought to you from the offices of School Counselors Kirstin Norby and Lea Oelfke, and our School Psychologist. You may be asking “What is a School Counselor, Social Worker, Success Coach or School Psychologist and what do they do?” We are all professionals trained to help youth and their families get the most out of school and plan for their futures.

It is our job to help youth with academic, social, or emotional issues that are often too difficult to tackle without assistance. Some of the services we provide include:

- class scheduling,
- 1:1 counseling,
- small group counseling,
- classroom guidance,
- teacher collaboration regarding classroom accommodations/modifications and
- referrals to community organizations.

In addition, our School Success Coaches will work within the school system and the community to promote cultural understanding of diversity and minority issues. Success Coaches also provide on-site interpreting services. If at any time you have a concern about your child's success at Ellis, please feel free to contact the appropriate grade level counselor at: 460-1508.

1:1 Student Laptop Information

Overview

The Austin Public School District (APS) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. All students will be given access to electronic resources unless the school is notified in writing by the parent/guardian.

It is the policy of APS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege comes responsibility for the parent and for the student. All users are accountable to all school, district, local, state, and federal laws, including copyright and fair use practices. Users of the APS network and equipment must comply with the Austin Public School District Acceptable Use Policy #524 and should be used for educational purposes. Rules and guidelines are in effect before, during, and after school hours, for all APS computers whether on or off the school network. All files stored on APS equipment or the networks are property of the district and may be subject to review and monitoring.

Failure to comply with APS policies may result in disciplinary action. APS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. APS reserves the right to confiscate the property at any time.

The term "equipment" or "technology" refers to laptops, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. Students will be issued one power cord/charger per year. Parents may purchase additional or replacement power cord/chargers in the school office. The price that the district paid for the laptop includes: the laptop, battery and a 4-year service warranty on parts and service.

Distribution of Laptops:

Laptops are on loan to students and remain the property of APS. The laptops will be distributed each fall to all students in grades 5-8 following a parent/student orientation on the operation of and rules for the use of student laptops. Additionally, parents and students must sign and return the Austin Public Schools (APS) Computer Protection plan,

the Acceptable Use Policy (AUP) form, and the Student Pledge document before the laptop will be issued to their child. Please review the Computer Protection plan included in this handbook. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. When possible, students will retain their original laptop each year while enrolled at Austin Public Schools.

Repair or Replacement of Laptop Computers

General Information

Restarting can do wonders. A simple restart may clear up the problem. Go to the Windows Start Menu and select Shut down. If that doesn't work, you have no choice but to turn the computer off manually with the power switch. Hold the power button down (for about 5 - 10 seconds) and the computer will shut down. Wait at least 10 seconds for the hard drive to stop and then restart the machine. Occasionally, unexpected problems do occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The APS Technology Department will assist students with having these fixed. These issues will be remedied at no cost.

Manufacturer's Warranty

This coverage is purchased by Austin Public Schools as part of the purchase price of the equipment and warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. This warranty does not cover damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Tech Café.

Claims: Theft or Fire

In the event of theft or fire, students or parents must file a police or fire report and bring a copy of the report to the Tech Café before a laptop can be repaired or replaced. All computer repairs or replacement, regardless of cause, will be handled by the school and then billed to the parents and/or insurance company. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police and insurance company for prosecution.

Intentional Damage or Damage Due to Willful Neglect or Loss

Students/Parents are responsible for full payment of intentional damage to laptops or damage to laptops that is due to willful neglect or loss regardless of warranties, district or private insurance, or district protection plans in place.

Care of Laptops

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Tech Café no later than the next school day.

General Precautions

1. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
2. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Austin Public Schools.
3. Laptops must never be left in a car or any unsupervised area.
4. Center the laptop on the desk.
5. Lock the computer before walking away from it (Ctrl+Alt+Delete).
6. Follow all directions given by the teacher.
7. When storing your laptop in your locker, laptops should be stored on its side standing up or on top of books.
8. Never pile things on top of the laptop.
9. Never leave the laptop on the bottom of the locker.
10. Never leave the locker set to open without entering the combination.
11. Don't leave backpack unattended.

Laptops at Home

1. The power cord/charger remains at home.
2. Charge the laptop fully each night. Students are responsible for keeping their laptop's battery charged for school each day.
3. Use the laptop in a common room of the home.
4. Store the laptop on a desk or table - never on the floor!
5. Protect the laptop from:

Transporting Laptops

1. Students must provide a protective case so that the laptop has sufficient padding to protect the laptop from normal treatment. The case provides a suitable means for carrying the computer to and from school and within the school.
2. The laptop should be completely shut down when traveling between home and school.

3. If damage of the protective case becomes such that it is no longer effective, it will be the responsibility of the parent and student to obtain an acceptable replacement.
4. Laptops should always be within the protective case and zipped up when carried.

Screen Care

1. The laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.
2. Do not lean on the top of the laptop when it is closed.
3. Do not place anything near the laptop that could put pressure on the screen.
4. Do not place anything in the carrying case that will press against the cover.
5. Do not poke the screen.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or paper).
7. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

Prohibited Actions

1. Putting stickers or additional markings on the laptops, cases/sleeves, batteries, or power cord/chargers is prohibited.
2. Defacing APS issued equipment in any way is prohibited. This includes but is not limited to marking, painting, drawing or marring any surface of the laptops and removing keys or manufacturer stickers.

If such action occurs, the student will be billed the cost of repair or replacement.

Using Your Laptop

Laptops are intended for use in school each day. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. Students are encouraged to take laptops home for educational use.

General Guidelines

All use of technology must support learning, follow local, state, and federal law, and be school and age appropriate. Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

Using Your Laptop at School

- Web Cams – Use of web cams should be for educational purposes only, under the discretion of a teacher. Using the web camera to record video or take pictures of unsuspecting individuals and/or classrooms is prohibited.
- Music - Listening to music on your laptop is only allowed during school hours with permission from a teacher.
- Videos - Watching videos on your laptop is only allowed during school hours with permission from a teacher.
- Social Media – Using social media sites on your laptop is only allowed during school hours with permission from a teacher. Many social media sites have minimum age requirements. Students are expected to use age appropriate social media sites respectfully, responsibly, and safely. Failure to do so may result in disciplinary action.

Using Your Laptop at Home

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. Investigate and apply parental controls available through your internet service provider and/or your wireless router. Develop a set of rules/expectations for laptop use at home. Some websites provide parent/child agreements for you to sign. Only allow laptop use in common rooms of the home (ex. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing on the laptop. Ask questions and request that they show you his or her work often. Technology use at home should be monitored and approved by parents.

Printing

Documents that require printing should be printed at school. There should be no school-required reason for printing at home. If a student chooses to print schoolwork at home, we suggest saving the file to a flash drive and using the home computer to print. Students will be instructed on the proper procedure for printing at school.

Laptops Left at Home

If students leave their laptop at home, academic consequences will be similar to those applicable to forgotten or incomplete work will be enforced. Students will not be issued a loaner laptop for temporary use.

Laptop Undergoing Repair

Loaner laptops, when available, may be issued to students when damage occurs that requires their laptop to be sent out of district for repairs. Loaner laptops will not be issued

to students for repairs that can be fixed by APS Tech Services. Students will take their computers to the Tech Café located in IMC for repair.

Laptop Battery Issues

Laptops must be brought to school each day fully charged. If a student is required to leave the laptop at school overnight, outlets will be provided for charging. Failure to act responsibly regarding ensuring battery charge will result in academic consequences similar to forgotten or incomplete work. Students will not be issued a loaner laptop for temporary use. In cases where required school use of the laptop has caused batteries to become depleted during the school day, students may be able to connect their computers to a power outlet at one of the charging stations.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, FTLAs, locker rooms, media center, unlocked classrooms, hallways, bathrooms, and unlocked lockers. Any computer left in these areas is in danger of being stolen.

Security/Safety

Two primary forms of security exist: laptop security and internet filtering. Each of the laptops has a security program installed on it. APS strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Austin Public School District network.

Keep your login and passwords private. Developing programs to harass, hack, bring in viruses or change files of others is prohibited. Students may only log in under their assigned username and only on their assigned device and may not share their password with other students.

Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students. In addition, students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Students may only log in under their assigned username and only on their assigned device and may not share their password with other students.

All files, applications, desktop backgrounds, and screensavers must be school appropriate. Inappropriate materials include explicit or implicit references to:

- alcohol, tobacco, and drugs

- weapons
- gangs
- obscene language or nudity
- bullying or harassment
- discrimination or prejudice

Managing and Saving Files

Students will be logging onto the APS Secured network to access the Internet and will have access to a network drive (U: drive) on which to store data. Students will be responsible for saving their own work in their documents folder on their laptop computer. The files in the documents folder will then be synced to their student network drive. Students should also back up their work on their network drive to their own storage device, such as a flash drive. All APS rules and guidelines apply to any flash drive plugged into an APS device. **The school will not be responsible for the back-up of student work.**

Laptop Software

Originally Installed Software

The software originally installed by Austin Public Schools must remain on the laptop in usable condition and be easily accessible at all times. Laptops come with a standardized operating system and applications already installed and may need to be restored to original factory default settings at any time. Additionally, the school may need to add software applications for use in a particular course. The licenses for this software may require that the software be deleted from laptops at the completion of the course.

Filtering Software

Software programs have been installed to filter Internet content while the student's laptop is used at school, at home, or anywhere off campus. Filtering software will block inappropriate web sites and record web sites students visit while they are using their laptops. Filtering software will also help keep systems clean from malicious spyware and virus applications and files. Sophos is the name of the currently used filtering software and may not be removed.

Internet access while on home networks is filtered by a locally installed filter on each laptop, however, parents should still monitor student's internet activities. Parents are encouraged to use Parental Controls provided by their Internet Service Provider and/or Wireless Controls in addition to the installed filter. It is important to realize that no control or filter is 100% effective. Supervision is the best defense.

Inspection

Students may be selected at random to provide their laptop for inspection.

Procedures for Reloading Software

If technical difficulties occur or illegal (including unlicensed and/or unauthorized) software is discovered, Austin Public Schools will re-image the student laptop. If said re-imaging is necessitated due to student misuse, students will be assessed the cost of re-imaging.

Software Upgrades

Upgrade versions of licensed software may be necessary from time to time. Students will be instructed what, if any, action will be required to complete upgrades.

Personal Software, Files, and Data

Any software that is installed by the user on the laptop, that is not APS approved software, will be subject to deletion at any time. No technical support is provided for personally installed software. APS is not responsible for loss of any software, files, or data that is on the laptop when it is turned in for repair, maintenance, or year-end imaging. Students are responsible for backing up software, files, and data.

Discipline Related to Computer Use

School-Based Discipline

School discipline policies include 1:1 the one-to-one environment. Please reference the APS Student's Rights and Responsibilities document located on the district website or contact the school directly for details.

Progressive Discipline

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps Example – The following are for illustration purposes only.

- Warning
- In-class consequence
- School-based consequence
- Parent contact
- Administration referral
- Loss of laptop for the class period
- Loss of laptop or of network access for extended periods of time
- Suspension

Classroom Interventions

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Consequences

APS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued a similar laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is all the time.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of Austin Public Schools.
12. I will follow the policies outlined in the Laptop Handbook while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse. I agree to pay for the replacement of my power cords and battery in the event any of these items are lost or stolen.
15. I will take care of the laptop case. I will store it over the summer and bring it back for use the next school year. In the event the laptop case is lost or unusable, I will obtain a district approved replacement.

16. I agree to return the District laptop and power cords in good working condition and to make the District laptop available for inspection by school personnel as requested.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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



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

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

Additional Information

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

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



Statewide Assessment: Parent/Guardian Decision Not to Participate

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

Student Information

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

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

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

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