

Dr. S.G. Knight Elementary School 2024-2025

Student/Parent/Guardian Handbook



“Working together for each learner to achieve academic and personal growth in a collaborative, safe, and engaging environment”

504 East Minnesota Avenue
Randall, MN 56475
320-616-5200

Welcome to Dr. S.G. Knight Elementary School

Welcome to Dr. Knight Elementary School! It is an honor to serve as your principal this school year to continue the strong tradition of robust academic excellence. Our staff truly believes that Dr. Knight Elementary offers the utmost academic experiences and opportunities that will prepare and propel your child for the next chapter in their life..

This school year, your child will have access to the latest technology, with SMART boards in all classrooms and iPads for each student in PreK-5th grade. With this technology, our students will be exposed to a greater scope and sequence of learning and be pushed to higher academic levels.

At Dr. Knight, children's overall well being and building positive relationships come first. We have a nurturing staff that will expose children to the best instructional practices, meeting each child in their unique learning styles and needs. It is our goal that each student is challenged academically, but also feels valued, recognized, and welcomed each and every day.

Please take some time to read Dr. Knight's Student Handbook. It contains helpful information on school policies and procedures, the school calendar, and important contacts. **When reviewing the handbook with your child, please highlight and emphasize the importance of Flyer Pride!** Flyer Pride is the term we use to describe exhibiting positive behaviors in all aspects of the school day. The four pillars of Flyer Pride are Safety, Responsibility, Respect, and Positive Attitude. Each day, we expect our students and staff to exhibit Flyer Pride. Classrooms, staff, and students are recognized and celebrated constantly for modeling Flyer Pride.

We all want to express our utmost level of gratitude for selecting Dr. Knight Elementary School as your child's foundational educational journey. Please join us as partners in your child's education to ensure that each day they are supported as they grow academically, emotionally, and socially.

The staff and I look forward to a wonderful year with you and your child. Together we will make this a memorable and successful school year.

Sincerely,

Leah Roske

Dr. S.G. Knight Principal, 320-616-5201. iroske@lfalls.k12.mn.us

School Hours

7:30 a.m.	Office opens
7:30 a.m.	Faculty Hours Begin
7:45 a.m.	Students May Enter the Building (Students should not arrive before this time.)
8:10 a.m.	Classes Begin
3:00 p.m.	Student Dismissal Time
3:30 p.m.	Office Closes
3:30 p.m.	Faculty Hours End

Contact Information

Dr. S.G. Knight Elementary School

504 East Minnesota Avenue

Randall, MN 56475

320-616-5200

<https://dk.lfalls.k12.mn.us/>

Administrative Assistant

Jeanine Pantzke 320-616-6203 jpantzke@lfalls.k12.mn.us

To reach someone directly:

- Dial the Automated Attendant number (320-616-5200) and dial the extension for the staff member you are trying to reach.
- Use our online searchable directory at <https://www.lfalls.k12.mn.us/about/directory>

Contact Information**District**

Superintendent Greg Johnson	320-632-2001
Community Services	320-632-7900
School Age Child Care	320-733-3474
Early Childhood Center	320-616-6247
Lindbergh Elementary	320-616-3200
Dr. S.G. Knight Elementary	320-616-5200
Little Falls Community Middle School	320-616-4200
Little Falls Community High School	320-616-2200
Continuing Education Center	320-632-7950
Transportation	320-632-2029

Board of Education

Chair	Sharon Ballou
Treasurer	Doug Dahlberg
Clerk	Kelsie Herzog
Director	Dan Schilling
Director	Mark Gerbi
Director	Julie LeMieur

This handbook was approved at the August Board of Education Meeting. This handbook may be changed or amended at any time during the school year. Changes will be posted in the building Main Office.

Dr. Knight Elementary School Faculty 2024-2025

Principal	Leah Roske
Early Childhood	Rebecca Jones
Kindergarten	Jaci Fritz
Grade One	Sara Wester
Grade Two	Glenda Davis
Grade Three	Whitney Thune
Grade Four	Marc Fritz
Grade Five	Melanie Brown
Special Education	Lisa Brandon
Specialists	Michelle Bring (PE/DAPE), Jessica Peterson (Music/Band), Christine Monson (Art)
Interventionist	Michael Moore
Social Worker	Elisa Sypniewski
Educational Assistants	Kari Magee (Media Center), Linda Wozniak, Paula Daniels, Jacqueline Madges
Secretary	Jeanine Pantzke
Nurse	Stephanie Hubner
Custodial Staff	Kevin Keeton, William Schmidt
Kitchen Staff	Cassandra Jensen, Leesa Myrum

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ARRIVAL AND DISMISSAL GUIDELINES

A. Arrival:

1. Classes begin promptly at 8:10 a.m. therefore students must be **IN** the classroom and ready to learn by that time. Be sure that your child arrives at a time that will allow him/her to make it down the hallway, to their locker and then into the classroom and ready to learn by 8:10 a.m. (Arriving at 8:10 a.m. could not accomplish that.)
2. Supervision for children arriving at school begins at 7:45 a.m. at the main entrance (Door #1, East side of building).
 - a. Students may enter the building at 7:45 a.m.
 - b. The first bell rings at 8:10 a.m. to prepare students for the start of the school day.
 - c. Students not **IN** their classroom at 8:10 a.m. will be counted as Tardy.

B. Dismissal:

1. School will dismiss at 3:00 p.m.
2. Parent pickup will be on the East side of the building.
3. Buses will leave the school at 3:05 p.m.
4. **There is no After School Child Care at Dr. Knight.**

ARRIVAL AND DISMISSAL PROCEDURES FOR PARENTS/GUARDIANS

Safety is our top priority when it comes to working with your children. We are constantly working with students to make safe choices, so now we are asking for your help to keep everyone safe during our morning drop-off and after school dismissal times. Just a reminder to please drive slowly around the school as there will be pedestrians. Please follow the procedures below to help keep our drop-off/pick-up area safe for everyone.

A. Drop-off Procedures - AM - Door Number 1 - Front Door of Dr. Knight Elementary

- a. Please do not drop students off before 7:45 a.m. as doors are locked and there is no supervision prior to 7:45 a.m.
- b. If you are dropping your child off, please do the following:
 - i. Pull as far forward as possible, to enable others to pull up behind you.
 - ii. Park and walk your child to door #1.
- c. If you need to walk your child **into** the building, please park in a designated parking spot – not along the curb.
 - i. **Parents will not be allowed beyond the front office entrance for safety reasons.**

YOU MUST REGISTER AT THE OFFICE and get a Visitor Badge if you are entering the building for a scheduled Visitor/Volunteer experience.

B. Pick-up Procedures - PM - East side of the building, Door 1

- a. All cars must access parent pickup on the East end of the building.
- b. Be mindful of the buses and other cars.
- c. Students are dismissed at 3:00 p.m. Please arrive on time to meet your child.

ATTENDANCE AND ABSENCE PROCEDURES (District Policy 503)

Research shows that school attendance is a key factor in student success. It is important that children attend school regularly and are on time. Under the Federal Every Student Succeeds Act (ESSA), students attending 90% or less of required school days are considered chronically absent. School districts are required to report overall student body attendance to the Minnesota Department of Education. Additionally, Minnesota law states that if a child under the age of 12 has attendance problems, educational neglect charges could be filed through Child Protection and the local county of residence.

It is our hope that by working together, we can maximize your child's potential for a successful school year.

Absence Procedure

Parents/guardians reporting a student's absence:

1. Call your school building's attendance line which is available 24 hours a day at 320-616-5200 and leave a message if not answered. When leaving a message regarding your child being absent due to illness, please be specific regarding symptoms they are experiencing (i.e.: fever, upset stomach, cough, etc.) It is helpful for us to know what might be "going around". Students need to be fever free for 24 hours, before returning to school.

School begins at 8:10 a.m. and ends at 3:00 p.m. Students entering the building after 8:10 a.m. will be counted as tardy. An unexcused tardy is failing to be in the classroom by 8:10 a.m. without a valid excuse. Six unexcused tardies are equivalent to one whole day unexcused absence.

For your child's safety, if we have not received your call and your child is absent, it is our policy to make phone contact with you verifying the whereabouts of your child. If we call and do not hear back from you and/or receive a written note/email from you regarding the absences by the day they return, it will be recorded as unexcused.

All absences beyond 15 per school year will be considered unexcused absences.

Exceptions to this include:

1. Absence accompanied by a physician's note stating the child could not be in attendance because of injury, illness, or surgical procedure. Notes from a physician for appointments (not illness) will be considered parent excused and will not be an exception.
2. Absence because the school nurse has sent a child home because of illness or injury
3. Absence because of a family emergency (death, tragic life event, etc.)

Family Vacations

If your child will be absent due to a family vacation we ask that you inform the office and classroom teacher for prior approval two weeks in advance to be considered an excused absence.

Illness During School

If a student becomes ill during school hours, the school nurse or office secretary will inform the parent/guardian and arrangements will be made by the parent/guardian for the student to be picked up from school.

Late Arrival

If a student is late in arriving at school **the parent/guardian must escort them to the office.** The student **MUST** check in at the school office, so an 'Admit' slip can be issued to present to the teacher.

Leaving the Building

Once the student arrives in the building, s/he is not permitted to leave unless approved by the principal or the attendance representative. Parents/guardians who expect their child to leave during the school day must send a signed statement/or call the office stating the reason and the time of dismissal. When the parent/guardian comes to school to pick up the child, they must come to the office to sign their child out. Then the student can leave the building with parent/guardian or designee. All visitors must report to the office before picking up any student.

Make-Up Work For Absences

Students who have been absent are permitted and expected to make up the missed work. Arrangements for make-up work are the responsibility of the parent/guardian and must be made with each teacher immediately upon returning to school. A reasonable amount of time is given to make up the work that is missed. A period of two days for each day missed is the general rule unless other arrangements have been made with the teacher.

BEHAVIOR EXPECTATIONS

Dr. Knight Elementary is a PBIS (Positive Behavioral Interventions & Supports) school. PBIS is a school-wide program that supports and teaches positive behaviors throughout the entire school. At Dr. Knight Elementary, PBIS is better known as FLYER PRIDE. Showing "FLYER PRIDE" means you are showing respect, responsibility, positive attitude, and safety throughout our school. Every September, a behavioral matrix which describes the positive behavioral expectations for our school will be used as a teaching tool for our students to help create a common language. Students making positive choices earn "FLYER PRIDE Tickets" which are distributed by staff. Throughout the school year, we celebrate the many positive choices our students make.

Non-Exclusionary Discipline

Practices that are alternatives to dismissal from school with include, but are not limited to: student handbook review, counseling, social work support, social/emotional learning, PBIS/FLYER PRIDE, behavior contracts, restorative practices, parent meetings with teachers or administration, school-linked mental health supports, before - during and after-school detention, Saturday School, community/school service, school and family collaboration, and loss of privileges.

Discipline Complaint Procedure

Per recent legislation action by the State of Minnesota, students, parents or other guardians and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Access the Sartell - St. Stephen Discipline Complaint by clicking [here](#) or by requesting a form from a school office.

Playground

We expect all students to come to school prepared for a period of play outside. Please be sure your student has dressed appropriately. We believe that time outside will enhance the instructional climate inside. Fresh air, exercise, and socializing are greatly beneficial and enjoyable for all students.

The playground is maintained as a place for general play. Courtesy, good manners, and the rights of others must be respected. The following guidelines must be followed:

- A. Students should always remain in the sight of the supervisor, staying within playground boundaries and away from windows.
- B. Do not step into the streets to retrieve a ball.
- C. Balls must be used on the tar surface or on the fields, away from the building and playground equipment.
- D. In the fall and spring, children are responsible for keeping out of the mud and water puddles.
- E. Children are not to throw rocks, mulch, snow or sticks.
- F. Report to the supervisor if someone is bothering you or being unkind to another student.
- G. Children are to use slides sitting down, feet first; and no walking up slides. There is to be no rocks, mulch, etc. placed on the slides.
- H. Children are not permitted to return to the building during their recess unless they ask permission of the supervisor.
- I. If needed, the student may be sent in to the office for additional intervention.
- J. Skateboard, rollerblade, and scooter use is not permitted on school property for safety reason

Winter Playground

- A. Snow stays on the ground.
- B. Students must be dressed appropriately for outside play; including boots, hats, mittens, snow pants, and scarves as necessary.
- C. Students not wearing boots must stay on the sidewalks when there is snow or mud on the ground. Although there may be snow on the sidewalks, the purpose is to keep their feet as dry as possible.

Many students have coughs, sniffles, etc., however, all students are still required to participate in recess. If adaptations are necessary, then a doctor's note (stating the dates and specific activities to exclude) is required for accommodations to be made. When a signed doctor's note is sent to the school, teachers, staff, and supervisors will ensure that the orders are followed and proper arrangements are made.

Recess Attire		
Temp	Acceptable	Encouraged
Above 50F	Shorts & T-Shirt	Light jacket
41 - 50F	Coat	Hats & Boots if wet
31 - 40F	Coat & Boots	Snow Pants, hats, gloves when snow is on the ground
0 - 30F	All Winter Gear	
0 F - Below (windchill)	Indoor Recess	Indoor Recess

BULLYING (District Policy 514)

Bullying means 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.

A safe and civil environment is needed for students to learn and attain high academic standards and promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all

times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. Acts of bullying are not tolerated in District 482 schools. All incidents of bullying need to be immediately reported to the building principal.

CITIZENSHIP

Recognizing that today's student is tomorrow's citizen, the school does everything possible to promote good citizenship. During the school year, every attempt will be made to promote the patriotic ideals of our American system of government through class work, the Pledge of Allegiance to the Flag, programs, singing, and other means at our disposal.

CRIMINAL BACKGROUND CHECKS

The district requires all who wish to volunteer, chaperone, and/or visit to submit a criminal history background. These opportunities are conditional upon a determination by the district that the individual's criminal history doesn't preclude the individual from assisting. The district requires all individuals requesting to volunteer, chaperone, and/or visit to complete a volunteer packet. This packet can be requested at the Dr. Knight Elementary Office.

CUMULATIVE RECORDS

A cumulative record is kept for every child in the Little Falls School System beginning in kindergarten and continuing through the 2nd grade. When a student completes the 5th grade, the record is transferred to Little Falls Community Middle School. Any parent/guardian wishing to review their child's cumulative folder may request to do so in the office. The school will schedule an appointment for you to review the folder as soon as possible within ten working days or less.

CUSTODY/GUARDIANSHIP

It is important that the school is aware of any changes in legal custody. We will operate on the premise that both parents have legal custody unless we have furnished documentation to the contrary. This information will be housed in the Skyward database, that building principals and secretaries will have access to.

DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material. Any student or employee wishing to distribute non-school-sponsored materials as defined in Policy 505 should contact their building principal.

DRESS GUIDE ([District Policy 504](#))

Students are expected to dress in an appropriate manner that is not disruptive to the educational process. Judgment as to proper dress should be determined by the weather, activity participation, and the school setting.

The following are **NOT ALLOWED**:

- A. Clothing or accessories which could be disruptive, distract classroom learning or create a health or safety hazard.
 - 1. Bare midriff tops and clothing that expresses obscene language, or symbols of sex, gangs, drugs, alcohol, or tobacco.
 - 2. Headgear/hoods will not be permitted during the school day except for special situations
- B. Students are expected to wear appropriate footwear - shoes, tennis shoes and sandals that stay on easily.
- C. Winter wear (hats, boots, mittens/gloves, and snow pants) should be worn in season. Students not wearing boots will need to stay on the sidewalk and out of the snow.

Reminder: Children are outside before school and during the noon break on days that weather permits. For their safety and comfort, ensure they are dressed appropriately.

DRILLS

The safety of students, staff and visitors who enter school buildings or participate in educational or activity programs is our highest priority. The Little Falls School District has developed a School Climate and Safety Plan to guide our efforts to: 1) promote a climate of understanding, respect and responsibility; 2) prevent occasions of harassment or violence; 3) manage critical incidents in order to minimize physical or psychological harm. To be successful, we must have the full cooperation of all community members, parents, organizations and agencies as well as consistent awareness and response of students and staff. In order to maximize successful learning, we must all be safety conscious and work as partners to meet the challenge of providing a positive climate and personal safety in our schools. During this school year, all staff and students will be informed of the Climate and Safety Plan and what is expected of them.

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

- A. **Fire Drills** - are held at irregular and unannounced intervals so that the students in an actual emergency will be able to leave the building quickly and quietly with no running, pushing or shouting. In addition to teacher direction, exit instructions for fire emergencies are posted in each room. When outside, students are expected to follow the directions from their teacher and move away from the building.
- B. **Tornado Drills** - Students are expected to leave their classroom quickly, safely and in an orderly manner. In addition to teacher direction, exit instructions for tornado emergencies are also posted in each room.
- C. **ALICE Drills** - Active intruder drills are verbally reviewed throughout the year so that all students are comfortable knowing exactly what steps to follow in an ALICE emergency.

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

EQUITY STATEMENT ([District Policy 102](#))

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

ENROLLMENT & ASSIGNMENTS

Under the existing school policy, a child must be five years of age on or before September 1st of the present school year before enrolling in Kindergarten.

FIELD TRIPS

All grade levels plan a field trip outside of the school grounds as part of the student's school experience. You will be notified when a field trip is taking place in your child's classroom. There will also be occasional local field trips that you will be notified of during the course of the year.

HATE SYMBOLS & SPEECH

Students at Dr. Knight Elementary School have the right to a learning environment that is free from discrimination, harassment and violence. Any form of religious, racial or sexual harassment or discrimination that deprives individual students or staff members of their human dignity is prohibited. Speech emblems, badges, symbols, pictures, words, objects, or pictures on clothing or jewelry that are hateful, sexual, deemed as inappropriate or offensive by others are not permitted on or near school grounds at any time. This may include, but are not limited to confederate flags, swastikas, specific gang symbols and sexualized or sexually accentuated pictures, symbols or actions. The administration reserves the right to confiscate any items and contact families. Incidents may be cause for disciplinary action by the administration and possible involvement by police.

FAMILY ACCESS – SKYWARD PORTAL

Little Falls Community Schools ISD 482 uses [Skyward Family Access](#) to connect parents/guardians with real-time information regarding their student's academic profile including:

- attendance information and absence requests
- emergency notifications (via Skylert)
- nutrition service account balances
- health information
- meal items purchased
- student class
- transportation

Skyward Family Access

Login information is provided to the parents/guardians upon registration or by calling their student's school office or 320-616-5200..

Skylert – notification system

In Skyward Family Access, select Skylert to update your notification preferences. Skylert is used for announcements from school (General) and emergency/weather notifications (Emergency).

FERPA (Federal Family Educational Rights and Privacy Act)

Each year we are required to notify parents of their right to prohibit the school district from releasing directory information relating to their children, and to notify them of other parental rights under FERPA. Directory information is generally considered public, and includes information like student name, address, and photograph. It is the kind of information that we typically include in our celebration brochures, newspaper articles, and so forth. Absent a specific, written parental request to the contrary, we are generally permitted to use and/or release directory information without parental consent.

Any information about a student that is private or confidential - such as academic progress, work habits, grades, services that the student is receiving - cannot be shared with others unless a release of information has been signed by the child's biological parent or is directed by the court. A release of information would be necessary in order to share information with a step-parent (when a biological parent is not present) along with any medical facility, government, public or private agencies.

Please contact the School Social Worker at 616-6267 if there would be a need for you to fill out a release of information.

HAZING ([District Policy 526](#))

The purpose of this policy is 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.

Malicious and Sadistic Conduct

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

Reporting Procedure

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

HEALTH, ILLNESS AND EMERGENCY CARE INFORMATION

Absences Due to Illness, Injury, Surgery

A student's health can play an important role in his/her ability to learn. All students are required to complete and return an up-to-date confidential health form at the beginning of the school year, even if there are no health changes from the previous school year. We have a school nurse in the building from 8:00 a.m. - 3:15 p.m. on a daily basis. The school nurse is available as a resource for health information, to assist with interpreting doctor's notes, to provide health counseling, and to provide first aid and emergency care until parent/guardian or emergency medical services arrive.

Students requesting to go to the health office must obtain permission for their teacher. When a student suddenly becomes ill or injured, parent/guardian will be contacted by the school health paraprofessional or other designated staff member as soon as possible.

Guidelines for staying home from school can be found on the school website under - Departments - Nursing Services. If your child is ill, please call the school DAILY to report the illness. Providing your ill child's symptoms and/or diagnosis is also appreciated and helps identify patterns of illness in school.

Keep your child home if they have any of the following symptoms:

- A. **Fever of 100 F or greater** – They should stay home until 24 hours after their temperature has returned to normal (without the use of fever-reducing medications).
- B. **Vomiting or Diarrhea** – They should stay home until 24 hours after the last episode.
- C. **Rash that might be disease related or unknown cause** – Check with your health care provider before sending to school.
- D. **On antibiotics for any reason** – Keep them at home until they've had a full 24 hours of medication.
- E. **Symptoms of severe illness** – unusual fatigue, uncontrolled cough, difficulty breathing.
- F. **Illness** – any in which your child is unable to participate and function properly at school.

Immunizations ([ISD #482 Policy 530](#))

All students must provide proof of immunizations or appropriate documentation exempting students from such immunizations to be in compliance with the state of Minnesota's immunization law. All students must be in compliance with immunization requirements within 30 days of enrollment or they may be removed from school until they are in compliance.

Medications ([ISD #482 Policy 516](#))

The school district acknowledges that some students may require medication during the school day. The school nurse or other trained school staff will administer medications in accordance with the law and school district procedures, as summarized below.

All medications, whether prescription or over the counter (OTC), require a signed order from the healthcare provider and written parent permission (form available in the health office). With the exception of certain emergency medications, ALL medications will be kept in the school health office and administered by appropriate school staff. For the protection of all district students, controlled substances must be delivered by a parent or responsible adult and are not allowed to be carried or transported by students. Medications must be supplied in the original, pharmacy labeled bottle or the original OTC bottle. It is the parent/guardian's responsibility to provide medications directly to the school. The school district will not supply OTC medications for students. New forms are required each school year for medication to be administered during the school day.

Physician's Note Policy

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

A signed physician's note is required when a new health concern diagnosis is made. Once it is received the health staff will make a note in the alert section of Skyward to notify teacher(s) and staff (unless parents/guardians specifically request the information only be kept on file in the health office).

Reporting Illnesses

Parents/guardians must report any and all communicable diseases to the health office or the secretary in the main office when a student is reported ill. The cases are documented and then the District Licensed School Nurse reports the number of diagnoses (of some communicable diseases) to the Minnesota Department of Health.

Note: It is the parent(s)/guardian(s) responsibility to inform the health office of their child's unique health conditions and/or concerns, and to update the health office with any new information, episodes, diagnoses, or concerns throughout the school year.

HOMEWORK

Homework is an activity, lesson, project, or skill review that will enhance what is being taught at school.

- A. Students are asked to practice math and reading at home to help reinforce these skills.
- B. If your child is absent from school for an extended amount of time, you may request schoolwork for your child to work on at home, making the request of the appropriate teacher. Please allow 24 hours for your student's teacher to gather homework as they will need a prep time to prepare.

ITEMS FROM HOME

Students are asked to leave toys at home. Food items sent to school for students other than your own should be bought and professionally wrapped. The school asks that home baked items not be sent to school as a treat for a class. Pets or animals should not

be brought to school unless arrangements have been made with the building principal. Young children should be encouraged to bring all money to school in envelopes properly and plainly labeled with their full name, teacher's name, amount of money and what the money is for. We discourage children from bringing money to school, unless it is for a justifiable reason, such as lunch payments, book orders, etc. This will help eliminate many conflicts due to lost or misplaced money. The school will not assume responsibility for any items brought to school without request.

We ask parents/guardians to be aware of what their children bring to school. Children should not leave valuables in their desks or backpacks.

Lost and Found

All items "found" that are not labeled with a name, will be placed in the "Lost and Found" area. Students are encouraged to check there periodically for items that may belong to him/her. Lost and found items will be kept approximately one month before disposal or being donated to a local charity. Please label ALL of your child's belongings that are brought to school with their first and last name. In the event they are lost, we will then be able to return them to him/her. Any student who finds an item that is not labeled with a name should place it in the lost and found area.

INSTRUCTIONAL MATERIALS REVIEW AND ALTERNATIVE INSTRUCTION

A parent, guardian or adult student, 18 years or older, may review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian or adult student.

LOCKERS

School lockers and student cubbies are property of the school district. At no time does the school district relinquish its exclusive control of lockers and cubbies provided for the convenience of students. Inspection of the interior of lockers and cubbies may be conducted by school authorities for any reason at any time. The personal possessions of students within a school locker or cubby may be searched only when authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

NUTRITION SERVICES

School Meals Program

Little Falls Community Schools Food Service Program is dedicated to providing high quality, nutritious meals each day school is in session. Studies show that school meals contribute substantially to an increase in classroom performance and to higher test scores. There is a specific link between nutrition and learning. We are here to support the school environment.

Breakfast and lunch are provided daily to ALL students (K-12) at NO COST.

Additional 50¢ for the second milk. Students may bring lunch from home and purchase milk at school at a cost of 50¢ per carton. All guest breakfast price is \$2.95 and guest lunch prices are \$4.95. Lunch times are determined by the building principal.

Lactose-reduced milk is provided upon written or verbal request from parent or guardian. Juice is not a substitute for milk.

Our Meals Program is a PRE-PAID system. Money MUST be in the account prior to mealtime; NO CASH is taken on the serving line. Cash OR Checks can be sent to your child(ren)'s school or to the Food Service Office at the High School. *Check* - put each child's full name w/PIN in the memo section. *Cash* - put in an envelope, with each child's full name, PIN, school and amount. You can also sign up with RevTrak; this is an online payment program. Details can be found on the district web site under the Food Service tab. The Middle and High School do offer a la carte choices; a student must have cash or money in their account to purchase ala carte items – these items are not part of the reimbursable meal program.

If your child has Special Dietary needs, contact the Director of Food Service for the appropriate forms. Forms MUST be completed before food substitutions are made.

FREE or REDUCED-PRICE Meals – a new application is required each school year. Applications are available to all households in the district early in August and can be picked up at any of the schools or can be downloaded from the district web site under the Food Service tab. You may apply for free or reduced-price meals anytime during the school year. Allow 10 days to process free & reduced applications, you will be notified by mail your eligibility.

Food Service information can be found at www.lfalls.k12.mn.us -- click on – Food Service or you can call the Food Service Director at 320-632-2030.

OFFICE/ADMINISTRATIVE

Change of Address

At any time during the school year when an address changes, the school office must be informed and they will make the change. **Δ proof of residency for the new address will be required.** (Most other changes to telephone, email, emergency contacts, etc. can be made by parent/guardian(s) in Skyward via your Family Access account.)

Hours

7:00 a.m.	Faculty Hours Begin
7:45 a.m.	Students May Enter the Building (Students should not arrive before this time.)
8:10 a.m.	Classes Begin
3:00 p.m.	Student Dismissal Time
3:30 p.m.	Office Closes
3:30 p.m.	Faculty Hours End

Telephones

Telephones are for school business use only. They are not to be used for personal calls by students except in case of emergency and then only with the consent of an adult. Students are expected to make arrangements for going to a friend's house, birthday parties, attending after school events, etc., with other parents/guardians **outside of school**. Students will not be called out of class at any time for telephone calls except in the case of a confirmed emergency. **Personal communication devices such as cell phones and smart watches are not to be used by students during school hours.**

PARTY INVITATIONS

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

PETS

Pets are not allowed at school or in classrooms. Because of allergies, student fears, potential injuries, etc. the liability is much too great for school personnel to take this risk. In the rare event that a pet would be allowed at school, it must be pre-approved by the building principal.

PHOTOS/VIDEOS

Throughout the school year, the Little Falls School District may have opportunities to share newsworthy information and/or pictures of its students with local newspapers and throughout various District publications or videotaped productions. In addition, the District/School maintains a website for use by students, school personnel, and community members. At times, we may wish to share newsworthy information about our students, using names, photos, and/or student work (drawings, poems, create writings, etc.) on our website.

If the opportunity arises for your child to be part of a news event, we shall assume we have your implied consent to use his/her name and/or picture, unless you provide us with prior written notice to the contrary. If you prefer that your child's name and/or identifiable picture (name printed in caption of a group or individual photo, or identified in some other manner), or appearance in any videotaped productions not be used, **please send a letter to your child's building principal.** The letter should state that you do not wish your child's name or identifiable picture be used in any District publication, news items sent to the local media, or on the District's website, nor do you want your child to appear in any videotaped productions.

PROGRESS REPORTING

We will continually communicate student progress with families throughout the school year. Report cards are sent home two times during the school year, once in January and after the last day of school. Conferences are held twice a year in October and February.

POSTER AND SIGN PROCEDURES

No signs or posters are to be posted or distributed in the building without obtaining approval in the school office. Items or activities that are considered unhealthy or potentially harmful to students or school personnel may not be posted/advertised. Items that are contrary to school and district rules and policies will not be posted/advertised. The rule of thumb for advertising is that the school will not advertise “for profit” items or activities unless they have a direct relationship with a school activity. These postings will be limited to the areas determined by the school office.

PROHIBITED ARTICLES

Tobacco, vapes, alcohol, drugs, weapons, skateboards, skate shoes, roller blades, radios, electronic devices, water pistols, and other items considered dangerous, disruptive, or unsafe are not permitted on campus.

SAFE ENTRY OF VISITORS & VOLUNTEERS

All visitors (parents/guardians, volunteers, professional personnel, etc.) must report to the main office.

SCHOOL CLOSINGS, EARLY CLOSE, LATE START & ELEARNING

Weather-related decisions to close, close early, start late or have an eLearning day are District administrative decisions and are not made at individual schools. The school is not able to tell individuals if the school may or may not close in advance of the announcement. **Please make sure to have a plan in place and *be certain that your child(ren) knows exactly what that plan is and what to do.***

Notifications will be sent directly to all families through the District’s Skylert system (families should update their notification preferences in Skyward Family Access), posted on the District’s website at <https://www.lfalls.k12.mn.us/>, sent to media outlets, and posted to District social media on X and Facebook. You may also find weather related information on the following:

1. WCCO TV/WCCO Twin Cities
2. KSTP/KSAX TV Twin Cities
3. KLTF/KFML/WYRQ Radio Little Falls
4. KCLD Radio St. Cloud
5. WWJO/Jon Radio St Cloud
6. WJJY Radio Brainerd
7. KARE 11 TV Twin Cities
8. FOX 9 TV Twin Cities

Weather Service 320-251-1400 or 952-361-6708

Morrison County Sheriff 320-632-9233

Morrison County Public Works 320-632-0121

Palmer Bus 320-632-1555 or 320-360-1234

Strack Bus 320-749-2742

Early Out

Students will be released from school two hours earlier than normal. Parents/guardians should prepare for students to be dropped off two hours earlier than normal, or possibly a little later, as road conditions are likely to be bad, hence requiring the bus travel a bit slower.

Late Start

Buses will run 2 hours later than normally scheduled or possibly a little later, as road conditions are likely to be bad, hence requiring the bus travel a bit slower.

E-Learning

According to [MN Statute, section 120A.414](#), an "E-Learning Day" means a school day where this district offers complete access to online instruction provided by students' individual teachers due to inclement weather. Communication will be provided from the school district, when it will be an E-Learning day. Your child's classroom teacher will provide them with an E-Learning Choice Board to work on from home.

- The district will not use more than two (2) consecutive E-learning Days and no more than five (5) E-learning days per school year.
- If the district announces a 2-hour late start but later has to cancel the day, the district will not operate with an E-learning Day.
 - If this occurs after the second snow day, a make-up day will be added to the end of the school district calendar.
- The district will identify E-learning Days through announcements via Skylert and local news outlets.
- If the postponement is determined after 6:00 A.M. the morning of, a student contact day may be added to the end of the school district calendar.
- Any canceled days after five (5) E-learning Days due to inclement weather will be added to the end of the school district calendar.

SCHOOL PROPERTY

All educational needs from textbooks to playground equipment are furnished to the children for their use while attending school. However, a child who either willfully, or through negligence damages or defaces property belonging to the school will be held responsible by paying such damages. Any library books lost or stolen will be the responsibility of the child to make restitution.

STATEWIDE ASSESSMENTS

Statewide assessments are used by the state, school districts, and educators to measure curriculum, daily instruction, and student progress toward Minnesota's academic standards, thus ensuring all students are receiving an equitable education. Statewide assessment results are used to leverage peer instruction, foster a growth mindset, provide substance for teacher collaboration, and help reduce knowledge and skills gaps which helps ensure a strong workforce and knowledgeable citizens. We encourage all students to participate in statewide testing. Parents/guardians do, however, have the right to opt their students out of state-required standardized assessments. For the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing, see Appendix B at the back of this Handbook.

In addition FastBridge and i-Ready screeners and diagnostics will be administered three times during the school year.

STUDENT SUPPLIES

Student supply lists can be found on the district website. Families in need of school supplies, please contact the main office.

STUDENT SUPPORT TEAMS

In order to assist students in the most effective and comprehensive manner possible, a Student Assistance Team (SAT) and Child Study Team (CST) meet on a minimum of twice a month. The teams consist of building administration, classroom teachers, interventionists, and special education staff.

SOCIAL WORK SERVICES

A professional school social worker is on staff to assist with students' social and emotional development. The social worker assists the entire staff and students to teach and promote positive social skills. This is done both on a building wide level as well as at the classroom level. The social worker is also able to give direct service to students who may be experiencing challenges. These services are offered both within small educational groups as well as individually.

TECHNOLOGY

The iPad program includes Kindergarten through Grade 5 at Dr. Knight Elementary. The iPads for Kindergarten through Grade 5 remain in the classrooms for academic use and are not allowed to be taken home. All students are responsible for the care of the iPads. Lost or damaged iPads may result in a fee. Please refer to District Policy #524 for more information, found on the District Website.

TOBACCO-FREE ENVIRONMENT

It is a violation of School Board policy for anyone to use or possess any type of tobacco or tobacco-related device on any school

property. This prohibition extends to facilities, whether owned, rented or leased; and includes all off-campus school district-sponsored events.

TRANSPORTATION – 320-632-2029

Riding the school bus is a privilege, not a right.

- A. Students are expected to follow the same behavior standards while riding school buses as expected on school property or at school activities, functions or buses. All school rules are in effect while a student is riding the bus or at the bus stop.
- B. Changes to regular transportation - Any time there is to be a change in the normal way a child is to go home from school, or their destination, the office must be informed by phone or a written message.

NOTE: If there is no message to the office or no written information is received from the parent/guardian the student will go to the regular destination by usual means. Example might be: picked up by parent/guardian or someone else; Written information is especially important at the primary level as children this age can easily become confused. Changes should be kept to a minimum to avoid confusion for the sake of the student and the school.

Parent/Guardian Responsibilities for Transportation Safety (Family Notification)

Parents/guardians are asked to review the rules with their students. More information is available on the Little Falls Community Schools website.

- A. Becomes familiar with school district rules and policies, regulations and principles of school bus safety.
- B. Assist students in understanding safety rules and encourage them to abide by them.
- C. Recognize their responsibilities for the actions of their students.
- D. Support safe riding practices and reasonable discipline efforts.
- E. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- F. Support procedures for emergency evacuation as set up by the school district.
- G. Respect the rights and privileges of others.
- H. Communicate safety concerns to school administrators.
- I. Monitor bus stops, if possible.
- J. Support all efforts to improve school bus safety.
- K. Only in emergency situations will a change in pick-up or drop-off locations be allowed. The child's teacher, school office, and transportation department must be notified.
- L. Maintain consistent pick-up and drop-off locations. Only one location for pick-up or drop-off is allowed

Student Bus Stop Rules

- A. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students
- B. Respect the property of others while waiting at your bus stop.
- C. Keep your arms, legs, and belongings to yourself.
- D. Use appropriate language.
- E. Stay away from the street, road, or highway when waiting for the bus.
- F. Wait until the bus stops before approaching the bus.
- G. After getting off the bus, move away from the bus.
- H. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- I. No fighting, harassment, intimidation, or horseplay.
- J. No use of alcohol, tobacco, or drugs.

Student School Bus Rules

The District's school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school office/Transportation Office.

- A. Immediately follow the directions of the driver.
- B. Sit in your seat facing forward.
- C. Talk quietly and use appropriate language.
- D. Keep all parts of your body inside the bus.
- E. Keep your arms, legs, and belongings to yourself.
- F. No fighting, harassment, intimidation, or horseplay.
- G. Do not throw any object.
- H. No eating, drinking, or use of alcohol, tobacco, or drugs.
- I. Do not bring any weapons or dangerous objects on the school bus.
- J. Do not damage the bus.

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole

discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges. Decisions regarding a special needs student's ability to ride the bus will follow his/her IEP.

Elementary K-5 consequences

- 1st Offense: warning, assigned seat, notification to parents
- 2nd Offense: 3 school-day suspension from riding the bus, notification to parents
- 3rd Offense: 5 school-day suspension from riding the bus, notification to parents
- 4th Offense: 10 school-day suspension from riding the bus/meeting with parent
- Further Offenses: Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Transportation Communication

If a concern regarding transportation arises, please contact 320-632-2029. Your question will be directed through the appropriate channels to address your concern.

Other Discipline

Based on the severity of the student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may result from school bus/bus stop misconduct.

Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records.

Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

Your child's safety is important! In order for us to continue keeping students from becoming lost or in an unsafe situation, we appreciate your help in reminding them to follow the bus rules and be sure they ride their assigned bus to and from their designated bus stop.

Students are not allowed to ride home with a friend for play-dates or parties. It is the parent/guardian's responsibility to transport for any event other than transportation to and from school. Parents/guardians are welcome to pick up their child(ren) at school if they prefer not to have them ride the bus.

TRESPASS NOTICE

District 482 reserves the right to deny any person access to district buildings or property for just cause. Just cause may include, but is not limited to, threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and substantially interferes with district programs, classes, activities, or other events. Upon determination by school district authorities that a person's behavior represents such, a trespass notice can be served on that person limiting access to district buildings and grounds for a specified period of time. Notification of such trespass notice will be given to local law enforcement authorities. If the said person served the trespass notice fails to leave and stay away, police will be called and trespass charges will be filed.

VISITORS

ALL visitors who come into the building are required to register at the Office to obtain a Visitor or Volunteer badge.

- A. Parents/guardians are welcome visitors to the school as long as it does not interfere with the classroom instruction. Contact the teacher to arrange the day and time. If parents/guardians do visit, we want them to know ahead of time what they will observe at the time of the visit. Parents/guardians may only visit their own child(ren)'s classroom(s).

WALKERS/BIKERS

If your child is walking, biking to and from school or being picked up/dropped off communication with the office is required. Bicycles should be parked and locked in the racks provided for them. Bicycles and scooters cannot be used before and after school or during recess on the school grounds.

WITHDRAWALS FROM SCHOOL

If you are moving out of the area, the principal of the school should be notified at least one day in advance so the proper transfer cards can be prepared.

Appendix A

District Policies

To view all policies online, please visit <https://www.lfalls.k12.mn.us/about/school-board/district-policies>. If you do not have internet access, please contact your school office to assist you.

Includes (but not limited to):

- add policy 102
- Tobacco-Free Environment (policy 419)
- Search of Student Lockers, Desks, Personal
- Possessions and Student's Person (policy 502)
- Student Attendance (policy 503)
- Student Discipline (policy 506)
- Bullying Prohibition (policy 514)
- Protection and Privacy of Pupil Records (policy 515)
- Student Medication (policy 516)
- Chemical Health (policy ???)
- Corporal Punishment (policy 507)

Appendix B

Minnesota Department of Education (MDE) - Refusal for Student Participation in Statewide Testing

page 1 of 2



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 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) 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 WIDA Alternate ACCESS for English Learners

The ACCESS and WIDA 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 Postsecondary Enrollment Options (PSEO) in grade 10.
- 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.

English learners who take the ACCESS or WIDA 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 on 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 below. 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 WIDA 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.

Explore the
[Statewide
Testing page](#)
for more
information.

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

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

Additional Information

- On average, students spend less than 1% 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.

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.

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

Date of Birth: _____ Current Grade in School: _____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐

MCA/MTAS Reading

☐

MCA/Alternate MCA Science

☐

MCA/MTAS Mathematics

☐

ACCESS/WIDA Alternate ACCESS

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

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