

2024-2025

Big Woods Elementary
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St. Michael, MN 55376
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St. Michael Elementary
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Fieldstone Elementary
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St. Michael, MN 55376
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www.stma.k12.mn.us

Student & Parent Handbook



Excellence Is Our Tradition

**The vision of Big Woods, Fieldstone, and St. Michael Elementary is to enable children
to become lifelong learners demonstrating *the character pillars* from CHARACTER COUNTS!**

Trustworthiness Respect Responsibility Fairness Caring Citizenship



DISTRICT STRATEGIC ROADMAP

DISTRICT MISSION <i>Our core purpose</i>	CORE VALUES <i>Drivers of our words and actions</i>	VISION <i>What we intend to create</i>	STRATEGIC DIRECTIONS <i>Focus of our improvement efforts</i>
<p>The mission of STMA Schools is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.</p> <p>This will be accomplished when all graduates function as:</p> <ul style="list-style-type: none"> Self-directed individuals who set goals, think creatively and critically, use inquiry, and manage a process for achieving these goals. Effective communicators who work well independently and in groups and who use available resources to access, process, and share information and ideas. Active, responsible, and respectful community members. 	<p><u>Students first</u> Committed to students first.</p> <p><u>Excellence</u> Be our best in academics, arts, and activities, and athletics.</p> <p><u>Relationships</u> Foster strong relationships and collaborate with our students, staff, families, and community.</p> <p><u>Integrity</u> Do what we say we are going to do.</p> <p><u>Transparent</u> Provide accurate, timely, and accessible information and communication regarding key district decisions.</p> <p><u>Kindness</u> Honor the uniqueness of individuals, treating others as we expect to be treated.</p> <p><u>Purposeful</u> Be forward thinking, fiscally responsible, resourceful, and make educated decisions.</p>	<p>STMA Schools will be the pride of our community, educating the whole student, with excellence in academics, arts, activities, and athletics through the empowerment of a world-class staff.</p>	<p>A Engage in continuous improvement of teaching and learning</p> <p>B Engage in continuous improvement of student support systems and programs</p> <p>C Cultivate family and community connections and increase advocacy in support of the district mission</p> <p>D Align people and organizational resources to sustain district success</p>

School Board Approved 04-05-2021 in partnership with  TeamWorks International

STUDENT ~ PARENT HANDBOOK

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This handbook and its contents were approved by the District 885 Board of Education Spring 2024.

This handbook may be changed or amended during the school year. If you have questions, please call the Principal.

GENERAL INFORMATION

Arrival & Dismissal Procedures

Students who ride the bus will unload and enter the building via door A. If you prefer to drop off your child, please use the drop-off lane on the west side (back) of the building at door D. Students should sit on the right (passenger) side of the vehicle and be prepared to exit the vehicle when it is their turn. Students may be dropped off between 7:18-7:40 AM. If you arrive after approximately 7:40 AM and no staff members are outside along the sidewalk, you will need to park in the parking lot and walk your child into the office to sign her/him in. To ensure the safety of all students, parents/guardians will not be permitted past the last set of doors/main office.

Birthday Treats, Candy, Gum, Pop, and Classroom Treats

Birthdays are important days and some families like to share a treat with the class. Due to the increase in food allergies, please do not send food birthday treats. If your child would like to share something, please send a non-food treat for the class to enjoy. Candy, gum, and pop are allowed in the classroom on special occasions, not for daily snacks. Due to the increasing number of students with food allergies, some snacks may be restricted. Healthy snacks are encouraged. Healthy treat ideas include 100% juice boxes, yogurt, string cheese, whole fruits and veggies, fruit smoothies, popcorn, and baked chips.

Chain of Command

Parents with classroom concerns or questions are encouraged to directly contact teachers first. If there is no resolution, contact the building principal.

Change of Contact Information

Address and name changes are updated by district office personnel after proof of residency is provided. Changes in telephone number, work number, and emergency contacts should be updated in *ParentVUE*. For instructions, go to the STMA webpage at www.stma.k12.mn.us -> **Enroll** -> **Address Change Procedure**.

Classroom Deliveries

School personnel or student designees will deliver academic items to classrooms when time allows. Gifts and non-essential items will be kept in the office or delivered to students by the end of the day.

Dress (Policy 504)

Students are expected to dress and groom appropriately for school. Grooming which presents a safety or health hazard or causes disruptions is prohibited; clothing with inappropriate slogans, pictures, or language is not permitted. Students may be asked to reverse or exchange clothing, or to remove items such as costume headbands, chains, and hanging belts. Students must store headwear, outerwear, book bags, backpacks, and purses in lockers during the school day.



Headwear: Hats, bandanas, kerchiefs, and costume headbands must be removed upon entering school. Costume headbands are defined as those with cat ears, rabbit ears, unicorn horns, large bows, and etcetera. Headbands that rest flush on the head are acceptable.

- Face Paint & Hair Paint: Face and hair paint are prohibited.
- Headwear: Hats, bandanas, kerchiefs, and do-rags must be removed upon entering school and kept in lockers.
- Shirts & Tops: The width of a strap must be three finger-widths. Students may wear spaghetti strap tops provided they wear a tank underneath. Likewise, transparent tops are allowed provided a tank is worn underneath.
- Shoes: Closed toe/gym shoes with ties or Velcro are required for P.E. In addition, shoes with rollers are prohibited.
- Undergarments, Midribs, & Cleavage: Undergarments, which includes bra straps and boxers, may not be visible. Similarly, the display of midribs and cleavage is not acceptable.
- Skirts & shorts: The hem of a skirt or shorts must exceed wearer's extended fingertips.
- Winter Wear: Students are required to wear winter jackets, headwear, and mittens/gloves for recess when the weather is cold. Snow pants and boots are required for students who choose to play in the snow.

Drop-off and Pick-up Procedures

When you come to school, please use Central Avenue. Do not drive through the parking lot. Before pulling into the drop off lane, make sure your child is ready to exit your vehicle. When you pull into the lane, please pull forward to the stop sign or as far as you can—do not park in the crosswalk. Have your child exit your vehicle on the building/curb side. As soon as your child exits your vehicle, move ahead.

Electronic Devices

Electronic devices must be approved by administration. Devices that are disruptive to the learning environment are restricted. Examples include, but are not limited to, cell phones, iPods, games, ear buds, and watches with communication capabilities. Such devices may be confiscated and returned to a parent/guardian. Playing games or using other applications on electronic devices is not allowed. Misuse will result in loss of privileges.

Emergency Closing



School closing information will be announced on our STMA website and automated messages will be sent by the District. Closing information will also be found on radio stations WCCO AM 830, KRWC AM 1360 (Buffalo), and television channels 4, 5, 9, and 11. Parents are reminded to plan ahead for emergency school closings. If school closes early, students will be sent to their usual destination. Due to the large volume of phone calls during these situations, office staff will not call parents.

Emergency Drills

Fire, tornado, and lockdown drills will be discussed and practiced as required by law.

Fees & Fines

Fees may be charged for field trips, admission to school events, after school activities, for lost or damaged books, planners, textbooks, workbooks, and other materials.

Field Trips

Field trips are considered part of the school day to which school policies and procedures apply. Generally, each grade plans two optional field trips for which fees are charged. Parents with financial concerns should contact the principal.

Due to student safety and enjoyment, chaperones and students must ride the bus to and from the field trip destination. Meeting students at the field trip destination is strongly discouraged. If a parent chooses to drive to the destination s/he will be permitted to shadow his/her child along with the assigned chaperone.

Fundraisers

Students are not allowed to sell fundraising items during the school day.

Lockers and Desks



Lockers and desks are the property of District 885. Students are expected to use assigned lockers and keep them orderly. School personnel may inspect both at any time without notice, without student consent, and without a search warrant. Personal locks are not allowed.

Lost and Found

Due to the large volume of lost items, it is important to clearly label coats, boots, notebooks, and book bags. Items not claimed will be donated to a charity.

Lunch and Recess

Students have lunch daily. During lunch, students are expected to abide by the cafeteria guidelines. It is important for students to feel safe and experience a pleasant lunch. All students who have lunch visitors may eat at the cafeteria guest table. All other children will eat at their designated classroom tables. This practice will assist with safety by helping supervisors better monitor the adults in the cafeteria and the children with whom they have direct contact. It

will also allow staff to better manage life-threatening food allergies and food borne illnesses. **If students are well enough to attend school, they are expected to go outside for recess.** Weather permitting, students will go outside. Students are expected to dress appropriately for each season. Parents are encouraged to check the weather and monitor students' dress. During recess students are expected to abide by our school guidelines. When our school receives doctor or parent notes excusing students from Physical Education, those students will not be able to participate in recess.

Movies

Movies rated G or PG may occasionally be shown in the classrooms. PG 13 movies will not be shown. Parents who do not want their children to view G or PG rated movies should contact the classroom teacher.

Pets

Due to the increasing number of students with allergies, students are not allowed to bring pets to school. If special circumstances arise and pets are allowed, immunization documentation will be required.

Picking Children up Early

Parents who pick their children up early are encouraged to send notes in planners. Please arrive ten minutes early to allow time for children to be excused from class, to gather their belongings, and to be signed out in the office by parents or guardians. Please call the office for transportation changes **before 10:30 AM**.

Playground Equipment & Collectibles

Students may bring clearly labeled playground equipment such as jump ropes and footballs; no baseballs, softballs or bats. **Students should not bring collectible items of any type to school. Risks are too great for damage, loss, or theft.** Collectibles may be confiscated and returned to parents; **they may be banned if deemed distracting.** Weapons, look-alike weapons, toy weapons, ammunition, and sharp or dangerous items are forbidden. (See Weapons Policy 501.)



PTO

Parent Teacher Organization (PTO) is the parent advisory group at St. Michael Elementary. The goal of PTO is to advise on school matters and to support and encourage students, parents, and staff of St. Michael Elementary. Meetings are held monthly at 6:00 PM in the Media Center.

Publication of Student Images and Pictures of Students

Images of students taken in the **public arena** such as sporting events or fine arts public performances may be released to public media and may identify students by names, grade or in any other personally identifiable manner.

In addition, because of classroom or activity participation throughout the school year, pictures and videos of students may be used for displays, photo albums, community newspaper articles, school newsletters and calendars, news broadcasts, movies, yearbooks, etc. Student names, grades, and other personally identifiable information may accompany the student images. These images may be posted on the Internet through the STMA website or online newspapers. Parents with concerns or questions about photographs and videos may contact the school office personnel and may request that their child not be included in media presentations.

School staff may take pictures of students. Parents and visitors may not take pictures of students. This includes assemblies, field trips, lunch, and other events during the school day.

Release of Directory Information

The school district may disclose directory information from the educational records of a student and information regarding parents without the prior written consent of the parent or eligible student. Contact the building principal for the procedure for obtaining nondisclosure of directory information if you do not want directory information released.

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student’s name, photograph, date and place of birth, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors and awards received.

School Hours and Schedule

School begins at 7:45 AM, and ends at 2:15 PM. Students should be at school by 7:40 AM. The office is staffed from 7:00 AM-3:30 PM.

Telephone Use

Classroom telephone use is at the teacher’s discretion. Office staff will not interrupt instruction with outside calls. Families need to arrange after school plans at home prior to the school day. Office personnel will assist parents with voice mail. Parents may call the office to have emergency messages relayed to students.

Toys

Toys and collectables brought into classrooms may be confiscated by teachers or the principal and returned to parents; they may be banned if deemed distracting. Weapons, “look alike” weapons, and sharp or dangerous items are forbidden-(See the District 885 Weapons Policy 501).

Visitors and Visitor Registration System

Student safety is our priority. Guests are required to abide by district and school policies and expectations. School visits are a privilege, and guest privileges may be revoked by administration. Visitors are required to state their names, their children’s name, and their purpose before being admitted to the office. Upon entrance, guests who travel beyond the office are required to present a government-issued picture ID. Office staff scan the ID in the VRS. The VRS verifies identity, tracks check-in and check-out times, and prints visitor labels with photo IDs. The VRS also provides custom alerts and screens visitor information with a national and local data base. For security purposes and to keep classroom disruptions to a minimum, visitors are not allowed beyond the office before school begins. When parents drop off items, the office staff or students will deliver them or, if necessary, call students to the office. Students are not allowed to bring friends or relatives to school.

Volunteers, Chaperones, and Background Checks

Parents are welcome and encouraged to volunteer and chaperone. However, non-school aged children are not allowed into classrooms or on field trips. To further increase safety, all volunteers and chaperones will be required to complete and pay for **district background checks**. For information about background checks, refer to the STMA web-site.

ACADEMICS

Assessments

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards. Parents/guardians have a right to not have their children participate in state required standardized assessments. Please read through the Parent/Guardian Guide to Statewide Testing document, located on the MDE website, to help better understand how student participation in statewide testing affects our school.

Conferences

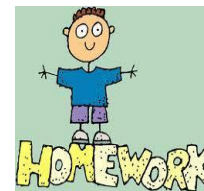
Parent-Teacher conferences are held twice per year. Each student/family will be allotted one time slot. Conference reminders will be sent home in planners and/or newsletters.

Grades, Report Cards, and ParentVUE

Grading scales are posted on teachers' web pages. Progress may be viewed on *ParentVUE* at any time, and report cards may be viewed at the end of each trimester. Parents and teachers are encouraged to contact one another when concerns arise.

Homework

Students are required to complete quality work which is thoughtful, accurate, and completed on time. Parents are encouraged to monitor homework for quality and completion; it may or may not be graded. For parents' convenience, assignments will be recorded in planners, which students are required to share with parents on a daily basis. Students are required to obtain a parent signature in their planner daily.

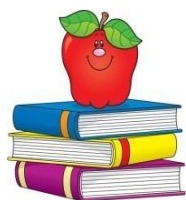


Make-up work will be sent home on the second day of an absence provided that office personnel are contacted by 9:00 AM. Students are given two school days to complete work for an excused absence. One additional school day is allowed for each day missed thereafter. When family vacations are scheduled when school is in session, **make-up work will be assigned upon return** and may be modified by the teachers. See **Vacations on page 9**.

Participation

School policy states that any student, who has to sit out during PE class due to an injury or for health related reasons, must also stay inside for recess. Students with notes will go to the planning room to read or complete homework during recess, but can stay in the gym during physical education class to learn the required curriculum.

ATTENDANCE



School attendance is mandatory in order to participate in an after school or evening activity.

Regular school attendance is mandated by state law, is the responsibility of the student and parents, and is essential to the success of children's education. Students are expected to be in school unless there is an excused reason. Maintaining regular attendance is best fostered when parents support the school.

Absences and Tardies

For the safety of students, it is important to verify absences. Parents are asked to confirm absences from school by calling the office before 7:30 AM. If parents do not verify absences and their child does not arrive at school, school personnel will attempt to contact parents. If contact does not occur before the school day concludes on the day of the absence, the absence is unexcused. Families have 24 hours to change the absence from unexcused to excused. Absences are considered unexcused when they can be avoided and when the student was absent from school with consent from the parent but the reason is not acceptable.



<u>Excused</u> absences and tardies:	<u>Unexcused</u> absences and tardies:
Examples	Examples
• court appearances	• babysitting
• death or serious illness of a family member	• cold weather
• family vacations	• family vacations*
• illness*	• hair appointments
• medical appointments which cannot be scheduled outside of school	• oversleeping, "sleeping in", and missing the bus
	• running late
	• shopping
	• working at home

Students who are tardy must report to the office for a pass, and it must be presented to the teacher upon arrival. Students who arrive in the classroom after 7:45 AM are tardy.

1 st – 4 th Grade Student
Arrives 7:45-8:45 - Student is tardy
Arrives 8:46-1:00 - Student is ½ day absent (AM)
Leaves before 1:00 – Student is ½ day absent (PM)

Parental requests place no obligation on the school to excuse students from school. Maintaining consistent attendance in school is best fostered when parents support the school and require their children to attend. School personnel may make referrals to Wright County Human Services when tardies or absences are deemed excessive.

Parents may be required to provide a doctor's note when a child's absences and/or tardies meet or exceed 10. The note must be presented within two days of the return to school, or the absence will be recorded as unexcused. Likewise, if a student is late for minor medical symptoms such as coughs and headaches, attendance may be recorded as an unexcused tardy or absence.

Excessive absences will be recorded in the following manner:

- 3 unexcused absences = Truancy Early Intervention - 3 Day Truancy Referral to Wright County
- 5 unexcused absences = Truancy Early Intervention - 5 Day Truancy Referral to Wright County
- 7 unexcused absences = Educational Neglect/Child Protection Referral to Wright County

Truancy

Students are truant when they miss any portion of the school day without approval from parents or school administrators. Students will be considered truant if they:

1. Do not attend school without the knowledge of a parent.
2. Leave school anytime during the school day without authorization.
3. Are absent from class without permission or do not attend class while in school.
4. Do not report to detention when assigned.
5. Falsify or forge an absence note.

Consequences for truancy may include a meeting with the principal, a county truancy referral, parental contact and/or conference, detention, or suspension.

Vacations

Parents are encouraged to schedule family vacations when school is not in session. *Vacation may be excused or unexcused depending on attendance history. Parents going on vacation without their children are encouraged to contact the office personnel to obtain a *Temporary Emergency Information* form. Teachers will not pre-teach lessons and may not assign work in advance for students who go on vacation. When students return and make-up work is assigned, most work will be completed at home. Parents are responsible for helping their children with assignments.

BEHAVIOR EXPECTATIONS

(Refer to School Board Policy #506)

Character Strong

At St. Michael Elementary School, we strive to teach all students about positive character traits in order for them to develop lifelong learning skills that nurture positive attitudes and self-worth. We utilize the Character Strong curriculum which centers around nine monthly traits; Respect, Responsibility, Gratitude, Empathy, Perseverance, Honesty, Cooperation, Courage, and Creativity. This curriculum will teach students to Be Kind, Be Strong, and Be Well as they work to develop good character.

Expectations

The elementary staff is committed to the education, well-being, and safety of all students. Our student management program is based on the following principles which set clear expectations that students must be responsible for their behavior:

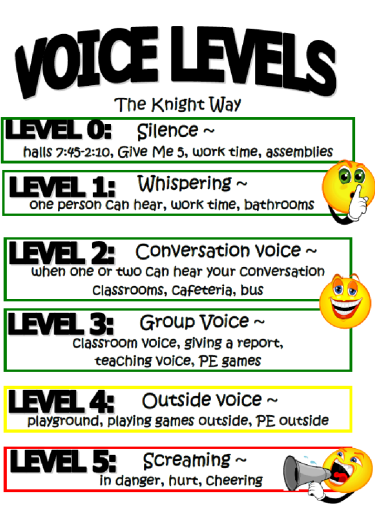

Respect yourself, others, and property. Own your actions.

St. Michael Elementary staff is trained in *School-Wide Positive Behavior Interventions and Supports* (PBIS). PBIS uses a common purpose and approach to discipline that includes:

- Clear set of positive expectations & behaviors
- Procedures for teaching expected behavior
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging inappropriate behavior

St. Michael Elementary staff use the phrase ***Knights' Honor***. *Knights' Honor* expectations include specific behaviors for all areas of our school. Students are introduced to them at the beginning of each school year. In addition to *Knights' Honor* expectations, behaviors are categorized into three areas: *Above the Line*, *Below the Line*, and *Bottom Line*. *Character Counts* is incorporated into the *Knights' Honor* expectations and *Above the Line*, *Below the Line*, and *Bottom Line* behaviors.

Knights' Honor Expectations

Voice Levels	Line Basics
 <p>VOICE LEVELS The Knight Way</p> <p>LEVEL 0: Silence ~ halls 7:45-2:10, Give Me 5, work time, assemblies</p> <p>LEVEL 1: Whispering ~ one person can hear, work time, bathrooms</p> <p>LEVEL 2: Conversation voice ~ when one or two can hear your conversation classrooms, cafeteria, bus</p> <p>LEVEL 3: Group Voice ~ classroom voice, giving a report, teaching voice, PE games</p> <p>LEVEL 4: Outside voice ~ playground, playing games outside, PE outside</p> <p>LEVEL 5: Screaming ~ in danger, hurt, cheering</p>	Stand directly behind the person in the front
	Face forward
	Keep hands and feet to self
	Remain quiet
	Walk on the right side of the hallway.
	
	Body Basics
	Bottom on floor
	Legs crossed
	Hands to self
	Voices quiet
	Give Me 5
	Eyes on speaker
	Ears listening
	Body still
	Brain engaged
	Mouth quiet

Students are expected to adhere to the following guidelines:

Way to Respect:	Hallways	Bathrooms	Cafeteria	Playground
Others	*Walk *Quiet Voices *Keep hands and feet to self *Use line basics *Use hall pass	*Respect privacy *Quiet voices *Keep restroom clean *Flush toilet	*Use Line Basics *Quiet voices *Keep area clean *Treat others with respect *Use good manners	*Follow supervisors instructions *Line up at signal *Respect others *Take turns *Play with others
Yourself	*Walk *Face forward	*Wash hands *Timely manner *Shut door	*Follow supervisors instructions *Eat healthy *Make good choices *Stay seated	*Stay seated on slide *No jumping off swings *Walk on equipment *Dress properly

Property	<ul style="list-style-type: none"> *Keep hands and feet to self *Hold on to materials *Keep school clean 	<ul style="list-style-type: none"> *Keep restroom clean (throw away garbage) *Report messes *No climbing on stalls or sinks 	<ul style="list-style-type: none"> *Keep table and floor clean *Return trays and silverware *Report messes 	<ul style="list-style-type: none"> *Keep wood chips on the ground *Use equipment as intended *Return equipment
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Above, Below and Bottom Line Behaviors

Above the Line Behaviors Examples:	Below the Line Behaviors Examples:	Bottom Line Behaviors Examples:
Body Basics	Altering planners	Aggression
Caring	Arguing	Bullying - chronic
Citizenship	Being mean	Cheating
Fairness	Being physical	Fighting
Following classroom expectations	Bullying - circumstantial	Forging
Line Basics	Cutting in line	Harassment
Respect	Disturbing classes	Hitting/kicking/pinching
Responsibility	Eating or taking others' food	Insubordination
Trustworthiness	Littering	Racist remarks
	Name calling	Spitting/biting
	Out of seat	Stealing
	Play fighting	Swearing or gestures
	Playing with food	Teasing - chronic
	Pushing	Threats
	Rolling eyes	Vandalism
	Running	Weapons & look-alike weapons
	Teasing - circumstantial	

Language and Gestures

Disrespectful or foul language and gestures will not be tolerated in school, on school property, or on the bus. Consequences will apply.

Teasing, Bullying, and Harassment

Teasing occurs in two major forms, *playful* and *hurtful*.

-**Playful** – friendly, reciprocal teasing between peers

-**Hurtful** - upsetting, unkind, cruel, wounding or insensitive from the victim's point-of-view, regardless of the intention of the teaser

An action is considered teasing when:

- It is unwelcomed from the victim's point of view
- It is verbal
- It is a singular incident
- The motivation is not intended to exert power or control over the victim



Bullying is any written expression, verbal expression, physical act, or gesture that is **intended to cause or is perceived as causing distress to one or more students, which substantially interferes with education, opportunities, or performance**. Bullying includes, but is not limited to, conduct that a reasonable person knows or should know has the effect of: harming a student; damaging a student's property; creating a hostile educational environment; placing a student in reasonable fear or harm to his or her person or property; and/or intimidating a student or a group of students.

The behaviors include: unwelcome conduct such as verbal abuse; name-calling; slurs; graphic or written statements; threats; and/or physical assault.

Bullying can be **circumstantial or chronic**. It might be the result of a situation such as being the new student at school, or it might be behavior that has been directed at the individual for a long period of time. Circumstantial bullying is a single incident. Chronic bullying is repeated or ongoing.

BULLYING	PEER CONFLICT	RUDE or MEAN
Imbalance of power, not friends	Equal power or friends	Happens once or twice
Repeated negative actions	Happens occasionally	Not thinking, may be accidental
Purposeful	Accidental	On purpose, once or twice
Serious with threat of physical or emotional harm	Not serious	Hurtful
Seeking power, control, or material things	Not seeking power or attention	Examples: *budging in line *bragging about getting the highest grade *burping in someone's face *"Are you seriously wearing that sweater again?" *"Your handwriting is sloppy."
Attempt to gain material things or power	Not trying to get something	
No remorse – blames victim	Remorse – will take responsibility	
No effort made to solve problem	Effort to solve the problem	
Strong emotional reaction from the victim Little or no emotional reaction from bully	Equal emotional reaction	

Bullying Prohibition Form 514F is used to report and document bullying.

Harassment

The Office for Civil Rights (OCR) and Department of Justice (DOJ) have made the **distinction between bullying and harassment** in that when the bullying behaviors listed above are **directed at a protected class** the behavior then becomes harassment. District 885 Policy 413 identifies a protected class as race, color, creed, religion, national origin, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, and/or disability.

Threats

A threat is an intention to cause harm or loss to another person or property. A threat may be made verbally, in writing, by gesture, and/or by innuendo or suggestion. Threats are assessed individually based on age, viability, and degree.

Vandalism

Students responsible for damage or destruction of any school property will be charged for all damages. Additional consequences may include detention and suspension. Unintentional damage to property, such as broken windows or damaged lockers, may also be the financial responsibility of students and parents.



POSITIVE RECOGNITION

Our goal is to educate students, practice skills and reinforce positive social behaviors. This leads to personal satisfaction of doing a good job because it is the right choice for themselves and others. Positive recognition may include the following:

- Positive Report postcards are mailed to students who demonstrate *Knights' Honor*, the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, citizenship, or Above the Line behavior.
- Student of the Month
- Knights' Honor cards, bulletin board, and lunches
- Notes, emails, or phone calls home by the student and staff
- Compliments and praise from staff
- Individual classroom recognitions
- End of trimester all-school celebration

BEHAVIOR CONSEQUENCES

Due to data privacy, school personnel are only allowed to share student information with the parents and guardians. School personnel may not share information about students with other parents, which includes student names and behavior consequences.

Our goal is to help students realize that their actions have an effect on others. We want to help students learn to make better choices and seek help to solve their problems. Students who do not comply with the rules and regulations will face appropriate consequences. Consequences may range from a simple reminder to detention or suspension. The severity of the consequence will depend upon the degree and frequency of the student's behavior.

Consequences may include the following:

- A verbal reminder or warning
- Time to think and make a better choice within the environment
- An apology to others involved
- Missing recess
- Missing a classroom privilege
- Phone call to parents
- A parent/teacher/student conference
- Problem-solving in the Planning Room
- Restitution
- Visit with School Resource Officer
- Involvement with the Principal, Dean of Students, Social Worker or another staff member
- In-school suspension
- Out-of-school suspension
- Expulsion

Cheating/Academic Dishonesty

Students who plagiarize, cheat, or alter scores will receive a consequence. Classroom teachers will notify the parent/guardian and may report the situation to the Principal or Dean of Students. Further disciplinary action may be taken.

Detention

Detention may be assigned for Below the Line and Bottom Line behavior. Most often, detention will be assigned by an administrator but may also be assigned by other staff. It is scheduled before school, after school, or during recess and lunch.

FYI's

For Your Information (FYI) forms are issued to students who display inappropriate behavior outside of the homeroom. This encompasses the bus, hallways, cafeteria, rest rooms, specialists' classrooms, and outside areas. When FYI's are issued, students will be informed and staff will staple a copy in students' planners. When students receive three FYI's, they will complete a Planning Sheet. A fourth FYI will result in detention.

Planning Room

The Planning Room is staffed by a trained paraprofessional and is intended as an opportunity for students to work through situations; it is not intended as a punishment but may be used to house students serving detention or a suspension. In the Planning Room, students develop reasonable plans. Planning Sheets will be sent home with students for parent signatures and must be returned to school the following school day. The Planning Room is also used for academic support, breaks, and detention & suspension supervision.



Reasonable Force

Staff may use reasonable force to restrain or correct a student in order to prevent injury to self or others.

Removal from Class

Disruptive or insubordinate students may be removed from class and sent to the office. Staff will contact parents when this occurs.

Suspension

The suspension process will follow the provisions of the *Pupil Fair Dismissal Act of 1974*. Examples of why students may be suspended are assault/aggression, bullying, harassment, insubordination, continuous displays of poor behavior, profanity, racist remarks, violence, weapon possession or violation, fighting, spitting, biting, inappropriate touching, threats, and possession or use of alcohol, drugs, tobacco, or other incidents deemed serious enough to warrant suspension. A conference with the principal may be held before a student is allowed to return to school.

Ideas for Parents

St. Michael Elementary staff believes the most effective way to teach and reinforce high expectations is to work closely and cooperatively with parents. Parents frequently seek advice from staff on what they can do at home:

- Teach your children that their values count.
- Let them know that their success and happiness will depend on who they are inside.
- Talk to your children about the meaning of Respect, Responsibility and Integrity. Use examples from history, the news and your own life.
- Be consistent with consequences.
- Be a good role model for your children.
- Don't cover for your children or make excuses for their inappropriate behavior.
- Support school policies and procedures.

COMMUNICATION

School Board Policy 950 established a standard as to what parental or public behaviors are unacceptable at conferences, meeting with staff, in telephone conversations, in written communications to school staff, and at school activities and athletic events.

Newsletters, Webpages, Facebook, Seesaw

Information regarding students and school activities will be communicated in teacher newsletters, principal newsletters, student planners, Facebook, and/or Seesaw.

ParentVUE

Attendance, elementary and middle school placement, grades, discipline, and health records may be checked via the internet. To access ParentVue from the STMA website www.stma.k12.mn.us; click on the *ParentVUE/StudentVUE* in the middle of the page. A user name and password is required.



Student Planners

Planners are provided to all students at no cost. Lost or damaged planners may be purchased for \$5.00. The purpose of the planner is to help students become organized, to be responsible, and to communicate with parents. Planners will be taken home daily by students. Students are responsible for sharing planners with parents, obtaining parent signatures, and bringing planners to school the following day.

Parent signatures verify that the planner has been read and that parents are aware of homework. Planners should be signed on a daily basis, **not in advance**. If homework is not complete, parents should document the reason. Likewise, incomplete or late work will be noted by the teacher.

If planners are not signed and/or returned for two consecutive days, students will attempt to call parents. If planners are not signed and/or returned for three consecutive days, detention may be assigned. **If a planner is altered by a student, detention will be assigned. This includes removing notes or attachments.**

Telephone & E-mail

Parents are encouraged to call or e-mail staff with questions or concerns. Phone calls during student contact time will be routed to voice mail.

POLICIES

District 885 School Board Policies are listed in entirety on the St. Michael-Albertville school web site at www.stma.k12.mn.us. Policies are also available for review in the elementary and district offices.

Alcohol and Drugs

Possession, use, or sale of any chemical substances, which includes tobacco products, is prohibited and illegal.

Assault (Policy 413)

Assault is defined as a threat of bodily harm or death to another person, without material physical contact. Students who threaten bodily harm or death without material physical contact while in possession of a weapon shall be dealt with under the weapon policy.

Students who engage in fighting or assault may be suspended from school for up to ten days. Fighting is characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and is differentiated from poking, pushing, shoving, or scuffling.

Bullying Prohibition Policy (Policy 514)



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. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at

school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior 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.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to, conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property; under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in state statute. However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or state statute.

Harassment and Violence (Policy 413)

The purpose of this policy is to maintain learning and working environments that are free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. If harassment occurs, students must report the situation to an adult and school personnel will make every effort to stop the harassment.

Interaction between School Staff and the Public (Policy 950)

Every employee is the school system's point of contact with the public. The Board encourages every employee to assume responsibility for the public image of the school system. Similarly, each and every staff member should be treated with respect and dignity by parents and members of the public.

Internet Use (Policy 524)

The purpose of District-provided Internet access is to facilitate communication and information gathering which supports research and education. Internet usage will be subject to all provisions of the District Selection of Instructional and Library Materials policy.

Student Access

In making decisions regarding student access to the Internet, the teachers of the St. Michael-Albertville School District will consider the District mission, goals, and curriculum outcomes. It is expected that the staff will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources will be structured in ways which point students to those sites which have been provided with guidelines and lists of resources particularly suitable to learning objectives.

Internet Use Agreement – Student/Computers – Form (Policy 524 F1)

Student Computer/Internet Use Agreement

Access to the Internet must be for educational purposes. Inappropriate Internet or computer use may result in the loss of privileges and consequences. Inappropriate activities on school computers include, but are not limited to the

following: sending or displaying offensive messages, pictures, or threats; damaging/altering computers, computer systems, or software; trespassing in others' work, folders, or files; using others' passwords; accessing sites not approved by an adult or "free" surfing on the Internet.

Pledge of Allegiance (Policy 531)

Students in District 885 will recite the Pledge of Allegiance one or more times each week. Students will be instructed in the proper etiquette for the recitation. Students or staff may decline to participate.



Protection and Privacy of Pupil Records (Policy 515)

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice. See the school calendar for details.

Student Disability Nondiscrimination (Policy 521)

It is the policy of the St. Michael-Albertville School District 885 to provide a free and appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Inquiries regarding compliance with 504 policies may be directed to the 504 Coordinator.

Weapons (Policy 501)

Bringing a dangerous weapon to school is a violation of Minnesota Law. It is a serious violation called a felony. Students may not possess a dangerous weapon at any time on school property.

Possession of a weapon may result in an initial suspension for up to ten school days; confiscation of the weapon; contact with the school resource officer; and a recommendation to the Superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property, at a school activity, school sponsored bus trip, or at/near a school bus stop during bus loading and departure.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon which is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons include, but are not limited to: guns (including pellet guns, look-alike or toy guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nun-chucks, throwing stars, explosives, stun guns, and ammunition.

Complaints: Students, Employees, Parents & Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents, or other persons. While written reports are encouraged, a complaint may be made orally. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate. It is best to discuss concerns or complaints with the person most familiar with the incident and, if the concern or complaint is not satisfactorily addressed, to the principal or supervisor, superintendent and school board.

Federal law requires that school districts designate specific individuals and procedures for disability discrimination, sex discrimination, equal education and employment opportunity, homeless and harassment. Contact information is as follows:

Student Disability Discrimination: ADA/504 Coordinator – Director of Special Services Dr. Amy Larkin, 763-497-6507, District Office in Middle School West, 11343-50th St. NE, Albertville, Minnesota

Homeless Compliance: District Homeless Coordinator - Director of Special Services Dr. Amy Larkin, 763-497-6507, District Office in Middle School West, 11343-50th St. NE, Albertville, Minnesota

Student Sex Discrimination: Human Rights Officer - Director of Administrative Services Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

Student Sex Nondiscrimination Program Compliance: Title IX Officer - Director of Administrative Services Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

Student or Staff Harassment: Human Rights Officer - Director of Administrative Services, Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

Equal Education Opportunity/Equal Employment Opportunity: Human Rights Officer - Director of Administrative Services, Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

STUDENT SERVICES

Health Office

A health assistant will be on site during the school day to administer medications and deal with illnesses and injuries. To assist the school nurse with emergencies and illnesses, parents are requested to complete and return the *Health Information*. Melissa Wilson, Licensed School Nurse, provides services and is available for consultation with parents at 612-221-3141.

If your child is ill or has a health-related issue, school staff will contact families to have their child picked up from school. When this occurs, families should have a plan in place to have their child picked up from school within 60 minutes.



Hearing and vision screenings will be conducted, and parents will be informed if there is a concern. For illnesses, please review Is Your Child Well Enough to Go to School and other documents that are available on the District 885 website at www.stma.k12.mn.us: click on District – Departments – Health Services – Communicable Illnesses.

Anaphylaxis Treatment

Minnesota Statute 121A.2207 permits school districts to possess epinephrine auto-injectors (EpiPens) for a student or other individual experiencing anaphylaxis regardless of whether the student or individual has a prescription for an EpiPen. Therefore, the school nurse or health paraprofessional will administer stock epinephrine to a student/individual if in good faith it is determined that person is experiencing a life-threatening reaction; then 911 will be called for an ambulance and the student's parents will be contacted. The emergency epinephrine will be stored in the school health office and accessible during school hours. It will not be sent on school-based field trips or available before or after the instructional day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian provided medications for students with known allergies; therefore parents of children with a prescription for an EpiPen must still provide an EpiPen (or preferably two) to the school. If you do not want your child to receive epinephrine if he/she is experiencing a life threatening allergic reaction, please send a letter to the school health office.

Medications (Policy 516)

A Medication Authorization Form is on the District 885 web site and is available in the Health Office. See the policy for distribution of medications and parents' responsibilities. The policy does not cover medications taken before or after school or during summer school. It is the parent's responsibility to contact the supervisor/coach if their child has a medical concern and/or needs medication during these times.

Food Service (Policy 730)

A complete hot lunch and supplemental milk are available. Lactose-reduced milk is provided for lactose intolerant students upon written request from a parent; juice and soy milk are NOT a substitute for milk. The lactose free milk request form can be found online under Food and Nutrition. For more information regarding the school meal programs, visit the STMA website at www.stma.k12.mn.us and click on Departments-Parent Resources - Food & Nutrition Information.

Students are assigned individual account numbers; siblings will have separate accounts.

Deposit envelopes and checks should include students' names and account numbers.

An on-line lunch payment option is available on the STMA website.

Additional food or beverages may not be purchased if funds are insufficient.

Free and Reduced Priced Meals

Applications for Educational Benefits are available in school offices or on the district website at www.stma.k12.mn.us- Food & Nutrition.

Students who qualify for Educational Benefits are charged for additional food or beverages not included in the posted menu for the day.

Applicants must apply yearly to be considered for free and reduced meals.

General Information:

Parents who eat a school hot lunch are encouraged to call the school by 8:00 AM.

Parents may charge lunches on their child's account.

Students who have lunch visitors eat at a guest table. Due to allergies and food borne illnesses, other students are not allowed to eat at the guest table.

Students are not allowed to eat from other students' lunch trays for health and sanitation reasons.

Once lunches are purchased, refunds are not issued.

Food or beverages purchased in the cafeteria must be consumed in the cafeteria.

At the discretion of cafeteria supervisors, 4th graders may purchase seconds after they have eaten their entire lunch.

Media Center



The Media Center and computer labs are available to classes and students with passes during the school day. Books and materials may be checked out but must be returned or renewed by the due date. Students will be charged for damaged or lost materials.

Response

The Response program provides supplemental research based reading interventions delivered by a reading specialist and trained support staff in the areas of phonemic awareness, phonics, fluency, vocabulary, and/or comprehension. Response services typically occur during the language arts block but not during whole group instruction. Students who qualify for Response are below grade level reading benchmarks in fluency & accuracy measures and classroom assessments & work. When students meet grade level criteria, they may exit the program. Teachers notify parents when their child enters or exits Response.

Social Work

The school social worker provides services to students who meet eligibility criteria. On occasion, students may invite someone from their class to join them as a friend and role model. They meet for 20 minutes during a time that does not interfere with regular classroom learning or specials. If you have questions or concerns, please contact the social worker or school counselor with questions.

Special Education, Student Success Teams & 504

Students who have demonstrated a need for individual assessments may be referred to the special education team, the student success team or the 504 Coordinator. Referrals are a team process with parental involvement and consent. To qualify for services, students must meet criteria.

Section 504 allows qualified general education students to receive accommodations in the classroom and school. A qualified student has (1) a physical or mental impairment that (2) substantially limits (3) a major life activity. If there is a reason to believe that, because of a qualifying disability, a student needs reasonable accommodations or services, the school district must evaluate the student and develop and implement an accommodation plan for the delivery of any needed services. Although they may originate from other sources, the school typically receives referrals from school personnel and parents. For additional information about Section 504 including whether a student may qualify, contact the school 504 Coordinator.



TRANSPORTATION

Bus transportation is a privilege – not a right. (Policy 707)

Bicyclists and Walkers

Students who bike or walk to school are asked to follow traffic safety rules and to use designated areas. Bicycle racks are available. The school is not responsible for thefts of or damages to bikes.

Bus

Vision Transportation provides transportation for STMA. Parents with a concern, whether it is bussing or behavior, should contact the bus company. For more information regarding transportation, go to the STMA website at www.stma.k12.mn.us; Click on: **Our District - Departments – Transportation.**

Students may only ride the bus to which they are assigned. Exceptions may be granted for emergencies when a caretaker is not home. Call the bus company for information.

In-District Transportation and Walks

Parents will be notified when students are being transported to in-district locations such as other schools. Parent permission will be required when students are being transported out-of-district for field trips or activities. Please note that students participate in outdoor activities and *wellness* or *nature walks* which may be routed off school property; parents may not be notified in advance since walks are dependent on the weather.

Student Bus Behavior



Bus transportation is a privilege which provides convenience and safety. To maintain this privilege, students must exhibit appropriate behavior and obey school district bus rules and regulations.

A bus referral system informs parents of disciplinary incidents. The referrals are requests for students and parents to modify behavior in order to retain bus riding privileges and will be stapled in the student planner. Referrals will be sent home with students. Parents are required to sign referrals and students must return referrals to the office on the following school day.

Violations of bus rules may result in:

- Verbal or written warnings
- Conference with student, parent, bus company representative, and/or school representative
- Written bus referral
- FYI
- Assigned seats
- Bus suspensions
- Complete loss of bus riding privileges

Student Bus Safety Training

Bus Safety Week occurs in September and bus safety training will be provided during Orientation Days in classrooms and on buses. Students are expected to demonstrate knowledge and understanding of the following concepts:

1. District policies for student conduct and school bus safety
2. Appropriate conduct while riding busses
3. Danger zones surrounding busses
4. Procedures for safely boarding and exiting school busses
5. Procedures for safe vehicle lane crossing
6. Procedures for evacuation and other emergencies

Transportation: Change, Day Care and Address Change Form

Please visit the STMA web page and click on: **Our District - Departments - Transportation** to view the transportation information. **Arrangements and changes must be in writing and take at least one week to go in effect.**

VOLUNTEERING

Expectations

- **Canceling or Late:** Please call the office at your earliest convenience so office staff may inform the teacher.
- **Register:** Please sign in upon entering the building and wear an ID badge.
- **Cell Phones:** Silence cell phones while in the building.
- **Treats:** Due to food allergies, please do not give students food, candy, gum, or pop.
- **Assignment:** If the assignment is not what you expected or you cannot complete it at a high level, inform the teacher.
- **Neighborhoods:** Stay in the neighborhood to which you are assigned. Do not travel to other areas of the building or go to classrooms to which you are not assigned.
- **Confidentiality:** Respect the privacy of anything you see and/or hear regarding students and staff. The only information you should share with acquaintances are the activities that you do.
- **Siblings:** Please do not bring non school-age children when you volunteer.

Data Privacy

Most data about students is private, including academic, personal, attendance, medical, disability, special education, and discipline. Remember that almost all information regarding a student is bound by data privacy laws. To avoid data privacy violations, remember that educational data can only be shared with staff members who have a “professional need to know.” Best practice is refraining to discuss a student with anyone except the classroom teacher.

Confidentiality

I understand that St. Michael Elementary personnel respect students’, staff, and volunteers’ rights with regard to privacy of information. I agree to respect the rights of St. Michael Elementary staff & students and to maintain confidentiality in my statements at school, in the community, & outside the school district.

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.)

