

# Park Rapids Area Century Elementary School



## 2024-2025 Student Handbook

Park Rapids Area School District #309  
501 Helten Avenue  
Park Rapids, Minnesota 56470  
218-237-6200  
[www.parkrapids.k12.mn.us](http://www.parkrapids.k12.mn.us)

# **Park Rapids Area Century Elementary School** **Student Handbook 2024-2025**

**“The mission of the Park Rapids Area School District is to prepare today’s learners for tomorrow’s challenges.”**

## **WELCOME TO STUDENTS AND FAMILIES**

It is our pleasure to welcome you to this new school year. To help you be successful this year, we are providing this student handbook. It contains general information about the Park Rapids Area School academics, policies and procedures, health and safety and much more. For consistency, further reference to parent/guardian will simply state “parent” in this handbook. Students and parents are responsible for the information contained in the handbook. This handbook and its contents were approved by the Park Rapids Area School Board of Education on August 19, 2024.

This handbook may be changed or amended during the school year. Changes will be posted on the district website. If you have any questions about a provision, please contact the principal. Students will have access to the school handbook at [www.parkrapids.k12.mn.us](http://www.parkrapids.k12.mn.us) and will receive a printed copy upon request. Students do not need to sign a sheet of receipt. If the information in this handbook differs from the District Policy Manual, the District Policy Manual will be assumed to be correct and may be referenced. The Student Rights and Responsibilities, Code of Conduct, and Discipline Policy are attached to this handbook.

If you have questions, feel free to ask. It is important that staff and parents be supportive partners in order to maximize educational opportunities for our students. We are looking forward to a great year of learning and teaching at Century Elementary School.

**Mr. Mike LeMier**  
Century School Principal

**Mrs. Stephanie Mercil**  
Assistant Principal

<b>501 Helten Ave Park Rapids, MN 56470</b>		<b>School Website <a href="http://www.parkrapids.k12.mn.us">www.parkrapids.k12.mn.us</a></b>	
<b>Elementary Office</b>	<b>237-6200</b>	<b>District Office</b>	<b>237-6500</b>
<b>Century Principal</b>	<b>237-6330</b>	<b>Superintendent</b>	<b>237-6501</b>
<b>Elementary Asst. Principal</b>	<b>237-6220</b>	<b>Transportation Director</b>	<b>237-6570</b>
<b>Century CES</b>	<b>237-6205</b>	<b>Food Service Office</b>	<b>237-6560</b>
<b>Elementary Fax Number</b>	<b>237-6248</b>	<b>Community Education</b>	<b>237-6600</b>
<b>Century School Nurse</b>	<b>237-6210</b>	<b>Activities Director</b>	<b>237-6550</b>

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## **SECTION 1: INFORMATION**

### **ABSENCE PROCEDURES**

A parent should call the school by 10:00 if a student is going to be absent from school either before the absence or the day of the absence. If it is not possible to call, a written note may be sent to the office on the morning the student returns to school. All absences that are not reported with a phone call or note upon arrival to school will be considered "unexcused." A phone call or note does not guarantee that the absence will be marked as excused as some absences do not meet criteria to be excused by school officials. The administration will determine the legitimacy of all absences per Park Rapids Area Schools District policy. (District Policy 503)

### **ADMISSIONS / NON-RESIDENT ENROLLMENT**

New kindergarten students must be five years old on or before September 1<sup>st</sup> of the school year in which they are enrolling. New first grade students must be six years old on or before September 1<sup>st</sup>. The school-age screening, enrollment paperwork, and immunizations must be completed before a kindergarten student may enroll in school. Enrollment paperwork, transcripts from previous school and immunizations must be completed before any student may enroll in school. Non-resident students will not be enrolled until prior school records have been received by the school.

### **BICYCLES / SKATEBOARDS**

Bicycles, skateboards, self-balancing boards, roller blades and shoes with wheels may be used for transportation to school. However, once arriving on school property, these items must be pushed, carried, stored and secured properly. Self-balancing boards and shoes with "wheelies" are not to be used on school property.

### **BIRTHDAYS / CELEBRATIONS**

Please check in advance with your child's teacher if you wish to bring a store-bought treat for your child's birthday. Please do not send any invitations with your child to distribute at school. Please do not have balloons or flowers delivered to your child at school.

### **BLACKBOARD**

Park Rapids Area School District has a phone and email service, "Blackboard", which allows us to personally communicate with parents regarding emergency situations, school events and other important issues impacting you and your children. It allows us to send personalized voice messages to your family's home, work or cell phones, and by email. We can reach everyone in the district within minutes. It is important that we have current phone numbers and email addresses for this system to reach you. Please keep us informed if you change numbers or addresses.

### **CLASS PLACEMENT**

The school district reserves the right to assign students in classrooms each year with teachers. Century Elementary teachers work hard to consider the academic, social, and emotional needs of students when placing them into the following grade level. If you have specific information regarding your student's needs, you may submit them in writing to your child's teacher or the Principal by April 15. We will not be accepting requests for specific teachers.

### **CLOSING OF SCHOOL**

School may be canceled when the superintendent believes the safety of the students and employees is threatened by severe weather or other circumstances. A personal plan of action for what your child should do in case of school closings needs to be discussed ahead of time with your child. If your child is to go to an alternate destination, call the school office immediately to let us know. Phone calls and/or emails will be sent out via the District's School Messenger and through local news media outlets.

### **COMPLAINT OF SERVICES**

The procedures are intended to resolve concerns of the citizens, parents, and students of Park Rapids Area School District. Most problems can be resolved by an informal meeting between the citizen and the staff member. If the problem cannot be resolved at that level, it can be appealed through the chain of command if necessary. Written complaints must be filed within ten working days from the date of the incident. (District Policy 103)

### **CONFERENCES / CONTACTING THE TEACHER**

Parent conferences are scheduled twice during the school year as indicated on the school calendar. Parents will have the opportunity to meet with specialist teachers. At any time, parents are encouraged to call or email teachers with questions or concerns. The best time to talk to your child's teacher at school is before or after school. You may call at

other times and leave a message for the teacher. In case of an emergency, call the office.

### **DIRECTORY INFORMATION**

Certain information has been classified as directory or public information. Parents may request annually in writing that directory information not be released. Pictures of students and school activities may be posted on the district website, yearbook, and social networks promoting classroom and school activities. (District Policy 515)

### **E-DAY LEARNING**

In the event of closing Park Rapids Area Schools due to inclement weather, learning expectations for all students continue through “e-learning” activities. E-days will serve as up to five student contact days. Learning activities will be posted on-line by 9:30 on the day school is not in session. Students will be required to turn in assignments and teachers will be required to grade and/or otherwise evaluate materials. Teachers will communicate when assignments are due and extra time will be provided for those students who do not have access to assignments posted on-line.

### **FOOD / POP / CANDY / GUM**

Open beverage containers are not allowed in school during the school day or the lockers. Bringing candy or food items to sell or distribute is not allowed. Food is only allowed to be eaten in the cafetorium. At times, teachers may make exceptions in their classrooms. Items given by a teacher should be consumed in that classroom only. No energy drinks are allowed.

### **FOOD SERVICES**

Meals are prepared each day in compliance with the State Department of Education regulations. For the 2024-2025 school year, all breakfast and lunch meals will be served at no charge to students. This includes the regular lunch options only, no ala carte items. If students wish to purchase extra items, monies may be paid for in cash each day or prepaid to the student's lunch account through the district website or at the food service office at Century School. Applications for free or reduced meals are available at [www.parkrapids.k12.mn.us](http://www.parkrapids.k12.mn.us), or you may apply for free or reduced meals at <https://lingconnect.com/>. Students may bring their own lunch to school. Pop and energy drinks will not be allowed. USDA is an equal opportunity provider and employer.

### **LEGAL CUSTODY / DOCUMENTATION**

If there is a situation pertaining to legal custody, guardianship or other legal matters pertaining to your child, you must have a copy of the current court order on file with the school office. Please notify the school of any changes in legal custody.

### **LOCKERS AND/OR PERSONAL ITEMS**

Each student is assigned a locker for storage of books and belongings in grades 1-4. Students are to use only the locker assigned to them and are not to share lockers with others. It is the student's responsibility to see his/ her locker is kept clean, both inside and out. Do not apply any permanent markings or stickers of any kind to lockers. Since the lockers are the property of the school district, inspection of the interior of them and the contents, including personal items may be conducted by school authorities any time there is reasonable suspicion. We will periodically have the police department bring in their dogs for locker checks. Students are cautioned not to bring money or valuables to school or store valuables in their locker. (District Policy 502)

### **LOST AND FOUND**

All students' personal items should be labeled with the student's first and last name. Encourage your child to check lost and found when necessary. Unclaimed lost and found items are donated periodically throughout the school year.

### **MESSAGES TO STUDENTS**

If you need to get a message to your child, please call the office prior to 2:00. Messages left after 2:00 may not get out to students. Do not rely on cell phone usage during the day, as the students are not allowed to use the cell phones during school hours.

### **OUT OF SCHOOL PASSES**

Out-of-school passes are necessary whenever a student leaves the building during the school day. Students will be considered truant if they leave without permission. Students cannot leave school without anyone other than a parent without written parental permission or verbal approval through the office. Students who leave the building with an out-of-school pass will need to report back to the office when they return.

## **PARENT RIGHTS**

By statute, non-custodial parents, just as custodial parents, have the right to access and receive copies of school records and information, to attend parent / teacher conferences, and to be informed about their child's welfare, progress, and status. All parent information should be included in our student information system, Synergy, for access to student information. Upon parental request, the District will provide appropriate information pertaining to their child's teacher's professional degree and qualifications as stated on his/her state licensure. Parents may also make inquiries concerning the qualifications of any paraprofessional working with their child. (Policy 597)

## **PARENT TEACHER ASSOCIATION (PTA)**

This is the association of parents, teachers and the community working together to enhance the lives of our children. The PTA is an integral part of our school, providing resources and opportunities for students and parents.

## **PARENTVUE**

Parents are encouraged to access ParentVUE regularly. Please contact the office to receive a username/password. Users of ParentVUE will have access to up to date information on their students' assignments and grades, attendance, schedules, informal progress reports and report cards. Weekly electronic progress reports may also be available through ParentVUE. Not all teachers in PreK-4th grade report through ParentVue. Contact your child's teacher for more information. Please make sure your email address is up to date in the office.

## **PETS**

Family pets are not allowed on school grounds or in classrooms because of unpredictable animal behavior, allergies, asthma and diseases.

## **PICTURES**

Our school contracts annually to have pictures taken early in the school year. Information regarding prices, times, and dates will be distributed. You are not obligated to purchase any pictures; the school simply makes available the service.

## **PLEDGE OF ALLEGIANCE**

Students in this school district shall recite the Pledge of Allegiance each day. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel must respect another person's right to make that choice. (Policy 531)

## **POSTERS, NOTICES AND ADVERTISEMENTS**

Permission from Administration is necessary in order to display any materials for public viewing in the hallways and/or any other part of the school campus. Approval will be granted according to the same expectations as the locker displays. (Policy 505)

## **RELIGIOUS RELEASE TIME CLASSES**

Area churches provide one hour of religious instruction on Wednesday mornings from early October through late April for grades 1-6. This is an optional opportunity for children. Students are under the jurisdiction of the church during this time. Parents must give written approval for students to leave school grounds during the day to attend religious activities. (Policy 609.1)

## **STUDENT RECORDS**

Student records are classified as public, private and confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 years or older or who is enrolled in an institution of post-secondary education. (District Policy 515)

## **TECHNOLOGY / INTERNET USE**

For students to use technology resources, a signed acceptable use policy must be on file. Internet and network use is a privilege, not a right, and may be removed. (District Policy 524)

## **VALUABLES / MONEY / TOYS / ETC.**

Valuable items, including large sums of money, should not be brought to school. Money is not to be given from one student to another at school. No items (toys, cards, games, phones, etc.) should be sold, traded or exchanged at school. The school is not responsible for the loss of money or damage/loss to personal property of the students.

## **VISITORS**

In accordance with MN Statute 6909.605, Subd. 4, all visitors must report to an administrative office upon entering the building. All visitors (parents, vendors, etc.) need to stop by the office to be on the premises. Please check in and obtain a visitor's badge whenever visiting any of our school facilities. No student/former-student visitors are permitted during the school day. Exceptions may be granted by the prior approval of the administration. All exterior doors to Century School will remain locked during the school day to ensure school security. The school and its officials reserve the right to request proof of identity, limit movement throughout the facility and ask a visitor to leave.

## **VOLUNTEERS**

All volunteers who have direct, unsupervised student contact will submit to a criminal history background check. Volunteers must sign in and out at the office and wear an identifying nametag.

# **SECTION 2: ACADEMICS**

## **ACADEMIC INTEGRITY**

Dishonesty, such as cheating on assignments and tests, plagiarizing, and forging or falsifying documents in an attempt for academic gain, may result in the loss of credit for that assignment, and consequences deemed appropriate by school administration.

## **GRADING / HONOR ROLL for 5th & 6th Grades**

A grade will reflect an accurate measure of each student's level of achievement on established standards. Century School staff will assign relevant, challenging and meaningful assignments and homework that reinforce classroom learning goals and objectives. Homework should provide students with the opportunity to apply the information they have learned, and complete unfinished class assignments.

At the end of each trimester, electronic report cards are available through Parent VUE. Only the final grade in a subject is recorded in the permanent record.

Honor rolls are calculated at the end of each trimester. "A" Honor Roll, a 3.67 or above average, and "B" Honor Roll, a 3.0-3.66 average.

## **INCOMPLETES**

An Incomplete or "I" grade is given when a student has not completed assigned class work. Students who have an "I" on their report card are not eligible for the Honor Roll unless the work is made up before the Honor Roll is calculated. Incompletes must be resolved within two weeks of the end of the grading period. Trimester III incompletes must be resolved by the last day of school.

Students are expected to complete the work through WIN, Panther Time, during study hall or at home. Failure to complete work may result in loss of participation in school privileges and school activities, including but not limited to recess, Rec Night, and end of trimester or end of year activities.

## **INTERVENTION TEAM**

Programs are set up for students with social or academic concerns. Students may be referred to a child study team by parents, classroom teachers, special education staff, and/or outside agencies already serving the student. The team for an individual student could include:

- the parent
- the student's current classroom teacher
- appropriate special education staff and other school support personnel
- a school administrator or designee

## **PROMOTION**

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

## **RETENTION**

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement.

The superintendent's decision shall be final. (District Policy 513)

## **TESTING**

Testing data provides valuable information about a student's academic growth and helps the district monitor curriculum. The Local Literacy Plan may be viewed on the District's website.

### **Minnesota Comprehensive Assessment (MCA)- Testing Window: March -May**

Students in grades 3-6 are required to take the MCA for reading and math. The purpose of the MCA testing is to measure student achievement against the MN Achievement Standards and to measure the academic progress over time. Students in grade 5 will also take the MCA test for Science. The Parent Guide and Refusal for Student Participation in Statewide Testing Form can be found on the back page of this handbook.

### **FastBridge- Testing window: Fall, Winter, and Spring**

Students in grades K-6 will be taking the reading and mathematics tests. The purpose of FastBridge testing is to measure academic progress of all students in reading and math by benchmark testing three times a year and to provide a progress monitoring system that tracks student progress, as needed, for academic interventions.

## **TITLE I**

Title 1 is a federally funded program staffed by certified teachers and paraprofessionals who provide extra academic support to students who may require a bit of additional assistance while working to meet grade level expectations. Students are recommended for Title 1 services based on district benchmark assessments, grade level testing data, classroom performance, and teacher referrals. The staff reinforces classroom skills and concepts as they instruct students in small group settings. Century is a Schoolwide Title program which means that any student may benefit from Title 1 assistance at any time. The length of time that a child is given Title 1 support depends upon his/her rate of progress. Please contact your child's classroom teacher if you have any questions regarding Title 1 services.

## **SECTION 3: POLICY & STUDENT CONDUCT**

### **ABUSE AND NEGLECT**

School district employees are mandated by state law to report all suspected cases of physical, mental, sexual abuse and neglect of children to Human Services and/or the Law Enforcement Center. Once a report is made to law enforcement or child protective services, the issue is out of the control of the school officials.

### **ACADEMIC DISHONESTY / CHEATING**

Academic dishonesty will be addressed by staff which will result in the loss of credit for the academic task(s) in question. Plagiarism, taking a picture of an assignment or test, copying someone else's work, copying and pasting are considered acts of cheating. Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff members to question whether the student may be cheating on tests or academic work or violating copyright policy.

### **ATTENDANCE**

**Note: Pursuant to MN Law, reasons for absence must be acceptable to school officials. Parents who do not require their children to attend school on a daily basis are in violation of MN State Statute 120A.22. It is the parent's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence is excused.** In addition, to have an absence excused, the parent must inform the school of the absences prior to, the day of, or not later than two school days after the absence.

The following are considered acceptable reasons for absence:

- Student illness.
- Serious illness in the student's immediate family.
- Significant family events such as but not limited to funerals, weddings, family vacations, college visits, etc. \* Prior approval with administration is encouraged.
- Medical or dental appointments.
- Court appearances occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week or as agreed upon by the parent and the school district.
- Physical emergency conditions such as fire, flood, storm, etc.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.



The following are considered unacceptable reasons for absence:

- Truancy. An absence by a student, which was not approved by the parent and by the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance policy.
- Work at home, including babysitting a younger sibling.
- Work at a business, except under a school-sponsored work release program.
- Arriving late to class late will be considered an absence (missing more than half of the class period)
- Any other absence not included under the attendance procedures set out in this policy will be at the discretion of the building administrator.

Arrangements are to be made to make up work in advance if students know they will be gone for several days. Homework requests for students absent two or more days may be made through the office. The student has the right and obligation to make up any work missed for full credit for excused absences. If a student is absent from school more than 15 consecutive days, the student will be dropped from enrollment.

The following process will be used to identify, address, and minimize chronic/excessive absences:

1. When the student's absence rate exceeds 10% or 2-3 unexcused absences:
  - a. Interventionists will meet with student to review handbook expectations; identify rate and reasons for absences, address any impact on the student's academic success; and empower student to create a plan for filling their obligation to make up missed work and/or minimizing absences.
  - b. Parents will be notified of attendance concerns by letter and/or phone call notifying the parents of the quantity of absences and reminding them of their responsibility to contact us.
2. If chronic/excessive absence rate continues or 5 unexcused absences:
  - a. The student's consequence for violating the school attendance policy will be implemented and the parent will be notified.
  - b. An intervention may be scheduled for students who have not made up their missing work in a timely manner. The intervention can be scheduled over lunch/recess, before, or after school. It may be used to complete missing work; however, if the student does not plan to utilize the time for missing work, an intervention regarding organization or classroom behavior can be implemented.
  - c. An attendance letter will be sent requesting a meeting with a parent to identify attendance risk and create a plan to improve the student's attendance support at home and at school. Medical verification of general illness and medical absences will require a doctor's note unless otherwise stated to validate educational responsibility.
3. If chronic/excessive absence rate continues or there is a subsequent unexcused absence:
  - a. The student's consequence for violating the attendance policy will be implemented and
  - b. Student may be referred to an interventionist or social services.
  - c. An attendance letter will be sent notifying the parent.
  - d. A CHIPS petition may be filed with the county.

## **BUS**

Safety is of primary importance; therefore, we insist on good student behavior. The following rules have been established and will be mailed to parents before school starts:

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

Riding the school bus is a privilege, not a right. **Due to safety concerns, all students will be allowed only one bus stop. Families should plan accordingly.** Students are expected to follow the same behavioral standards while riding the school buses as are expected on school property. Consequences for school bus misconduct will be imposed by the school district under the adopted administrative discipline procedures. Parents will be notified of any suspension of bus privileges.

The district establishes bus routes and families are notified before the onset of school. Be sure to have your child waiting at the designated location five minutes prior to the listed schedule time. Students wait for buses; buses do not wait for students.

### **Bus notes or changes:**

If a change of bus is necessary during the school day, please do ALL the following:

- Send a dated, signed note with the specific change requested to be shown to the classroom teacher and bus driver.
- Call the elementary school secretary.
- Call the bus garage at 237-6570.
- Same day changes must be completed prior to 1:00 on the day the student is riding.

### **Returning students to Century from the evening bus route:**

If no parents are available to meet the bus, parents will be called by school personnel. Students will be returned to the Century elementary office if it is before 4:00. If it is after 4:00, students may be dropped off at Century Adventures located in the cafetorium. Parents will pick up their child at that location and be charged \$5 for the supervision.

### **DRESS CODE**

Please label all clothing. Tie tennis shoes are needed in the gym, not zippered or slip on shoes.

Century supports a student's right to select clothing to wear as long as the clothing is not disruptive to the educational process, unsafe, or displays inappropriate messages. Students wearing such items will be asked to change or will be sent home with a parent. Clothing choices considered inappropriate for a school setting include, but are not limited to:

- Headgear of any kind, including bandanas and hoods
- Short skirts or hemlines (must be longer than the fingertip by one inch)
- Exposed midsection or undergarments
- Pants or shorts not worn at the hips
- Visible cleavage
- See through or strapless shirts
- Tops with spaghetti straps or deep cut arm holes
- Outdoors coats and/or backpacks worn in hallways or classrooms
- Face paint that is not for a special school function
- Spiked chains, studs, or chains
- Headphones / earbuds worn around the neck or inside hoodies
- Clothing containing messages referring to alcohol, tobacco, drugs, nudity, violence, gang-related symbolism, offensive language, or pictures (sexual, racial, or religious harassment; profanity)

**Note:** This policy may be amended without notice to prohibit any attire that school officials deem disruptive or inappropriate to the learning environment.

### **ELECTRONIC DEVICES**

Electronic devices, including cell phones, shall be kept in student lockers from 8:15-3:05. Students are prohibited from using cell phones/electronic devices to engage in conduct prohibited by school district policies including but not limited to, cheating, bullying, harassment, gang activity, photography, recording, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or electronic device, the school may search the device. Students who use a cell phone/electronic device during the school day and/or in violation of the school district policies may be subject to disciplinary action pursuant to the school district's disciplinary policy. In addition, a student's cell phone may be confiscated by school personnel, and, if applicable, provided to law enforcement. Cell phones that are confiscated and retained by the school personnel will be returned in accordance with school building procedures.

Confiscated cell phones will be returned to parents only.

- Students may not, at any time during the day, text other students, record (either audio or visual), transmit or post photos or video of staff or other students, on their personal electronic devices without permission or without the express of the filmed subject.
- Students may not use their devices in the bathrooms or gym locker rooms.
- No devices are allowed during district wide assessments.
- Students may wear a smartwatch for the purpose of telling time. All of the above policy pertaining to cell phone use apply to the use of a smartwatch.
- ISD 309 will not be held liable for the content already existing on the student owned devices; this would include music/lyrics, movies, pictures, games, etc.
- The school will not be held liable if cell phone/ personal electronic devices are ever lost, damaged, misplaced or stolen.

## **FIELD TRIPS**

Field trips are scheduled by classroom teachers throughout the school year. Parents will receive notice of field trips in advance. At the beginning of each year, parents are asked to sign a permission slip allowing their child to attend field trips. The classroom teacher must receive written permission from parents who wish to take their child home from any field trip. Loss of field trips may result from disciplinary action and are a privilege to students. If behavior warranting disciplinary action may require exclusion from a field trip, a meeting will be held with the appropriate school staff and parent prior to the field trip.

## **OFF CAMPUS ACTIVITY**

Students may be disciplined for off-campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

## **RECESS**

All students have outdoor recess each day when weather allows. Behavioral or academic concerns may warrant your child remaining inside for recess. Students will not be held in from recess due to incomplete work. Parents will be notified of students remaining in from recess for disciplinary purposes. A decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. A parent note is required each day the student is to remain inside. After three consecutive days, a doctor's note will be required.

## **Playground Rules:**

Supervised play times are during school hours only. The playground is not supervised after school and students are to leave for home immediately following school.

- Students will wear appropriate clothing.
- Students will not engage in activities that might injure themselves or others. Activities such as tackle football, pushing, fighting, spitting, play fighting, wrestling, piggyback and King of the Hill will not be allowed.
- Items from home such as assorted Nerf balls and jump ropes are permitted on the playground. This equipment is the student's responsibility and should be labeled with his/her name. Equipment is to be used appropriately. Baseballs, baseball bats, regular footballs and softballs are NOT permitted.
- Students will not throw or kick balls at the building, onto the roof, or into the street. Students will not throw sand, rocks or snowballs at any time.
- Students will show respect for everyone by using appropriate language and by sharing equipment.
- Students will use playground equipment appropriately. Activities such as twisting, wrapping around a pole, colliding, jumping off swings or slides will NOT be permitted.
- Students will follow the directions given by the playground supervisors and will stay within playground boundaries. Students will stay away from windows, doorways and streets.
- Items of value such as electronic devices, remote control cars, skateboards, scooters, roller blades, radios, and headphones will NOT be allowed on the playground.
- NO visitors/parents are allowed on the playground during school hours.

## **SAFETY AND SECURITY TECHNOLOGY**

Safety and security technology (audio/video) has been installed in public areas of the building and on school buses and school grounds. Due to data privacy, monitoring is restricted to administration and/or law enforcement.

## **SEARCHES**

The district reserves the right to conduct reasonable searches; including, but not limited to lockers, desks, backpacks, sports bags, a student's person or possessions, and vehicles on school grounds. School lockers are the exclusive property of the school district. School authorities may search the interiors of the lockers for any reason, at any time, without notice, without a search warrant. Personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will reveal a violation of law or school rules. (District Policy 502)

## **SECTION 504 OF THE REHABILITATION ACT**

The District does not discriminate against any student based on his or her disability and allows equal access to and participation in its programs and activities. The District also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the District's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instructional or physical accommodations so those students may receive a free appropriate public education. Inquiries regarding compliance with Section 504 may be directed to the Century School 504 Coordinator Annie Minske or the District 504 Coordinator, Superintendent Bagstad.

## **VIOLENT BEHAVIOR BY STUDENTS**

To provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior.

A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year. Incidents of violence means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed. (District Policy 529)

## **SECTION 4: HEALTH & SAFETY**

### **ACCIDENTS AT SCHOOL**

All student injuries that occur at school or school-sponsored activities should be reported to the office. Parents of an injured student will be notified as soon as possible. If the student requires immediate medical attention, school personnel will call 911 or seek emergency medical treatment and then contact parents.

### **COMMUNICABLE DISEASES**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, please contact the school nurse or school secretary so that other students who might have been exposed to the disease can be alerted. Some conditions for exclusion are; elevated temperature (100 degrees), advanced cases of impetigo, scabies, some rashes, head lice, bed bugs, vomiting or diarrhea within the previous 24 hours and failure to meet the minimum immunization requirements.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school nurse will determine on a case-by-case whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **CRISIS MANAGEMENT**

The Crisis Management policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuations, campus evacuation, sheltering in place, and communication procedures. The school will conduct 5 crisis drills, 5 fire drills and 1 severe weather drill annually. Building plans include classroom and building evacuation procedures. (District Policy 806)

### **DROP-OFF ZONES**

This zone located at the front of the school and is for drop off and pick up of students only. When dropping off your child, please do not block the lanes. Do not leave your vehicle as it may be ticketed at your expense.

Drop off zones are located on the northeast and northwest sides of the school and are for drop off and pick up of students only. When dropping your child(ren) off, do not block the lanes. If you are walking your student(s) into the building or need to enter the building, you must park in the parking lot. Leaving your vehicle unattended in the drop off and pick up lane could result in a ticket being issued at the drivers expense.

### **HOMEBOUND INSTRUCTION**

If a student is absent from school for more than 15 consecutive days as a result of a serious accident or illness, he/she is eligible for homebound instruction, after medical documentation is received. Contact the principal for more information.

### **ILLNESS**

If your child should become sick at school, we will allow him/her to rest in the Health Office where there is a registered nurse on duty from 8:00 to 3:30. If no improvement is seen and/or your child has a fever, we will notify you. If your student needs to be picked up from school due to illness or injury, the school or Health Office staff will notify you. Students should not be contacting parents requesting pick up due to illness.

### **IMMUNIZATIONS**

Minnesota State School Law requires that prior to a child's initial enrollment in school in this state, the parent shall submit to the office one of the following statements:

- A statement signed by a physician that the child has received the following immunizations; 2 MMR's, 2 Varicella, 4 Polio, 5 DTP, and 3 Hepatitis B immunizations as approved by the state board of health and that such immunizations are currently effective.
- A statement signed by a physician, that the physical condition of the child is such that immunization would seriously endanger his/her life or health, or that lab tests indicate adequate immunity exists.
- A notarized statement signed by the child's parent that he / she is conscientiously exempting the child from immunization(s).

## **MEDICINE**

Students requiring medicine in school must have a signed statement from parents giving their permission for school personnel to administer the medication.

### **Prescription**

- We must have a doctor's written order and the original container.
- The staff person administering the medication shall maintain a record of the drug, the dose, and the time given. This record will be kept in the health office.
- Medications will be administered only if taken orally or applied externally.
- Any prescription medications or medication refills sent to school must be in an original container with a label from the pharmacy.

### **Nonprescription**

- School personnel will not provide any over-the-counter medication to students.
- A licensed practical nurse in the health office will administer or monitor over-the-counter medication brought to school.

## **SCHOOL INSURANCE**

The school does not provide insurance coverage for accidents. In most cases, your family health insurance policy provides coverage for accidents that happen at school. Information regarding optional Student Accident Insurance can be found at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com) or in the district office. You are not obligated to purchase any insurance; the school simply makes available the service

## **SCHOOL RESOURCE OFFICER**

The SRO is a member of the Park Rapids Police Department assigned to Park Rapids Area Schools. The proactive mission of the officer is early intervention in matters that if left unchecked, could have serious implications for the safety and security of the students and staff. The secondary responsibility of the school resource officer is to respond to certain acts committed in the school that may be deemed as unlawful. At Century School, the resource officer is most often consulted to assist with educating students to prevent future problems with the law.

A law enforcement officer may cite violations of the law and process charges through the county attorney's office, regardless of the school penalties imposed for the same act. Thus, it is possible that some acts may be violations of school rules, and District policies, and violations of the law, resulting in both school and legal consequences.

## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<b>Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</b>	<b>ACCESS and Alternate ACCESS for English Learners</b>
<ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.</li> <li>☑ Majority of students take the MCA.</li> <li>☑ MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.</li> <li>☑ Majority of English learners take ACCESS for ELLs.</li> <li>☑ Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

**To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.**

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_ to 20\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science  
 \_\_\_\_\_ MCA/MTAS Mathematics            \_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

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

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

To be completed by school or district staff only.                      Student ID or MARSS Number \_\_\_\_\_



