Pillager Secondary School

323 East 2nd St. South
Pillager, MN 56473

STUDENT HANDBOOK

2025-2026

Introduction

Welcome to Pillager Secondary School!
Pillager Administration and Staff would like to welcome you to our community of learners. As a close-knit group of teachers and students, we look forward to working together to provide the best education experience possible.

Message from the Administration:
We are truly excited to welcome every student, staff member, and parent to the 2025-2026 school year at Pillager Middle and High School. It doesn't matter what your past has been, WE need the BEST version of you to make OUR school and OUR Pillager family the best it can be.

We all need to set goals that are going to challenge ourselves and set us up to reach our dreams. To grow and reach those goals we will need to develop the will and perseverance to overcome any obstacles that come between us and accomplishing those goals. In school and life, we won't be successful because of our talent, but rather, because of determination that we WILL persevere. Whenever you are unsure or struggling, reach out to faculty and staff here at school. When others are struggling, be there for them.

We look forward to a GREAT school year and the many challenges and triumphs that we will navigate together. Together we have the power to make the 2025-2026 school year a positive experience for ALL members of our Pillager Husky Family.

#PullTheSled

David Reeves - HS Principal

Wade Mortenson - MS Principal

District Vision & Mission

We will deliver our vision by using beliefs, ideas, and actions to create an environment that provides top quality educational opportunities for all learners through staff development and community involvement.

In five years, we will have developed, delivered, and will be recognized for:

- Increased career and college-prep: Job shadow, internships, etc.
- Culture & relationships: Pillager is the place that students & staff want to be
- Well-rounded educational experience - Academics, emotional, mental health, etc.
- Continued integration of technology into educational standards
- Increased extra-curricular offerings & top notch activity programs
- Full vertical integration

Planning Project Statement

The ISD 116 Pillager Strategic Plan was approved by the School Board in 2020. The plan, created by a team of parents and students, community and business leaders, staff and teachers, establishes this school district's priorities for 2020-2025. The Strategic Plan started with listening sessions that developed new priorities that were created or expanded upon from the previous 2015 Strategic Plan. The priorities were then given to the administration to develop strategies with a timeline to help guide the district in future decision making.

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District Office	District Operations	Pillager High School	Pillager Middle School
Main Office: 218-746-2101 Fax: 218-746-4236	Community Education Main Office: 218-746-2105 Community Ed Director / Elementary Principal Josh Smith 218-746-2110 jsmith@isd116.org	Main Office: 218-746-2113 Fax: 218-746-3706 HS Attendance: 218-746-2113 highschool@isd116.org	Main Office: 218-746-2112 Fax: 218-746-2153 MS Attendance: 218-746-2112 middleschool@isd116.org
Superintendent Michael Malmberg 218-746-2100 mmalmberg@isd116.org	Director of Teaching and Learning Ryan Krominga 218-746-2103 rkrominga@isd116.org	HS Principal David Reeves 218-746-2117 dreeves@isd116.org Dean of Students / Activities Director Matt Moen 218-746-2115 mmoen@isd116.org	MS Principal Wade Mortenson 218-746-2096 wmortenson@isd116.org
Business Office Manager Melissa Berry 218-746-2102 mberry@isd116.org HR/Payroll Stacie Clark 218-746-2145 sclark@isd116.org	Transportation: Fornshell Bus Service 218-746-3770 fornshellbus@isd116.org	School Counselor / 504 Coordinator Sue Turner 218-746-2116 sturner@isd116.org	School Counselor Stacey Germundson 218-746-2097 sgermundson@isd116.org
Accounting Clerk Lois McBroom 218-746-2197 lmcbroom@isd116.org	Facility Services Manager John Gordon 218-746-2184 jgordon@isd116.org	High School Secretary Brittney Lunday 218-746-2113 blunday@isd116.org	Middle School Secretary Katie Schaefer 218-746-2112 kschaefer@isd116.org
Food Service Bookkeeper Erin Eustice 218-746-2104 eeustice@isd116.org	Food Services Director Todd Lewis 218-746-2109 tlewis@isd116.org	Testing Coordinator Jennifer Alleman 218-746-2098 jalleman@isd116.org	Elementary Secretary Brenda Uselman 218-746-2111 buselman@isd116.org
District Office Secretary Heather Hanson 218-746-2101 hhanson@isd116.org	School Liaison Officer Bouc 218-746-2076 cbouc@isd116.org	Nurse Maggie Auger 218-746-2114 mauger@isd116.org	Nurse Jamie Shypkowski 218-746-2062 jshypkowski@isd116.org

School Board					
Chair: Sara Nagel	Vice Chair: Becky Bennett	Treasurer: Brian Grimsley	Clerk: Kassandra Nelson	Board Member: Bridgette Brown	Board Member: Sarah Smith

Daily Class Schedule

Middle School

Grade 5/6	(Times may vary - Math/ELA)
Period 1	8:20-9:10
Period 2	9:15-10:05
Period 3	10:10-11:00
Lunch	11:00-11:30
Period 4	11:30-12:25
Period 5	12:30-1:20
Period 6	1:25-2:15
Period 7	2:20-3:10

Grade 7/8	
Period 1	8:20-9:10
Period 2	9:15-10:05
Period 3	10:10-11:00
Period 4	11:05-12:25 (split)
Lunch	11:35-12:05
Period 5	12:30-1:20
Period 6	1:25-2:15
Period 7	2:20-3:10

High School

Period 1	8:20-9:10
Period 2	9:15-10:05
Period 3	10:10-11:00
Period 4	11:05-11:55
Lunch	11:55-12:25
Period 5	12:30-1:20
Period 6	1:25-2:15
Period 7	2:20-3:10

High School Split Lunch

Period 1	8:20-9:10
Period 2	9:15-10:05
Period 3	10:10-11:00
Period 4	11:05-11:55
Period 5	12:00-1:20
Lunch	12:20-12:50
Period 6	1:25-2:15
Period 7	2:20-3:10

Two Hour Late Start Schedule

MS	
Period 1	10:20-10:50
Period 2	10:55-11:25
Period 3	11:55-12:50
5th/6th Lunch	11:25-11:50
7th/8th Lunch	11:50-12:20
Period 4	2:55-1:25
Period 5	1:30-2:00
Period 6	2:05-2:35
Period 7	2:40-3:10

HS	
Period 1	10:20-10:50
Period 2	10:55-11:25
Period 3	11:30-12:20
HS Lunch	12:20-12:50
Period 4	12:55-1:25
Period 5	1:30-2:00
Period 6	2:05-2:35
Period 7	2:40-3:10

Early Dismissal Schedule

MS Grade 5 & 6	
Period 1	8:20-8:50
Period 2	8:55-9:25
Period 3	9:30-10:00
Period 4	10:05-10:35
Period 5	10:40-11-10
5 & 6 Lunch	11:15-11:45
Period 6	11:50-12:20
Period 7	12:25-12:55

MS Grade 7 & 8	
Period 1	8:20-8:50
Period 2	8:55-9:25
Period 3	9:30-10:00
Period 4	10:05-10:35
Period 5	10:40-10:10
Period 6	11:15-11:45
7 & 8 Lunch	11:50-12:20
Period 7	12:25-12:55

HS	
Period 1	8:20-8:50
Period 2	8:55-9:25
Period 3	9:30-10:00
Period 4	10:05-10:35
Period 5	10:40-11:10
Period 6	11:15-11:45
Period 7	11:50-12:20
HS Lunch	12:20-12:55

Part I: GENERAL INFORMATION

Activity Participation Fees

Activity fees and all paperwork are due ***before*** practice begins. Students that do not comply will ***not*** be allowed to participate. Fees will be reimbursed if a student decides not to participate prior to the first scheduled game or event of the season. The fees and paperwork apply to after-school MSHSL activities. Co-ops with other schools may not follow Pillager activity participation fees. See activities handbook for athletic programs.

- A fee of $50.00 will be charged for each sport in grades K-6, Musicals, Speech, and One Act.
- A fee of $60.00 will be charged for each sport in grades 7 & 8. (Additional $50.00 for Little Falls COOP)
- A fee of $85.00 will be charged for each sport in grades 9 - 12. (Additional $50.00 for Little Falls COOP)
- A maximum of $350.00 will be set per family each year.

Admission Fees to PHS-Sponsored Events

Pre-K	Free
Pillager Student K – 12	Free
Non Pillager Student K-12	$5.00
Adults	$7.00
Over 65	Free
Adult activity pass	$65.00

Annual Notification of Rights

"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, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph including digital messages, date and place of birth, major field of study, 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, degrees, honors and awards received and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s).

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Breakfast and Lunch Program
Students wishing to have breakfast at school should go directly to the cafeteria. Students must be in class on time. Pillager School has a **closed** lunch period. All students are required to be in the cafeteria or designated areas during their lunch period. The parking lot and downtown are off limits.

All food and beverage must be kept and consumed in the lunch room only. Lunch options are: school lunch or students may bring their own lunch. Food and drink may not be consumed in the hallway or classroom. Hot lunch prices are as follows:

Student Breakfast	Free
Student Lunch	Free

Students are allowed to purchase a second breakfast or lunch via cash or from money in lunch account.

Contact Information Notification
Please notify the District Office immediately upon change of name, address, or telephone number(s). Health problems or a change in physical condition should be reported to the nurse.

Dances & Prom
All school rules and regulations apply. An invited guest may be a non-Pillager student with prior approval form completed and approved by school administration. Forms are available in the high school office. Guest's must be no older than 20 years of age. Any non-Pillager student attending a dance or school function may be required to provide a photo ID prior to attending. Freshman and sophomores may attend prom if invited by a Junior or Senior from Pillager School. Students may be excluded from dances for disciplinary issues per administration discretion. Middle school students are not allowed to bring outside guests.

Royalty
Students cannot be crowned twice in the same school year. (i.e. Homecoming & Snow-Daze)

Searches
In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers & Personal Possessions

Pursuant to Minnesota statutes, school lockers are the property of the Pillager School District. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Personal possessions include but are not limited to purses, backpacks, book bags, packages and clothing. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of school or other reliable sources of information.

Locks and lockers are the property of the school. Students will be assigned a locker for storage of personal articles necessary for the school day. Students are urged not to store valuables such as money, jewelry, electronics or calculators in lockers. If it is necessary to have an article safeguarded, bring the article to the office. Students may **not** use locks from home. Please use the following guidelines:

- **Do not** use a locker not assigned to you or share your locker with others.
- Anything posted in a locker must be able to be removed with ease. Permanent stickers and double sided tape are prohibited. Demeaning or sexually oriented items may not be posted in any locker.
- Treat your locker respectfully so others who follow you will have a nice locker.
- Combination locks will be supplied by the school. A $5.00 deposit will be collected from each student and will be refunded when the lock is returned.

Locks are required for use in all physical education classes and extracurricular activities. Locks are to be checked out through the physical education teacher and/or coach.

Vehicles on Campus

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Student Council

The Student Council is an organization through which the students may express their opinions and participate in the management of school. The council strives to promote leadership, initiative and student representation. Some of the activities the Student Council is in charge of include Homecoming, Snow Daze, food drive, dances and recommending changes in student policies.

The Student Council is the student's voice in the faculty, administration and School Board functions. Every spring, Student Council members will be selected based on an application. The Student Council officers for the upcoming year will be elected by the existing Student Council members.

National Honor Society
Membership in the National Honor Society is awarded only to students who have been selected by the Faculty Council for service, character, leadership, school and community service. To be considered, students must meet the scholarship standards set forth by the school's scholarship committee and have earned a minimum GPA of 3.3, be a junior or senior and submit an application for candidacy. Members must be in good standings, maintain their 3.3 gpa or higher and the student can not fail any courses to remain in the organization.

Student Schedules
Schedule changes will be made for valid reasons only. A change form should be filled out and signatures obtained. No changes will be made after the first two days of class.

Textbooks
Textbooks are distributed free of charge at the beginning of each class, whether it is a quarter, semester or year long class. Students are responsible for these textbooks and will be charged for lost or damaged textbooks. This also includes any special equipment loaned to the student as part of the class.

Chromebooks (1-1 Devices)
Students are expected to follow all Board of Education (BOE) policies that relate to the use of technology in an educational environment. Failure to follow any of these policies as written could result in disciplinary action. BOE policies include but are not limited to: 505, 506, 512, 514, 520, 524, 526, and 603. Policies & Procedures will be reviewed and modified for changes and updates yearly.

Our 1-to-1 initiative has been put into place to ensure that Pillager students will be capable 21st century students who successfully utilize technology as a tool to increase their critical thinking and problem solving skills, act as responsible communicators and collaborators, and create, engage, and innovate. It is hoped that technology integration will enhance student engagement and personalize instruction so that all Pillager students can succeed. Pillager School District purchases and owns student Chromebooks and distributes them to students to use **for educational purposes** during the academic year.

Secondary Students (Grades 5-12): Chromebooks may be taken home by students each day.

Receiving and Returning Chromebooks
A rotation of grade levels receiving newly purchased Chromebooks has been established and will be communicated to students once the school year begins. Middle School and High School students will receive a Chromebook and charger at the start of each year (communicated to students once school begins) and return both each spring. Elementary students will use their Chromebooks for one year, and Chromebooks will stay

with the homeroom teachers/carts. A process will be established for those that need to keep his/her Chromebook over summer.

Students who transfer out of Pillager Schools will be required to return his/her Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/ guardian will be held responsible for payment in full. Pillager Schools reserve the right to turn collection over to law enforcement or collection agencies.

Student Chromebook Use and Expectations

General Guidelines, Apps, and School-generated Email Accounts

Each student will be responsible for his/her own device and should plan for its safe use and transport. The District will provide all apps that align with our educational needs and students are not to download any apps. Students shall limit the use of school-generated email accounts to communicating with teachers or collaborating with peers within the isd116 domain.

Managing Files, Saving Work, and Printing

Students are to save documents to their Google Drive. Students are also encouraged to digitally publish and share their work with teachers and peers when appropriate. Teachers will collect most assignments and projects electronically. However, if printing is required, contact your instructor.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;

- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Filtering and No Expectation of Privacy; Consequences for Violations

Any computers accessing District internet should expect no privacy in the contents of personal files, emails, or accounts. The District will employ internet filters at school as well as on school-issued Chromebooks used away from the school (i.e. at home). Use of the District computer system and internet should be consistent with other School Board Policies and the mission of the District. Violations of District Policies will result in disciplinary action, based upon the current discipline policies and procedures.

Personalization

Student-issued Chromebooks are District owned. Students **may not** modify, change, deface, or decorate their devices in any way. This includes but is not limited to:

- Stickers
- Drawings
- Keyboard overlays
- Labels
- Writing
- Removing asset tags and barcodes

Pillager ISD #116 encourages each student to **have a padded sleeve/ bag to protect his/her Chromebook**. Students can decorate their own protective coverings in accordance with District policies.

Chromebook Repairs or Replacement Options

Parents/guardians who complete the Educational Benefits Form will have repair fees waived for 1st incident repairs and screen replacement. The Educational Benefits forms, regardless of qualifications generate funding to support the technology program, like repairs and replacements. Completion of the Educational Benefits Form is offered as an option and *is not required* in order for a student to receive a device. It does not include proven deliberate or intentionally negligent damage to the device, or loss of the issued Chromebook other than a reported theft. Please see the chart below for full details.

- **Expiration Date**: This Protection Plan expires on the last day of school or on the day a student withdraws from the Pillager School District, whichever comes first. If a student withdraws from the Pillager School District for any reason, this coverage agreement becomes null and void on that date. The device must be returned upon the date of withdrawal. Devices not returned on the date of

withdrawal may be reported stolen and devices will be deactivated. .

- Coverage may be paid via cash or check, payable to **Pillager Public Schools** at any district school building or at the time of Chromebook issuance. .
- Coverage or the waiver process must be completed in order for coverage to be applicable and must be finalized prior to receiving the device.
- **Spare Equipment and Lending -** If a student's device is inoperable, the school has a limited number of spare devices for use while the student's device is repaired or replaced. This agreement remains in effect for loaner devices. Loaner equipment must be returned immediately upon repair of the original device.
- **Not Covered:** Device Chargers

Pillager Public Schools

CHROMEBOOK AGREEMENT

**To be initialed by student and parent with the bottom portion completely filled out before students will receive his/her Chromebook.*

P: S:	TERMS ● You will comply with all terms of the Student Handbook and Technology Acceptable Use Policy. ● You understand that failure to comply with the terms of the Handbook, Acceptable Use Policy or other policies involving the use of technology could result in your diminished, supervised, or suspended use of school technology. ● You understand Chromebooks and school-generated passwords/ email accounts are assigned to a single individual and are not to be shared. ● Your right to use and possess a school Chromebook and accessories terminates no later than the last day of classes during the school year unless earlier terminated by the School Administration or upon withdrawal from Pillager ISD#116. ● Pillager ISD#116 will provide students lessons around responsible Digital Citizenship.
P: S:	DAMAGE ● If my Chromebook is damaged, I agree to pay the full cost of repair or replacement if not covered. ● If my Chromebook is stolen or damaged purposefully by a peer (e.g. an act of vandalism) I agree to contact the proper authorities and school administration by no later than the following day after the occurrence. Fraudulent reporting of theft or damage by a peer can result in consequences as well.
P: S:	TITLE ● I understand that legal title to the Chromebook and accessories remain with Pillager ISD#116. My right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and Student Handbook. ● The District administration reserves the right to modify or revoke user privileges as deemed appropriate due to any violations of school policies, Pillager ISD #116 Board of Education policies and/or procedures. ● The student's school-generated email and passwords belong to Pillager Schools and the individual student and are not to be shared. School administration holds the right to access passwords, student Drives, and school-issued devices at any time. I agree to use these devices and emails for educational purposes only. I have no expectation of privacy with school-issued devices or passwords.

Parent and student initials and signatures assure that parent and student have reviewed and agreed to follow the Chromebook Agreement and District Policy #524 Acceptable use. Agreements will be signed in Grades K & 5. This agreement will serve as the agreement for the duration of elementary school or middle and high school.

Duration *(please check)* ☐ Kindergarten through 4th Grade ☐ 5th Grade through 12th Grade

Student Full Name_____

Parent **PRINTED** Name _____

Parent Signature _____

Device Damage - Fee Structure

Covered Accidental Damages		
	Cost with Completion of Educational Benefits Form	**Cost if no Educational Benefits Form**
Theft of device (police report or other evidence must be provided)	$0 for first incidence $400 for each subsequent incident	$400 for first incident $400 for each subsequent incident
Broken Chromebook screen	No Charge first incident Fees for additional damage may be assessed accordingly	$150 each incident
Various device repairs due to accidental drops, spills (hinges, system boards, keyboards, ect)	No Charge First Incident $40-$150 based upon each subsequent incident. Fees for other damages may be assessed accordingly	$40-$150 based on issue each incident Fees for other damages will be assessed accordingly
Not Covered Damages		
Deliberate or intentionally negligent damage to the device	Each incident will be assessed and billed accordingly	Each incident will be assessed and billed accordingly
Lost Device	$400 each incident	$400 each incident
Lost Chromebook Charger	$25 each incident	$25 each incident
Broken Chromebook charger	$25 each incident	$25 each incident

1. Fees for other damages will be assessed accordingly. Cosmetic damage that does not affect the functionality of the device will not be repaired. This includes but is not limited to scratches, dents, etc.
2. Fees and charges are subject to change yearly and will be posted to the district website.
3. Pillager Schools reserves the right to limit technology issuance to on-campus if needed due to negligence or irresponsibility.

Wireless Information
When a student brings his/her own technology device to school, it is mandatory that the device utilize the Pillager wireless network. Middle School students may not use outside laptops/chromebooks; they must use the chromebook provided to them from Pillager School. For example, a Pillager student will choose the "Pillager Guest" wireless ID, and sign in using his/her Pillager username and password to browse the Internet. By logging into the Pillager wireless network, they are accepting the terms of the Pillager Student Responsible Use Guidelines. Once on the Pillager wireless network, all users will have filtered Internet access just as they would on a district owned device.

Bringing your own technology devices to school is not encouraged and at your own risk. The district is not responsible for lost, misplaced or stolen devices, including those that have been confiscated.

APPROPRIATE STUDENT USE

Usage	Middle School	High School
When designated by a teacher	No	Yes
Before School 8:05-8:20	Yes	Yes
During Passing Period	Yes	Yes
During Lunch	Yes	Yes
Use Pillager WIFI	Yes	Yes

Electronic Devices/Right to Consent
Absolutely no unauthorized videotaping or photographing of students engaged in school activities will be permitted. This includes academic and non-academic times. Students who are taking pictures or videos during the day **without express written permission ahead of time from the administration may be suspended from school**. This is a direct invasion of privacy. Depending on the seriousness of the videotaping, the student may be referred to the school board for expulsion. Staff may confiscate phones or electronic devices if they are being used without permission or for improper usage.

Study Hall, Study Hall Reserve, Open Hour, PSEO
Study hall is considered a class and attendance is required. Attendance and tardiness rules will be enforced. Seniors will be allowed to request either early release or late arrival; they may not have both. High School students are allowed to leave campus if these classes, excluding study hall, begin or end their day. They also must have a Variation of Hours form signed and turned in each semester. Students arriving late or leaving early must still sign in/out in the High School Office.

On-Line Courses
On-line courses are offered at Pillager High School. 9th grade students are NOT allowed to take online courses. Students in grades 10-12 may take online courses, but they will need to be pre approved by the HS counselor or administrator.

Credits

TA Credits

Students signing up for TA credits (elective) may earn .5 credits per semester. TA credits earned cannot exceed more than 1 credit per semester and are available to seniors only. All students requesting to TA must have teacher permission and it must be approved by administration. Students signing up to be a TA must have met all course requirements prior to requesting to be a TA.

Tutor Credits

Students signing up for Tutor credits (elective) may earn 1 credit per semester. Tutoring is available for juniors and seniors only. All students requesting to become a tutor must have teacher permission and it must be approved by administration. Students signing up to be a Tutor must have met all course requirements prior to requesting to be a Tutor.

Transfer Credits

Students transferring into Pillager High School from being home schooled must show proof of course work completed. At the administration's discretion, credit may be granted, however grades may not count towards class rank.

Students transferring in from another school district's alternative school or from being incarcerated will receive credit for work toward graduation; however, grades will not count towards the student's grade point average/class rank. International foreign exchange students will be graded for course work; however, their GPA will not count toward class rank. Each foreign exchange student will be allowed to participate in graduation ceremonies with their class if they pass all their course work. No diploma will be granted, however, they may receive a certificate of attendance.

Middle School SBR

What is Standards Based Grading? Standards Based Grading allows parents and students to see exactly which skills and knowledge the student has acquired and which skills still need more development. Grading will consist of "M" (Mastery of Learning Target or Meets Standard), "P" (Partial Mastery of Learning Target or Partially Meets Standard), "D" (Does not meet Standard) or "U" (Ungraded/Lacks Evidence/Missing). An "X" indicates a Learning Target or Standard that is not assessed in that marking period. A "NE" indicates that a student is not enrolled in that course. Middle School report cards will list all classes offered in the Middle School for the year.

High School Credits

Grade 9

Students in grade 9 will automatically be registered for Intro to Lit, Mathematics, Physical Science, Civics, and three electives per semester.

Grade 10

Students in grade 10 will automatically be registered for U.S. Comp & Lit, Biology, United States History and Mathematics. Each sophomore must also indicate at least three elective course choices per semester.

Grade 11
Students in grade 11 will automatically be registered for World Lit. during spring semester or Composition I/Composition II and will be required to take Mathematics as a yearlong course. Juniors are strongly encouraged to sign up for a Science course. Each junior must indicate at least 12 semester course choices. Careful planning to meet the graduation standards must be made.

Grade 12
Careful planning with Mrs. Turner is necessary to ensure all local and state requirements are being met.

High School Grading Scale

A	93-100	**B**	83-86	**C**	73-76	**D**	63-66
A-	90-92	**B-**	80-82	**C-**	70-72	**D-**	60-62
B+	87-89	**C+**	77-79	**D+**	67-69	**F**	0-59

All grades are final and complete 10 days after the end of the term.

High School Graduation Requirements
52 Credits (56)
20-24 Elective

Social Studies - 7 credits (3.5 Years) (Civics, US History, World History, Economics)
Math- 6 Credits (3 Years)
Science - 6 Credits (3 Years)
ELA- 8 Credits (4 Years)
PE- 1 Credit (1 Sem)
Health- 1 Credit (1 Sem)
Technology (comp. or CTE) 2 Credits (1 Year)
Fine Art- 1 Credit (1 Sem)

Responsible planning of your educational program is an important part of your high school learning experience. Your counselor will assist you as much as possible in planning so that you take the courses necessary for graduation and for your career goal(s). **However, in the end, it is your responsibility to enroll in and pass the needed courses. It is essential that all students be familiar with requirements for a diploma from PHS and to know where they currently stand in progress toward earning that diploma.**

Graduation Exercises
The Board wishes to recognize the achievement of high school graduation by annually holding a graduation ceremony. The graduation ceremony is a voluntary and optional exercise; however, no student will receive his/her diploma until after the ceremony is over. The privilege of participating in the graduation ceremony on graduation night may be denied as a form of disciplinary action by school administration. Those students who choose to attend the ceremony must wear a cap and gown and must meet all reasonable obligations 2 days prior to receiving their diplomas. Any ropes or cords worn must be affiliated with PHS. These obligations are as follows: makeup of class work, detention, fees, etc. and behavior requirements as outlined in the student handbook.

Participation Criteria
Only students who have completed all district graduation requirements shall participate in the ceremony. The Superintendent is authorized to make exceptions to this under the following circumstances:

1. A foreign exchange student, upon successful completion of the school year.
2. A special education student who is unable to meet graduation requirements but will receive a diploma as identified in the student's individual education plan.

Students allowed to participate in graduation as a result of one of these exceptions shall not be issued a diploma unless the student has met district graduation standards.

Diplomas will only be issued to students who have met the high school requirements.

Grad Blast
The Booster Club hosts Grad Blast for graduating seniors. Grad Blast is a privilege granted to students completing Pillager High School in a traditional day school setting, and participation is at the discretion of the Booster Club.

Graduation with Honors
At the conclusion of each semester, an Honor Roll is posted designating those students who have qualified for the Distinction, Superior, or Honor Roll. For purposes of designating honor graduates, grades will be calculated after Semester I of the graduating year. The criteria are as follows: Distinction Honor Roll = 3.70-4.0; Superior Honor Roll = 3.33-3.69; Honors = 3.0-3.32

NCAA Division I & II Eligibility
All students planning to attend a Division I & II college or university need to make sure they will be eligible to practice, compete and receive athletic scholarships as college students. Several requirements must be met by the college candidate for the NCAA in order to compete athletically.

NCAA Freshman-Eligibility Standards (Quick reference sheet)
Know the Rules:
Core Courses

- 16 core courses are required in both Division I and Division II. See the breakdown of core course requirements below.
- Beginning August 1, 2016, NCAA Division I will require 10 core courses to be completed prior to the seventh semester (7 of the 10 must be a combination of English, Math, or Natural or Physical Science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for a grade improvement.

Test Scores

- Division I has a sliding scale of test score and grade point average. Your counselor has the test score and grade point average requirements.
- Division II has a minimum SAT score requirement of 820 and an ACT some of 68
- The writing section of the SAT is not used. The SAT score use for NCAA purposes includes only the critical reading and math scores.
- The AC T score used for NCAA purposes is a sum of the four sections on the ACT; English, Math, Reading, and Science.

- All SAT and ACT scores must be reported directly to the NCAA Initial Eligibility Clearinghouse by the testing agency. Test scores that appear on transcripts will no longer be used. When registering for the SAT or ACT, use the Clearinghouse code of 9999 to make sure the scores are reported to the clearinghouse.

Grade Point Average

- Only core courses are used in the calculation of the grade point average.
- Make sure you look at your high school's list of NCAA approved core courses on the clearinghouse website to make sure the courses being taken have been approved as core courses. The website is www.ncaaclearinghouse.net.
- Visit with your school counselor on the Division I grade point average requirements.
- The division II grade point average requirement is a minimum of 2.0.

Division I	Division II
16 Core Courses: ● 4 years English ● 3 years Math (Algebra or higher) ● 2 years Natural/Physical Science ● 1 year of additional English, math or Science ● 2 years Social Science ● 4 years of additional courses (from any area above or foreign language)	16 Core Courses ● 3 years English ● 2 years math (Algebra or higher) ● 2 year Science ● 3 years of additional English, Math or Science ● 2 years of Social Science ● 4 years of additional courses (from any area above or foreign language)

Post-Secondary Enrollment Options (PSEO)

Students enrolled in a PSEO course at college may incur costs for material or projects. Students may be expected to pay for these since district funds flow to the college out of the district. It is the student's responsibility to align PSEO courses with Pillager courses so the necessary required and elective credits needed for graduation are met. PSEO credits will be transferred to Pillager High School per the MN PSEO statutes. Per State Statute, students must notify the school district by **May 30th** and **October 30th** if they plan to take PSEO courses.

Grades 7-8 Rules of Ineligibility (Standards Based Reporting)

Eligibility for grades 7 and 8 will be checked on the following dates:

October 1st
January 1st
April 1st

Eligibility will be determined by non-academic grade reporting. At the discretion of administration, a student may be determined to be ineligible anytime during the school year due to behavior and/or academic concerns. One "D, does not meet" non-academic grade: Ineligible for next contest.

Two or more "D, does not meet" non academic grades: Ineligible for the next two contests.

Students in BIR may not be allowed to participate in their sport at the next scheduled in season event. Students subject to school discipline may also be subject to MSHSL consequences, which may affect eligibility.

Students in grades 5 and 6 may be ruled ineligible to participate in school sponsored activities if their behavior and or attendance is unacceptable.

High School Rules of Ineligibility
Extra-curricular activities at Pillager High School include:

1. MSHSL sponsored athletics (Sports with MSHSL Competitive Schedule)
2. MSHSL sponsored activities/fine arts (One Act Play, Music Contests, Speech)
3. Non-MSHSL activities/fine arts (Musicals)

Academic/Behavioral Eligibility
The Minnesota State High School League requires that in order for students to be academically eligible to participate in MSHSL activities, they must be making satisfactory progress toward graduation, based on the requirements of your graduating class. Refer to the graduation requirements chart. At the discretion of administration, a student may be determined to be ineligible anytime during the school year due to behavior and/or academic concerns.

Rules of Behavior
Possession and/or consumption of an illegal substance will not be permitted at any time. School Board policy does not permit the use or possession of tobacco, alcohol, narcotics, paraphernalia, or any other illegal substance on school premises, at school activities, on school buses, or on school approved vehicles. A violation of this rule will result in a suspension from Minnesota State High School League activities, as outlined in MSHSL guidelines. This MSHSL violation may occur outside the school environment. Substance will be confiscated and referral to law enforcement will be made.

Coaches have the discretion to enforce their academic and behavioral expectations based on their handbook.

Part II: EXPECTATIONS, DISCIPLINE, and POLICIES

Attendance Procedures & Regulations
At Pillager Schools we believe that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. We recognize that class and school attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrator.

Student Responsibility

1. To attend all assigned classes every day that school is in session.
2. To be in class on time and prepared for academic work.
3. To know and follow correct procedures regarding attendance.
4. To request missed assignments due to an absence, and complete assigned work.

Parent/Guardian Responsibility

1. To encourage the student to attend school.
2. To recognize that any absence, regardless of cause, has a detrimental influence on the student's achievement.
3. To inform the school in the event of a student's absence.
    a. Notifying the office on the day the student is absent (preferred method).
    b. OR notifying the office on the day the student returns to school by:
        i. Notifying the office the morning the student returns
        ii. The student submitting a parent signed note to the office prior to school starting the day they return.
4. To work cooperatively with the school and the student to solve any attendance problems that may arise.
5. Students are required to be in school for the entire day of a meet/game/contest/etc. Excused absences on these days must be reported to the appropriate office by 8:20 AM. If not, students will be unable to participate in sport related activities that day.

General Attendance Information

School attendance - IT IS THE LAW!

Minnesota state law requires every child under the age of 18 to attend school each day. Children 17 years old must have parental permission **and** formally withdraw from school to discontinue attendance. We are mandated by law to refer truant students to the County Attorney's Office. A student is required to attend school each and every day and each and every class period. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school.

If a student is absent without lawful excuse on three or more days or any part of the school day, they are considered truant. Truancy is a violation of the Minnesota state law.

The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include up to a $700 fine and/or 90 days in jail.

- Administration will be the final authority in determining whether an absence will be excused or not.
- A doctor's note is required for absences that extend beyond three consecutive days or ten total absences due to medical reasons. The doctor's note must be provided within three days of the request.
- Students must have a doctor's statement to be excused from physical education for an extended period of time. The school nurse may approve a one-day excuse if a note from home is provided.
- If a student is absent excused, he/she is allowed two days to make up work for each day missed.
- Absences due to a school activity are treated the same as any other excused absence.
- Students becoming ill during the school day **MUST** report to their respective class and get a pass from their teacher to the nurse's office. A telephone call from the school nurse may be made to the parent/guardian informing them that their child is ill and asking permission to send them home. Students not following this procedure may be unexcused.

Unexcused Absences

- **Consequences for skipping class** may be assigned by the teacher and/or administration. These consequences include, but are not limited to, detention, loss of participation in school activities or events, parent conference, or involvement by county social services and/or the court system for truancy.
- Parents will be notified of unexcused absences through the automated email system.
- As required by state law, the school will send letters to parents/guardians at regular intervals to notify them of excessive unexcused absences. When a middle or high school student accumulates seven full or partial days of unexcused absences, it is considered habitual truancy and the school will file truancy with county social services and/or court system for truancy.

Truancy

Truancy is being absent from school or class without a school/parent approved excuse. Truancy is per class session. In the case of any truancy, the school may file a truancy report to the county attorney's office upon it becoming a legal issue.

All students will be held accountable to all school policies.

As a general rule, children must attend school from the time they are enrolled in kindergarten until they are 18 years old.

Any student who is at least 17 years old and who wants to withdraw from school must:

1. Attend a meeting with school personnel to discuss the educational opportunities available to the student.
2. Have a signed, written letter of "Election to withdraw from school" from parent or legal guardian.

The law presumes that children, who are under the age of 18 and have not withdrawn, are truant if they miss seven or more days without a lawful excuse. The seven days do not have to be consecutive. They are considered truant if they miss either the full day or any part of the day without a lawful excuse. In order to be considered truant, the child must intend to miss school. Children who ***"didn't feel like coming to school", missed the bus, or overslept***, are **not** lawful excuses and would be considered truant.

Students are required to be in attendance for their full school day to participate, practice or be in a public performance of a school activity on that day. These requirements will be waived for students who have received pre-excused/arranged absence from school. **Final decisions will be at the discretion of the administration.**

A district may terminate the enrollment of a nonresident student enrolled under section **124D.08** at the end of the school year if the student meets the definition of a habitual truant under section **260C.007, subdivision 19**, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under this section if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section **120A.22, subdivision 8**.

Tardies

Tardiness is an extremely negative habit because it is harmful to the teaching/learning process. Tardiness interrupts the progress of the entire class each time it occurs and results in a loss of instructional time. Students must be on time to school and all classes. Non-school related transportation problems will be unexcused.

- Middle and High school students are expected to be punctual.
- Students who come to class after the bell are considered tardy.
- Students must present the office pass to the teacher upon arrival at the classroom.

All tardies will be handled by the classroom teacher. Consequences can range from warning, lunch detention, detention, restorative practices or BIR as determined by teacher and/or administration.

Age of Majority
The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Law Enforcement Agencies
The school may involve a school liaison officer when there has been a report of a violation of a public law at school. Prosecution by criminal complaint does not preclude disciplinary action by the school district. In addition, the student's parent/guardian may be held liable for damages relating to vandalism or injury as permitted by statute. The administration shall work collaboratively with the school law enforcement officer and other law enforcement agencies on school related issues.

Detention & BIR (Behavior Intervention Room)
Teachers have the right to assign detention. Students **not** serving detention with the teacher will be referred to the office. Behavior Intervention may be assigned to students who fail to serve with the teacher assigning the detention, within the required time frame.

BIR is a self-contained program within Pillager School that focuses on removing students from the classroom for inappropriate behaviors while continuing to provide educational services at all times. The program is supervised at all times and students are there to get their school work done. Upon returning to class after serving their time in the Behavior Intervention Room, the student should be caught up with all course work and be able to successfully transition back into the classroom. Students that do not abide by all Behavior Intervention room rules may be placed on OSS (Out of School Suspension).

Expulsion
Expulsion means School Board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Discipline
Students must live within certain guidelines, which are set up to protect the rights of all. Anyone who detracts or prevents others from their right to education in a positive environment will be disciplined and necessary steps will be taken to correct the problem. Each student is responsible and accountable for his/her own actions. All discipline is handled on an individual basis. This includes conferences, isolation, detention, suspension, work detail, referral to law enforcement, expulsion and/or curtailing school activities. Non-exclusionary practices and alternatives will be attempted prior to student dismissal. Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied. Discipline complaint procedure forms can be accessed upon request.

https://docs.google.com/document/d/e/2PACX-1vT08xoU3ifRMzMiCVTkg6eIQNr_GU184ocR6jCqAtKDFzmBXXTizPmi6BCOwp-FBS0l5WZ1Ecc10R90/pub

Teachers may have individual policies in their classrooms that are above and beyond minimum district policies.

Discipline Referrals

Consequences for failing to follow the rules or meet expectations will first be handled in the classroom whenever it is possible. The classroom teacher will communicate the behavioral referral with the parents. In the case of a discipline referral to the office, teachers will fill out a discipline referral form, which reports previous interventions by the teacher, the nature of the problem, and action taken to correct the problem. Appropriate consequences will be assigned according to the following *Rules of Behavior.* However, Administration may add to the consequences stated. If a student is dismissed from class for disciplinary reason, he/she is to report directly to the office. Any student suspended from school shall not be allowed to be on school grounds or attend any school functions for the duration of suspension. A student may not be allowed to start extra-curricular activities in the fall until suspensions are completed from the previous school year.

Respect of teachers and staff

Students are expected to follow teachers and/or staff instructions.

Defiance and insubordination

1st offense: Parent notification by the teacher.
2nd offense: lunch detention.
3rd offense: BIR (1-3 days).
4th offense: BIR (1-3 Days) & possible notification of police.
5th offense: 3 days OSS.

Gestures, verbal abuse, profanity directed at teacher and/or staff member

1st offense: 1 – 3 days ISS/OSS.
2nd offense: 5 days OSS, parental conference and write a re-admittance plan.

Physical force and/or attack on a teacher or staff member

Any offense: Up to 10 days OSS, referral to School Board for expulsion, law enforcement will be notified and charges may be filed.

Cheating or Plagiarism

1st offense: The possibility of no credit for the assignment, project or test and parent notification.
2nd offense: Detentions with teacher, and the possibility of no credit for the assignment, project or test.
3rd offense:BIR (1-3 days), and the possibility of no credit for the assignment, project or test.

Respect of property

All students will respect the rights and property of others. This includes the school building and grounds.

Vandalism - Defacing and/or damaging school or personal property and theft or possession of stolen property.

- Up to 5 days OSS and conference with parent
- Pay restitution of damages
- Police notification.

Disruptive Items
Historically offensive symbols such as Confederate Flag and Swastikas along with nuisance articles such as laser pens, walkie-talkies, and others are not allowed on school grounds.

Cell Phones
Students who have their phone/device confiscated may have data in the phone/device reviewed if it is a part of a school investigation. Pillager School assumes no responsibility or risk for theft.

Electronic Devices
Electronic items such as iPods, radios, headphones/air pods, portable speakers are not allowed in classrooms but may be used in other parts of the school if supervising staff permits and if they are not disruptive. Since these items are expensive and easily lost or stolen, students choosing to bring them to school do so at their own risk.

Middle School Classroom Cell Phone Policy
Cell Phones are not allowed to be out in view or used during class periods. Cell phones may be used before school, during passing time, and lunch. If a student misuses their cell phone, the following consequences may be enforced:

1st Offense: Student may pick up from the middle school office at the end of the day.
2nd Offense: Parent/guardian may pick up the phone in the office at the end of the school day.
3rd Offense: Student will drop their phone off in the office in the morning and pick it up at the end of the day for the remainder of the school year.

High School Classroom Cell Phone Policy
Electronic devices including Cell Phones, ear buds, headphones and speakers are not allowed in the classroom unless the instructor or supervisor has given permission. Students are allowed to use their cell phones during passing time and lunch time. Since these items are expensive and easily lost or stolen, students choosing to bring them to school do so at their own risk.

Violations of the policy will be considered either…Disruptive Class Behavior:

1st Offense: Warning, (Phone confiscated, Student is responsible for picking up phone in the office)

2nd Offense: Phone confiscated and turned in the next day; student is responsible for picking up phone in the office at the end of the day~~)~~

3rd Offense:~~−~~Phone confiscated and turned in for a week; student is responsible for picking up phone in the office at the end of ~~the~~ each day~~)~~

If administration deems misuse as an ongoing issue- phone will be confiscated at the beginning of the day.

Or Insubordination:

1st Offense: OSS or BIR (up to 1 Day)
2nd Offense: OSS or BIR (up to 3 Days)
3rd Offense: OSS (3 Days)

Dress & Personal Appearance
Good judgment should be used in dress for school. Attire should not create a danger to health, safety, or cause disruption. No clothing may be worn that is revealing, sexually suggestive, vulgar, offensive, or that displays or advertises sex, drugs, alcohol, or tobacco. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory or which denotes gang membership or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against individuals, is prohibited. Students will be directed to make modifications or may be sent home for the day. Skirts and shorts must extend beyond the fingertips when arms are extended downward. No shirts with the midriff exposed are allowed and no spaghetti-strap type shirts are allowed. Pants must cover all underwear and must not sag below the belt line coat/jackets may be worn in the classroom at the teacher's discretion. Students are expected to "suit-up" for gym class. Everyone using the gym should wear non-marking sole gym shoes. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical or similar opinions by wearing apparel with messages. Hoods may not be worn in the building during the school day. All decisions are subjective in nature and may be implemented on an individual basis. Values of school and community are expected to be upheld. Students that do not meet dress expectations will be asked to change or may be sent home. If in doubt, DON'T wear it.

Halls
During the class period, students are to be in their assigned area unless they have an authorized pass and have signed out. A procedure **MUST be used in all classrooms** for students allowed to leave the classroom with approval from their teacher. Students are to sign out of their room by indicating the time of leaving and location where they can be found. When returning to the classroom, the student is to indicate the time of returning. Be in class during class time. Students going to another classroom must get a pre-arranged pass from the teacher in charge of that room. Out-of-building passes are issued only by the Principal or Administration.

Morning Expectations
Middle and High school students arriving at school before 8:05 are expected to be in the Middle School or High School vestibule. Students in unauthorized locations may be subject to consequences from administration.

Media Center Policy
Media Center materials are to be checked out and returned in seven days. If a patron is not finished with the item(s) after seven days, he/she should return it to the Media Center and have the borrowing period extended for an additional seven days. Extended borrowing periods are allowed only one time per item.

> **Late Fees & Returns**
> Students are responsible for their library books and will be charged for the replacement of lost or damaged books. If a student pays for a lost book and then finds the book, he/she may return the book in good condition and request their money back within 30 days. Students' Media Center privileges may be suspended if he/she has not returned or paid for late, lost or damaged items. These privileges include, but are not limited to, checking out library resources and/or using the computers in the Media Center.

Inappropriate Behavior
Other inappropriate behaviors will include but are not limited to the following: Public display of affection, lunchroom mess, dress code, unauthorized use/presence, endangering behavior, lying, lack of cooperation and unauthorized use of electronic devices, etc.

1st offense: Parent notification and conference with student.
2nd offense: Principal conference and detention.
3rd offense: BIR or OSS and parental conference.

Inappropriate behaviors at lyceums, dances, concerts, extracurricular activities and programs will not be tolerated. Examples, but not limited to; loud, disruptive noises, throwing things, disturbing others, and rude behavior.

1st offense: Immediate removal and banned from future events.
2nd offense: Removal for remainder of the school year.
3rd offense: No trespassing will be issued and a referral to law enforcement.

Suspension

Suspension is an action by the school administration, under rules promulgated by the School Board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension.

Consistent with section 125 A.09, subdivision 3, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or administration may extend the suspension to a total of 15 days. In the case of a student with a disability, the student's individual education plan team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team and other qualified personnel shall at that meeting , conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action and determine the appropriateness of the child's education plan.

Drug & Chemical-Free Policy (# 417)

The purpose of this policy is to maintain a safe and healthful environment for students by prohibiting the use of alcohol, toxic substances and controlled substances without a prescription. Pillager School is chemical free. The use or possession of illegal chemicals, paraphernalia, or alcohol on school premises or school vehicles is prohibited. This includes look-alike drugs. Any contraband confiscated during a search will be given to police. The Pillager Board of Education recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The Pillager Board of Education believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. **See full policy #417 at www.isd116.org**

Tobacco in any form including vaping or any form of vaping devices

1st Offense: 1 day OSS or ISS and possible police notification.

2nd Offense: 1-3 days OSS and possible police notification.

Use or possession of alcohol, illicit drugs and/or drug paraphernalia

1st Offense: 3-5 days OSS, referral for chemical dependency evaluation, parent conference and police notification.

2nd Offense: 5 days OSS, referral for chemical dependency evaluation, parent conference, police notification and reinstatement based on evaluation.

3rd Offense: 5 days OSS and recommendation for expulsion from school for the remainder of the semester with no credit. Reinstatement based on successful completion or rehabilitation program.

Bullying Policy (#514)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Any 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. The policy also applies to any student whose conduct at any time or in any place constitutes bullying which interferes with or obstructs the mission or operations of the school district, or the safety or welfare of the student, other students or employees. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or support another student's act of bullying. Bullying means any written or verbal expression, physical act of gesture, or pattern thereof, by a student which is intended to cause, or is perceived as causing, distress to one or more students and which substantially interferes with another student or students' education benefits, opportunities or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

a. harming a student,
b. damaging a student's property,
c. placing a student in reasonable fear of harm to his or her person or property, or
d. creating a hostile educational environment for a student.

Upon completion of an investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation.

See full policy #514 on the school's website at www.isd116.org

Physical or Verbal Assault

Vulgar language, fighting, verbal or physical assault will not be tolerated. Consequences can be detention, BIR, OSS or possible expulsion at the discretion of Administration, and charges may be filed with local law enforcement.

Assaults directed at District employees by a student will be reported to the Minnesota Department of Education, and staff will be notified about any history of physical assaults by a student to be placed in their classroom.

Harassment & Violence Policy (#413)
The purpose of this policy is to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. Pillager Public Schools prohibits any form of religious, racial or sexual harassment and violence.
Students are to follow this procedure if they are mistreated:

1. Make clear to the violator that his/her actions are unwelcome.
2. Document specific incidents and report it to staff and/or administration in writing or verbally.

In case of sexual harassment, incidents will be initially reported to the Middle School or High School Guidance Counselor. An investigation shall be made and determination will be made based on all the facts.

Discipline may include one or more of the following:

*Warning	*Detention
*Suspension	*Exclusion
*Expulsion	*Transfer

The school district will discipline or take appropriate action against students who retaliate against anyone who reports or testifies.
See full policy #413 on the school's website at www.isd116.org

Hazing Policy (#526)
Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into, affiliated with a student organization or for any other purpose.

Hazing may include one or more of the following:

- Any type of physical brutality.
- Any type of physical activity or other type of activity that subjects the student to unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.
- Any activity that discourages the student from being in the school.
- Any activity that is in violation of the law or school rules.

Discipline for students involved in hazing may include one or more of the following:

* Warning	* Detention
* Suspension	* Exclusion
* Expulsion	* Transfer

The purpose of this policy is to maintain a safe learning environment for Pillager Public School students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Pillager school district and are prohibited at all times. **See full policy #526 at www.isd116.org**

Harassment
Religious, racial or sexual harassment will not be tolerated. A violation of this rule can result in a suspension from Minnesota State High School League activities as outlined in MSHSL guidelines. Students may be referred to the proper legal authorities for action.

Comments and insults: ISS.
Aggressive conduct: ISS and possible notification of police
Severe discrimination: 3 days OSS
Criminal, physical misconduct: 5 days OSS and possible referral to School Board for expulsion.

Suicide Information Prevention/County Mobile Crisis Services

- 988 Suicide and Crisis LifeLine (988 LifeLine).
- Cass, Crow Wing, Todd, Wadena and Morrison Counties 1-800-462-5525

Weapons Policy (#501)
Possession of an illegal or dangerous weapon will not be tolerated. Violations will be reported to the police for legal action. Parent/guardian is also notified and weapon/s will be confiscated.

- A dangerous weapon that is threatening or capable of doing bodily harm.
- Any offense: Immediate OSS up to 5 days, confiscation of weapon, notification of police and parents, recommendation of expulsion to the School Board for a period of time not to exceed 1 year.

Students or non-students shall not possess, use or distribute a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. “Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school trip or activity.

Weapons are identified into three categories:

1. Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms (real and/or look-alikes), whether loaded or unloaded, ammunition, air guns, BB guns, pellet guns, paintball guns, stun guns and other non-functioning guns that could be used to threaten others. All knives, blades, clubs, metal knuckles, nunchucks, throwing stars, ignition devices, explosives, fireworks, mace and other propellants, chains and any other object that has been modified to serve as a weapon.

2. Articles designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to belts, combs, pencils, files, scissors, compasses, and letter openers.

3. When authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

Students, who discover a weapon on the way to school, in the school building or discover that he/she accidentally has a weapon in his or her possession, should report the whereabouts of the weapon to the office immediately. By reporting this to the office immediately, it will not be considered a violation.

Corrective action may include initial suspension for 5 days, confiscation of weapons and parent notification. Further action may include notification of police and recommendation to the School Board for expulsion for a period of time not to exceed one year. **See full policy #501 on the school's website at www.isd116.org**

Habitual and/or severe abuse of any rule is defined as abuse which hinders the smooth operation of the school, jeopardizes the welfare of other students or adversely impedes the learning process. Excessive disciplinary referrals or persistent lack of following school rules and/or policies may result in a disciplinary conference with the student, parent and administration. This behavior may result in detention, work detail from the teacher, outreach session, ISS, OSS or referral to the School Board for possible change of placement or expulsion proceedings. School employees and volunteers can use reasonable force with students to restrain and correct.

Notice of Non-Discrimination
The Pillager Public Schools are committed to providing equal education and employment opportunities to all persons and do not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, with regard to public assistance, disability or any other group or class against which discrimination is prohibited by the Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Minnesota Statutes Chapter 363, and other applicable state or federal laws.

School Board Policies
Detailed copies of all school policies can be obtained online at www.isd116.org. If you do not have access to a computer, you may request hard copies be sent to you by calling 218-746-3772.

Language Access

Equal Educational Opportunity Act (EEOA) requires states and school districts to provide equal educational opportunity to students learning English by taking appropriate actions to overcome language barriers. If the district is unaware of a language need, families can request language access service through their school office. The district will provide language access when a family is in need. Those services may look like but are not limited to: an interpreter, digital application or AI tools for translations.

Part III: HEALTH & SAFETY

Nurse
When a student becomes ill during the school day, he/she must have a pass from his/her teacher to go to the school nurse. Students must have guardian approval to be released from school and check out with the secretary. Students not following this procedure may be marked as unexcused.

Listed below are a few guidelines to ease the decision-making process of whether or not to send your student to school during or after an illness. The student should stay home until the following has occurred:

- Gastrointestinal illness (eg. vomiting or diarrhea) – 24 hours after the last episode of vomiting or diarrhea.
- Respiratory Illness (eg. influenza, covid)– 24 hours after fever is resolved, improvement in symptoms, and students are able to participate in routine activities; or duration recommended by the provider.
- Strep throat – 24 hours after the antibiotics are started and the fever is gone..
- Fever – (>100.0) 24 hours after temperature returns to normal.
- Ear infection – Students should see a physician.
- Conjunctivitis (Pink eye) – 24 hours after antibiotics are started or reduction in drainage.

- Impetigo –24 hours of treatment has been completed and sores are drying.
- Colds – Remain at home if there are symptoms of a fever >100.0 or persistent cough.
- Chicken pox – Until all sores are dry and crusted over, usually 6 days or longer.
- Rash – If cause is not known; see a physician before sending your student to school.
- Ringworm - Exclude from school until treatment has begun; after return lesions should be covered if possible, avoid close contact activities for 72 hours after starting treatment.

If you have questions please call the Health Office at 218-746-2114. With a combined effort we will all stay healthy!

Head Lice Procedure
Teachers may send a student to the Nurse's Office for a scalp assessment if warranted. If nits or lice are observed, the student's guardian will be contacted and they will be allowed to determine if they would like the student to be released or remain in school for the duration of the school. Treatment is expected prior to return to school the following day.

Pupil's Emergency Referral
Every pupil should have up-to-date emergency information on file in the office. This information is necessary for our records and will be needed to contact you if an emergency should occur. Please inform the school IMMEDIATELY if there are changes in this information during the school year. It is vitally important that we keep all information up-to-date.

Immunizations
All students are required to be immunized based on the Minnesota Department of Health Immunization Law schedule or provide documentation of exemption status. Failure to comply may result in dismissal from school until the appropriate documentation has been submitted to the Nurse's Office.

Insurance
The school district does not provide any type of health or accident insurance for injuries incurred by students at school.

Updating Health Coordinator
Please inform the school about your child's health conditions or problems so we can be aware of his/her difficulties and better provide for him/her in the learning program. If your child has any allergic reactions to any type of medicine, food, insect bites, or heart, asthma, or similar problems, please let us know in the Health Office at 746-2114.

Administering Medications in School
It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian whenever possible. However, some students require administration of medications or medical procedures to be performed during the school day. In those situations the following procedure will be followed.

A Physician Order for Medication and Parent Authorization Form, which has been signed by the physician and parent/guardian of the student, must be on file with the nurse before any prescription or over-the-counter medication will be dispensed. This authorization must include all of the following:

- Name of the student
- Name of medication
- Dosage
- Time
- Frequency
- Duration the medication is to be given
- Diagnosis or reason the medication is needed
- Signature of the physician and parent/guardian.

This form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. This form can be found in the Health Services section of the school website or requested from the Health Office. An order may be faxed from the provider directly and may be considered a substitute for the provider's signature on the Physician Order for Medication and Parent Authorization Form.

A pharmacist must provide prescription medications to the school in an appropriately labeled container. Ask the pharmacist for two bottles, one for the home and the other for school. Medication that is to be administered to a student during the school day must be brought to the school by the parent/guardian.

1. *Prescription asthma or reactive airway disease medications* may be self-administered by a student only if:
    - A written authorization from the parent/guardian permitting the student to self-administer the medication is on file.
    - The inhaler is properly labeled.
    - The parent has not requested school personnel to administer the medication to the student.
    - The nurse has assessed the student's knowledge and skills to safely possess and use an inhaler in the school setting or the parent/guardian submits written verification from the prescribing professional that an assessment of the student's knowledge and skills to safely possess and use an inhaler in a school setting has been completed.
2. *Controlled substances* may not be self-administered.
3. *Over-the-counter medications* must be provided in the original labeled container by the parent/guardian. Over-the-counter medication will only be administered to a student according to the written directions on the container, unless contrary written directions from a physician are provided. If there are no specific age-appropriate dosage instructions on the container, the medication will not be administered unless contrary written directions from a physician are provided to the school.
4. *Aspirin or aspirin-containing products* will only be administered upon direction from a physician.
5. When the student no longer needs the use of a medication, it is preferred that the parent/guardian pick up the medication. Written or verbal consent with health office documentation will be required to send the medication home with the student. Controlled substances must be picked up by the parent/guardian and their signature will be required. With parental/guardian consent

during the school year, medication can be destroyed by health office staff. Disposal of controlled substances by the health office requires written consent. The school will dispose of any unused medications that have not been picked up at the end of the school year.

Accidents on School Property
Any student involved in an accident which happens on the school grounds, in the school building, or at a school activity, must report it to the person in charge or to the principal. It is the student's responsibility to report to the person in charge or to the principal immediately after the accident. The student is encouraged to seek assistance from the Health Office if warranted.

Emergency Transportation
In the event of an accident or serious injury and a parent or guardian cannot be reached, the school will have the student transported by ambulance to the nearest medical facility for treatment if needed. The parent or guardian is responsible for related costs.

Physical Education Class Limitations
All students are required to participate in Physical Education classes. A physician's note will be required if a student will need to miss numerous days of physical education classes. A physician's note must include the limitations for the specific condition.

Do Not Resuscitate/ Initiate
The primary mission of the school district is education. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. Parents/guardians who request that emergency care be withheld from their child shall be advised of and given a copy of policy #518.

Reporting of Child Abuse/NEGLECT
Minnesota State Law requires all professional employees to report cases of suspected abuse/neglect to the proper authorities. The Pillager Public School complies with this law by contacting the appropriate social services agency and/or the local law enforcement agency that is responsible for investigating the report. Minnesota State Law allows students to be interviewed by authorities at school without parent permission.

Bus Transportation
All bus transportation to and from Pillager School is provided by Fornshell Bus Service. *Changes in transportation of a student need to be communicated through the bus contractor Eric Fornshell at 218-746-3770.* Questions or concerns regarding behavioral or safety issues need to be addressed through the bus contractor. Bus transportation is a privilege, not a right. Students need to be at the bus stop 5 minutes before their scheduled pickup time. Bus safety regulations are enforced according to school policy and state law and include the bus stop. Buses are equipped with videotape equipment. Students in kindergarten through sixth grade enrolled during the first or second week of school must receive school bus safety training by the end of the third week of school. Students in seventh through tenth grade only need to receive school bus safety training or safety instructional material if they did not receive the training while enrolled in kindergarten

through sixth grade. If these students require the training, for instance, recently moved to Minnesota, the training must occur by the end of the sixth week.Bus rules include:

- Follow 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 use of alcoholic beverages, tobacco or drugs.
- Do not bring any weapon or dangerous objects on the school bus.
- Do not damage the school bus.

Minimum consequences include, but are not limited to the following:

- 1st offense: Warning and driver notification to parent/guardian.
- 2nd offense: 2 day suspension from riding the bus.
- 3rd offense: 5 day suspension from riding the bus.
- 4th offense: 10 day suspension from riding the bus and a parent meeting.

All offenses may be considered on an individual basis.

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

School Activity Transportation

Students are expected to ride with their team/activity members on school provided transportation for all school-sponsored activities. Exceptions may be made prior to the event with pre-approved parental transportation. Students may ride home with parents/guardians with an approval from the coach and parent signature on sign-out sheets. No student will be allowed to ride with other students/parents. There may not be school transportation provided for co-op sports.

Emergency School Closing
When school is called off due to weather conditions or an emergency, an announcement will be made on the Alert Call System, Facebook and the school website and the following TV & radio stations:

Facebook	Pillager Schools
School website	isd116.org
Channel 7/12-WCCO TV	Channel 11/14-KARE TV
Channel 16/42-KSAX/KSTPTV	92.1FM-WYRQ, Little Falls
94.1FM-KFML, Little Falls	101.5FM-KTCF, Little Falls
102.7FM-MCBI, Pequot Lakes	106FM-K106, Wadena
104.3FM-KLKS, Brainerd	107.5FM-KLIZ, Brainerd
106.7FM-WJJY, Brainerd	1380AM-KLIZ, Brainerd
1340AM-KVBR, Brainerd	830AM-WCCO, Twin Cities
960AM-KLTF, Little Falls	www.brainerddispatch.com

Safety
Safety is extremely important while at school or school functions. Students are to be alert at all times. All visitors must report to the office to check in. Visitors may include any person that is not registered for classes at the Pillager School campus. Name badges will be issued. Anyone wishing to enter the building once school has started must enter through the office. All other doors will be locked during business hours to ensure the safety of our students. All parents are welcome at any time. No student may have visitors during the normal school day unless it is for educational purposes or for a family that has received prior approval from the principal. State law requires students to wear shoes in school and safety glasses in classes that require them. Laser pointers are a safety hazard and can cause eye damage. Students possessing a laser pointer may be suspended. Video cameras are used in the school and on buses to record activities in these areas on an on-going basis. No skateboards are allowed to be used on school property at any time.

Insurance
The school district does not provide any type of health or accident insurance for injuries incurred by students at school.

Right to Elect Against Saying the Pledge of Allegiance
School districts that have a student handbook or school policy guide must include a statement that anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that students must respect another person's right to make that choice. Minn. Stat. 121A.11

Pesticide Application
A school that plans to apply a pesticide that is a toxicity category I, II, or III pesticide product, as classified by the EPA, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parent and employees that it applies such pesticides. In addition, districts required to give notice shall include in an official school handbook or official school policy guide a section informing parents that an estimated schedule of applications of pesticides is available for review or copying at the school offices, and that a parent may receive prior notice of each application if specifically requested. Minn. Stat. 121A.30

Pesticide Notice
A Minnesota state law requires that schools inform parents and guardians if they apply certain pesticides on school property. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. The Pillager School District does not apply pesticides on school property unless all other measures have failed to control the problem. In the event that insect control sprays and dusts need to be applied, it will only be done when students are absent from the area, and will be out of the area until any spray and any odor has dissipated. If you would like to be notified prior to a chemical application, please contact Tod Pelarski at the District Office.

2025-2026 School Year Asbestos Notification
Pillager Public Schools has a stringent inspection and management program for all asbestos containing building materials. As a matter of policy, the district will maintain a safe and healthful environment for our community's youth and employees. Every three years, all buildings owned and leased by the district are re-inspected by an EPA accredited inspector for asbestos content. Every six months, all materials containing asbestos are surveyed. Any materials needing repair or removal are done so under our asbestos operation and maintenance program safely and responsibly. The Pillager School District has a list of locations and types of asbestos containing materials found in our buildings. The last 3 year AHERA was: 3/28/2025 and the next due is March of 2026. The last 6 month Asbestos Surveillance was 2/6/2025 and is due August 2025. A copy of the asbestos management plan is available for review in the district office. Questions related to the plan should be directed to please contact Missy Berry at the District Office.

Parent/Guardian Guide to Statewide Testing
This document provides basic information to 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 children with the education that will ensure a strong workforce and knowledgeable citizens. This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

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.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area.

• Educators and policy makers use information from assessments to make decisions about resources and support provided.
• Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
• School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

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

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

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

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

• Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
• Majority of students take the MCA.
• MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

• Based on the WIDA English Language Development Standards.
• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
• Majority of English learners take ACCESS for ELLs.
• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

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

• To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
• The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
• The science MCA incorporates simulations, which require students to perform experiments in order to answer questions. All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do. Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?
As stated in 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. 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 (education.state.mn.us > Students and Families > 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 form on the district website and include it in district student handbooks.

The following page should ONLY be completed and returned to the school if you wish to have your child "opt out" of the Minnesota comprehensive assessments. Students that "opt out" will be considered "not proficient" on the Minnesota comprehensive assessments.

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 2025-2026 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 chose to opt my student out. MDE provides a Parent/Guardian Guide to Statewide Testing on the MDE website (Students and Families > Statewide Testing).
Reason for refusal: _____
Please indicate the statewide assessment(s) you are opting the student out of this school year:
MCA/MTAS Reading MCA/MTAS Science
MCA/MTAS Mathematics ACCESS or Alternate ACCESS for ELLs
Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.
Parent/Guardian Name (print) _____
Parent/Guardian Signature _____
To be completed by school or district staff only. Student ID or MARSS Number _____