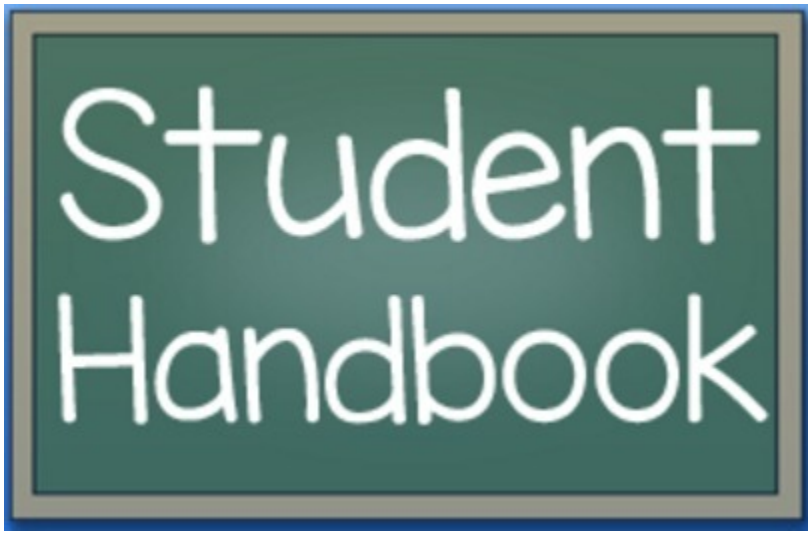
MARTIN COUNTY WEST SCHOOL DISTRICT

Sherburn Elementary School



2026-2027

Nickole Bowie, Principal

Building Hours
7:30AM – 4:00 PM

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ACCIDENT INSURANCE – Accident insurance is available for all students. This is a voluntary program and information can be picked up from the school offices (not sent in the mailing).

ARRIVING AT SCHOOL -- Martin County West elementary students may come to school from their homes in town or in the country. As such, we have some guides for positive conduct en route to and from school.

1. Be courteous to others.
2. Respect others by sharing the sidewalk. Stay on the sidewalk and off people's lawns.
3. Follow safety rules when riding a bicycle. Cross at the school crossings and obey the crossing guards when on duty.
4. Watch for moving traffic and cross streets at crosswalks.
5. Do not throw objects at each other or at moving vehicles.
6. All students must follow all bus behavior rules listed in this handbook on pages 5-6.

School starts promptly at 8:20 a.m. Students need to be in the proper room ready to start the day at that time.

1. Students should plan to arrive at school no earlier than **7:45 a.m.** to ensure supervision is in place.
2. When the weather is poor, students will have indoor, supervised accommodations made.

ATTENDANCE – If a student is kept home for an excused absence (definition below) it is required that a student's guardian call or email the school office that day to report the absence. All work missed by the student, whether excused or unexcused, must be made up. If you know ahead of time that your child will miss school, please notify the teacher so that work can be made up before they leave.

Attendance at school is very important to your child's academic success. **The morning school bell rings at 8:15, students that arrive to class after 8:20 can be marked tardy or absent (can be excused or unexcused). Students that arrive after 9:00 will be considered absent (can be excused or unexcused).**

MN State Statute 120A.22 Subd.5 requires students between the ages of 7 to 17 attend school (law applies to students ages 5-6 if enrolled in public school). Students that do not attend school can be considered "truant."

- Continuing Truant Student - Student with unexcused absences for a portion or entirety of three or more days/year.
- Habitual Truant Student - Student with unexcused absences for a portion of or entirety of seven or more days/year.
- Chronic Absenteeism - Student is absent 10% (~15-20 days) of the school year (includes excused & unexcused absences).

Absences can be considered excused or unexcused. The school district has the right to accept or deny excused absence requests.

- Excused Absences - Family emergencies, child illness, child medical/mental health appointments (proof may be requested), religious holidays…
- Unexcused Absences - Babysitting, child not immunized, child's job, missing the bus, oversleeping, family vacations (can be pre approved by school district), cold weather, not in appropriate location at school…

The elementary school social worker and principal will regularly examine attendance records. Guardians will be notified with an attendance letter once students reach a total of 7-12 absences in a year (7 if unexcused, 12 if excused or a combination of excused and unexcused). This letter will require:

1. A guardian signature agreement that attendance will improve OR
2. A meeting to brainstorm ways to improve attendance together.

If the absences reach a total of 20 days (Chronic Absenteeism) and are for anything other than extended child illness or a family emergency, a referral will be sent to school officials for review. Attendance reviews can lead to possible actions such as truancy petitions, alerting of child protective services and/or repetition of the grade level for the student affected. Uncorrected truancy at young ages can create a pattern that continues into future grade levels. The most significant consequence for truancy is the risk for students to become involved in other negative and illegal activities in their lifetime.

BICYCLES – Student bicycles should be parked in the bike racks provided at the front side of the school. Bike riders will walk their bikes on school grounds and when crossing at school patrol intersections.

BREAKFAST – Breakfast will be served from 7:45-8:15 a.m. Upon completion of breakfast, students are to report to the playground area prior to school starting. S**tudents who** ride the Sherburn shuttle bus will eat breakfast in TRIMONT. The same account is used for both breakfast and lunch.

CARE OF BOOKS/EQUIPMENT – Students may be required to do homework and bring materials home from school. Books should be transported in some type of book bag if possible. Parents should find a safe place at home to keep school books to help eliminate the risk of having them damaged. Students damaging and/or losing textbooks and library materials will be expected to pay for the damages or replacement costs. Abuse of school equipment, however, may result in replacement costs being assessed to students and parents.

CALLS FROM OFFICE (STUDENTS) – Students will not be allowed to call parents to see if they can go to someone else's house after school. These plans need to be made at home before leaving for school. Students may use the phone in the office for other important calls, with the permission from their teacher.

CELL PHONE, ELECTRONIC/SMART DEVICES (WATCH, IPOD, IPAD, ETC…) USAGE POLICY - MCW students are busy throughout the school day with learning activities. Martin County West recognizes the advancements in technology and the widespread use of calling/messaging devices by the students and the public. However, during school hours, student use of calling/messaging devices will be prohibited at all times. If a phone call needs to be made, students may request usage of the phone in the office. Students with calling/messaging devices should turn their calls and messaging features off and if they can not be kept at home, students should preferably store them in their school bag or check it into the office before school to be picked up at the end of the school day. The school will not be held responsible for the loss, theft **or damage** of these devices.

COLD WEATHER POLICY FOR RECESS – Whenever possible, students will be outside for morning, lunch and after school recess unless the temperature or the wind chill has a "feels like" temperature of zero or below. Please make sure your child comes to school dressed appropriately for the weather. In the fall and spring, students will not be outside if it is raining.

When weather/temperatures require indoor recess students will be in a classroom or gym. Appropriate gym shoes are required. ***Sandals should not be worn on the playground or in the gym during active play!***

DISMISSAL TIME -- Students are dismissed at the end of the school day at 3:06 p.m. Some general rules for dismissal are:

1. Students will pass in an orderly manner from the building. They will leave from the appropriate doors and walk on the sidewalk to the bus or home.
2. Students will cross at the intersection where the school crossing guard is stationed and will follow the directions of the school crossing guard on duty.
3. Bus students will generally go to the playground until it is time to load the buses.
    a. Students will show respect for and listen to the directions of the supervisors.
    b. Students will enter the buses in an orderly manner.
4. Bike riders will walk their bikes on school grounds and when crossing at school patrol intersections.
5. Students waiting for students who ride on the Trimont bus will go to the playground until the buses have arrived.

DOCTOR, DENTIST AND OTHER APPOINTMENTS – Parents are asked to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Please notify the school office as soon as possible via phone call or email.

DRESS CODE/LANGUAGE – Students have the right to determine their own dress, but they also have the responsibility to dress reasonably and appropriately. A student's dress practices may be restricted if it is obscene or in poor taste, unclean, or substantially disrupts the educational process as determined by the principal. We do not and will not accept students wearing clothing that has a message that is obscene, lewd, profane, vulgar or that harasses, threatens, intimidates or demeans any individual group of individuals because of sex, color, race, religion, handicap, national origin, sexual orientation or indicates an activity that is illegal for school age youth (smoking, drinking, drugs, etc.). We believe that students should be able to distinguish between appropriate or inappropriate clothing.

Students will not be allowed to wear clothing that reveals undergarments or exposes the midriff area. We will not accept students wearing clothing that could signify gang affiliation or wearing chains on the belt loops. Students should also use discretion regarding exposure (any article of clothing) and length of the shorts/skirts they wear. **Shorts and skirts will need to be long enough to not expose personal/private areas of the body (in any position). A good rule of thumb is shorts or skirt lengths will be equal to or longer than a student's clenched fists when their arms are held straight down at their sides. Any article of clothing can not have holes that expose personal/private areas of a student's body. Length and exposure factors will be used to deem clothing in or out of compliance with the dress code.** Hats and hoods may not be worn in the building during the normal school day. Hats worn appropriately will be allowed during MCW sponsored activities outside of the school day. Hats with alcohol, beer and other questionable wording will not be allowed.

Inappropriate language will not be tolerated at any time. Students should be able to carry on a conversation without using language that is vulgar and/or offensive.

EMERGENCY DRILLS – According to State Law, all public schools must practice fire, tornado, and lock-down drills. For fire drills, each class has an escape route to an outside area that is a safe distance from the building. During tornado drills, the students go to a designated area within the building. All students kneel with heads down and covered with hands, facing towards an inside wall. The students will remain in the classroom and away from windows/doors during a lock-down drill. A detailed escape plan is posted inside the door of each classroom.

EMERGENCY INFORMATION – In case of emergency each student is required to have working guardian and emergency contact information. **Please remember to update the office with changes to your contact and emergency information. Please also note that cell phone mailboxes that are not set up or are full can not receive messages.**

EXPECTATIONS IN CLASSROOM, HALLWAYS, LUNCHROOM & GYM/FREE TIME – See MCW PRIDE matrix on last page.

FIELD TRIPS – At various times during the year students may take field trips to enrich their classroom studies. Field trips within the county will be approved or denied at registration. If field trips take students outside of the county, permission slips will be sent home to be signed by the guardians prior to the trip. Guardians will also be advised in advance of any fees involved.

HOMEWORK – Homework is important. It is an extension of the learning that takes place at school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging quiet, comfortable places for students to work and by seeing that assignments are completed.

HOT LUNCH PROGRAM – Students may either participate in the hot lunch program or bring sack lunches for lunchtime. Breakfast and lunch will be offered to every student free of charge due to legislation. There will be a charge for milk at milkbreak.

ILLNESS OR INJURY – In case of illness or injury the school nurse or a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. **REMEMBER, an emergency phone number where parents can be reached and the name and telephone number of the student's family doctor must be on file.**

IMMUNIZATIONS – State law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, measles/mumps/rubella, hepatitis B, and varicella (or date of the chickenpox disease). Please contact the school nurse with questions.

INVITATIONS TO BIRTHDAY PARTIES – Students are asked not to pass out birthday invitations at school unless the student is inviting an entire class or all boys or all girls to protect the feelings of others.

LEAVING CAMPUS – Students are not allowed to leave the school campus during the school hours for any reason without the knowledge and consent of the parents/guardians and/or the office. Permission to leave the school grounds will be granted upon written or verbal request from the student's parent or guardian. **Students must be signed out by an adult prior to leaving the building.**

MEDICATION POLICY – The MN Dept. of Health has regulations that schools must follow in regard to administering medication to children at school. The school nurse will monitor these. Parents should know:

1. The office must have a signed and dated permission slip with medication instructions.
2. Medications must be brought to school by an adult. Do not send medication with a student (exceptions for asthma inhalers and epi-pens which may be carried by students during the day).
3. For oral prescription medicine to be administered at school, it must be in its **original container** with the **child's name, drug identity, dosage instructions, and doctor's name clearly visible on the front.**
4. The prescription must be current.
5. A note, dated and signed by the parent must accompany medication.
6. Refrigeration is available.
7. Medication will be given by authorized school personnel.
8. **ALL MEDICATION MUST BE KEPT IN THE OFFICE! -** Exceptions with nurse's knowledge (inhalers, epi-pens and diabetes supplies)

MILK BREAK/SNACKS/CLASS PARTIES - HEALTHY SNACKS – Students in grade K-6 will have a milk break. The milk provided at milk break does not come out of the student lunch account; it is a separate fee that may be paid at the beginning of the school year. Free and reduced lunch status affects milk break pricing, if your family qualifies. MCW encourages "Healthy Snacks" in school for students/classrooms throughout the school year.

NOTICES – Occasionally we find it necessary to send notices home. Past experiences have proven that frequently these notices do not always reach home. Please impress upon your child the importance of receiving every message or bulletin sent home from school. In addition, electronic notifications may be used to share school information from school to home through our School Messenger system. Please provide the school with relevant and used contact information. **Please be aware that cell phone mailboxes that are not set up or are full can not receive messages.**

PARENT/TEACHER CONFERENCES & REPORT CARDS – Parent/Teacher conferences are held in August/September, November and February. Teachers will set up conferences with ALL parents in November. Generally, the later conference date is blocked for conferences as the need is perceived (that is, if parents or the teacher feel the conference is necessary for the success of the student). These conference dates are scheduled into our school calendar. If the parent wishes to schedule other meetings with your child's teacher, every effort will be made in making arrangements. If an emergency arises and you cannot attend scheduled conferences at a pre-arranged time, please telephone our office. Every effort will be made to reschedule your conference at a mutually beneficial time.

Report cards are issued following the completion of each nine-week grading period. Please review your child's progress and contact the school if you have questions regarding grades.

PSYCHOLOGIST/SOCIAL WORKER – A school psychologist is available as a special counselor to students and also provides the teaching staff with different kinds of evaluation tools. The psychologist is also available to parents who have special concerns regarding their children. A school social worker is available to students who are experiencing some type of difficulty in their life. This person also organizes support or intervention groups to help the students build skills to assist in overcoming some of their difficulties. The social worker will do in-home visits with the family when appropriate to discuss possible interventions.

~~**SCHOOL BUS BEHAVIOR - RIDING BUS IS A PRIVILEGE; NOT A RIGHT!**~~

1. ~~**Rules at the Bus Stop**~~
   a. ~~Get to the bus stop five minutes before scheduled pick up time. The bus driver will not wait for late students.~~
   b. ~~Respect the property of others while waiting at the bus stop.~~
   c. ~~Keep your arms, legs, and belongings to yourself.~~
   d. ~~Use appropriate language.~~
   e. ~~Stay away from the street, road, or highway while waiting.~~
   f. ~~Wait until the bus stops before approaching the bus.~~
   g. ~~After getting off the bus, move away from the bus.~~
   h. ~~If you must cross the street, always cross in front of the bus where the driver can see you.~~
   i. ~~No fighting, harassment, intimidation or horseplay.~~
   j. ~~No use of alcohol, tobacco, or drugs.~~

2. ~~**Rules on the Bus**~~
   a. ~~Immediately follow the directions of the driver.~~
   b. ~~Sit in your seat facing forward.~~
   c. ~~Do not damage the school bus. Students will pay for any damage to the bus.~~
   d. ~~**Refer to the Transportation Behavior Matrix (page 13) for additional expectations.**~~

~~Most behavior on the bus can be controlled by the bus driver. If a reprimand is not sufficient, the driver will contact the safety supervisor or if the behavior is serious in nature, substantially affects safety, or is persistent, the driver will contact the building principal. Each referral to the safety supervisor or building principal may result in one or more of the following:~~

1. ~~Parent contact;~~
2. ~~Assigned seats may be given to said student or all students;~~
3. ~~Removal of riding privileges;~~
4. ~~Legal action taken, state safety department contacted, and possible expulsion from school;~~
5. ~~Continued behavior problems on the bus will extend the length of the loss of riding privileges.~~

MARTIN COUNTY WEST TRANSPORTATION
RULES AND REGULATIONS

Safety is the primary concern in transporting students. Safety on school buses is a shared responsibility of students, parents, school staff, bus company and bus drivers. Parents/guardians should read and explain these rules to their children. We ask for your help by teaching your children the importance of bus safety.

Rules on the Bus

1. Immediately follow directions of the driver, do not delay loading/unloading procedures.
2. Always sit, face forward and do not move around.
3. Talk quietly, be courteous and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassing, intimidating or horseplay.
7. Do not throw any objects in or out of the bus or damage the bus.
8. No eating, drinking, matches, lighters or use of tobacco or electronic cigarettes.
9. At railroad tracks be absolutely silent.
10. No verbal and/or physical sexual harassment.

Breaking the Rules

1. Student will be verbally warned.

2. Student will be issued a written notice.
3. School Bus Incident Report will be issued and transportation denied. **NOTE**: **Dangerous or destructive offenses will result in the**
4. **IMMEDIATE suspension of busing privileges with NO warning given.**

Rules at the Bus Stop

1. Students should get to their bus stop 5-10 minutes before the scheduled pick-up time.
2. Students should respect the property of others while waiting at their bus stop.
3. Students must stay away from the street when waiting for the bus. In the winter, they should never walk or play on the snow banks.
4. Students that must cross the street should always cross in front of the bus where the driver can see them. Students should wait for the drivers' signal before crossing the street
5. **REMINDER:** Parents/Guardians are responsible for the discipline of their students at the bus stop. It is **NOT** the responsibility of the bus company or the school district. Severe problems should be directed to the Police Dept.

Getting on the Bus

1. Stand several feet back from where the bus will stop.
2. Line up and wait your turn. Wait for the bus to stop before moving forward to board it. Pushing and shoving causes accidents.
3. Use the hand rail when boarding the bus & show the driver your pass.
4. Take a seat quickly; delays in getting seated may cause buses to be late.
5. Do not save seats for friends.
6. Move over so each student can be seated.

Riding the Bus

1. Items you cannot hold on your lap are not permitted due to safety.
2. Do not carry articles such as guns, fireworks, sharp instruments, electronic cigarettes, animals or any other objects of a dangerous or objectionable nature onto the bus.

3. Do not throw things on the bus, or out of the windows.
4. Immediately report to the driver any damage to a bus.
5. Use the bus for transportation to and from school only.
6. In cases of emergency, follow the driver's instructions.
7. Drivers will pick up and drop off students only at designated bus stops.

Leaving the Bus

1. Don't get up until the bus stops.
2. Pushing and shoving will not be allowed.
3. **IMMEDIATELY** move away from the bus.
4. If you drop something, **DO NOT** pick it up. Wait until the bus leaves and ask an older person to get it.
5. If you have to cross the road, always cross in front of the bus.
6. If you do not have to cross the road, stay away from the side of the bus.
7. **ALWAYS REMEMBER**- if you can touch the side of the bus, then you are too close.

Change of Address

If you move during the school year, please visit your school's office to update your address and re-register for busing online.

Bus Assignments

For safety reasons, only students assigned to each route are permitted to ride the bus. We will only pick-up and drop-off students at assigned bus stops. Altering this negatively affects scheduled pick-up and drop-off times for those assigned to each bus route. Only one home per pupil can be designated for transportation purposes.

Consistency of routes is very important for safety. Therefore, students will **NOT** be allowed to ride with friends for any reason. Transportation will **NOT** be provided for students to attend parties, meetings, medical appointments, sports practice/events or going home with friends etc.

Route Timing

With each new school year, inconsistencies in route timings are often experienced. We appreciate your patience as drivers get familiar with their routes and students. The weather, traffic, construction, and students not riding can affect the timing.

Bus Stops

Bus stops are determined by need and location of bus riders and may change from year to year. Students must use the stop assigned to them. Bus drivers are **NOT** required to stop if there are no students waiting.

Eligibility

Students in grades K-5 must live at least one mile from school and students in grades 6-12 must live at least two miles from school to be eligible for transportation. The district will bus students (K-5) to and from a child care facility if it meets the criteria listed below.

Day Care

Transportation can be provided to and/or from day care if the following circumstances exist:

1. The day care is in the attendance area of the school your child attends.
2. The day care address is more than one mile from school.
3. Only students in grades **K-5** will be eligible for day care Transportation.
4. Only one home per pupil can be designated for transportation purposes.

Requests for transportation from day care must be made **EVERY** school year by using the Day Care Transportation Form, available on the website, or at the elementary schools. Registration must be completed by the student's parent or guardian and not by the day care.

Attendance Exceptions

Students with exceptions to attend a school other than the one they are assigned to are NOT eligible for transportation unless they are using an eligible child care address (K-5).

Inclement Weather

In the event of inclement weather, some route adjustments may be necessary. On mornings when schools are closed due to weather, every effort will be made to inform local radio & TV stations by 6 AM. If schools are dismissed early, radio/ TV announcements will also keep you informed.

Medical Conditions

If your child has any medical conditions (i.e., subject to seizures, on daily medications, severe allergies) which may be a problem during the bus ride, please call the school office to request a medical form. This completed form will be carried on the bus(es) your child rides and used if a medical emergency occurs.

Discipline Procedures

If a student does not follow the rules on the bus, the driver will try to resolve the problem as explained in the "Rules on the Bus" section. If the driver cannot obtain cooperation from the student, a discipline report will be filed. Telephone conversations and/or written notification will be made to the student and parent/guardian concerning all incidents. A copy of the Incident Report will also be sent to the principal. Video cameras will be used as a tool for improved safety and student management.

Class I Offenses

Spitting, horseplay, excessive noise, eating/drinking without permission, littering, false identification or refusal to do identify, riding unassigned bus or using unassigned stop, leaving seat/standing without permission, toy guns, liquid type containers in any form, riding or attempting to ride during a bus suspension, bullying, verbal abuse, harassment, profanity, obscene gestures, possession of unacceptable material, possession, or use of laser pointers and pens, inappropriate cell phone use, disobedience to driver or para, other offenses as reported by driver or principal

Class I Consequences

1st Offense: Verbal warning
2nd Offense: 1-5 school day school bus suspension with written notice which must be signed and returned to driver
3rd Offense: 10 school day school bus suspension (reinstatement of bus privilege requires mandatory meeting with principal, parent, student and bus company)
4th Offense-Loss of all bus services for remainder of school year

Class II Offenses

Hanging out windows, throwing/shooting of any dangerous object, physical aggression against any person, profanity/threats directed at bus driver and/or para, possession/use of any controlled substance, vandalism to bus (Min. $50 fine or restitution as determined by bus company. Fine/restitution must be paid prior to returning to bus service), holding on to or attempting to hold onto any portion of the exterior of the bus, unauthorized entering or exiting bus through emergency door/tampering with bus equipment, possession or threat of weapons/explosives/flammables, other offenses as reported by driver or principal

Class II Consequences

1st Offense: 5-15 school days suspension from riding bus or loss of all bus services (reinstatement of bus privilege requires mandatory meeting with principal, parent, student and bus company)
2nd Offense: Loss of all bus services for the remainder of the school year

Other Discipline

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

PLEASE NOTE: Students in grades K-5 cannot be denied transportation until their parent/guardians have been notified of the violation. **Dangerous or destructive offenses will result in suspension of busing privileges. The length of the suspension will be determined by the degree of the offense.
Students damaging school buses will be responsible for the damages. Failure to pay such damages within two weeks will result in the loss of bus privileges until damages are paid to the bus company.

Video Cameras

School buses are equipped video cameras to assist in the safe transportation of students.

Notice

Minnesota law states that transportation by a school is a **PRIVILEGE, NOT A RIGHT,** so protect your privilege with proper conduct at all times.

Parents/Guardians

School buses are to be used to transport students only; no parents/guardians will be allowed to ride.

Bus Passes

All students being transported on a regular bus **MUST** have a bus pass for their scheduled bus in their possession in order to ride the bus to & from school. **Students must register each school year for a new pass**. A fee of $5.00 will be charged for **lost** passes payable to the bus operator. Late and new student registrations need to allow at least 5 business days for processing. Students must receive their bus pass before accessing bus services.

REPLACING BUS PASS

1. If your pass is damaged & no longer legible, take it to the office of the school you are attending to receive a new one.
2. If you lose your pass, please notify the bus company. You will be charged $5.00 for a replacement pass.
3. Students without passes for their scheduled bus will be given 3 verbal warnings at which time they will be given a pink slip.
4. After 5 verbal warnings students will be issued an Incident Report, parents will be called & students will be denied transportation until payment is received for a new pass.

SCHOOL CROSSING GUARD / BUS LOADING / VEHICLES IN BUS DROP OFF AREA – We have adults who are responsible for helping students cross at the Highway 4 intersection and designated crossings in front of Sherburn Elementary. All students should obey the crossing guards at this area. Violators will be reported to the principal.

- Sherburn Elementary - No vehicles should enter or exit the parking lot while buses are loading and unloading.
- Trimont Elementary - No vehicles should enter the bus lanes (2 lanes between building curb & marked parking spaces) while buses are loading and unloading. Vehicles should stay in the parking lot area (where parking spaces are located). If students are being dropped off, please keep them in the vehicle until buses have cleared the parking lot area.

TITLE SERVICES – In addition to their regular classroom reading and math instruction, some students receive additional support in reading and/or math through the federally funded Title program. Students may qualify for additional assistance based upon spring FastBridge and Minnesota Comprehensive Assessment (MCA) results, and teacher and/or parent referral.

- Title eligible students may receive help with Phonemic Awareness, a program that teaches students to improve their ability to decode words.

- Each student works at an individualized level on the instructional software that tracks the student's progress on necessary reading and math skills. This 25 minute daily block of time allows for students to be pulled aside for specific 'targeted assistance' in Reading/Math by school staff.

- All students in grades 1-2 work daily on IXL, a computer program to help students develop their reading and math skills. Each student works at an individualized level on the instructional software that tracks the student's progress on necessary reading and math skills. This 25 minute daily block of time allows for students to be pulled aside for specific 'targeted assistance' in Reading/Math by school staff.

- In grades 3-6 reading pull-out during the week is provided for some students who are still developing Reading fluency skills.

- Students in grades 3-6 have access to IXL, a computer program to help students develop their reading and math skills. Each student works at an individualized level on the instructional software that

tracks the student's progress on necessary reading and math skills. Time spent with this program is controlled by the classroom teacher.

VISITORS

- Children should not bring friends from other schools, younger brothers or sisters, or visiting relatives to class since it interferes with the regular program or class work.
- Parents/guardians/other family members are welcome to visit school, including for lunch. Arrangements must be prearranged from the parent/guardian with the building principal.
- All visitors, including parents/guardians, are required to sign in at the office when coming to the school during school hours.

WITHDRAWAL FROM SCHOOL – If you plan on moving out of our school district during the school year, please notify the principal's office prior to your move. Know that if a student is absent for 15 consecutive days, they will automatically be withdrawn from the Martin County West school district per state requirements.

SPECIFIC POLICIES
SEXUAL HARASSMENT/VIOLENCE POLICY

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 2448 (the 'School District') to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel including school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence and to discipline any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

The entire Martin County West Religious, Racial, and Sexual harassment and Violence Policy #412 can be obtained from any one of the building principals and is posted within the building.

WEAPONS POLICY

I. Purpose - To assure a safe school environment for students, staff, and the public.

II. General Statement - No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. Definitions

1. Weapon – A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, a firearm, whether loaded or unloaded; air guns, pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
   A. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons

including, but not limited to, weapons listed above which are broken of non-functional look alike guns, toy guns, and any object that is a facsimile of a real weapon.

B. No person shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

2. School Location – Any school building, grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

3. Possession – Having a weapon on one's person or in any area subject to one's control in a school location.

IV. Consequences for Student Weapon Possession, Use, Distribution

1. The school district and the school takes a position of "Zero Tolerance" in regard to possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
   A. Immediate out of school suspension.
   B. Confiscation of the weapon.
   C. Immediate notification of the police.
   D. Parent or guardian notification.
   E. Recommendation to the superintendent of dismissal for a period of time not to exceed one year.

2. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school, will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

INTERNET, COMPUTER, AND EQUIPMENT USAGE POLICY

I. The internet offers a wealth of information resources for employees, students and other users. Like any tool, the Internet may be: misused." Although there are many valuable resources on the Internet that can improve the services and productivity of the school District, there are many Forms of inappropriate material that are unrelated to the educational purpose of the School District. Proper use of the School District's Internet access and computer use is the responsibility of the individual user. Misuse of the Internet, computer network, computers or equipment may lead to revocation of the user's Internet access; access to District computers, computer network and equipment; and possible discipline, including suspension, expulsion, loss of credit, reduction of grade and/or criminal prosecution.

II. The District maintains "Filtering" software which blocks access to objectionable sites on the Internet by users. In addition to blocking access, administrators have an electronic file that records attempted "log-ons" to filtered sites. Information on time of day of attempted access, along with which school computer attempted to "log-on" are logged daily for administrator review.

III. All users of the School District's Internet access must read this policy and agree to the terms of the School District Internet, Computer and Equipment Use Agreement as indicated by their signature on the applicable Use Agreement. The agreement signed by each user shall be kept in the student's file for each user. Students will not be allowed access until this form has been signed by the student each year.

- For a complete copy of the Internet, Computer, and Equipment Usage Policy refer to the Martin County West Policy Book Section 534.

HAZING PROHIBITION

I. The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. DEFINITIONS

A. "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 or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
   a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
   b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
   c. Any activity involving the consumption or any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the students to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
   d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
   e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official School organization to come within the terms of this definition.

III. The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited, to any form of intimidation, reprisal or harassment.

BULLYING PROHIBITION

I. PURPOSE - A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships.

II. GENERAL STATEMENT OF POLICY - Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when the students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in it normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

III. BULLYING DEFINITION – Any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational 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: 1. Harming a student; 2. Damaging a student's property; 3. Placing a student in reasonable fear or harm of person or property; or 4. Creating a hostile educational environment for the student. The misuse of technology may also constitute an act of bullying.

IV. CONSEQUENCES - Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

V. REPORTING

- Any person who believes he/she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building principal or the principal's designee. The school district encourages the reporting party to use the report form available from the school office,

but oral reports shall be considered as well. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

- The school district will respect the privacy of the reporting party, the individual(s) against whom the report is filed, and the witness(es) as much as possible. The school district is not authorized to disclose to a victim private data regarding an alleged perpetrator.

- The Martin County West School District's complete Bullying Prohibition Policy is available for review in the office at all school sites.

Bullying Report Form - Martin County West

Important - Please Read Before Completing Form

On occasion students may have a conflict with one another. *A single conflict, while unfortunate, may not rise to the level of bullying under state law.* The purpose of this form is to report instances of bullying as defined in law. *For concerns regarding other student conflicts, please contact your student's building principal.*

The state of Minnesota defines bullying as:

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

(1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or

(2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

(g) Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to, conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property; under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in chapter 363A. However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or chapter 363A.

If you believe a student is being bullied according to this definition, please complete this form. An administrator from the school will reach out seeking more details and information in the near future. Please expect that you will be contacted by the school and be prepared to share the best details you have available regarding the issue.

Please note, the form is not actively monitored on days school is not in session or outside of regular school hours.

Bullying Report Form - Martin County West

1. Name of Individual Making Report (Your Name): _____

2. Best day time phone number to contact you: _____

3. Best email address to contact you: _____

4. Name of the student(s) you believe are being bullied: _____

5. Name of the student(s) who are bullying others: _____

6. Name any other witness(es) to the bullying incident: _____

7. Please provide a description/explanation of the situation(s) in which bullying has occurred. Please provide as many details as are reasonably possible (example - names, locations, dates, other witnesses, etc).

_____

_____

_____

_____

_____

_____

STUDENT DISABILITY NONDISCRIMINATION

Disabled students are protected from discrimination on the basis of a disability. It is the responsibility of the School District to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education. A learner who is protected under section 504 is one who:

- has a physical or mental impairment that substantially limits one or more major life activities, including learning: or
- has a record of such impairment: or
- is regarded as having such impairment.

Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Persons who have questions, comments or complaints regarding disability issues or who have inquiries regarding grievances for hearing requests should contact the Superintendent. This person is the School District's ADA/504 Coordinator.

PLEDGE OF ALLEGIANCE

Unless waived by School District policy, students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

MARTIN COUNTY WEST SCHOOL DISTRICT POLICIES

As all situations or incidents that may occur are not covered in this handbook, the Martin County West District Policy book will be used when interpreting those situations or incidents that are not covered but are in the District Policy Book. The District Policy Book is available for you to review in each school office.

DEPARTMENT OF EDUCATION

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCA)
MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

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

Statewide Assessments Help Families and Students

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

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Updated March 2025

Consequences of Not Participating in Statewide Assessments

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

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

Explore the Statewide Testing page for more information.

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

Additional Information

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

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

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

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

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ Reading MCA/Alternate MCA ☐ Science MCA/Alternate MCA

☐ Mathematics MCA/MTAS ☐ WIDA ACCESS/WIDA Alternate ACCESS

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

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

Updated March 2025

THIS IS MAVERICK COUNTRY …

WE DO EVERYTHING WITH "PRIDE"

Martin County West Schools Behavioral Matrix

	Classrooms and Learning Areas	Common Areas (Hallways, Cafeteria, Media Center, Restrooms, Playground, School Grounds)	Transportation (Bus, bus stops, parking lot, school vehicle, bike rack)	School Related Activities (Any event involving MCW Schools)
Personal Responsibility Knowing what to do and doing it	• Be on time • Be prepared for class • Use class time appropriately • Attend class on a daily basis	• Clean up after yourself • Keep food and drink in assigned areas only • Report concerns/issues to staff • Wait patiently when necessary	• Obey all laws and safety rules • Place trash in receptacles • Keep your hands and feet to yourself and in the bus. • Take all belongings with you • Stay seated while the bus is moving	• Follow MCW rules and guidelines for all on or off campus activities
Respect Treating yourself, others, and property with empathy and consideration	• Use positive tone and language • Listen to others • Follow staff directions • Respect property and be kind to others • Keep hands and feet to yourself • Follow dress code	• Use positive tone and language (use good manners) • Follow staff directions • Respect property of others • Keep hands and feet to yourself	• Use positive tone and language • Follow staff directions • Respect property of others • Allow others to sit with you • Be kind to your peers and the driver	• Use positive tone and language • Follow Staff directions • Respect property of others
Integrity Acting with honesty toward self and school	• Be honest • Take responsibility for your own actions • Do your own work • Report acts of bullying and/or harassment	• Be honest • Report acts of bullying and/or harassment • Report graffiti or damages • Use hallway passes for what they are intended	• Be honest • Report suspicious or dangerous behaviors	• Be honest • Report suspicious or dangerous behaviors • Represent MCW in a positive manner
Discipline Using self-control to be your best	• Time on task • Honor due dates • Give your best effort • Develop good study habits • Respond appropriately to instruction and criticism	• Use positive tone and language • Use an "indoor voice" • Respond calmly and respectfully	• Follow school guidelines at all times • Use caution when entering or exiting the parking lot • Walk bikes on sidewalks and in front of the building • Use crosswalk to cross roads and parking lot	• Follow rules of the event • Demonstrate appropriate behavior • Respond appropriately to criticism • Serve as an Ambassador for MCW
Engagement Demonstrating a positive interest	• Actively participate in class activities • Help and support classmates • Be physically and mentally present	• Make MCW Schools a better place for all • Make everyone feel welcome at MCW	• Make MCW Schools a better place for all • Pick up litter • Make everyone feel welcome at MCW	• Become involved • Use your Maverick PRIDE • Enthusiastically support participants