Grand Rapids Area Schools Elementary School Handbook

"Together, teaching and learning for life...
to achieve excellence."

www.isd318.org

If you need school information translated or interpreted in your home language, or if you require materials in another format, please contact your school office. We are happy to help.

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Dear Grand Rapids Area Schools' Families,

Welcome to the Grand Rapids Area Schools' elementary schools! Our staff and principals are thrilled to greet our students and their families. We have the honor and responsibility of working with your children.

This school year promises to be exciting and challenging as we strive to provide the best educational experiences. Success requires everyone's participation.

Students: Embrace the responsibility of being active and respectful members of your class, school, and community. Your effort and respect will ensure a rewarding year.

Parents: Your support and encouragement are vital to your children's academic success.

As a staff, we are committed to creating exceptional learning experiences for all. We believe in the power of community, in the Grand Rapids Area Schools —"Together we are better". Let's make this school year outstanding!

Stay informed about school activities via Campus Parent emails. We welcome your visits and are here to answer any questions you may have.

Policy Information:

Grand Rapids Area Schools' policy information can be found at
https://www.isd318.org/administration/policy-manual

PART I – INFORMATION

School Hours - Arrival and Dismissal

Grand Rapids Area Schools Elementary Schools' arrival and dismissal times vary by building depending on transportation (see the table below).

School	***Doors Open***	***M-F Start Time/Tardy Bell***	***M-T-TH-F End Time***
Bigfork	*8:00 am*	*8:30 am*	*3:06 pm*
Cohasset	*7:50 am*	*8:30 am*	*2:55 pm*
East	*7:50 am*	*8:15 am*	*3:00 pm*
GRAVA	*N/A - Virtual/Online Program*		
West	*7:50 am*	*8:30 am*	*2:50 pm*

Bigfork Elementary School (743-3444)
https://bigfork.isd318.org/
Mr. Ken Decoster ~ kdecoster@isd318.org

Cohasset Elementary School (327-5860)
https://cohasset.isd318.org/
Dr. Ryan Siegle ~ rsiegle@isd318.org

East Rapids Elementary School (327-5880)
https://eastrapids.isd318.org/
Mrs. Jill Wheelock~ jwheelock@isd318.org

Grand Rapids Area Virtual Academy
https://grava.isd318.org/
Mr. Sean Martinson ~ smartinson@isd318.org

West Rapids Elementary School (327-5870)
https://westrapids.isd318.org/
Mrs. Jennifer Stefan ~ jstefan@isd318.org
Mr. Clayton Lindner ~ clindner@isd318.org

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found at each school office and district office and on the school district's website at https://www.isd318.org/Page/592.

Class Assignments

A student's classroom assignment can be designated as directory information by the school board and, if so, can be listed publicly unless a parent or guardian opts out. Classroom assignments are determined by the school district and will be communicated to students in the summer before the school year via digital platforms such as Campus Parent.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond to the complaining party regarding the school district's response to the complaint.

Employee Directory

The Employee Directory can be found on the district website: https://www.isd318.org/Page/423

Background Checks

The school district may elect to seek criminal history and/or National Sex Offender Registry background checks for other volunteers, independent contractors, and student employees.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.

- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Celebrations & Treats in the Classroom

In Grand Rapids Area Schools' elementary buildings, we understand families may want to acknowledge special occasions like birthdays. To support a safe, inclusive, and clean learning environment, please follow our **non-food celebration guidelines**:

- **No food items** are allowed for individual celebrations, including healthy snacks like fruit or granola bars. These will be sent home.
- Teachers may occasionally organize a special event that includes food (e.g., seasonal party, curriculum tie-in). These are rare and coordinated by staff. Families will receive advance guidance in these cases.

If you'd like to send something to celebrate your child's birthday, please coordinate in advance with the classroom teacher and consider a **non-food option**.

Non-Food Ideas:

- Stickers, pencils, small notebooks, books, puzzle pads, jump ropes, or classroom gifts like games or read-alouds.

We appreciate your partnership in promoting student safety, inclusivity, and respect for health

needs.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library and Media Center

Students may use the library/media center during the school day and before and after school only when a District supervisor is present.

Meals at School

Students may bring meals from home or choose from options offered at school (hot lunch, cold lunch, or salad). A cold breakfast is available daily. Milk is available for purchase with a home meal. Menus are sent monthly.. If you'd like to join your child for a meal, please notify the school office by 8:30 a.m. that day. Students will be notified of their assigned meal time on the first day of school. Grand Rapids Area Schools policy information can be found at https://www.isd318.org/Page/408

Student Communication & Personal Devices

To limit interruptions to learning, only emergency or essential messages will be delivered to students during the school day. Please call the school office with urgent information. Students may not use personal phones or smartwatches to communicate during school hours unless directed by staff.

Nondiscrimination

It is the policy of Grand Rapids Area Schools not to discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, disability (or fail to ensure physical and program access for disabled persons) or sexual orientation in its educational program, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Furthermore, Grand Rapids Area Schools believes that all individuals should be treated with respect and dignity. The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment. Sexual harassment violates Section 703 of Title VII of the Civil Rights Act of 1964, 363.01-14, Minnesota

Human Rights Act.

Inquiries regarding compliance with Title IX or sexual harassment may be directed to Kasie Maeder, Compliance Officer, 601 SW 7th Street., Grand Rapids, MN 55744, telephone 327-5708, as the Americans with Disabilities Act (ADA) Coordinatoror to the MN Department of Human Rights, 190 E 5th St. Suite 700, St. Paul, MN 55101, telephone (651) 296-5663.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Family Communication

At Grand Rapids Area Elementary Schools, we value strong school-home partnerships and are committed to keeping families informed. We use the following tools and practices to support clear, timely communication:

Campus Parent / Infinite Campus

Our primary system for student and school information is **Campus Parent**, part of Infinite Campus. Families use this platform to:

- Receive school and district announcements
- View attendance and report cards
- Update contact information
- Monitor lunch balances and fees

You can access Campus Parent via the Infinite Campus app or at Campus Parent Info. Please contact your school office for help setting up your account.

School & Classroom Updates

Teachers and school staff communicate regularly via email or printed newsletters. Principals send building-wide updates through Campus Parent or school email lists.

Parent-Teacher Conferences

We hold formal conferences once a year, with additional meetings available upon request. These meetings are a key opportunity to review your child's progress and partner in their learning.

Parent Volunteers

Volunteers are truly a gift to schools! Volunteers are invaluable members of the school-home-community team dedicated to enriching public education. Please check with your child's teacher to see how you can help in your child's classroom. When you come to volunteer, please sign in and provide your ID at the school office. Each office has a "Volunteer Badge" for you to wear while you are in one of our schools. Please return it to the school office when you sign out. Any one planning to volunteer for more than a one time even needs to complete the "Volunteer Handbook" which is available in each school's office and online at:

- https://www.isd318.org/Page/142

Pledge of Allegiance

Students will recite the Pledge of Allegiance daily. Participation is voluntary, and students must respect each other's choice to participate or not.

School Closing, Late Start or Early Release Procedures

The Superintendent will make decisions about school closings, late starts, or early releases as early in the day as possible in event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members. The school closure, late start, or early release will be communicated to staff, students, families, and the school community via designated broadcast media, local authorities, automated phone call, e-mail, and/or district or school building websites.

If Administration and Transportation staff decide that a late start is called for, buses will still be available to transport children, just two hours later than their usual time. If the weather turns drastically worse during the school day, parents could be notified of an early release. Buses would again be available for transporting students, and families would be notified at all contact numbers and email addresses.

In our 2,200 square mile district, conditions can vary greatly. The district recognizes that weather conditions in Bigfork can be drastically different from those in Grand Rapids. As a result, families may also see a Bigfork-only school closure, late start, or early release.

The decision to close school is a serious one, and it affects many working families who would have to take a day off of work or find day care on short notice. Some families do not have these options and their children may be left home alone. Often, children are more at risk when we close school. Now, we hope to better serve parents and families with this added flexibility.

Remember, the final decision to keep your child home lies with you. Should you choose to keep your child home, Grand Rapids Area Schools will always support that decision. We appreciate your feedback and know that the safety of your children is foremost in your mind, as it is in ours.

A wind-chill of -50° Fahrenheit will be identified for a closing of schools because of cold weather. Grand Rapids Area Schools' policy information, and frequently asked questions about school closings can be found at https://www.isd318.org/Page/153

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 and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions 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. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the

interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Distribution of Non-school Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at least 24 hours in advance of desired distribution time..

Notice of Policy to Students and Employees

Grand Rapids Area Schools policy information can be found at https://www.isd318.org/Page/408

Implementation

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see policy manual on district website. Grand Rapids Area Schools policy information can be found at https://www.isd318.org/Page/408

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. When surveys are undertaken, parents will be informed and may obtain a copy of the survey by contacting their school office. For complete information on the rights of parents/guardians and eligible students about conducting surveys and/or analysis, evaluationsor collection and use of information for marketing purposes, and certain physical examinations, see policy manual on district website. Grand Rapids Area Schools policy information can be found at www.isd318.org/Page/408. It is addressed in Policy 520.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian. For more information on transportation procedures please see https://www.isd318.org/Page/96.

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.

PART II — ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact Anna Lloyd, special education director.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Students' grades will be reported four times during the year. Report cards will be available for parents to view or print through digital platforms after each grading period (ex. Infinite Campus Parent Portal).

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. All homework will be given to students who are absent due to illness or vacations before or after the student returns to school.

Promotion and Retention

Decisions about student promotion, retention, or acceleration are based on multiple factors, including age, academic performance, social/emotional maturity, and district screening criteria.

Promotion occurs when students meet grade-level expectations based on district and state standards.

Retention is used only in rare circumstances and after thorough review. The process involves parent meetings, MTSS interventions, and, when appropriate, a special education evaluation. Parents/guardians will always be included in retention conversations and documentation will reflect a team-based approach.

Acceleration (grade-skipping or subject acceleration) is considered for students who demonstrate exceptional academic readiness. It requires input from teachers, families, specialists, and the principal, and includes assessments like the Iowa Acceleration Scale.

For early entrance to kindergarten or questions about grade-level placement, please contact your school principal or visit the district's Academic Acceleration page: www.isd318.org

Summer Learning Opportunities

The school district may provide summer school learning opportunities. For more information, contact the community education department at 327-5730.

Parent Right to Know

Parents/guardians have the right to request information about the professional qualifications of their child's teachers and paraprofessionals. Upon request, the district will share:

- Whether the teacher meets Minnesota's licensing requirements for their assigned grade and subject
- Whether the teacher is operating under emergency or provisional licensing
- The teacher's degree(s) and certification areas
- Whether your child receives services from paraprofessionals, and their qualifications

Families will also be notified:

- If their child is taught for four or more consecutive weeks by a teacher who is not licensed for that assignment

- Of their child's results on state academic assessments

To look up a teacher's license, visit the PELSB License Lookup.

PART III — RULES AND DISCIPLINE

Attendance

Regular school attendance is essential to academic success and the development of positive routines. In Grand Rapids Area Schools elementary buildings, we value strong partnerships between home and school to support every child's consistent presence.

Our attendance procedures align with District Policy 503 and include the following:

Reporting Absences

If your child will be absent, please call your school's main number and follow the voice prompts to report the absence to the attendance line. Each school has a dedicated process for tracking attendance.

Please do not report absences directly to your child's teacher, as teachers may not be able to check messages during the school day. The school's main office ensures that attendance is recorded accurately and promptly.

Excused Absences

An absence will be considered **excused** for the following reasons:

- Student illness or medical, dental, orthodontic, or mental health appointments (including telehealth)
  Family emergencies
  Death, serious illness, or funeral of an immediate family member
- Religious observances or religious instruction (up to 3 hours per week off-site)
- Active duty in the military
- Ongoing treatment for a mental health condition
  Other reasons approved by the school principal

A parent or guardian must notify the school to report the reason for the absence. In some cases, written verification from a health care provider may be requested.

Please Note: Extended vacations during the school year must be discussed with the principal in advance and may not be excused under district policy. Families are encouraged to schedule trips during school breaks.

Unexcused Absences

Examples of **unexcused absences** include:

- Truancy (skipping school without parent/guardian knowledge or permission)
- Vacations or trips not approved in advance
- Work at home or in a business
- Failure to provide a valid reason for the absence
- Transportation issues not coordinated with the school

Unexcused absences may lead to school-based interventions and, in some cases, referral to county services in accordance with Minnesota law.

Tardiness

Students are expected to arrive on time each day. If a child arrives late, they must check in at the school office. Frequent unexcused tardies may be considered part of a student's overall attendance record.

Religious and Cultural Observances Accommodation

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice observance, or ceremony. Requests for accommodation should be directed to the building principal.

More Information

For full details, families are encouraged to review Grand Rapids Area Schools' Student Attendance Policy 503 at: https://www.isd318.org/Page/408

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school

transportation, and by misuse of technology. For further information on our bullying policy and procedures refer to Grand Rapids Area Schools Policy #514. Grand Rapids Area Schools policy information can be found at https://www.isd318.org/Page/408

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including non-public and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

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

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the

school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Cell Phones and Other Electronic Communication Devices

Personal cell phone, and personal electronic device use by students during the school day is prohibited. For further information on our Cell Phones and Other Electronic Communication Devices policy and procedures refer to Grand Rapids Area Schools Policy #589. Grand Rapids Area Schools policy information can be found at https://www.isd318.org/Page/408

Discipline [*]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy. Grand Rapids Area Schools policy information can be found at https://www.isd318.org/Page/408

Dress and Appearance

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s)

Good judgment should be used by both parents (guardians) and students in selecting their dress for the school day. Clothing need not be expensive but should be clean and neat. For further information on our dress and appearance policy and procedures refer to Grand Rapids Area Schools Policy #504. Grand Rapids Area Schools policy information can be found at https://www.isd318.org/Page/408

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances is also prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property

even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included on our website. Grand Rapids Area Schools policy information can be found at https://www.isd318.org/Page/408

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy. Grand Rapids Area Schools policy information can be found at https://www.isd318.org/Page/408

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available at www.isd318.org.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;

2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form each school year.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices [**]

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *www.isd318.org*. Contact the building principal if you have questions or wish to report violations.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. 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, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; 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 weapon

also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact building principal.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the main office secretary. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan

The school district has developed an asbestos management plan. Grand Rapids Area Schools have a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Direct questions related to the plan to Taylor Wycoff at Institute for Environmental Assessment, Mt. Iron, MN at 800-233-9513 or by contacting Darin Cherne at Grand Rapids Area Schools at 218-327-5834 or dcherne@isd318.org.

Crisis Management

All Grand Rapids Area Schools conduct routine safety drills to ensure student preparedness. These include:

- Fire drills
- Tornado/severe weather drills
- Lockdown/intruder response drills

Drills are scheduled throughout the year and are designed to be **age-appropriate and supportive**, helping students understand procedures without fear.

In the event of an emergency requiring evacuation, the district will implement a family reunification process. Details will be shared with families as needed through official channels.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting Darin Cherne at (218)327-5834 or dcherne@isd318.org.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

Health Requirements & Services

When Your Child Is Sick at School

If a student becomes sick or injured during the school day, they should report to the health office. The school nurse or designated staff will assess the student and contact a parent/guardian if the student needs to go home.

If emergency care is required, 911 will be called immediately, and parents/guardians will be notified.

Minor injuries are treated with first aid. If the nurse is unavailable, trained staff in the school office will assist.

Each building has an Automated External Defibrillator (AED). Tampering with an AED is prohibited and may result in disciplinary action.

Health Conditions and COVID Protocols

Grand Rapids Area Schools follow guidance from the Minnesota Department of Health (MDH) and CDC regarding communicable disease exclusion and COVID-19 protocols.

Please keep your child home and call the attendance line if they have any of the following:\n

- **Fever (100°F or higher)** — Must be fever-free for 24 hours without medication
- **Vomiting or diarrhea** — Must stay home 24 hours after last episode
- **Infectious illness (e.g., strep throat, pink eye)** — May return after 12 hours of antibiotics unless otherwise directed
- **Cough or cold symptoms** — Students may be sent home if symptoms interfere with learning or raise concern for others

If your child tests positive for COVID-19, has suspected symptoms, or was exposed, contact the building nurse. Do not send them to school until you receive further guidance.

For students with chronic health needs (e.g., asthma, seizures, diabetes, allergies), families must submit an updated **Individual Health Plan (IHP)** annually. These plans ensure appropriate care during the school day and in emergencies.

Seizure Action Plan

When a parent or guardian notifies the school district that a student has a diagnosed seizure disorder and has seizure rescue medication or medication prescribed by the student's licensed health care provider to treat seizure disorder symptoms, the school district will create an individualized seizure action plan.

NOTE: Minnesota Statutes 121A.24 (Seizure Training Action Plan) establishes the school district's responsibilities.

Medications at School During the School Day

To ensure student safety and comply with district policy, the following apply to all medications administered at school:

- A **Medication Authorization Form** must be completed annually and signed by both the prescribing provider and parent/guardian.
- **All medications must be in the original labeled container** and delivered by a parent/guardian.
- **Students may not carry medication** unless authorized in writing, such as:
    - A rescue inhaler or EpiPen listed in an IEP, 504 Plan, IHP, or Emergency Care Plan.
- **Medical marijuana is not allowed**, even if prescribed.
- Notify the school of any **changes** in medication or administration.
- Students with ongoing conditions (e.g., asthma, diabetes, allergies, seizures) must have an **updated Individual Health Plan** on file annually.

Contact your building nurse before the first day of school if your child will need medication or health accommodations during the day.

Nurse Contact and Medical Communication

Each school's health office is staffed by a Licensed Practical Nurse (LPN) or Registered Nurse (RN) under the supervision of a Licensed School Nurse.

If your child takes daily or emergency medication at school, a **Medication Authorization Form** signed by a parent/guardian and the prescribing provider is required each year. Medications must be brought in by an adult and kept in the nurse's office in the original labeled container. Students may not carry medication unless authorized (e.g., rescue inhalers, EpiPens with plan documentation).

Please notify the nurse if your child:

- Begins a new medication (even if only taken at home)
- Has a newly diagnosed health condition
- Develops allergies, asthma, diabetes, or seizures
- Needs an updated care plan or has had a change in health needs

Health screenings (vision and hearing) are conducted annually for specific grade levels.
For concerns or to opt out, contact your building nurse.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact your building nurse or District Nurse.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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.

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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 beginning of each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

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

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

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ MCA/MTAS Reading ☐ MCA/Alternate MCA Science

☐ MCA/MTAS Mathematics ☐ ACCESS/WIDA Alternate ACCESS

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

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