

Updated 8/2019

Contact your school's office to request a print copy.

ISD 318 Elementary School Handbook



ISD 318 Families are Welcome & Encouraged to Visit Our Schools

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

www.isd318.org

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DISTRICT 318 ELEMENTARY SCHOOLS

Dear School District 318 Families:

Welcome to District 318's elementary schools! The staff and principals extend a special greeting to our students and their families. We have the privilege and responsibility of working with very important individuals -- your children.

We feel certain that school will be exciting and challenging for all of us as we work toward the common goal of providing the best educational experiences for all students. To make certain this happens, we must all do our part.

Students: Accept the challenge of being a responsible member of your class, your school and your community. The respect you show for all and the effort you put forth will enable you to have a rewarding year.

Parents: The support and encouragement that you give your children and the learning that takes place at school will have a positive impact on their educational achievements.

As a staff, we are eager to provide the best possible learning experiences for everyone. We look forward to working with your children and with you as we come together as a community of learners. "Together we are better" is what we believe in District 318. We will make the school year the best it can be!

Please look for emails from Peach Jar stay informed of activities that are taking place in ISD 318 during the school year. You are always welcome at our schools, so stop by anytime or call with questions.

Respectfully,

ISD 318 Elementary School Principals

Bigfork Elementary School (743-3444)

www.bigforkhuskies.org

Mr. Scott Patrow ~ spatrow@isd318.org

Forest Lake Elementary School (327-5870)

www.isd318.org/forestlake

Mr. David Lostetter ~ dlostetter@isd318.org

Cohasset Elementary School (327-5860)

www.isd318.org/cohasset

Mrs. Jill Wheelock ~ jwheelock@isd318.org

Murphy Elementary School (327-5880)

www.isd318.org/murphy

Southwest Elementary School (327-5890)

www.isd318.org/southwest

Mr. Clayton Lindner ~ clindner@isd318.org

SCHOOL RULES & PROCEDURES

The procedures are needed to maintain a safe and welcoming environment in our schools. Following these rules builds respect and promotes consideration of others which results in a positive school climate.

All students and families should be familiar with these general guidelines. We ask for your support in observing them. If you have questions, concerns or suggestions, we would appreciate a call or visit from you.

Enrollment

Enrollment takes place at [Central Enrollment](#) in the Administrative Services Building at 820 NW 1st Ave. (327-5707). Certification of date of birth is required when a child is enrolled in the District for the first time. A child is eligible for kindergarten if he/she will be five years old on or before September 1 of the year he/she will begin school.

School Hours

ISD 318 Elementary Schools' first bell is at 8:25 a.m. and start time is 8:30 a.m. with the exception of Cohasset whose first bell is at 8:10 am and start time 8:25 am. Dismissal times vary by building depending on transportation (see the table below).

- Walkers should arrive by 8:15 a.m.
- Students dropped off should arrive **no earlier than 7:40 AM** at which time there will be staff on duty to supervise students.
- The tardy bell is 8:30 (Cohasset is 8:25). Students not in class, and ready to start the day, will be marked tardy.

<i>School</i>	<i>M-F Start Time</i>	<i>M-T-TH-F End Time</i>	<i>Wednesday End Time</i>
<i>Bigfork</i>	<i>8:30 am</i>	<i>3:00 pm</i>	<i>2:20 pm</i>
<i>Cohasset</i>	<i>8:25 am</i>	<i>2:50 pm</i>	<i>2:10 pm</i>
<i>Forest Lake</i>	<i>8:30 am</i>	<i>2:55 pm</i>	<i>2:20 pm</i>
<i>Murphy</i>	<i>8:30 am</i>	<i>2:55 pm</i>	<i>2:20 pm</i>
<i>Southwest</i>	<i>8:30 am</i>	<i>2:55 pm</i>	<i>2:15 pm</i>

At all schools, students having breakfast should go directly to the cafeteria.

(Town schools only: Forest Lake, Murphy, and Southwest) AM Educare is available in the mornings at the YMCA and they will transport children from the YMCA to their schools. We appreciate your help in keeping our kids safe!

Attendance

Attending school is not only the law, it is an investment in the successful future of your child. The District's elementary school staffs believe strongly that if a student is absent from school, he or she misses out on the opportunity to develop academically and socially. We ask all students to attend school regularly and all parents to support that effort.

If the school does not receive notification, the absent will be counted as unexcused.

Attendance Phone Lines

Bigfork Elementary: 218-743-3444 Cohasset Elementary: 218-327-5860 Forest Lake Elementary: 218.327.5870	Murphy Elementary: 218-327-5880 Southwest Elementary: 218-327-5890
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Absences

Absences fall into two categories; Excused & Unexcused. These are defined below, but it is important to note that the final determination of whether a student is excused or not is a decision made by the school.

Examples of excused absences which are acceptable are: sickness of the student, death in the student's family, dental, medical or mental health appointments (that couldn't be scheduled outside the school day), required court appearances, religious holiday observance, inclement weather/late buses, impassable roads, school sponsored activities, removal due to suspension, trips taken with the family when cleared with the Principal's office by a parent/ guardian

Students with an excessive number of excused absences are losing the benefit of a complete education. *A combination of 9 absences*, excused and/or unexcused in a semester, will be reviewed and parent contact made to discuss a plan of action. Excessive absences may result in the school requiring a signed medical excuse from a doctor, grade level retention, involvement of Family Services, other *agencies and/or other district personnel*. Ongoing medical problems would be exempt.

Tardiness

Tardiness causes a disruption to the learning environment in a classroom or during an activity. To minimize disruptions, all students are required to be on time to school.

We also keep track of tardies. We follow up with families of students who are not arriving at school on time regularly. **When a student is late for the start of the school day, a parent must sign the student back into school at the school office. Three unexcused tardies equal one unexcused absence.**

Check-in-policy

As a part of our district's Crisis Management Plan, to help to ensure the safety of our students, when entering our schools, please remember to:

1. Sign in at the office
2. Get a "Visitor's Badge"
3. Sign out when leaving and return "Visitor's Badge"

Note: As our part of our Crisis Plans, security cameras have been installed in all elementary buildings.

Release Of Students

Early dismissal from school is discouraged.

Please try to make all appointments for your children after school hours. However, if your child needs to be released from class during the school day, the following procedure should be used:

1. Indicate the time of dismissal in a note to the teacher.
2. A student cannot be released from school without a parent/guardian (or designated adult) present to pick them up.
3. Sign your child out from school in the office "Student Sign-Out Book."
4. Pick your child up at the office.
5. Your child must sign back in at the office upon returning to school that day.

After School Changes: Send a note with your child in the morning about any after school plans. If you've forgotten to send a note, please call the **SCHOOL OFFICE BEFORE 1:00 PM**. Please do **NOT** call the classroom or email the classroom teacher. Many times staff are unable to check their email or phone messages until after students have left for the day.

Students will not be allowed to change bus routes for parties, meetings, appointments, or any other short term event. Last minute calls and notes regarding these changes are not accepted.

Parent/Guardian Permission Note For Student Transportation

If your child regularly rides a bus, they must have written permission from a parent or guardian to be picked up after school. The note must include the date and the name of the person picking up your child. Without written permission, students will be sent home on their regular bus.

Students will not be allowed to change bus routes for parties, meetings, appointments, or any other short term event. Last minute calls and notes regarding these changes are not accepted.

Walkers / Bicycles / Roller Blades

If your child regularly walks to school and plans to ride a bicycle or use roller blades, please send a note giving your permission. We will keep the note on file for the school year. We are requiring students to use the crosswalk when crossing the street after school. Students should walk to the corner and cross before riding their bike. Students are not allowed to leave the school grounds once they come to school in the morning. Remember, there will be no roller blades used in the hallways at school. Hockey sticks, baseball bats and hard balls are not allowed on the playground. Skateboarding is not allowed on the sidewalks in front of school grounds. Students should also wear proper protective gear (ex. helmets).

After School Activities

There are many activities that take place after school during the year. Students should only be in the building to wait for an activity when there is a **coach or other adult adviser present**. Staff have other duties and are not available to supervise students after school. Students should arrive in the building no more than **five minutes** prior to an activity starting. Students should be picked up at the designated door before the coach departs. Siblings need to be supervised by a parent or guardian if they staying to watch an after school activity.

Educare is available for students in Grand Rapids who need child care before or after an activity. Educare students can be in a building from 3:00 - 6:00 p.m. Teachers and custodians are not responsible for students after they have been dismissed for the day.

Peer Mediation

Peer Mediators are fourth graders trained to assist students in solving conflicts on the playground and in other situations. Through the mediation process, students learn to resolve their differences in cooperative problem solving. There are Peer Mediation Coordinators in each building. Please call your school principal if you have questions or would like more information.

Discipline

As partners in your child's development to become a respectful and responsible citizen, each school has a Discipline Plan that has been designed by staff and parents or guardians to help guide students to achieve this goal.

General School Guidelines

- Be Respectful
- Be Responsible.
- Be Safe.

Lunchroom Guidelines

- Use proper table manners at all times.
- Keep lunchroom neat and clean.
- Use QUIET voices.
- Always walk.

Special Playground Safety Guidelines

- When the bell rings, line up properly and enter the school quietly.
- Keep hands and feet to yourself.
- Use playground equipment properly.
 - Some examples are:
 - One person to a swing.
 - No jumping off a swing.
 - Only slide down slides.
- Students must be prepared and dressed appropriately to spend the entire recess period outside.
- Tell a Peer Mediator if you need help solving a problem with another student.
- Tell an adult about:
 - Any injuries.
 - Unsafe playground conditions.
 - Unsafe behavior of other students.
- Special safety rules will be necessary due to seasonal changes.

EXCEPTIONS: Our district has a zero-tolerance policy for violence; therefore, any intentional behavior(s) that would or could cause harm to others will result in immediate consequences.

Bus Discipline

It is a privilege to ride the school bus. All students are expected to observe the bus rules to insure the safety of all passengers. The District's Transportation Department uses a School Bus Incident Report to let families know if their student misbehaves. Students are given a verbal warning (no removal) the first time they offend and are written up for further incidents. Students will be removed from the bus on the First Offense for one day. The Second Offense will result in suspension from riding the bus for one week, plus a conference will be scheduled at school. The Third Offense will result in suspension from the bus for the remainder of the school year. Parents and guardians are responsible for transporting their child to and from school if the student has been suspended from the bus. ISD 318 Bus Garage: 218-327-5830

Discrimination & Harassment Policy

It is the policy of Independent School District 318 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 sexual orientation in its educational program, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Furthermore, ISD 318 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 Colleen Schussman, Compliance Officer, 820 NW First Ave., Grand Rapids, MN 55744, telephone 327-5708 or to the MN Department of Human Rights, 190 E 5th St. Suite 700, St. Paul, MN 55101, telephone (651) 296-5663.

Bullying Policy

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's 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 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 its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

For further information on our bullying policy and procedures refer to ISD 318 Policy #514. This can be found at www.isd318.org under the Discover Us Tab>Administration>Policy Manual.

Weapons

"Weapon" means any firearm, whether loaded or unloaded; any chemical, substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror or cause bodily harm or death.

Category 1 Weapons

The District takes a position of "zero tolerance" on the following objects:

1. All firearms, whether loaded or unloaded, etc.
2. Other guns of all types including pellet, B-B, stun, look-alike and nonfunctional guns that could be used to threaten others, etc.
3. Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.
4. Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.
5. Blackjacks, clubs, numchucks, throwing darts, throwing stars, chains, etc.
6. Explosives.
7. Poisons, chemicals or substances capable of causing bodily harm.
8. Bow and arrows, slingshots, etc.
9. Any other device or instrument used to intimidate, threaten or inflict harm.

Category 2 Weapons

Possession of Objects that May or May Not Be Considered Weapons

While this policy represents a "no tolerance" position on weapons and/or look-alike weapons, there are several objects that are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his/her discretion when interpreting use and intent with such objects. Such potentially dangerous objects may include, but are not limited to:

1. Small pocket knives.
2. Fireworks, firecrackers and smoke bombs.
3. Nuisance items and toys.
4. Unauthorized tools.
5. Laser lights or beams.

Data Privacy

Personal identifiable student data will not be disclosed from the student's education records without the parent(s) or student's (if 18 years old or older and thus an "eligible student") consent, except to the extent that FERPA and/or the Minnesota Government Data Practices Act authorizes disclosure without consent. One such exception is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School District as an administrator, supervisor, instructor or support staff; a person serving on the School Board; a person or company with whom the School District has contracted to perform tasks; or a parent or student serving in an official capacity, such as on committees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and/or access educational data/students' records in order to fulfill his or her responsibilities.

Student Report Cards

Student report cards are available electronically through Parent Portal. Contact your child's building's Secretary should you need access to your Parent Portal account.

- <https://arcc.infinitecampus.org/campus/portal/grandrapids.jsp>

Peach Jar

ISD 318 distributes electronic flyers using Peachjar.

Parents will receive an email notification once a week when flyers are updated or they can access flyers at any time with the Peachjar button on your child's school's website.

We thank you for all you do to keep your child healthy, safe and ready to learn!

Emergency Forms

Emergency forms will be sent home the first week of school. After you complete it, this form contains important information, including how to contact you in case of illness or an accident. Please complete the form and make certain this information is always up to date and correct. It is important to have someone who can be contacted if you cannot be reached.

Please remember to complete the form thoroughly, including allergies, medication taken regularly, critical health information or medical conditions, and to sign the form. If you prefer notifying the school nurse by phone, please call your school site. All information is kept strictly confidential.

Early Dismissal Or Emergency Closing

In case of inclement weather school may close or dismiss early. **Our primary mode of communication for weather related closings is our [Instant Alert System](#).** Announcements will also be made over radio stations KOZY 1320 AM or KMFY 96.9 FM. The Superintendent and Transportation Director of School District 318 will make a decision on the District closing. This decision is then broadcast on the radio stations. Road conditions, forecasts and wind chill temperatures are all taken into consideration. Because we have one of the largest geographic areas for a school district in the state, there can be a wide variety of weather conditions in the District. However, we always emphasize "Safety First"! As a parent if school is in session, you have the right to keep your child home if you feel the weather is too severe.

If necessary for emergencies a decision to close school could be made at any time. When this happens, all after school activities are automatically canceled. This assures that all students will be transported home safely.

Please make sure you complete and return the school form indicating where you would need your child to go in case of an early closing. We would appreciate any day care phone numbers included on the form.

Instant Alert

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why ISD 318 has decided to implement a new mass communication system Blackboard.

The district leverages BlackBoard as an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

As parents and guardians you will need to keep your contact information up-to-date whenever you make changes. Contact information for the Instant Alert system will come primarily from the Student Emergency Forms you fill out each year. However, you may also call or email the district with updated information.

- Notify Central Enrollment of any changes at 218-327-5707 or at enrollment@isd318.org
- If you have Parent Portal access you can add or update your email address at any time under the link to Change Contact Info.

Telephone Usage by Students

The use of the telephone is for emergency purposes only -- students may use after obtaining permission.

Free / Reduced Hot Lunches

The form for Free or Reduced Hot Lunch will be mailed in August to each home and must be filled out EACH year. This form will also be available in your school office throughout the year. This application can be confusing, so please feel free to contact the Food and Nutrition office at 327-5771 or your school principal for assistance.

New families to the District who may qualify for this service must complete a new approval form or bring their Social Service Lunch approval form to the Food & Nutrition office at the Grand Rapids High School. The school receptionist can direct you to that office.

Federal Education Dollars are directly tied to the number of children who qualify for free or reduced lunch. Monies go towards:

- Compensatory dollars
- Title I funds

Even if your child does not eat school lunch, please consider filling out one of these forms. By filling out a LUNCH APPLICATION form, your family could help qualify schools for more Federal Education dollars!

By filling out this form:

- your child DOES NOT have to eat hot lunch at school
- your child DOES NOT have to receive Title I services

This form is the ONLY way schools can qualify for Federal Funds for students who need extra help and support.

School Lunch / Breakfast

Students will be issued an identification number for a family Food Service account. Money can be sent to the District's Food & Nutrition Department, 800 Conifer Drive, Grand Rapids, MN 55744 at any time. There will be one account per family, with individual student numbers for each sibling in school. The Food Service Department will let you know when your account is getting low and you need to send more money. You can also check to see when your children are eating lunches. Any students who do not have money in their family account will be asked to pay cash for their meal. If your account has a zero or deficit balance, your child must use cash to buy lunch until the account is solvent. There is NO CHARGING for hot lunch. You can call the Food & Nutrition office at 327-5771 to find out the status of your account at any time or if you have any questions regarding school meals.

Students are offered a choice of bagged cold lunch, hot lunch or a packaged salad. Milk may be purchased if bringing a lunch from home. A cold breakfast will be served each morning. Menus are distributed to all students at the beginning of each month using Peach Jar. If you would like to eat lunch with your child, please let your child's teacher know by 8:30 a.m. that day.

UNPAID MEAL CHARGES PROCEDURE

I. PURPOSE

The purpose of this procedure is to ensure that students receive healthy meals through the school district's Food and Nutrition Program and so school district employees, families, and students have a shared understanding of expectations regarding meal charges. The procedure seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school Food and Nutrition Program.

II. PAYMENT OF MEALS

School Meal Accounts are set up on a prepayment basis. Families may add money to School Meal Accounts in a number of convenient ways including: electronic payments, payments mailed to the Food & Nutrition office, and payments delivered to the school office or cafeteria.

- A. Students may pay cash for meals, second meals and a la carte items at any time.
- B. When a School Meals Account does not have a positive balance, a student shall not be allowed to charge a second meal or a la carte items until the account has a positive balance.
- C. If the school district receives school lunch aid under Minn. Stat. 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families of School Meal Account balances via the Parent Portal, US mail, letters sent home, e-mail or phone calls.
- B. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school Food and Nutrition Program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. School Meals Accounts with negative balances of more than -\$150 will be turned over for collection assistance. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

V. COMMUNICATION OF PROCEDURE

- A. This procedure and any pertinent supporting information shall be provided in writing to:
- 1. All households at or before the start of each school year;
 - 2. Students and families who transfer into the school district, at the time of enrollment; and
 - 3. All school district personnel who are responsible for enforcing this procedure.
- B. The school district may post the procedure on the school district's website, in addition to providing the required written notification described above.

Title I

- Title I is a federally funded program. Basic funds are based primarily on the number of children, ages 5 through 17, from low income families. Our district generates this information by collecting data from the "Free or Reduced Lunch Applications."
- If a child qualifies for free or reduced lunches, he or she is not automatically placed on Title I.
- Title I is for those who need additional help with reading and/or math in our district.
- For eligible buildings, Title I funds provide students with additional academic support in reading and math.
- Title I provides money for reading and math supplies for our Title I students.
- Title I provides money to use toward parent involvement activities at qualifying schools.

The No Child Left Behind Act requires districts receiving Title I funds to notify parents of each student attending a Title building that they, as parents, may request information regarding the professional qualifications of the student's classroom teachers.

Note: This report is available for parent review in each Title I building.




Insurance

The school does not provide any type of health or accident insurance for injuries incurred by your child at school. All students are given the opportunity to purchase school accident insurance for a small fee.

Medical Emergencies Policy

In event of a medical emergency, school staff will call 911. District 318 respects a parent decision of "Do Not Resuscitate" but does not accept the order.


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ABOUT PACER CENTER



The mission of PACER Center (Parent Advocacy Coalition for Educational Rights) is to expand opportunities and enhance the quality of life of children and young adults with disabilities and their families, based on the concept of [parents helping parents](#).

Founded in 1977, PACER Center was created by parents of children and youth with disabilities to help other parents and families facing similar challenges. Today, PACER Center expands opportunities and enhances the quality of life of children and young adults with disabilities and their families. PACER is staffed primarily by parents of children with disabilities and works in coalition with 18 disability organizations.

With assistance to individual families, workshops, materials for parents and professionals, and leadership in securing a free and appropriate public education for all children, PACER's work affects and encourages families in Minnesota and across the nation.

PACER Facts
Answers to frequently asked questions about PACER, PACER's mission, program highlights, recent accomplishments, how our contributions are used, plans for the future, and more.


History of PACER Center
In 1977, PACER began with one project: [Parents Helping Parents](#). Thirty years and 30 programs later, PACER is still staffed primarily by parents of children with disabilities dedicated to educating other parents and improving the lives of families and children.

Leadership
PACER is led by Executive Director, Paula Goldberg, who also co-founded the organization. Many members from the community participate on PACER boards and committees.

Press Room
A comprehensive resource for all current press release announcements.

PACER Center
952-838-9000
Champions for Children with Disabilities
[Learn more >>>](#)

Watch a short video about PACER Center




Imagine that!

PACER STORIES
Families of children with disabilities share their stories

Need Help? Call 952-838-9000 (8:00 a.m. - 5:00 p.m. CST, M-F) [Directions](#) | [Careers](#) | [Privacy](#) | [Accessibility](#) | [Site Map](#)

Visit PACER's other sites: [National PTAC](#) | [Teens Against Bullying](#) | [Kids Against Bullying](#) | [FAST Family Support](#) | [Project C³](#) | [FAPE](#) | [MN SEACs](#)

Translated content: [Hmoob/Hmong](#) | [Español/Spanish](#) | [Soomaaliga/Somali](#)

 PACER's site offers many PDF files for download, which require [Adobe Reader](#) to view.

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General Information

Dress / Clothing

Students will be expected to go outside after lunch so they need to dress appropriately for the weather.

We ask you, as parents and guardians, to guide your children in dressing appropriately for the weather conditions and for the learning environment. Boots, hats and mittens are necessary during the cold winter months (for outdoor use ~ hats are not to be worn inside). Students should have snowpants. Please label your child's clothing and boots for easy identification in case they become lost or misplaced. If you are missing something, remember to stop by and check the "Lost and Found" items in each school.

Children are not allowed to wear "spaghetti" straps, short shorts or open midriff tops. It is necessary for students to dress so as not to draw excessive attention to themselves or distract others from being able to focus on learning. Good judgment is an important skill they will use for a lifetime!

Parents should guide their children in selecting clothing/jewelry. Be sure attire is not hazardous in various school activities such as gym or recess.

Weather Policy

Children will go outside for recess and physical education unless temperatures of 0°F or -10°F windchill are reached.

Coming to School

It is also very important that children are well rested, have a good breakfast and get to school on time.

Pets

In consideration of people with allergic reactions to animals and for safety concerns, pets are not allowed in school or on school grounds.

Textbooks, Library Books, Math Manipulatives

Students will be required to sign out and return all library books. A notice will be sent home when a book is overdue. Students will not be allowed to check out additional books when they have an overdue book out. Every effort should be made to locate and return books that have been checked out. A fee of \$10.00 will be charged for any books that have been lost or damaged. This will need to be paid prior to the end of the school year. Replacement cost will be charged for textbooks, library books and math manipulatives.

Student Support Specialists

ISD 318 has elementary support services. Student Support Specialists work with individuals and small groups and are available to meet with parents by appointment. A parent contact is made when there is a student concern that needs to be addressed by the Student Support Specialists. Student Support Specialists can be reached by calling your school's office.

Bigfork Elementary: 743-3444 x.2514 Cohasset Elementary: 218-327-5860 Forest Lake Elementary: 218-327-5870	Murphy Elementary: 218-327-5880 Southwest Elementary: 218-327-5890
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Children's Mental Health Services

District 318 partners with area mental health services providers in working with students who qualify. Students may be referred to a program through their classroom teacher or the building principal.

Parent Teacher Council (PTC)

All staff and parents are considered members of the PTC. Members volunteer to serve on the PTC Board during the school year. Members can support the school by assisting in the classrooms, organizing and working at various school activities, and raising funds for selected school-wide projects. We encourage everyone to become active PTC members. We need support from each of you to make our schools the best educational units they can be!

The principal approves any correspondence sent to students from parents and/or committees.

Contact your school principal or secretary if you are interested in becoming an active PTC member.

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 at your 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:

- <http://www.isd318.new.rschoolday.com/sites/isd318.new.rschoolday.com/files/Volunteer%20Handbook.pdf>

Confidentiality

Our schools promote the rights of all children with regard to confidentiality. If you are

volunteering at school, information regarding student progress, actions, behavior and skills are confidential. The classroom teacher is the person who communicates with a parent about how their child is doing. It is mandatory to keep student information within the classroom. Students have the right to know that visiting adults will not be talking about them after they have been helping out in their classroom. If you have issues you are concerned about, please talk to the classroom teacher or principal.

If you would like to be a volunteer for any of our elementary school Academic Excellence groups, please call your school secretary or principal.

Assessments

Elementary school classes offer a variety of learning opportunities and experiences for students. What they are expected to learn at each grade level is listed on the district web site under “Teaching and Learning”.

Student progress is assessed regularly in the classroom in a variety of ways -- through quizzes, performance-based assessments, unit curriculum assessments, checklists, teacher observation and standardized as well as specially-focused tests. Student progress is reported quarterly to parents and guardians. Your questions and concerns about these reports are welcomed by teachers and principals.

Minnesota Academic Standards - are assigned in the curriculum at every grade level. As part of the NO Child Left Behind (NCLB) Act, students are required to be assessed on these standards. Every year in the state of Minnesota, students in grades 3 through 11 are assessed against the standards in the areas of math, reading, science. These assessments are called the Minnesota Comprehensive Assessment. These tests provide system accountability, as well as, guide curriculum and instruction decisions. The state's MCAs measure how well students are progressing toward meeting proficiency on the MN Academic Standards and if the District's curriculum is aligning to those standards. Results of the assessments are received in August of each year.

Measures of Academic Performance (MAP) - Students in grades 2 through 9 will take this assessment test in the fall and again in the spring to pinpoint their growth in reading and math. The assessment is given on a computer and offers teachers instant results which allows them to adjust their curriculum and instruction. Parents will receive results from their student's teacher.

Standards-Based Accountability Assessments

The Minnesota Comprehensive Assessments (MCAs) are statewide tests in mathematics, reading, and science that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the Minnesota Department of Education to provide information about statewide assessments to parents/guardians and provide a form to complete if they refuse to have their student participate. [This form follows at the end of this document](#) and includes an area to note the reason for the refusal to participate. The refusal form must be submitted annually to the building principal and can be found on the ISD 318 website under the Teaching and Learning tab, go to Assessments and Testing.

Test Dates

Testing dates can be found on the district website under the “Teaching and Learning” tab.

- <http://www.isd318.org>

Please schedule vacations at other times than testing dates. It is important that students are in school for these tests.

The [Parent/Guardian Guide for Refusal for Student Participation in Statewide Testing form](#) is

located on the District website: isd318.org > Teaching & Learning > Assessment & Testing

The Learning Academy

School District 318 provides a special opportunity for students to improve their math, reading and/or writing skills by participating in the Learning Academy Program. The Learning Academy Program:

- Uses a variety of learning experiences and hands-on activities.
- Offers smaller student to teacher ratios.
- Provides for individualized learning.
- Is a year-round program with registration in the fall for the academic year and in the spring for the summer.

To learn more about the Learning Academy Program, contact your child's principal or classroom teacher.

Homework

All homework will be given to students who are absent due to illness or vacations before or after the student returns to school. We greatly appreciate it when parents or guardians check to see that homework is completed and ready to be returned the next day.

Connecting with Your Classroom Teachers

When you would like to talk to your child's teacher during the school day, please send a note to school with a choice of preferred times for the teacher to call you. All staff have voice mail and parents or guardians can leave a message at any time. A prep-time would be the only time we would interrupt a classroom during the day, except for an emergency. You may also e-mail the teacher using their first initial, last name@isd318.org. (jdoe@isd318.org). Please remember, staff often do not have time to check messages until students have left for the day.

Classlists ~ Invitations

Teachers are not able to give out class lists to parents. This is private information. Teachers should not be asked to hand out invitations to birthday parties for a student. Invitations handed out in school can cause a great hardship on those not included. It is best for all involved if presents and a party, which do not include all the children in a classroom, occur outside of the school day.

Classroom Visitation

We do have an open door policy and want parents and guardians to know that you are always welcome in our school. We do require that all parents and guardians sign in at the office when

visiting. All visitors must be issued a visitor's badge to wear when you are in the building.

Please make arrangements with your child's teacher prior to making a classroom visit. This will help to avoid interruptions during classroom instructions and/or assessments. Your child's teacher will then be able to let you know the daily schedule, any special activities and when they would be able to visit with you (during their prep time or at the beginning or end of the school day).

Friends or Relatives Visiting During the School Day

Any friends or relatives of your child are welcome to visit our schools. They will be allowed to go to your child's classroom before or after school and are welcome to have lunch with your child.

Student visitors not enrolled in our schools are not allowed to stay in your child's classroom during structured teaching time. It is to the benefit of all students to maximize teaching opportunities during the school day with their regular class.

Physical Education

Children are expected to have gym shoes and wear shorts under dresses. Parents should send a medical note if their child cannot participate in physical education.

Classroom and School Celebrations/Ideas for Healthy Snacks

Children often bring treats to school on special occasions, such as birthdays and holidays. "Home baked" goods are not allowed to be brought to school. Minnesota Rule 4625.3201 indicates we can only allow treats that are prepared in a licensed food establishment or purchased in sealed packages. Please consider a low/no-sugar healthy option when providing a treat for your child's class.

You may also want to consider non-food choices for classroom parties, presentations, or celebrations. Non-food celebrations are enjoyed by students who are diabetic, suffer from allergies, or have been taught at home to avoid unhealthy food. Non-food celebrations can include playing games, making crafts, or purchasing class books.

Ideas for healthier snacks:

100% fruit juice or fruit snacks Cheese and crackers String cheese Fruit salad Pretzels	Fruit and cheese kabobs Fresh fruit Yogurt parfaits Angel food cake with fruit Whole grain tortilla chips with salsa
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Granola bars Animal crackers or graham crackers Low fat pudding Cereal mixes Frozen fruit bars	Baby carrots and dip Bananas and strawberries and chocolate syrup Fresh veggies Fresh apple slices with caramel or yogurt dip Flavored water
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Peanut/Nut Sensitive Schools

If you are sending treats, please remember we have children in our schools with severe life-threatening food allergies to peanuts and nuts (anaphylaxis). This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. Although this may or may not affect your child's class directly, please send foods with your child that are free from peanut or nut products (most labels state whether they contain peanut/nut products). Thank you for your understanding and cooperation.

Special Recognition Deliveries

Any individual student deliveries such as flowers, balloons or gifts of any kind are encouraged to be given at home. Any deliveries brought to school will be held in the office until the end of the day.

Student's Personal Property

Students, not the school, are responsible for their own personal property. The following recommendations may assist students in protecting their personal property:

1. Electronic devices from home may be used for school purposes at the discretion of the teacher and with parent permission.
2. Do not bring money to school other than what is needed for your materials or lunch.
3. Check for all items before leaving a class area - if something is missing report it to your teacher.
4. Label personal possessions and school supplies for easier identifications.
5. Students who find the property of others should turn it in to the office or "Lost and Found" area.

Student Class Placement

Student placement is made by the school. If your child has particular educational needs you would like us to consider, please feel free to contact your building principal directly.

Conferences

Parent-teacher conferences are a great way to learn about how your child is doing in school. Please check with your school to learn more about conference times and how to reserve a place

for your family.

Here are a few tips that can help you have a successful parent-teacher conference:

Plan For It

Before you go to the conference, think about questions you would like to ask. For example:

- How is my child doing in reading, writing and math?
- What are my child's strengths and weaknesses?
- Does my child get along with others?
- How is my child's behavior in class?

Ask To See Your Child's Work

There is no better way to see how your child is progressing than to look at his or her school work. Ask to see samples of your child's work.

Ask For Suggestions

If your child is doing well, ask what you can do to keep things on a positive track. If there are problems, ask what you can do to help. If you have been helping your child at home, tell the teacher what you have been doing to make sure you are working for the same results.

Clarify and Summarize

Teachers sometimes use educational buzz words. If you don't understand something, it's okay, as well as important to ask.

What If Your Child Says "I Don't Like My Teacher?"

After parents, teachers are some of the most important adults in students' lives. But sometimes a child will say he or she doesn't like a teacher. Some complaining is normal. But when complaints continue, action is required.

- Listen carefully when your child talks about school. Sometimes children say they don't like a teacher, but when you check further, you learn they don't like where they're sitting or the fact that this teacher requires more homework.
- Talk with your student's teacher about your concerns. Teachers want students to succeed. Your student's teacher may have valuable ideas. Sometimes small changes can make big differences.
- Ask to observe your child's class. Watch carefully. One mother said she noticed her student seemed to squint when looking at the board. A new pair of glasses -- not a new teacher -- solved the school problem.
- Talk with your principal. Keep a positive attitude. Your principal can see all sides of a problem and help find the best solution.
- Remember that every person is different. One of the most important things we all must learn is how to get along and work with all kinds of people.

*The key to solving the problem when a child says "I don't like my teacher" is good

communication with everyone involved.*

Guidelines for Having Concerns Addressed

It is fair to expect the school staff to work with you if you have a concern. It is generally best to go to the person who is directly involved.

This approach may help answer questions quickly and easily. However, if this effort does not address the concern, or you are not comfortable dealing directly with that person, the next step is to contact the principal. The principal is responsible for the overall operation of the school, including the educational programs, discipline and staff. The principal may direct you to a staff member or other administrator who has specialized knowledge or authority in the area of your concern.

If you feel that your concerns have not been addressed by the school, you may need to go to the next level and contact the appropriate administrator at the District office. Consult the last page of this handbook for names and telephone numbers or call the District office for the appropriate contact information. By following the designated chain of command you will be most likely to resolve your concern quickly and effectively.

Health Information

School Nursing Services

Each elementary school has the services of a licensed School Nurse. Feel free to contact the school office or school nurse's office at any time with questions or concerns about your child. The District's Nurse's office is in the Grand Rapids High School. The phone number is 327-5760.

Medication Authorization Form

If your child must take medication at school, a signed doctor's order, parent signature and the original prescription bottle or container for this medication are all necessary. Medicine in envelopes or baggies will not be accepted. Aspirin or other over the counter drugs cannot be given to a child without written permission from a doctor. A Medication Authorization Form is included [later in this document](#). If you need additional forms, please contact your school office. If your child requires cough drops, please send a note to the office. The cough drops need to be given to the classroom teacher to dispense to your child during the day. Students are not allowed to keep cough drops in their desk or backpacks.

Lice Procedure

All students in our elementary schools will be checked for head lice during the first month of school. When a case of lice is reported in a classroom, general information is sent home with each student in the classroom. If three or more cases are reported in a room, the entire class will be checked and then rechecked one week later. Students who have nits (eggs) or live lice will be sent home for treatment.

Hand Soap

Antibacterial soaps contain a chemical called Triclosan (sometimes called Microban). The hand soap in the School District's dispensers do not contain Triclosan and have minimal fragrance and coloring. In addition, we ask parents who provide antibacterial wipes and other similar products for classroom use to make sure Triclosan or Microban is not an ingredient.

Common Illness / Attendance Guidelines

Children who are sick should be kept home from school. The school is not equipped to care for children who are ill. Parents will be called if their children become too ill to stay in school.

It is essential that the schools have emergency numbers for persons to contact if parents or guardians cannot be reached in case of illness or accidents. Please notify the office of any changes or updates on emergency form information that occur during the school year.

When you take your child to the doctor remember to ask for the doctor's medical "return to school" note. This form is required if your child is ill and out of school for five days or more. Please make sure one of these is filled out for your child and brought to school when your child returns.

FEVER

Any temperature greater than 100 degrees F is considered a fever in District 318. **Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, etc.) in order to return to school.** This applies even if the underlying cause of the fever is noninfectious, such as middle ear infections, bronchitis, urinary infections, etc. Children with a fever do not usually feel well enough to participate in and attend school activities. It is recommended they be given 24 hours to recover from a fever before returning to school.

COLDS

Children with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of disease if children learn to use tissues to cover sneezes and coughs, and wash their hands after contact with secretions.

INFECTIONS

Any child who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin and strep infections. The exception is pinkeye (not all doctors treat this) so the doctor or nurse will decide if exclusion is necessary to prevent others from being contaminated.

DIARRHEA

Children with diarrhea should remain at home until they are symptom-free for 24 hours. The only exception is if the diarrhea is the result of a chronic condition, then a note from the doctor is needed indicating that the diarrhea is not infectious.

VOMITING

A child who has vomited the evening before or in the morning before school should remain at home for that day. **Children must be free of vomiting symptoms for 24 hours in order to return to school.**

COMMON CHILDHOOD DISEASES

If a child has chickenpox, measles or any other known untreatable, contagious disease, they must be kept at home until they are no longer contagious. Consult your doctor for additional

information.

EXCLUSION GUIDELINES

If a child has no fever but exhibits various symptoms of illness, the nurse is given the option to decide if it is in the best interest of the child (or the child's classmates) to be sent home or to remain in school.

MEDICATIONS

If your child is on medications at home, but not at school, please let your school nurse know. Many medications cause unusual or undesirable side effects that can be mistaken for other problems. Your contact with the school nurse facilitates the best possible care. In case of emergency, it is essential for medical personnel caring for your child to know about all of the medications the child takes so the safest treatment can be given.

TRICLOSAN

Antibacterial soaps contain a chemical called Triclosan (sometimes called Microban). The hand soap in the School District's dispensers do not contain Triclosan and have minimal fragrance and coloring. In addition, we ask parents who provide antibacterial wipes and other similar products for classroom use to make sure Triclosan or Microban is not an ingredient.

Additional Forms

**ISD 318 School Health Services
Authorization for Administering Medication**

To be completed by the Health Care Provider: School: _____

Student: _____ DOB: _____

Diagnosis: _____

Medication: _____

(Include dosage: Please note the medication start date will coincide with this order and the end date will be the last day of school)

Time to administer: _____

List side effect concerns: _____

Health Care Provider Signature: _____ Date: _____

- Prescription Medication(s) will only be given with written parent permission and written orders from your Health Care Provider.
- All Medication(s) must come to school in the original pharmacy container, not baggies, envelopes, etc. Parents are asked to bring medication to the school office. Medication(s) SHOULD NOT be sent to school with the student.
- Whenever possible medication should be given at home instead of school.
- All medication (prescription or nonprescription) will be taken in the nurse's office. Students may not have medication in their possession, except with a written physician's order. **(No controlled substance will be allowed to be self administered even if a physician's order is presented)**
- Please notify the nurse if there are any changes made in the medication to be given (dosage change, discontinued, hold, etc.) A new order will be needed to make changes especially if a new medication is prescribed.
- Your signature on this form also serves as a release for the nurse to exchange information with the Health Care Provider (via fax, telephone, or written) and appropriate school staff regarding medication and health issues/concerns. This information is private data and will be kept confidential.
- I release the school personnel from any liability in relation to this request when the medication is given as ordered. I understand the school is rendering a service and does not assume any responsibility for this matter. I understand that a school nurse or designated person will administer the medication.
- Please notify the nurse of all the medication your child is taking even if they are taking it at home. This is important in case of an emergency.

Parent Signature: _____

Date: _____

Teresa Domagall, RN	Grand Rapids High School	327-5760/Fax 327-5761
Julie Hazelwood, LPN	RJEMS	327-5800/Fax 327-5801
Angela Webb, RN	Cohasset Elementary	327-5860/Fax 327-5861
Amy Savela, LPN	Forest Lake Elementary	327-5870/Fax 327-5871
Glenda Matteson, LPN	Murphy Elementary	327-5880/Fax 327-5881
Lorna Nordstrom, LPN	Southwest Elementary	327-5890/Fax 327-5891
Kimberly Powell, RN	Bigfork Schools	743-3444/Fax 743-3443
Jenny Berkeland, RN	Early Childhood	327-5579/Fax 327-5596

Revised 1/26/11

Public and Media Information/Opt-Out Form
ISD 318, Grand Rapids, Minnesota
Parent/Guardian Information

Our Schools are an important part of community life; and as such, the school district and its students deserve a certain amount of attention whether through the media or in conjunction with school district approved web pages.

Special events regularly take place at and in school and in conjunction with school activities, and we would like to share those activities with the community and other school district patrons through news releases, photographs, videos, other electronic means, and/or on the school district's approved web pages. Often, these news releases and web pages are accompanied by pictures of students taken by school staff, newspaper or media personnel, or other individuals authorized and approved by the school district.

ISD 318 worldwide web site was established to provide a learning experience for students and staff and an opportunity to communicate with parents, community and other internet users about the learning activities and extra and pro-curricular activities of ISD 318 and its schools and students. The web site provides information about school and activities, including photographs of school events and special awards.

School district policy and procedure requires that students receiving special services will not be included. The district would not publish the full names of students in the photographs, and only the first names will be used, when and where appropriate. It is anticipated that the majority of any photographs or video will be of a group nature. Any individual photographs will be discreet.

The only exceptions to the above procedure and policy would be with regards to college recruitment, senior pictures, graduation announcements, school related yearbook, drama playbills, and sport activity sheets and programs, etc.

The school district will follow the aforementioned procedure as it considers this information, photographs, videos and other technology showing likenesses of students and student activities to be property interests of the school district. However, should you choose and elect to opt-out by giving blanket denial of permission for the intended uses contemplated above with regard to your student, you must sign the document below, which clearly indicates by your signature that no permission is given for the use of your student's likeness for any of the intended purposes. The school district will make as reasonable efforts to respect your request and desire.

Should you fail to sign this document and have it submitted to the school district offices by October 1st of each school year, the school district will proceed in accordance with its normal policies and procedures.

Print Student's Name:	Grade:
Print Parent/Guardian Name:	Relationship:
Signature	Date:

Original kept in the building of origin
Send one copy to: Student Information Services

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

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

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

Why does participation matter?

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

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

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

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

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

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

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

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

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

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.state.mn.us > Students and Families > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS or Alternate ACCESS for ELLs

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

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Together, teaching and learning for life ... to achieve excellence
INDEPENDENT SCHOOL DISTRICT 318
is committed to the following

Strategic Aims & Goals

Aim: STUDENT ACHIEVEMENT

Highest student achievement is the primary aim of School District 318.

Goal 1 - Each student will read and comprehend a variety of materials and will locate, and apply information at grade level or above.

Goal 2 - Each student will effectively communicate at grade level or above.

Goal 3 - Each student will apply mathematical/science skills to analyze and solve problems at grade level or above.

Goal 4 - Each student will have the opportunity to experience activities that will develop a well-rounded citizen.

Goal 5 - Each student will develop and demonstrate personal responsibility for learning and self-management.

Goal 6 - Each Student will effectively utilize technology. Goal 7 - Each Student will graduate from high school.

Aim: SAFE ENVIRONMENT

A Safe Environment at School District facilities and events is essential to attaining the highest level of achievement.

Goal 1 - Students, staff and visitors will demonstrate respect and responsibility for the learning environment.

Goal 2 - The students and staff will have opportunities to build respect and celebrate diversity.

Goal 3 - The students and staff will have opportunities for safety education.

Goal 4 - The District will provide safe and secure facilities.

Aim: EFFECTIVE & EFFICIENT SYSTEMS

The District will develop systems which allow for the effective and efficient use and coordination of all resources and activities to provide highest student achievement.

Goal 1 - Utilize a data collection/analysis system that supports measurement of District goals.

Goal 2 - Utilize a system to ensure that staff development activities are aligned with District goals.

Goal 3 - Support a system of continuous improvement.

Goal 4 - Support a communication process to provide staff and community with accurate and timely district information.

Aim: PARTNERSHIPS

Partnerships are essential to support student achievement.

Goal 1 - The District will actively engage parents, guardians, students, community and other agencies in assisting schools to accomplish highest student achievement.

Goal 2 - Administration, schools, departments, curriculum areas and grade levels will communicate and work together to accomplish the highest student achievement throughout the District.

Goal 3 - The District will work with the community to ensure that 0-5 aged children and their families receive all the assistance they need to be prepared to start school and be successful.

Goal 4 - The District will establish partnerships with business community that will result in all graduates being competent in workforce skills.

INDEPENDENT SCHOOL DISTRICT 318

820 NW First Ave., Grand Rapids, MN 55744-2687

Superintendent's Office: 218-327-5704
Curriculum & Instruction Office: 218-327-5706
Central Student Enrollment: 218-327-5707
Special Services Office: 218-327-5705
American Indian Services: 218-327-5711
Technology Services: 218-327-5724
Community Education: 218-327-5730
Food Services: 218-327-5771
Transportation: 218-327-5830
Administrative Fax: 218-327-5702

BIGFORK ELEMENTARY SCHOOL: 743-3444

www.bigforkhuskies.org

COHASSET ELEMENTARY SCHOOL: 218-327-5860

www.isd318.org/cohasset

FOREST LAKE ELEMENTARY SCHOOL: 218-327-5870

www.isd318.org/forestlake

MURPHY ELEMENTARY SCHOOL: 218-327-5880

www.isd318.org/murphy

SOUTHWEST ELEMENTARY SCHOOL: 218-327-5890

www.isd318.org/southwest

**YOU MAKE A DIFFERENCE JOIN YOUR SCHOOL'S P.T.C. TODAY BY CALLING
YOUR SCHOOL!!!!**

