

WWG CHARGERS

2018-2019

WESTBROOK WALNUT GROVE ELEMENTARY
Pre K - 6th

PUBLIC SCHOOL

STUDENT HANDBOOK

WESTBROOK WALNUT GROVE ELEMENTARY

GRADES Pre K-6th

WWG PUBLIC SCHOOL
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WESTBROOK WALNUT GROVE PUBLIC SCHOOL MISSION STATEMENT

The primary mission of the Westbrook Walnut Grove Public School is to provide educational opportunities that are equitable, developmentally appropriate, and the highest quality for all learners in the district. These opportunities will be provided through the development of relevant curriculum and delivery of effective instruction that promotes individual student achievement, self-esteem, and enthusiasm for lifelong learning.

We believe that all children can learn, that schools exist to educate all children, and that excellence can only occur when the instructional system provides learners with an appropriate level of challenge and realistic opportunities to succeed on a continual basis for each instructional objective in the school program.

SCHOOL HOURS:

Student entry -- 7:30 AM
Classes begin -- 8:20 AM
Student dismissal -- 3:00 PM for WB students
3:25 PM for WG students
Late shuttle -- 5:30 PM

It is our pleasure to welcome you to the WWG School. While at the WWG School you will have many opportunities to learn and become involved in numerous scholastic experiences. You will also help set what is called the "school climate." A healthy school climate promotes feelings of security, respect, positive self-esteem, and pride in your school. It will make WWG School a place where we all may do our best work. Your positive efforts and attitude will create high standards for everyone in our school and for those that will follow you. We encourage you to set high academic and behavioral standards for yourself while at WWG Middle School. "Think-n-try" at everything you do and you will have a fun, exciting, and successful time. Our goal is a spirit of cooperation, scholarship, citizenship, and leadership among all parents, students, staff, and administration. BEST WISHES FOR A GREAT YEAR!

CHARGER PRIDE:

As a member of the student body of WWG School, I demonstrate PRIDE through my:

- *Efforts to be prepared and on time for every class.
- *Respect for the property and feelings of other people.
- *Appreciation for work displayed on bulletin boards and in showcases.
- *Efforts to keep classrooms, hallways, and restrooms clean.
- *Involvement in school activities.
- *Ability to resolve conflicts by talking with a friend, teacher, or counselor.

ACCIDENTS: All accidents to students, staff, visitors, or property must be immediately reported to the Principal's Office and an accident report filed.

AFTER SCHOOL ACTIVITIES: Students staying after school to watch athletic or other events MUST bring a parent note giving them permission to stay for that event. Students will not be allowed to use the telephone to get parent permission to remain after school for these activities after 3:00 PM. Students must remain in the gym and not run about during this after school activity/game.

ATTENDANCE: At WWG Elementary, we understand that good school attendance contributes to a student's success in school. We know it is essential to attend school regularly and to be on time to every class. It is important for me to clearly understand the following procedures regarding my attendance at this school.

1. If my parent/guardian knows I am absent, they should call the school between the hours of 7:30 AM and 8:15 AM to report the absence.
2. If telephone contact cannot be made, a written excuse, signed by my parent/guardian, must be presented to the secretary upon my return.
3. If I am late to school, I will report to the office for a tardy pass before going to class.
4. If I need an early dismissal, I will take my note to the office before school on the day I need to be dismissed.
5. If absent from school for a legitimate reason, I know it is my responsibility to check with my teachers to arrange for make-up work.
6. I understand that all absences and tardies must be excused by my parents/guardian.
7. Legally defined excessive unexcused absences (over 7 days per semester) will result in a truancy petition filed with the County Attorney.
8. Students going on vacation might not be able to get schoolwork until they return. Students will be required to stay after school in our help session to complete missed work if needed.

BICYCLES AND SKATEBOARDS: Students are welcome to ride their bikes to and from school but must assume responsibility for the security of their own bikes. Skateboards and/or roller blades are NOT to be used during school hours.

CLOSED CAMPUS: Students understand that the WWG Elementary (K-6) has a closed campus and that they are to remain on school grounds from the time they arrive in the morning until they are dismissed in the afternoon. If a student needs to leave school for an appointment, they will bring a note to school on the morning of the appointment. Upon leaving for their appointment they must be sure that they are signed out at the office. If they return to school on the same day, they will check in with the secretary. If they choose to leave campus without permission, they realize there will be disciplinary action taken.

*All parents will need to report to the Walnut Grove School Office if they are going to be taking their child out of school early for any reason. This includes appointments for doctors, dentists, family vacations, or if they are ill, etc. You will need to sign for their release from school in the Walnut Grove school office. We will continue to have students ready in the office for you if you send a note. Any student who does not bring a note signed by a parent explaining who/whom is to pick up your child instead of the parent or guardian will not be allowed to leave the school. Your understanding in this matter will not only guarantee the safety of your child, but it will also allow us to maintain a safe environment for your child. Our main job is to make sure your child is safe and protected.

Students staying for after school activities are not allowed off campus.

CONCERNS:

Any person who has a concern or suggestion regarding the school or its operation should:

1. Contact the person directly in charge. If unresolved,
2. Contact the Principal. Any concern still unresolved shall then be directed to the Superintendent followed by the Board of Education.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR: WWG Elementary students should know that the best discipline is self-discipline. We want to establish traditions of courtesy, cooperation, friendliness, and an attitude of respect for people and property.

In the event that I need help with my self-discipline, I will talk with my parents, teachers, or school counselor. I realize that I will receive appropriate consequences for my inappropriate behavior choices. I know that in most cases my parents will be notified. The consequences I receive will depend on the nature and seriousness of the inappropriate behavior, the number of previous misbehaviors, and the school district policy. Students who have not yet developed self discipline and who misbehave during any school related time or activity, as well as, at any time on school property will be assigned consequences according to the severity of the violation and the student's past behavior. Excessive abuse of school rules may result in additional consequences or next level.

*Examples of infractions which may result in in-school suspension are: multiply late arrivals, leaving school grounds without a pass, obscene gestures/language, verbal abuse or disrespect to teachers/students.

*Examples of infractions, which may result in suspension, in school or out-of-school, depending on the severity of the violation: fighting, harassment, threatening/verbal or physical, vandalism.

*Examples of infractions which may result in police referral: alcohol, tobacco, drugs on premise, physical attack, arson, sexual harassment, weapons, theft, falsifying alarms, and stealing.

DATA PRIVACY: Minnesota school, by state law, must collect census information on all students in the district which includes student and parent names, address, telephone, schools attended, grade, transportation information, special program assignments, district testing data, subject marks, attendance, language spoken. Access to this information is limited to the following: parents/legal guardian who presents proper ID, students over 18 with proper ID, staff members of school, other schools upon request/for transfer purposes, other third parties such as employers, social agencies, law enforcement agencies/only with written permission.

Exceptions: Directory information (name, address, birth date, attendance, awards, curricular information) is public information and may be released. Contents of cum records usually are destroyed after 5 years of the student's graduation. Permanent files are kept to fill student/employer requests for school related information. The law requires release of student information to noncustodial parents. Special circumstances or concerns should be referred to the Superintendent. All public notices and data privacy must be sent to parents of students, birth through 21, and must be published in languages other than English, appropriate to the population.

ELECTRONIC DEVICES: Electronic devices are expensive and should be brought to school at your own risk. I-PODS, MP3 devices, cameras, CD players, or cell/smart phones, which are brought to school, will be turned off during school hours. Music listened to before and after school must be free of explicit or questionable lyrics. Consequences for bringing I-pods to school with explicit lyrics will result in in-school suspension. Students that are found listening to these devices during class lectures will also receive in-school suspension.

EMERGENCY PROCEDURES: A comprehensive emergency plan for the school has been established to provide safety for the occupants in case of a sudden emergency, such as fire, tornado, explosion, etc. Faculty members will display this information in a prominent place in their classroom. All staff members have been instructed as to their duties in case of a sudden emergency. Emergency drills are conducted throughout the year.

HAZING: Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purposes. Examples might include but are not limited to: whipping, beating, extreme exposures to harm that creates mental or physical risk to health or safety, substance abuse, or violation of any state or federal laws.

HEALTH AND MEDICATION: Each child entering school for the first time is required to present a statement from their doctor regarding the student's completion of required immunizations such as the MMR, DPT, Polio, and HIB, etc.

Children should remain at home when they show signs of illness such as nausea, vomiting, or fever. Colds or upper respiratory infections should be watched with particular care since almost any communicable disease may begin with a cough or cold symptom. Children should not attend school during the acute stages of a common cold and **should remain home for 24 hours after a fever subsides or from the last time your child has vomited.**

A child with a skin infection, such as impetigo or ring worm, or an eye infection should receive medical treatment and have written permission from the doctor for readmission to school.

Various screening and programs are conducted throughout the year, such as, hearing and vision, scoliosis, and human development to 4th, 5th, and 6th grade.

Prescription and nonprescription medication: No medications are given without written permission from both the doctor and parents. The administration of prescription medications in the school setting will require the written permission of the parent and physician. Administration of nonprescription medications such as Tylenol and cough syrup will require the written permission from the parent and authorization by the school nurse. Cough drops may be self-administered by a student, but must first get permission from the office. **All medication will be kept in the school office.**

HOMEWORK: Parents requesting their student's make-up homework will need to call the school before 9:00 AM on the day they wish to get the homework. This request goes in the daily announcements, which in most cases gives our teachers time enough to get homework ready for the student. Homework requested after 9:00 AM will be ready the following day at 3:00 PM. Students will not have recess taken away as punishment for missing work. Students who have missed school may stay in from recess to receive extra help from their classroom teacher or paraprofessional to get caught up on their schoolwork.

IN-SCHOOL SUSPENSIONS will be served immediately unless otherwise directed by the Principal. A student who is serving in-school suspension will not be allowed to attend class field trips, plays, or any other school activity during that school day, or after school.

LICE: The Westbrook Walnut Grove School District has a no nits/head lice policy. We will work with parents in a proactive way to make sure confidentiality is kept, as well as, making sure proper steps are taken to keep it from spreading to other students. The principal has the authority to check any student at any time during the school day, and throughout the school year. Parents who refuse to allow the principal to check their child for head lice/nits will need to take their child to a doctor. They will need a slip to be readmitted back into school. Students will then either need to be checked by the principal, or see a doctor every two days to show that they continue to stay free of head lice and their eggs. Refusal to allow the principal to check their student for head lice will mean that the parents will

be notified to pick their child up from school. Upon returning to school, students will be checked by the Principal every other day for signs of nits or lice for the following four weeks.

LOCKERS: All students are assigned a hall locker or personal space for books, coats, and other belongings. Because I expect my locker to be treated with respect, I will respect the lockers of others. I need to remember:

1. Lockers are provided for students to use but they remain the property of the school, which retains the right to inspect/search the lockers at any time.
2. Lockers are the responsibility of the student to whom they are assigned. Students should not write on, place stickers on, or scratch words onto them.
3. Locker combinations are to be kept secret, except that the office must have a duplicate key or combination lock for an emergency. Locks for lockers are encouraged.
4. Students are not to post pictures inside lockers that relate to alcohol, tobacco, drugs, or sex.
5. Students are encouraged to carry texts for at least 2 class periods and avoid returning to their locker after each class.
6. There should be no food or pop in lockers.

LUNCH: Because I have pride in my school, I know that my eating habits reflect on me and affect other people. While in the cafeteria:

- *I will wait courteously in line.
- *I will keep all food/beverages in the cafeteria.
- *I will take responsibility for cleaning off my table and floor area.
- *I will use proper table manners and will not intentionally spill or throw food.

I am proud of my school and our clean campus. Because I appreciate clean hallways and classrooms, I will be responsible for cleaning up after myself and make appropriate use of trashcans and drinking fountains.

Nondiscrimination Statement

This explains what to do if you believe you have been treated unfairly:

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

GUM, CANDY, AND POP ARE NOT PERMITTED DURING SCHOOL HOURS

NONDISCRIMINATION: It is the policy of the Westbrook Walnut Grove School to comply with federal and state law prohibiting discrimination. The essence of the law is that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise

subjected to discrimination under any educational program or activity operated by the district for which it receives federal financial assistance. Inquiries regarding compliance or grievance procedures for alleged discriminatory acts on the part of any district employee may be directed to the Human Relations Officer and/or Principal.

OPEN DISPLAYS OF AFFECTION: At WWG Elementary School students are encouraged to be friendly and respect one another. However, open displays of affection such as holding hands, kissing, etc. will not be permitted.

PHYSICAL EDUCATION: Separate tennis shoes should be worn during Physical Education class. A note from a doctor must be presented to the Principal's office if a student cannot participate in Phy Ed class. Valuables should not be kept in lockers unless they are locked.

PLAGIARIZING/CHEATING: Any student(s) who are caught cheating, copying other student's work, letting other students copy their home work, or any plagiarizing from books or the Internet will face consequences decided by the teacher, or Principal.

PLANNING BOOKS/ASSIGNMENT BOOKS: At the beginning of the school year, 5th and 6th grade students are encouraged to use a planning book. The purpose of the planning book is to help the student develop organizational skills and to improve the communication between students/parents and teacher/parents as to the student's leaning in school. Time is devoted each day to organizing homework assignments in these books. If this book is lost, it must be replaced at the student's expense.

PUPIL FAIR DISMISSAL ACT: This Act of 1974 may be viewed in its entirety by contacting the Superintendent or Principal.

127.29 GROUNDS FOR DISMISSAL: Subdivision 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to himself or others or to property. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies. Subdivision 2. A pupil may be dismissed on the following grounds:

- A. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
- B. Willful conduct which materially and substantially disrupts the rights of others to an education.
- C. Willful conduct which endangers the pupil or other pupils or the property of the school.

SCHOOL BUSES: I understand that riding the bus is a privilege, not a right, and that I need to act maturely on all school transportation vehicles. If I use inappropriate behavior, I know that my riding privileges may be

denied. To promote student safety, I realize that video cameras may be used on school transportation vehicles while being bused from home to school, school to home, and during any curricular and extracurricular activities.

A written parental permission note **MUST** be presented to the office in the morning to receive a bus pass to get off at a different bus stop or to ride another bus than usual.

- Bus Rules:
1. Follow all directions of the driver.
 2. Sit in your seat facing forward.
 3. Talk quietly and use appropriate language.
 4. Keep all parts of your body inside the bus.
 5. Keep all body parts and your belongings to yourself.
 6. No fighting, harassment, intimidation, or horseplay.
 7. Do not throw any objects on or from the bus.
 8. No illegal substances, such as tobacco or drugs.
 9. No dangerous objects on the bus.
 10. Pop, candy, etc. on the bus will be at the discretion of the bus driver.

PLEASE HELP TO KEEP YOUR BUS CLEAN!!!

Consequences for misconduct will apply to all regular, late, and extracurricular buses. Decisions regarding a student's privilege to ride any bus will be at the sole discretion of the School District. Parents/guardians will be notified of any suspension of bus privileges. Infractions will result in:

- 1st offense -- warning / or suspension from the bus
- 2nd offense -- 5-day suspension from bus
- 3rd offense -- 10-day suspension from bus
- 4th offense -- 20-day suspension from bus
- 5th offense -- suspended bus riding privilege for remainder of the school year.

Based on the severity of a student's misconduct, more serious consequences, such as suspension or expulsion from school, may also result from school bus incidents.

SCHOOL CLOSING ANNOUNCEMENTS: The Westbrook Walnut Grove School District now has an instant alert system in place. Please call the Walnut Grove Office at 507-859-2141 to get signed up. Notice of WWG School closings, late starts, early dismissals, and other school emergencies are broadcast over: KMHL/Marshall (AM 1400)

WCCO radio/Minneapolis (AM 830)

KWOA/Worthington (FM 95.1)

KDOM/Window (94.3)

KLGR/Redwood Falls (AM 1490 and FM 97.7)

All parents will be able to sign up for the Westbrook Walnut Grove emergency notification system. If you are new to our district, please call either office and request the necessary paperwork for correct activation of this emergency service. Westbrook Office 507-274-6111 / Walnut Grove Office 507-859-2141.

Buses will run on their regular routes -- plowed roads only -- unless a prior announcement has been given regarding emergency / snow bus routes. If necessary, the buses will return children to the school to spend the night. Parents will be notified if this happens.

SCHOOL DRESS: I understand that I need to wear appropriate clothing in school. I will not wear clothing that displays drugs, alcohol, or sexual innuendoes. I know that I will be asked to change my clothing if it is too tight, too revealing, or otherwise inappropriate. I also understand that I will not be allowed to wear baggy pants, chains, and other items that may be considered gang related or a potential weapon. Hats may be worn to school, but must be immediately removed as you enter the building.

WINTER WEATHER CLOTHING will be needed as winter weather sets in. All Elementary students will be required to wear a winter coat, stocking hat, gloves/mittens, snow pants, and snow boots. An email / note from the office will be sent home when fall moves into the winter season and we need to put this rule into effect. All high school students will be required to wear a winter coat, stocking hat, and gloves/mittens when using our bus transportation system. We know temps throughout the winter rise and fall. We require all students to bring these items with even if the temperature moves above 32 degrees. Students can just keep them in their backpacks. All WWG students will need to follow this board approved rule due to the fact we want to make sure all students are properly dressed in warm winter clothing for their own safety. Students who do not have the proper winter clothing on will not be allowed to ride the school bus.

We ask that all WWG Elementary and High School students come to school dressed in their winter gear if they ride the school bus to school. Once students step on the school bus, we consider the responsibility for the student has transferred from the parent to the school. Winter weather and road conditions can easily put a bus in the ditch during a route, or shuttle, and we want our students to be properly dressed in-case a bus gets stuck out in the elements. Because, it may take some time to get them to school or back home safely. If any family may need assistance in outfitting your child in the proper winter gear, please call either school office. The school has winter clothing that has been donated by local charities and families that have out grown them. All winter clothing is either new, or gently used.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE: The school district will act to investigate all complaints, either formal or informal, verbal, or written, of sexual harassment or violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of this school district. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other communications of sexual nature when:

1. Submission to or rejection of that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment or education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Any sexual harassment as defined when perpetrated on any students or employee by any student or employee will be treated as sexual harassment under this policy:

1. Verbal harassment, or abuse.
2. Subtle pressure for sexual activity.
3. Inappropriate patting or pinching.
4. Intentional brushing against a student's or an employee's body.
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
7. Any sexually motivated unwelcome touching.
8. Sexual violence, which is a physical act of aggressions that includes a sexual act or sexual purpose.

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the school district, or any third person with knowledge or belief of conduct, which may constitute sexual harassment or sexual violence, should report the alleged act or acts immediately to the Principal's Office. The school district encourages the reporting party or complainant to use the report form available from the Principal.

SIGNS, POSTERS, HANDOUTS: All signs, posters, and other notices on school property shall first be approved by the Principal for posting or handing out.

SMOKING/DRUGS/ALCOHOL: Because the school district is concerned about my health, I realize that I cannot smoke or be in possession of tobacco on or near school grounds. I also cannot be under the influence of, use, possess, give, sell, or exchange any drugs or alcohol. I understand that I will be suspended and law-enforcement authorities will be involved if I violate this policy.

SNOWBALLS: Snowballs and snowball throwing on school property are a danger to others and will not be allowed. The Principal will deal with punishment.

SPECIAL ASSISTANCE: Special programs and assistance are in place to offer additional services to students experiencing academic, social, behavioral, or physical difficulties. Various school teams meet regularly to promote student achievement and student well being.

The Federal and MN State Special Education program is derived from P.L. 94-142 and 94.159 to assist students with specific learning and/or physical challenges. **The Federal Title I program** is available for

students experiencing difficulties in the areas of reading and/or math. **The 504 Program** is an assistive program designed to meet specific needs of students who do not qualify for special education services, yet may be experiencing academic, social, behavioral, or physical difficulties. In addition, the Principal, school psychologist, counselor, and nurse are available to facilitate students in other school or personal matters.

SPORTSMANSHIP: Sportsmanship is everyone's responsibility; the community, teachers, coaches, students, parents, and directors must demonstrate sportsmanship values. Athletic and fine arts competitions, where fairness and equity depend on playing by the rules and respecting all people, are opportunities for adults to teach and for young people to learn about sportsmanship. All spectators and competitors should demonstrate good sportsmanship by encouragement to their team, avoiding criticism of game officials, and refusing to mimic temperamental, vulgar, uncaring poor-sport behavior.

1. Be courteous to visiting teams, officials, and other spectators. Do not boo, heckle, or throw things.
2. Play hard and to the limit of one's ability. Do not give up, quarrel, cheat, bet, or grandstand.
3. Be modest in victory and gracious in defeat.
4. Understand and observe the rules of the game and the rules of eligibility.
5. Respect the integrity and judgment of the officials.
6. Respect the facilities of host schools.
7. Support the team through wins and losses, taking into account the age, skill, and experience of team members.
8. Remember, above all, this is a learning experience.

STUDENT BEHAVIOR: At WWG Elementary School, every effort is made to be certain that students are safe and have a positive and constructive learning environment where they can grow and mature as individuals. Westbrook Walnut Grove Elementary does not allow students to pick on other students, call others names, or put others down. If others mistreat you, please let someone know right away.

The following behaviors do not promote a safe environment and will not be tolerated.

1. Fighting, physical assaults.
2. Disruptive conduct, insubordination, willful disobedience.
3. Vandalism, damage or destruction of school property.
4. Harassment: verbal, sexual, racial, or physical.
5. Illegal narcotics, alcohol, tobacco, and/or drugs.
6. Profanity or obscene language/gestures.
7. Gang related activities, clothing, symbol, or paraphernalia.
8. Cheating on any schoolwork.

STUDENT SEARCHES: If the Principal/ or a staff member has reason to believe that an illegal act or violation of school rules has been or is about to be committed, he/she is authorized to search the student and his/her property or any school district property used by the student and seize any item that is specifically prohibited by law or school regulation. General search of school properties, including but not limited to, lockers or desks may occur at any time, and items belonging to the school

may be seized. All items seized shall be given to the proper authorities or returned to the rightful owner.

TARDIES: All students are required to be in class before the class begins. On the third tardy, within any given four week period, students will be referred to the Principal for appropriate consequence to make up for the time missed as a result of their tardies. Students should be organized so that it is not necessary to go to their lockers after every class period.

CELL PHONE / TELEPHONE USE: Students need to always use the office phone to call parents. Students should not use cell phones during school hours. Cell phones, Gizmo's, and any other type of cellphone or electronic devices that students can use to call, email, or text during school should be turned off when entering school and left off during the school day. Some teachers may ask that they remain in lockers during the school day, while other teachers may be comfortable with them left in a student's pocket. Each student will need to follow their homeroom teacher's requests.

TEXTBOOKS: Textbooks are provided for all students. Textbooks checked out to me must be returned in the same or similar condition as when they were checked out. If my books are damaged or lost, a replacement fee will be charged. In general, a typical hardcover book costs \$100.00. Fines will be assessed according to extent of damage at the end of the year.

VALUABLES: Occasionally, students need to bring money or other valuables that would create a hardship if lost. On such occasion students should be encouraged to check these valuables into the Principal's office for safekeeping for the day.

VISITORS: In order to maintain safety for our students, it is the school district policy that all visitors must first report to the Principal's office. Although student visitors are welcome, this causes obvious distraction and disruption to the normal and essential classroom-learning environment; therefore, it is the schools policy to individually review all requests for classroom visitations prior to a visit by any adult or child. Requests for visitation shall be presented to the Principal at least 24 hours prior to the planned visit and approval or denial of any request shall be in consultation with the classroom teacher and shall depend on the scheduled classroom activities and length of visitation requested.

VIOLENCE: I understand that it is a policy of the WWG school to maintain a safe learning and working environment that is free from threats or harmful influence from any person who would choose to exhibit or promote violence or disruptive behaviors while on school grounds, buses, or any school sponsored activity. It shall be a violation of this Violence Protection and Weapons policy for any pupil, staff member, or other persons to possess any firearm (real or facsimile), or other dangerous weapons when in the school building, on school owned grounds, or on any school related activity.

Immediate referral to the local law enforcement agency of any person who brings a firearm (real or facsimile), or other dangerous weapon to the school shall be the practice of the WWG school district. The school district shall act immediately to investigate all acts or complains of violence, either formal or informal, and take appropriate disciplinary action against any pupil, staff member, or any person found to have violated this policy. The Superintendent has the authority on a case-by-case basis to expel any student who violates this policy for a minimum of 365 days. Persons other than students violating this policy shall be referred to law enforcement agencies and may be subject to a felony charge, which could at a minimum include imprisonment for up to 2 years and/or a fine of up to \$5,000.00. Exceptions to this policy include: licensed peace officers, firearm safety personnel conducting courses, and any other person(s) conducting official school business possessing written permission of the Principal or Superintendent.

WITHDRAWAL OR TRANSFER: The procedure for withdrawal or transfer to another school is:

1. Signed authorization from parent/guardian.
2. Completed appropriate forms from Principal's office.
3. Check out with teachers, all books and materials returned, and all outstanding bills paid.
4. Exit interview with Principal.

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

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

Why statewide testing?

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

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the 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.

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

Academic Standards and Assessments

What are academic standards?

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

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

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

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



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

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

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

Student's District/School _____ Grade _____

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

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

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS 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 lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments 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 _____