



STUDENT HANDBOOK

Preschool - 6th Grade

Chisholm Public Schools - ISD #695

Chisholm, Minnesota

This handbook is a **summary** of the school's rules and expectations, and is **not** a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at www.chisholm.k12.mn.us or at the Board office, located at:

300 SW 3rd Ave.

Chisholm, MN 55719

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Chisholm School Policy Statements and Annual Public Notices

The following school policy statements and notices can be found online at [Chisholm School Website](#) or are available in print at the district office.

Policy 102 Equal Educational Opportunity	Policy 524 Internet Acceptable Use and Safety
Policy 413 Harassment and Violence	Policy 525 Violence Prevention
Policy 414 Mandated Reporting Child Neglect	Policy 526 Hazing Prohibition
Policy 417 Chemical Use and Abuse	Policy 529 Staff Notification of Violent Behavior
Policy 418 Drug Free Workplace/School	Policy 530 Immunizations
Policy 419 Tobacco-Free Environment	Policy 531 Pledge of Allegiance
Policy 501 School Weapons	Policy 533 Wellness
Policy 502 Search of Lockers	Policy 534 Unpaid Meal Charges
Policy 503 Student Attendance	Policy 542 Parent Right to Know
Policy 504 Student Dress and Appearance	Policy 707 Transportation of Public School Students
Policy 506 Student Discipline	Policy 711 Video Recording on School Buses
Policy 510 Student Activities	Policy 712 Video Surveillance other than on Buses
Policy 512 School Sponsored Student Publications	Policy 904 Distribution of Material on School District Property by Nonschool Persons
Policy 513 Student Promotion and Retention	Asbestos Notification
Policy 514 Bullying Prohibition	Code of Conduct (See Policy 506)
Policy 515 Protection and Privacy of Pupil Records	Notice Concerning Use of Pesticides
Policy 516 Student Medication	
Policy 520 Student Surveys	
Policy 521 Student Disability Nondiscrimination	
Policy 522 Student Sex Nondiscrimination	

Employee Directory

CHISHOLM ELEMENTARY TEACHERS

Robbi Albert	Curriculum/Dean
Marisa Pessenda	4th Grade
Natalie Yaroscak	4th Grade
Katelyn Pearson	5/6th Science
Amy Rossini	5/6th Math
Myia Paradis	5/6th Social Studies
Julie Nehring	5/6th ELA
Darlene Esler	Special Education
Meagan Scipioni	Special Education
Larry Baker	Music
Ryan Freitas	Band
Kathryn Dewhurst	Physical Education
Lynette Purdy	Physical Education
Peighton Worlie	Title I

VAUGHAN-STEFFENSrud TEACHERS

Laura Owens	ECFE Teacher
Deb Lamphere	ECFE Parent Teacher
Karen Copeman	Pre-K
Megan Lescarbeau	Pre-K
Jessica Rice	Kindergarten
Nico Stish	Kindergarten
Wendy Greer	1st Grade
Chelsey Schmitz	1st Grade
Ciri Falcone	2nd Grade
Chelsea Winans	2nd Grade
Kristen Copp	3rd Grade
Cindi Nelson	3rd Grade
Debbie Jackson	Special Education
Kayla Schneuer	Special Education
Carolyn Ludwig	Special Education
Tara Anderson	Title I
Jennifer Showalter	Title I
Larry Baker	Music
Kathryn Dewhurst	Physical Education
Sarah Peitso	Art

ADMINISTRATION/OFFICE

Lisa Perkovic	Superintendent
Robbi Albert	VS/CE Principal
Pam Pioski	Supt. Secretary
Hannah Barney	CE Secretary
Debbie Ferrell	VS Secretary
Hannah Barney	Community Ed Asst.
Jennifer Crotteau	Counselor
Joe Phillips	IT Director

CAFETERIA

Tricia Monroe	CE Kitchen
Jill Ostermann	VS Kitchen

CUSTODIANS/BUS DRIVERS/FACILITIES

Ron Plante	Maintenance Foreman
Dan Holman	Transportation Director
Lindzee Colewell	Custodian/Bus Driver
Kent Forsline	Building and Grounds/Bus Driver
Nick Hill	Custodian/Bus Driver
Jake Landacre	Custodian/Bus Driver
Dan MacLean	Custodian/Bus Driver
Kris Perkovich	Bus Driver
Tim Kirsch	Custodian/Bus Driver
Carol Wald	Custodian/Bus Driver
Terri Vajdl	Bus Driver
Lenny Fields	Bus
Anthony King	Custodian/Bus Driver
Rob Kepler	Custodian/Bus Driver
Ben Becker	Custodian/Bus Driver

SCHOOL BOARD

Mark Casey	Chairperson
Cindy Rice	Treasurer
Shelly Lappi	Prottem Clerk/Treasurer
Jaclyn Corradi Simon	Prottem Chair
Danielle Randa Sauter	Clerk
Robert Rahja	Board Member

Welcome to the Chisholm School District

Dear Parent/Guardian,

Welcome to the 2025–2026 school year at Chisholm Elementary! We are excited to begin another year of learning, growth, and connection with our students and families.

This is your copy of the *Chisholm Elementary Schools Handbook*, which outlines important policies, procedures, and expectations for students in preschool through sixth grade. It serves as our official guide, and we encourage you to review it carefully and refer to it throughout the year.

In Chisholm, we believe that a strong home-school partnership is essential to student success. Open and consistent communication between families and staff helps create a supportive environment where all children can thrive academically, socially, and emotionally. Teachers will keep you informed through newsletters, phone calls, emails, and parent-teacher conferences. Additionally, we encourage you to stay connected by checking your child's folder or backpack regularly, visiting our school website, and joining our school's communication platform (such as Schoology or Seesaw, depending on grade level).

Throughout the year, your child will be engaged in high-quality, evidence-based instruction aligned with the Minnesota Academic Standards. Our team is committed to providing a safe, inclusive, and joyful learning environment where every student is challenged, supported, and celebrated. We also value the development of character, resilience, and kindness alongside academic achievement.

We understand that questions and concerns may arise, and we welcome your input. Our goal is to work alongside you to ensure your child's needs are met and that they feel seen, valued, and inspired to learn each day. Please feel free to reach out to your child's teacher or the school office at any time.

On behalf of the entire staff and administration, thank you for entrusting us with your child's education. We are honored to be a part of their journey and look forward to a successful and rewarding school year together.

Sincerely,

Mrs. Robbi Albert
Elementary Principal

PREFACE

The purpose of this handbook is to acquaint students and parents/guardians with our elementary schools. Our goal is to provide a quality education for all students. It is necessary that all involved (parent/guardian, staff and students) have a cooperative attitude and show willingness to work together. Parents/Guardians are invited to visit classes and are encouraged to meet with teachers or the administration for information and/or help.

This Handbook is subject to and may change at any time during the school year. Every attempt will be made to communicate these changes to the affected individuals. Chisholm Public School District does not discriminate on the basis of race, color, national origin, sex or disability.

The latest version of this handbook, including any changes made during the school year is available at our website www.chisholm.k12.mn.us

CHISHOLM SCHOOLS VISION STATEMENT

To foster our students' voices, choices and experiences with innovative, active and flexible learning opportunities to enhance their lives and community.

CHISHOLM SCHOOLS MISSION STATEMENT

In partnership with family and community, Chisholm Public Schools will empower, engage, and equip students to achieve the highest levels of education possible, becoming respectful, and productive citizens.

CHISHOLM SCHOOLS BELIEF STATEMENTS

The Chisholm School District believes:

- In instilling the desire for LIFE-LONG LEARNING
- That ALL children can LEARN and SUCCEED at high levels
- In a well-rounded education - emotional, social, mental, physical and academic
- In RESPECTING dignity and worth of each individual
- In consistently upholding school policies; in high levels of accountability for students, teachers, administration, support staff, parents, the community, and the school board
- In employing, training, and retaining highly qualified and nurturing staff
- That all students will have a healthy, safe, and positive learning environment
- In diverse, rigorous, and world-class education designed to help all students reach their maximum potential
- That education will be a collaborative effort between students, staff, parents, and community
- In equipping students with creative and active minds, a sense of understanding and compassion for others, and the courage to act upon their beliefs

PART I – GENERAL INFORMATION

2025-2026 School Calendar - Subject to Changes

The school calendar is adopted annually by the school board. An additional copy of the school calendar can be found on the school district's website .

Calendar

pedia

Your source for calendars

2025/26 School Calendar

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

169 Student Days, 6 hours per day reported = 1014 hours 180 Teacher Days

School Closed/ Holiday



No Students/ Teacher Inservice/PLC



Nov. 13 - k-12 Conferences 3:15-6:30

Open House



First/Last Day for Students



Nov. 14 - k-12 Conferneces 8:00-3:00

Last Day for Teachers



Parent Teacher Conferences



Feb. 12 - k-12 Conferences 3:15-6:30

Last Day of Quarter



Parent Teacher Conferences/No School



Feb. 13 - k-12 Conferences 8:00-3:00

Arrival and Dismissal

School	Start Time (Monday-Friday)	End Time (M, T, W, Th, F)
Vaughan-Steffensrud	8:17 am	2:45 pm
Chisholm Elementary	8:17 am	3:02 pm

Students that are dropped off early will be supervised from 7:45-8:00a.m. either on the playground, in the gym (weather depending), or other designated area. Students should not be dropped off before 7:45 a.m., as there will not be any supervision of students prior to 7:45 a.m.

Parent Drop-off/Pick-up Area is located

- Vaughan-Steffensrud – Drop off
 - The small drive through road next to the playground by 1st Ave NE
- Vaughan-Steffensrud- Pick Up
 - On the corner of 9 ½ St. NE and the school bus entrance loop

To avoid congestion parents will be asked to get out of their vehicle and wait at the corner and refrain from coming by the building. All students will be released at the same time.

- Chisholm Elementary – Along the North side of the C.E. building

Bus Drop-off/Pick-up Areas are located

- Vaughan-Steffensrud – In front of the school
- Chisholm Elementary – In front of and along the North side of the C.E. building

Absences

If a student is absent from school, the parent is asked to call the school's office at 254-5726 before 8:25a.m. or 12:00p.m. for an afternoon absence. Calls made before 7:30 a.m. may be left on the answering machine. Upon returning to school, the student should check in at the office to obtain a pass. The absence will remain unexcused until a note or phone call is received from the parent.

Complaints

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

Emergency School Closing

School may be canceled when the Superintendent and/or building Principal believe the safety of students and employees is threatened by severe weather or other circumstances. The Superintendent and/or building Principal will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be sent via the Instant Alert System as well as broadcast on local radio and television stations. Parents should sign up for this service on the school web-site: www.chisholm.k12mn.us or contact the school office for assistance.

E-Learning Day

An "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather and is counted as a day of instruction. The Chisholm School District may use "E-Learning" days for students to complete assignments. An E-learning day plan has been created.

Extracurricular Fees

2025-2026 Participation Fees	Athletic
<i>Varsity and Junior Varsity athletes</i>	\$120.00 per sport
<i>8th Grade and below athletes</i>	\$100.00 per sport
<i>Maximum Fee per Family</i>	\$400.00 per family

Spectator Fees

Admission to events is payable at the door or with a season pass. Season passes are available in the Athletic Director's office.

Additional information regarding participation fees may be found in *Board Policy # 510*.

Fundraising

All fundraising activities conducted at the Chisholm elementary must be approved in advance by the Principal. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day.

Leaving the Building During School Hours

Students who need to leave the school at any time during the course of the school day must secure an out of the building pass from the School Office. When leaving the building, parents/guardians and students must complete the following:

1. A parent/guardian must notify the school the student is to leave.
2. The student is responsible for getting a blue slip to leave class and the building.

3. The student or the parent/guardian must “sign out” in the School Office.
4. The student is responsible for attaining and turning in any verification needed.
5. Students must return to school in a timely manner to class.
6. The student or the parent/guardian must “sign in” in the School Office

Lockers

School lockers are assigned according to grade. Students will be required to keep the locker they are assigned. The student is responsible for keeping his/her locker neat, orderly, and safe. Any vandalism to the lockers will be cleaned and/or repaired by the students or by a custodian with the student providing restitution for materials and labor.

The school district is not responsible for any valuables that are placed in lockers and are lost or stolen, including district issued equipment. If students must carry valuables to school, they should check them in for safe-keeping with their teacher.

Meal Programs

Breakfast and hot lunch programs will be provided for those who want to participate in the program. Students who qualify for reduced-price school meals will receive free lunches and breakfasts. Applications for free or reduced lunch costs are sent home with each child. Applications are also available in the office. Some students may wish to bring their own lunch from home. Any parent wishing that their child go home for lunch must complete and return the required form to the school office. Current meal prices are as follows:

	<u>Breakfast</u>	<u>Hot Lunch</u>	<u>Extra Milk</u>	<u>Extra Meal</u>
<i>Full Price</i>	Free	Free	TBD	TBD
<i>Reduced Price</i>	Free	Free		

Breakfast and lunch are to be obtained in the cafeteria and eaten in the designated commons areas. Lunch times will vary by grade and are set at the beginning of each school year. Teachers will notify students of their assigned lunch times on the first day of school.

The cafeteria is run by INAC and is on a computerized payment system. If you have questions regarding your child’s account and/or eligibility, please contact the cafeteria at your child’s school. Students who have insufficient funds to pay for a meal may receive an alternate meal. For more information please refer to the *Unpaid Meal Charges Board Policy #534* on the district’s website.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. Contact the school superintendent as needed.

Notice of Violent Behavior by Students

Chisholm Schools recognizes the rights of students and data privacy. In an effort to provide a safe school environment, staff members will be notified by the Administration of a student's history of violent behavior. The history of violent behavior and notice to the appropriate staff is an educational record and will be transferred to an enrolling school district. Parents have the right to review and challenge records or data, including the data documenting the history of violent behavior, under both state and federal law as set forth in the school district's Protection and Privacy of Pupil Records. For more information please refer to *Board Policies #515 and #529* on the district's website.

Parent and Teacher Conferences

Parents may arrange a conference with a teacher, counselor, or the principal on an appointment basis by calling the school. The faculty and administration encourage parents to visit the school and schedule conferences. Parent-teacher conferences are scheduled during the fall and the spring. Please check the school calendar for the dates and times.

Pledge of Allegiance

The Pledge of Allegiance will be recited one or more times each week. It is the responsibility of every citizen to show proper respect to his/her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. A student who chooses not to participate may either stand or sit, remaining respectfully silent. No homework may be done during this short time. For more information please refer to *Board Policy #531* on the district's website.

Parent Volunteers

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal for specific requirements. Parents/guardian volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Release of Student Records

When students transfer to another district, the records transferred are: academic records, behavioral records, and medical records.

Riding the Bus

The school district shall provide transportation to and from school for all students deemed eligible based on established criteria, except for those students whose transportation privileges have been revoked or, in the case of a secondary student, have been voluntarily surrendered by the student's parent or guardian. Transportation costs will be borne by the school district for all eligible students. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders.

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act of 1974. Revocation procedures for a student who is an individual with a disability are governed by the specific legislation relating to those disabilities. For more information, please refer to *School Board Policy #707* on the district's website.

Searches (lockers, desks, personal possessions and student's person)

In the interest of student safety and to ensure that schools are drug-free, district authorities may conduct searches. Please refer to *Board Policy #502* on the district's website.

Lockers	Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.
Desks	School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason, at any time, without notice, without student consent and without a search warrant.

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

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building Principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval. For more information about student surveys, please refer to *Board Policies #512 and #904* on the district's website.

Student Surveys

Throughout the school year, students may be asked to take school surveys, student surveys, and other types of personal surveys for the benefit of data. Taking these surveys is OPTIONAL. A student/parent or guardian can choose not to participate in the collection of survey data. A Public Notice of data collection is given or included with our Board Policy 515. For more information about student surveys, please refer to *Board Policy #520* on the district's website.

Telephone Use

Students should realize that our phones are business phones, and no student is to call out except in an emergency, and then only with permission. Students will not be called to the telephone during school hours, except in cases of emergency. Parents will not be allowed to phone students in classrooms unless it is a dire emergency; instead, they should leave a message in the office to be delivered to the classroom.

Treats and Snacks in the Classroom

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. The district strongly encourages you to select a treat or snack with nutritional value. For more information refer to *Board Policy #533* on the district's website.

Video and Audio Recording

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with

extraordinary controls, and only as expressly approved by the superintendent. For more information refer to *Board Policy #712* on the district's website.

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus. For more information refer to *Board Policy #711* on the district's website.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

PART II – ACADEMICS

Academic Honesty and Integrity

Chisholm students must understand the importance of academic honesty. Cheating and plagiarism are prohibited. School assignments and tests are measures of a student's academic performance. All work submitted for credit is expected to be original work created by the student submitting it. Students who violate the academic honesty policy will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's student discipline policy.

- Cheating: Dishonestly or unfairly gaining an advantage, especially in a game or examination.
- Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's own.

Examples of academic dishonesty include, but are not limited to the following:

- Submitting another's work as your own with or without the other person's knowledge
- Working with others on an assignment that is intended to be done individually
- Copying and/or sharing academic work
- Sharing test questions and/or answers with other students either orally or electronically
- Looking on another's test/quiz or allowing another to copy a test/quiz

Assessments, Report Cards, Powerschool

A comprehensive student evaluation and assessment program is carried out in both the Vaughan-Steffensrud and the Chisholm Elementary School. Student progress is monitored through a wide variety of measures including but not limited to teacher observation, daily work results, demonstrations by the student(s), unit tests, standardized tests and teacher designed evaluation instruments. In the areas of reading and math, FastBridge benchmark assessments are given at least 3 times a year to all K-6th grade students. This data is used to provide tiered intervention services for our district's Multi-tiered System of Supports (MTSS) program. Also, the state requires the MN Comprehensive Assessment test (MCAs) in 3rd through 6th grade.

A report of your student's academic progress will be updated and posted in PowerSchool during the school year. Report cards will be available online throughout the school year. If you wish to have a printed copy of your child's report card, please request a copy in the elementary office.

Parents are encouraged to check their child's attendance, grades, discipline incidents, etc. at any time online using PowerSchool. Students may also check their online information and are encouraged to check it often. Please contact the school office for more information and account access information.

Field Trips/School Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

The school district may use outside agencies and facilities to enhance student learning. When field trips are planned, parental notification will come from your child's teacher. For field trips leaving the district, written parental permission will be required. Note: Students may be held back from attending for: safety reasons, uncompleted work or discipline issues.

Homework

Homework will be required in most classes. It is the responsibility of the student to get the work completed either during class time or at home. The student will remain in the classroom to

complete assigned work at the discretion of the teacher/principal in the event of auditorium or gym programs or class outings.

Make Up Work

Except in unusual circumstances, a student will have two days for each day of absence to complete make-up work. Arrangements for an extension may be made with individual teachers. If a student will be absent – due to illness – for three days or more, on request from the parent, homework can be obtained from classroom teachers.

Pre-excused absences are permitted for certain occasions. To obtain such an excuse, the student must bring written permission from his/her parents several days in advance of the planned absence. A written parent permission is to be presented to the office. Students that know about absences in advance (i.e. vacations, appointments, school activities or other school events, etc.) shall be responsible to get the homework in advance and have it completed upon their return to school. This includes tests, quizzes, papers, projects, etc.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade
2. levels and subject area in which the teacher provides instruction;
3. whether the teacher is teaching under emergency or other provisional licensing
4. the baccalaureate degree major of the teacher and any other graduation certification or degree held by the teacher, and the field of discipline of the certification or degree;
5. whether the student is provided services by paraprofessionals and, if so, their qualification.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents, if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified. For more information please refer to *Board Policy #542* on the district's website.

Promotion and Retention

Promotion and retention situations for students in grades K-6 will be addressed on a case by case basis by administration and teachers jointly involved. For more information please refer to *Board Policy #513* on the district's website.

Schoology

To provide students and parents consistency and continuous access to assignments, resources, feedback and communication, Chisholm ISD uses the Schoology learning management system

(LMS). Both parents and students have login credentials to access the Chisholm School District Schoology system. Student progress and activity will be monitored by faculty to ensure a safe, secure, and controlled environment.

Section 504 Process for Students

Section 504 is a federal law, which prohibits discrimination against persons with a disabling condition in any program receiving federal financial assistance. The law defines a person with a disabling condition as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities; Has a record of such an impairment, or is regarded as having such an impairment the district has specific responsibilities under the act, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodations.

Special Education Services for Students

In accordance with state and federal mandates, the district assesses and appropriately serves students with disabilities. District staff use a MTSS (Multi-tiered System of Supports) process to systematically screen, assess, and if appropriate, place students in special education services. Students are entitled to a free appropriate public education in the “least restrictive environment” (usually the school the child would attend if the child did not have a disability). The amount of and type of service required shall be determined by the IEP (Individual Education Plan) process. The school district shall protect students with disabilities from discrimination on the basis of disability and shall identify and evaluate learners who, within the intent of the law, need special services, accommodations, or programs in order that such learners may receive the required free appropriate education.

Testing – Minnesota MCA/MTAS Testing

The Minnesota Comprehensive Assessments (MCA) are state tests in reading, mathematics, and science that are used to meet federal and state legislative requirements. The tests are administered every year to measure student performance relative to the Minnesota Academic Standards that specify what students in a particular grade should know and be able to do.

All students in public schools are required to participate in the statewide assessment program. Reading and mathematics tests are administered in grades 3–8 and high school (students in grade 10 take the Reading MCA, and students in grade 11 take the Mathematics MCA). The Science MCA is administered to students in grades 5 and 8 and in the high school grade when students take a life science or biology course. With very few exceptions, all public school students in the above grades take the MCA. Students with an Individualized Education Program (IEP) or 504 plan may be eligible for accommodations. Some students with significant cognitive disabilities may be eligible to take the Alternative Minnesota Test of Academic Skills (alternate MCA) which is based on alternate achievement standards in reading, mathematics, and science. Eligibility for alternate MCA testing is determined by Special Education Case Workers.

Student participation in state required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please complete the “Statewide Assessment: Parent/Guardian Decision Not to Participate” form located on page 35 of the handbook. Make sure to provide a reason for your decision on the form. All exemption forms must be returned to the school prior to student testing. Due to state testing rules, forms cannot be accepted after testing begins.

PART III – RULES AND DISCIPLINE

Attendance

The Chisholm School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The Minnesota Compulsory School Attendance Law states that all children between the ages of 7 and 18, and ages 5 and 6 if they are enrolled, must attend school every day on time unless lawfully excused by the school. Under Minnesota law, school administration has the right and responsibility to determine the validity of any absence from school. The purpose of this procedure is to encourage regular school attendance. It is intended to be positive and not punitive.

ISD 695 is committed to maximizing instructional time. Students present in class are proven to have higher student achievement and dedication to personal growth. We are continuously striving to improve the academic success and social/emotional learning of our students; school attendance and punctuality are foundational pieces of the process. We ask students, parents, and guardians to partner with us in proactively making attendance a priority every day. Attendance rates don't increase overnight and won't remain at acceptable levels without ongoing, intentional focus even when attendance doesn't appear to be a concern.

Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. All parties responsible for promoting regular attendance, punctuality, and compliance with the Minnesota Department of Education Regulations and Attendance Laws of the State of Minnesota (MN Statutes 120A). This procedure will assist students in attending class.

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's/Supervisor's Responsibility

It is the teacher's/supervisor's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and/or study hall. It is also the teacher's/supervisor's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teachers'/supervisor's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and/or study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Expectations

Chisholm School policy states that students are allowed a maximum of 10 unexcused/excused absences per semester. Absences that are considered exempt in the following chart do not count toward the 10 allowable absences. Other days missed, including illnesses not verified by a medical practitioner will count towards a student's maximum number of allowable absences.

Under no condition shall a student leave the school without permission from the nurse or office administration. If a student leaves without permission, he/she will be considered truant, which is an unexcused absence. Once permission has been granted, the student must sign out in the office. Students are required to make up all assignments or to complete alternative assignments for all absences as deemed appropriate by the classroom teacher.

Absence Disclaimer

Administration has the right and responsibility to screen and either approve or disapprove excuses brought in by the students. Administration has the right to declare an absence to be

unexcused even though parent/guardian may have provided a written excuse. Reasons such as oversleeping, car trouble, missing the bus, excessive illness without consulting a medical practitioner or others do not excuse a student.

<p align="center">EXEMPT <u>Absences & Tardies</u></p> <p align="center">Do Not Count Towards 10</p>	<p align="center">EXCUSED <u>Absences & Tardies</u></p> <p align="center">Count Towards 10</p>	<p align="center">UNEXCUSED <u>Absences & Tardies</u></p> <p align="center">Count Towards 10</p>
	<p align="center">Grades k-12 Maximum 10 Total per Semester</p>	<p align="center">Grades k-12 Maximum 10 Total per Semester</p>
<p>Documented Medical (M) Appointments w/ Medical Note Illness & Injuries w/ Medical Note School Nurse Recommendation</p> <p>School Related Activities (S) School Related Assessments Sport/Activity Participation School Sponsored Outings College or Career Visits w/ Documentation</p> <p>Administrative Referral In School Suspension (ISS) Out of School Suspension (OSS) Homebound/Home-based (HB)</p> <p>Administrative Discretion (D) **Prior Approval Required** Community Service Funerals of Immediate Family Documental Legal Concerns Religious/Cultural Observance Emergency</p>	<p>Undocumented Medical (X) Illness Injury Appointments w/o documentation Serious Illness of immediate family</p> <p>Family Leave/Vacations (X) Excused Absences Require a Pre-Makeup Form</p> <p>Non-school Related Activities (X) Community Activities</p> <p>Unforeseen Circumstances (X) Transportation Trouble</p>	<p>Uncleared Absences (A) Any absence that is not accompanied by a parent/guardian notification to the office Work at home Work at a business, except under a school-sponsored work release program Vacations which have not been pre-approved</p> <p>Truancy (A) Any absence in which a student leaves the building w/o parent/guardian notification to the office</p> <p>Accrued Excused Tardies (A) 3+ Tardies = consequence at principal's discretion</p>

Unique Circumstances

Excused Medical Notifications

- After a total of ten cumulative full day absences due to illness, parents/guardians may be required to present a written statement from a medical professional (doctor, dentist, psychologist, etc) for additional absences during the semester in order for the student to be excused.

Pre-Excused Absences

- As necessary, a student may provide advanced notice for absences. If a student intends to be gone for 3 or more full school days for non-medical, non-emergency, or non-school related absences, a student will be issued a pre-makeup form to be signed by teachers.

Progress Reporting

- Teachers will record an INCOMPLETE for all students over 10 allowable absences at the semester report cards. The comment “excessive absences” will be included to indicate that the incomplete is only for absences and not incomplete work. Students will then be given 2 additional weeks to make up the absences before the earned grade is finalized and no credit is granted. Students participating in MSHSL activities will not be eligible until the incomplete has been made up or turns to a no credit at which time additional eligibility requirements will be reviewed.

Open-Enrolled Students

- Under MN Statute 124D.03, subdivision 12, open enrolled students may be assigned to their home district if they meet the definition of habitual truant and have been referred as indicated by law for truancy. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

Attendance Interventions

We recognize that students and families may be struggling with a variety of concerns, and we acknowledge the need to work together to engage students with the positive supports a school community can offer. To combat chronic absenteeism the Chisholm School District has developed a 3-tiered system of strategies and supports to engage educators, families, and the community in an effort to improve student attendance. Our assumption is that all levels of strategies involve some level of these core ingredients:

- Monitor data
- Engage students and families
- Recognize good and improved attendance
- Provide personalized outreach,
- Remove barriers.

Truancy Notifications and Consequences

While teachers should remind students of excessive absenteeism, it is the student’s responsibility to ultimately be responsible for tracking his or her own absences by checking the student information system or asking the office for support.

Truancy Notifications and Consequences		
3 Unexcused Absences "Continuing Truant"	Phone call, text, or letter to alert family of attendance concerns and explore what help may be needed	Administration
5 Unexcused Absences	Certified Attendance Letter	Administration
7 Unexcused Absences "Habitual Truant"	Attendance Intervention Meeting (AIM) between Administration, County, student, and the parent/guardian to discuss concerns and develop an attendance plan	Administration
8 Unexcused Absences	<u>Elementary (k-6)</u> student will be reported to the county as "educationally neglected" <u>High School (7-12)</u> student will be reported to the county as a "habitual truant"	Administration
9+ Unexcused Absences	Continue to stay in contact with the county	Administration

For more information please refer to *Board Policy #503* on the district's website.

Bully Prohibition

The school district is committed to providing a safe and a respectful learning environment for all students. Acts of bullying in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of the bullying prohibition policy, apply throughout the school district, and foster student, parent, and community participation. For more information, please refer to *School Board Policy #514* on the district's website.

Bus Conduct and Consequences

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

Cafeteria Expectations

All students are required to stay on a closed campus. The cafeteria/commons area is maintained as a convenience and a service to those pupils who do not go home for their lunch. It is expected that those who use the lunchroom facilities will develop good eating habits, proper table etiquette and proper social relationships. In order that everyone may enjoy the lunch period, the following rules must be observed:

1. Pass to the lunchroom in an orderly manner, without running, horseplay, or breaking through other lines.
2. Keep your voices subdued and avoid unnecessary noises.
3. Students shall not throw food or drinks.
4. Students shall follow the instructions of the lunchroom aides and other staff and show proper respect toward all personnel.
5. Students who eat in the cafeteria should remain on the campus after lunch. The school playground or gym will be used for all "play" activity.
6. The cooperation of all concerned will help to keep the lunchroom and noon hour pleasant and orderly. You can help to make this an enjoyable period.
7. No food or drink shall be taken out of the lunchroom area.

Cell Phones and Other Electronic Devices

Electronic devices, including cell phones, with no apparent educational purpose are not allowed to be used on school property during the school day (upon entering and exiting the building). All cell phones, smart watches, earbuds/airpods must be turned off and given to their homeroom teacher upon entering the classroom. Students that choose to violate the teacher's classroom rules will be subject to disciplinary action.

Confiscation and Progressive Consequences

Unauthorized Use: If any electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member.

- 1**
First Offense
Staff member turns the phone in to the Dean of Students' office or the front office for the remainder of the school day. Staff member will let the student know where the phone can be picked up.
STUDENT picks up
- 2**
Second Offense
Staff member turns the phone into the Dean of Students' office or the front office for the remainder of the day. Parents will be notified to pick up the phone at the end of the school day.
PARENT/GUARDIAN picks up
- 3**
Third Offense
Cell phone no longer allowed on site.

**IF A STUDENT REFUSES TO GIVE A STAFF MEMBER THEIR PHONE,
THE STUDENT WILL CALL HOME AND/OR BE SENT HOME**

Specific Restrictions

- **Bathrooms** - Devices with photo-taking capabilities are NOT allowed in bathrooms at any time. Confiscation and search of such device is standard procedure if found in these areas.
- **Lockdowns & Fire Drills** - Phone usage during lockdown and fire drills is prohibited. The school district will notify parents if/when the need arises.
- **Unauthorized Recording and Posting** - Students who use their device to record, transmit, or post pictures or videos of other students, faculty, or school employees without permission on school grounds or the bus, will face disciplinary action. All reported violations of this procedure will be handled based upon the Harassment, Bullying and Hazing Policies. For more information see *Board Policies #413, #506, #514, and #526* on the district's website.
- **Smart Watches, Earbuds, and Headphones** - Smart watches, earbuds, and headphones may NOT be worn in the hallways, outside and cafeteria.

- **Phone Calls** - Students are not to use their phones or smart watches to call or text individuals during the school day. Telephones are located in the office and teachers' rooms for student use, if needed. Students will not be called to the telephone during the school day except for emergencies.

Compliance

By following these guidelines, students will help maintain a focus and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions described above.

The school district is NOT responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus by students.

Discipline

Behavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. For more information see *Board Policy #506* on the district's website.

Dress and Appearance

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Any apparel, hair style, cosmetics, or jewelry — even if not specifically mentioned which poses a threat to the health or safety of the student or others, or disrupts the educational process is not acceptable. Inappropriate body markings and clothing at school and school related activities includes, but is not limited to the following:

1. Clothing that exposes the midriff or chest, intentional exposure of undergarments or undergarments that are worn as outer garments, and other clothing that is not in keeping with community standards. "Short shorts", skimpy tank tops, tops that expose the midriff. See-through or sexually suggestive apparel, which exposes the body in an inappropriate or suggestive manner.
2. Wearing of masks or costumes (except those necessary for COVID protection), painted faces, disguises or grooming that limits or prevents the identification of a student or substantially disrupts the learning environment.
3. Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals,

tobacco, or any other product that is illegal for use by minors. Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or gangs.

If an administrator believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified. For more information, please refer to *School Board Policy #504* on the district's website.

Drug-Free School and Workplace

The possession and use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances, are prohibited at school or in any other school location, before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy. For more information, please refer to *Board Policy #418* on the district's website.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For more information, please refer to *Board Policy #413* on the district's website.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For more information, see *Board Policy #526* on the district's website..

Internet Acceptable Use Policy

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

Students will receive a copy of the school district’s “Internet Acceptable Use” policy and are expected to understand and agree to abide by the policy as a condition of use of the school district’s computer system. All students who wish to use the school district’s computer system must sign the Internet Use agreement form. For more information refer to *Board Policy #524* on the district’s website.

Respect for Persons in Authority

The Board of Education hires personnel and places them in positions of authority; these persons include administrators, teachers, paraprofessionals, and other school employees. Students shall comply with the orders of persons in authority and shall not commit any act of defiance, either in language or action, against the person in authority. For more information refer to the *Code of Conduct* in *Board Policy #506* on the district’s website.

Tardies

Students are tardy to school if they arrive after the start of the school day. If a student is tardy to school, he/she MUST report to the office to obtain an admit slip to class.

Tardies will only be excused for legitimate reasons such as appointments, emergencies, or illness. Excuses such as sleeping in, missing the bus, getting assignments done for a class, ride not showing up, etcetera do NOT constitute excused tardies. Students who are late to school should bring a note from their parent or guardian. Students who arrive 10 minutes or later without a note or prior parent phone call are subject to disciplinary actions. After the 10 minute time period, it is considered an unexcused absence.

Elementary (K-6) Tardies		
<ul style="list-style-type: none"> ● Students arriving to school between 8:30-9:17am will be considered tardy. ● Students arriving after 9:17am will be considered AM absent ● Students leaving within one hour of the end of the day will be considered PM absent. Students leaving the last hour of the day, will still be considered present with a note attached to the attendance status. ● Tardies reset each Semester 		
2 Unexcused Tardies	Communicate with Parent/Guardian	Administration
4 Unexcused Tardies	2nd Contact with Parent/Guardian	Administration
6 Unexcused Tardies	3rd Contact with Parent/Guardian	Administration
7 Unexcused Tardies	Documented as an Unexcused Absence	Administration

For more information please refer to *Board Policy #503* on the district’s website.

Tobacco Free School

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual’s use of tobacco, tobacco-related

devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicle, or at any other events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For further information please refer to *Board Policy #419* on the district's website.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials. For further information please refer to *Board Policy #506* on the district's website.

Weapons

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A weapon is defined as any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, airguns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace, and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified as a weapon. A weapon also includes lookalike weapons.

Appropriate discipline and action will be taken against any person who violates this policy. Discipline of students will include, at a minimum immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the Superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year subject to school district discretion on a case by case basis. For further information please refer to *Board Policy #501* on the district's website.

PART IV – HEALTH AND SAFETY

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

Asbestos Management Update

The school district is subject to the Asbestos Hazard Emergency Response Act of 1986 (AHERA) which provides establishment of federal regulations which require inspections for asbestos-containing materials and the preparation and submission of an appropriate management plan with respect to all school buildings. A copy of this plan can be found in the Superintendent's office in our district.

Child Abuse and Neglect

District employees are required to immediately report evidence of child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances to the Child Protection Unit of St. Louis County Social Services. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action. Please refer to *Board Policy #414* on the district's website.

Crisis Management

The school district has developed a "Crisis Management" policy. The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill.

Each school building has its own building specific crisis management plan. Each building plan includes classroom and building evacuation procedures.

Care Team

ISD#695 will have a Care Team available both during and following a crisis that may have an impact on students and staff. This team will offer support in helping individuals cope with the crisis. The team is made up of professional people prepared to help in critical situations requiring special assistance.

Emergency Contact Information

Parents will receive an "Emergency Information" form at the beginning of each school year. It is to be completed and returned to the nurse's office within the first week of school. Parents are reminded to update the information as necessary throughout the school year.

Emergency Drills

Emergency lockdown drills are practiced at random times during the year. These drills should be taken seriously and practiced without incident. Classroom teachers will give the instructions.

Fire Drills

Fire drills are required by law and are an important safety precaution. Students must follow directions quickly and clear the building by the prescribed route. Classroom teachers will give the instructions.

Health Services

Any questions regarding communicable diseases, immunizations, medications in school, and general student health concerns can be directed to the Nurse's office. It is staffed by trained nurses. Although the primary responsibility for the student's health rests with the parents, the school assists students to protect and improve their own health and to help develop competence in dealing with health problems.

Illness/Accidents

All student illnesses or injuries that occur at school or school-sponsored activities should be reported to the nurse's office or the administrator's office. Parents/guardians of a sick or injured student will be notified as soon as possible, if necessary. Minor injuries may not require notification of parent/guardian. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

The district has installed automated external defibrillators (AEDs) in each building. Tampering with any AED is prohibited and may result in discipline.

Immunizations

The State of Minnesota has set some very specific standards for the immunization of students enrolled in our public schools. Students not in compliance with those immunization requirements will be notified and given 30 days to meet those standards. If, after the given time the law has not been met, we will have no alternative than to exclude the student from school. *For further information please refer to Board Policy #530 on the district's website.*

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Please contact the Nurse's office regarding requirements for your child. For further information please refer to *Board Policy #530* on the district's website.

Medications at School During School Day

1. The administration of medication to pupils shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it.
2. Pupils requiring medications at school shall be identified by parents and or physician to the school nurse, teachers and other school personnel.
3. Written statements shall be required of:
 - a. The family physician (medication, dosage, condition for which being prescribed, possible side effects of medication) verified within three days;
 - b. The parent's permission to give medication and release of school personnel from any liability in relation to the administration of this medication at school.
4. The physician shall then be requested by the parents to prescribe duplicate bottles of said medication, it is necessary that it be given during school hours. One bottle will be

kept at home and the other at school under the care of school authorities. Both bottles shall contain the pupil's identification, name of physician and dosage of the drug to be given.

5. The school nurse shall identify the type, dosage and purpose of said medication.
6. Administration of medication shall be supervised by the school nurse or other designated school personnel at a time conforming with the indicated dosage schedule.
7. Said medication will be locked up for the purpose of safety.

Short-term Antibiotic Therapy in School

1. In the event a student required short-term antibiotic therapy, the nurse will:
 - a. Determine if it is absolutely necessary for the medication to be given during school hours.
 - b. Require permission note from parents allowing the child to take said medication in school.
 - c. Request the parent provide the school with a properly labeled pharmacy container with only the number of pills or liquid required for the school to dispense. The container will be kept locked in school for the duration required and not travel back and forth from school with the student.
2. A written physician's statement shall not be required unless the nurse determines this to be in the best interest of the student. If and when this occurs, the medication will not be given until the physician has been contacted and the physician has given a written or verbal order to the nurse.

Non-prescription Medication in School

1. A written statement shall be given from the parent indicating medication to be given (dosage and time) and reason for said medication.
2. Non-prescription medication must be brought in the original bottle.
3. Administration of medication shall be supervised by the school nurse or other designated school personnel.
4. The designated bottle of medication shall be kept in school, not travel back and forth with the student, for the time necessary for administration.

For further information please refer to *Board Policy #516* on the district's website.

Pesticide Application Notice

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. inspection and monitoring to determine whether pests are present and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;

3. utilization of non-chemical measures such as traps, caulking and screening; and
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule to interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Wellness

Congress passed the Child Nutrition and WIC Reauthorization Act of 2004, which is required by law, that by the first day of the school year in 2006 each school district participating in the National School Lunch Program adopt local school wellness policies that address healthy eating and physical activity. For more information refer to *Board Policy #533* on the district's website.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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



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

Additional Information

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

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



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Name: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

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/Alternate ACCESS

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

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