

# **St. Charles Elementary School**



## **STUDENT HANDBOOK 2019-2020**

**Involve. Challenge. Achieve.**

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## **St. Charles Public School District**

### **St. Charles Mission Statement**

Reach out each day to involve and challenge our students to achieve at their highest levels in the academics, arts, and activities of the St. Charles Public Schools.

### **St. Charles Vision Statement**

Every student at St. Charles Public Schools will discover their strengths, develop their potential, and find their niche to help them make a positive difference in our world.

### **St. Charles Core Values**

We Foster Creativity, Inspire Innovation, Encourage Collaboration, Set High Expectations, Challenge to Achieve, Are Accountable to Self and Others, Promote Positivity, Are Committed to Continuous Improvement, and Embrace our Community.



## **ABSENCES/ATTENDANCE/ILLNESS**

All absences are considered unexcused until the parent notifies the school. **Parents are required to call the classroom teacher or the office by 8:15 a.m. the day of the absence.**

- **Excused absences include:**

- Illness. A note from the doctor may be required.
- Sickness or death in the family.
- Physical emergency conditions; such as fire, flood, etc.
- Observance of a religious holiday.
- Religious instruction not to exceed 3 hours in any week.
- Quarantine.
- Appearance in court.
- Medical or dental treatment that cannot be made after school.
- Official school field trip or other school sponsored event.
- Trips, vacations, short trips will be considered by the principal.
- Suspension from school.

- **Unexcused absences include:**

- Any absence that has not been excused by parent or guardian by 8:15 a.m. on the day of the absence or
- Any absence from school or class that is not approved by this policy. Examples:
- Went shopping/Haircut.
- Babysitting
- Missed the bus.
- Overslept or too tired.

When your child is absent, you are strongly encouraged to pick up student assignments. Please make arrangements at least 1/2 day before you plan to pick them up. This will give the teacher time to prepare the materials. Make-up assignments can never fully replace the learning experience students miss when they are absent from class. **Class attendance is a joint responsibility to be shared by the student and the parent.** If you plan a family trip or need to take your child out of school for various reasons, please contact the child's teacher as far in advance as possible. **We strongly encourage parents to arrange trips such as athletic trips and family vacations over scheduled breaks.**

## **ATTENDANCE**

Attendance is critical to student achievement. Classroom participation and instruction are essential parts of the learning experience. Regular attendance in all classes is vital to ensuring a quality learning experience. School will begin at 8:15 for grades k-6. Students **entering class later than 8:15 will be counted as tardy.** Students coming in after 10:30 will be counted absent for ½ day.

Being on time for school is important. Children arriving after school begins are required to "sign in" at the office. When a child is frequently tardy, it will definitely affect their progress in school and it is also a distraction to the other children. **If a child is tardy on a regular basis, parents will be contacted to help correct the problem. Chronic absences and tardiness will result in a meeting with the principal and a referral to social services may be made.**

### **Excessive Absences:**

More than 5 absences per quarter, or more than 7% of the school year is considered excessive absences. If a student reaches 5 absences in a quarter, or is absent more than 7% of the school year, the school may require verification by a doctor in order to excuse any further absences.

State law requires that all children age 7-16 attend school. Every child under the age of seven who is enrolled in the kindergarten program must also receive instruction. Parents or guardians are obligated to compel the attendance of the child at school pursuant to section 120A.22 and parents or guardians who fail to meet the obligation may be subject to prosecution under section 120A.34 Minnesota Statute. All students under the age of seven that are enrolled in a public school are subject to the compulsory attendance provisions of Minnesota Statute 120A.22 subd.6 and 120A.34.

Your child reaches three unexcused absent days, the school will send a letter notifying parents that their student is considered a continuing truant as described by Minnesota Statute 260A.05 subd.3. If your child continues to be truant and becomes a habitual truant as defined by Minnesota Statute 260C.007 subd.19, the parent and child may be subject to court proceedings. Schools must report attendance problems, which could result in an Educational Neglect case with county social services and court proceedings.

### **ILLNESS/ABSENCES**

Although good school attendance is important for learning, please keep your child at home when he/she is too ill to function properly or when he/she could pose a risk to other students.

If your child is ill, please notify the school the morning of the illness.

**\*Please keep the emergency information up to date. Immediately notify the school if there are any changes.** The emergency information should contain:

1. parent(s) or guardian(s) name(s)
2. complete and up to date address
3. home phone number/parent(s) work/cell phone number(s)
4. emergency number of a friend or relative (with their permission)
5. physician's name and phone number
6. medical alert information

### **When your student is ill...**

Parents are often faced with making a decision to keep their child at home or send him/her to school. If a child remains at home and has the care he/she needs when first becoming ill, the length of the illness is often shortened.

Staying home and resting permits the body to combat the illness more quickly and efficiently. If your child is coming down with a communicable illness, remaining at home may prevent infecting other students and staff.

It is suggested that children should remain at home if they have the following conditions:

1. Severe colds, coughs, or sore throats
2. Eye infections, especially if discharge is present
3. New skin rashes, especially if draining-unless medical opinion/documentation states rash is noncommunicable
4. Temperature of 100 degrees F or more-with or without symptoms
5. Nausea, vomiting, diarrhea, or abdominal pain

6. Until result of throat culture is known

Children may return to school when:

1. Free of symptoms
2. Temperature remains normal for a 24-hour period without use of a fever-reducing agent such as acetaminophen or ibuprofen
3. On an antibiotic for at least 24 hours
4. Advised by a physician to do so

It is often difficult to decide whether it is really necessary to keep your child home. There are no sure rules to follow as variables are always present, however, hopefully the above guidelines will be helpful to you in making this decision.

### **DOCTOR AND DENTIST APPOINTMENTS**

Please make every effort to schedule doctor/dentist appointments before 8:15 A.M. and after 2:50 P.M. However, when this is not possible, students will be excused for these special appointments.

Please notify the teacher the day of the appointment, come to the elementary office and your child will be called down for you.

### **ABUSE AND NEGLECT**

School district employees are mandated by state law to report all suspected cases of physical, mental, sexual abuse and neglect of children to the Human Services Center and/or the Law Enforcement Center.

### **ACCIDENTS AT SCHOOL**

\*Be certain the emergency information is up to date and complete in the elementary office. If your child is seriously injured at school, you and the school nurse will be notified. If emergency treatment is needed and we cannot contact you, we will arrange transportation to the nearest hospital.

### **ADMISSIONS-Policy 552**

New kindergarten students must be five years old on or before September first of the school year in which they are enrolling. New first grade students must be six years old on or before September first. Pre-registration takes place in the spring. Parents must present a birth certificate and immunization records in order to complete the enrollment. Students must have had an early childhood screening and current immunizations to be allowed into kindergarten. Immunizations must be completed before any student may enroll in school.

### **ALCOHOL AND DRUGS**

The possession, sale, use of alcohol, drugs, drug paraphernalia, tobacco, or any other controlled substances on the school grounds, buses, or at school activities is strictly forbidden. Violation of this rule will be reported to the parents and proper authorities. To insure the safety of our students and community, the St. Charles School District reserves the right to use a canine unit when deemed appropriate by the administration.

### **ARRIVAL AND DISMISSAL**

Students should **not** arrive at school **before** 7:50 a.m. unless they are enrolled in a school organized activity that begins prior to this time. A referral to social services may be made for students who chronically are here before this time. First bell is at 8:05. Students will be dismissed at approximately

2:57 p.m. Children riding buses are supervised from the time they board the bus in the morning until the time they leave the bus, in the afternoon, at the designated stop. In the event of cold or inclement weather students may wait in the entrances for the bell.

### **BEHAVIOR AND DISCIPLINE BOARD POLICY 506**

The behavior expected from students and adults at school is a combination of Respect, Common Courtesy, and Safety Considerations. There are only a few special areas, which require the application of very specific rules. The following types of conduct are never permissible. A full list can be found in board policy 506:

1. Violence or the threat of violence
2. Defiance toward school staff
3. The use of profanity or obscene language, or the possession of obscene materials.
4. Refusal to prepare assignments or to participate in class
5. Possession of weapons, dangerous objects, or copies of weapons that are toys.
6. Possession of tobacco, alcohol, or any other controlled substance
7. Gambling
8. Violation of the school district's Hazing Prohibition Policy.
9. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission.
10. All personal items brought from home must remain in the child's backpack while at school.
11. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats.
12. Violation of school district's Internet Acceptable Use and Safety Policy.
13. Violation of school bus or transportation rules.

### **SCHOOL DISCIPLINE**

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 St. Charles Elementary staff believes very strongly that our students must learn basic rules of societal living and that they should understand the consequences of not following these rules. We appreciate parental cooperation in emphasizing this. Individual classroom teachers have their own discipline plans.

### **SENDING STUDENTS TO THE PRINCIPAL**

A student may be sent to the principal whenever he/she has posed a problem in the classroom for a length of time and other disciplinary procedures have been tried. It is intended to be used as a last resort rather than a routine procedure. The exception to this would be a severe incident such as fighting and/or physically harming another student, deliberate destruction of school or personal property, possession and/or use of dangerous instruments, and flagrant disrespect for an adult in charge. The principal will confer with the parents in these cases.

### **REMOVAL FROM CLASS**

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the

authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

### **SUSPENSION**

If it appears that a child has created an immediate and substantial danger to a person or property, he/she will be suspended from class at once. Re-entry conferences must be held with the principal before re-admittance.

#### **DISABLED STUDENTS:**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

### **Procedural Code for Dealing with Suspension**

SUSPENSION – prohibiting a student from attending school for a period no longer than ten days. If a student is suspended for more than 5 days at one time, a report will be filed with the superintendent.

IN-SCHOOL SUSPENSION – Prohibiting a student from attending regular classes and keeping the student in school under supervision of school personnel.

EXPULSION – Prohibiting a student from attending school for a period of up to 1 year.

DISCIPLINARY ACTION – Disciplinary action, for the unacceptable behavior described in the handbook, include, but not limited to:

1. Student conference with teacher, principal, counselor or other personnel and a verbal warning.
2. Confiscation by school district personnel/law enforcement of any item prohibited by school policy or the law.
3. Parent Contact
4. Removal from class
5. In-School Suspension, monitoring or revised class schedule.
6. Suspension from extracurricular activities
7. Detention or restriction/loss of privileges
8. Referral to in-school support services
9. Referral to community resources or outside agency services
10. Financial Restitution
11. Referral to police
12. A request for petition to be filed in district court for juvenile delinquency adjudication
13. Out of School suspension under the Pupil Fair Dismissal Act/Admission or readmission plan
14. Saturday School
15. Expulsion under Pupil Fair Dismissal Act
16. Exclusion under the Pupil Fair Dismissal Act
17. Other disciplinary action as deemed appropriate by the school district

### **CHRONIC OFFENDERS**

If a student has been suspended, either in-school or out of school for a total of ten school days during a quarter, any further short term suspension will be followed as soon as possible by a review of the student's record. A report will be made with a copy to the superintendent stating the findings as to the facts of the latest incident and recommendations, if any, about dealing with the student in the future.

### **CAFETERIA RULES**

1. Students are to use proper table manners.

2. Students will use inside voices and keep hands to themselves.
3. Students will not save places in line or at tables.
4. Classes will sit together, filling assigned tables.
5. Students will not share food items.
6. Students will clean up their eating area.
7. Students will not be allowed to purchase or drink pop.
8. Parents are always welcome and encouraged to eat lunch with their child.
9. Students are asked to remove their hats while in the lunch room.

### **HALLWAY RULES**

1. Students will keep hands to themselves.
2. Students will walk quietly on the right side of the hall.
3. Students will face the front of the line.
4. Students will use inside voices.
5. Students will respect the rights of others to pass without disturbance.

### **PLAYGROUND RULES**

Supervised play times are during school hours only. The playground is not supervised after school and students are to leave for home immediately following school.

1. Students will wear appropriate clothing.
  1. Coats, hats, gloves, **snow pants and boots** during the snowy season.
2. Students will not engage in activities that might injure themselves or others. Activities such as tackle football, pushing, fighting, spitting, play fighting, wrestling, piggyback and King of the Hill will not be allowed.
3. Items from home such as assorted Nerf balls and jump ropes are permitted on the playground. This equipment is the student's responsibility and should be labeled with his/her name. Equipment is to be used appropriately. Baseballs, baseball bats, regular footballs and softballs are **NOT** permitted.
4. Students will not throw or kick balls at the building, onto the roof, or into the street. Students will not throw sand, rocks or snowballs at any time.
5. Students will show respect for everyone by using appropriate language and by sharing play area and equipment.
6. Students will use playground equipment appropriately. Activities such as twisting, wrapping around a pole, colliding, jumping off swings or slides will NOT be permitted. All equipment will be returned to its proper place.
7. Students will follow directions given by the playground supervisors and will stay within playground boundaries. Students will stay away from windows, doorways and streets.
8. Students will line up immediately when their class is called and enter the building in an orderly fashion. Students will NOT re-enter the building without permission.
9. Food, gum and beverages are NOT allowed on the playground.
10. Items of value such as remote control cars, skateboards, scooters, electronic games, roller blades, radios, books and headphones will NOT be allowed on the playground.
11. Visitors are allowed on the playground during school hours if they have registered in the office.
12. The students will go out with a zero degree wind chill or higher.

### **BICYCLES, SKATEBOARDS & WHEELED SHOES**

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly locked in the school bike racks. Bicycles, skateboards & shoes with wheels are never to be ridden on school grounds during the school day.

## **BIRTHDAYS**

Please check in advance with your child's teacher if you wish to bring a store-bought treat for your child's birthday. **Please do not send any invitations with your child to distribute at school.** Please let the classroom teacher know with whom your child will be leaving the school and their destination. Children attending parties must have a note from their parents or guardians. **Flowers and balloons may be picked up at the end of the school day in the office.**

## **BULLYING (Board Policy 514)**

An act of bullying by either an individual student or a group of students is prohibited on school district property, on the buses, or at school-related activities. This policy applies not only to students who directly engage in an act of bullying, but also to students, who by their indirect behavior, support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operation of the school district or the safety and welfare of the student, other students or employees.

## **BUS INFORMATION**

### **BUS CONDUCT**

Safety is of primary importance; therefore, we insist on good student behavior. The following rules have been established:

1. Listen and obey the bus driver.
2. Use only the bus and the bus stop assigned.
3. Behave in an orderly way at the bus stop.
4. Remain seated, facing the front when the bus is in motion.
5. Talk quietly and make no unnecessary noises.
6. Do not talk to the driver unless it is necessary.
7. Keep head and arms inside the bus.
8. Do not litter in the bus or throw anything out the window.

The driver of the bus will bring infractions of the above rules to the attention of the parents verbally or by a written violation slip. Abuse of these privileges will result in the denial of transportation and/or other consequences. Please report your concerns first with the bus driver then the building principal.

### **BUS NOTES OR CHANGES**

If a change of bus is necessary during the school day, please do the following:

**Send a dated, signed note with the specific change requested to be given to the office.**

### **BUS ROUTES**

The district establishes bus routes and families are notified before the onset of school. Be sure to have your child waiting at the designated location a few minutes prior to the listed schedule time. **Our buses will not wait for late students.** Students are to take their assigned bus to and from school. The buses will arrive at school at 8:00.

## **CELL PHONES AND COMMUNICATION DEVICES**

Cell phones are not to be used during the school day. Digital photography devices are not allowed in bathrooms. If a student is found to be misusing a device during the school day, the device will be confiscated and brought to the office, where a parent will be notified. The parent will then be responsible for coming to pick up the device. If these devices are ever lost, misplaced or stolen, the school will not be held liable.

## **CHANGE OF EMERGENCY INFORMATION**

It is **extremely important** for emergency and administrative reasons that the school is notified immediately of the following changes:

1. address
2. phone number
3. custodial rights/orders of protection/termination of rights
4. health status
5. other emergency information

## **CHILD STUDY/SUPPORT SERVICES**

Special Education is a continuum of services available to eligible students with disabilities. Guided by the federal Individuals with Disabilities Education Act (IDEA) and Minnesota regulations, St. Charles Public Schools ensures all special education students receive a free and appropriate public education. This is guided by the Individualized Education Plan (IEP) development process, which results in a comprehensive plan addressing needs specific to the individual student.

St. Charles offers programs and services for students who have met special education eligibility in any of the 13 disability areas identified in Minnesota Rules Chapter 3525.

## **RESPONSE TO INTERVENTION (RTI)**

The intervention specialist is part of an innovative program called Response to Intervention (RtI). RtI assists students in achieving grade level expectations. As part of RtI, a reading and math assessment will be administered to all students in the fall, winter, and spring. If the assessment indicates a child is eligible for additional support, the child will begin receiving additional Reading or Math support from their classroom teacher, intervention specialist, or Reading or Math Corp. member under the supervision of a licensed teacher.

An intervention specialist will provide scientific, research-based Reading or Math interventions to the students, in addition to the core curriculum received in their general education classroom. Progress of students will be monitored, and data-based decisions will be made regarding the interventions used. Student progress will be shared with classroom teachers and families.

Programs are set up for students not meeting grade level expectations. Children may be referred to a child study team by parents, classroom teachers, special education staff, and/or outside agencies

already serving the child. Parents will be notified if their child qualifies for Rtl services each school year. Please contact Gretchen Hoffman for more information at 507-932-4910.

### **TITLE 1**

The Title I program in the St. Charles Public School District provides supplemental educational services for students in kindergarten through grade 5 to ensure that all children have an opportunity to obtain a high quality education. Students whom are deemed to be Title One students must meet certain criteria in an area of academics. Testing will occur over the first few weeks of the school year and again in January (these are called benchmark / screening assessments). Parents must give permission to allow these services to be utilized for their child.

Parents will be notified if their child qualifies for title one services in the fall of each school year. Please contact Gretchen Hoffman for more information at 507-932-4910. More information may be found at

<http://www.scschools.net/page/2521>

### **PARENT NOTIFICATION**

Parents have the right to request information regarding the professional qualifications of their student's classroom teachers. Parents who would like to receive this information should write to Gretchen Hoffman, Attn: ESEA Teacher Qualifications, St. Charles Elementary School, 925 Church Ave., St. Charles, MN 55972.

Parents can designate which of the following information they want:

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and

Whether the child is provided services by paraprofessionals and, if so, their qualifications

### **SECTION 504**

Section 504 is a non-discrimination statute barring discrimination on the basis of disability, or perceived disability. St. Charles Public Schools do not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act. The 1973 Rehabilitation Act requires the school system to locate and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. Please contact Building Principal or Theresa Nunemacher for more information at 507-932-4910.

### **HOMELESS SERVICES**

The St. Charles Public Schools ensures the provision of the educational rights and protections for children and youth experiencing homelessness under the McKinney-Vento Homeless Assistance Act. Please contact Elementary Principal, Homeless Liaison for more information at 507-932-4910. More information may be found at <http://www.scschools.net/page/3902>

### **READING AND MATH CORP**

The St. Charles Public Schools provides the Reading and Math Corp interventions to those students that meet the criteria. Minnesota Reading Corps Elementary Literacy Tutors serve as one-on-one tutors and provide research-based interventions to students who are just below proficiency in reading. The tutors meet with each student daily for 20 minutes to build phonics, phonemic awareness, and fluency skills. A Response to Intervention (RtI) model is followed. Minnesota Math Corps tutors work with small groups of students grades four through six on meeting state standards.

### **CLASS PLACEMENT**

The school district reserves the right to assign students to a particular class/teacher. The elementary school follows a procedure to provide the best education for all students. Special circumstances will be handled individually.

### **CLOSING OF SCHOOL**

During severe weather when the superintendent and transportation director deem it unsafe for our buses to run, school will be closed, will start late, or be dismissed early. It is crucial for parents to listen to the TV/radio when bad weather is forecast. **A personal plan of action for what your child should do in case of school closings needs to be discussed ahead of time with your child.** If your child is to go to an alternate destination, call the school office immediately to let us know at 932-4910. The following stations will carry weather-related announcements:

#### **Radio:**

Kroc 106.9  
KFIL 103.1  
KNXR 97.5  
KFSI 88.5

#### **T.V.:**

WCCO  
KTTC  
KAAL  
KXLT

**JMC Notification will be used to make automated phone calls and send texts/emails.**

**Please check our website as well. [scschools.net](http://www.scschools.net)**

### **CLOTHING AND FOOTWEAR**

Students should wear comfortable, neat, and weather-appropriate clothing. Please label all clothing. Tennis shoes are needed in the gym. No flip flops in the gym. Caps/coats may be worn outside, but must be removed indoors (unless the teacher has given permission to wear them).

Appropriate clothing shall be that which does not pose a health or safety hazard, does not materially disrupt classroom decorum and complies with reasonable standards of cleanliness. Wearing baggy/loose pants that do not stay up or offensive shirts, which are deemed inappropriate, will not be allowed. Midriffs must be covered. Shorts that are appropriate for school, a length that comes at least midway between the buttocks and knees, may be worn. **Student or adult clothing that suggests or entails messages related to tobacco, alcohol, drugs, sex, violence, profanity, or gang-affiliated graffiti/clothing in any form WILL NOT be allowed since these infringe upon others' rights.** Students will be asked to either turn clothing inside out or change.

## **CONTACTING THE TEACHER**

The classroom teacher is the person closest to your child at school and is the first person to contact if concerns arise. The best time to talk to your child's teacher at school is between 7:30 and 8:00 A.M. and 3:00 and 3:30 P.M. You may call at other times and leave a message for the teacher. In case of an emergency, call the elementary office at 932-4910. You may also choose to email your child's teacher.

## **CURRICULUM**

St. Charles Elementary School delivers curriculum in alignment with the Minnesota State Standards and in accordance to Board Policy 604.

## **DROP OFF ZONES**

A zone to drop students off is located at the south end of the playground. This zone is to drop off and pick up students only. Do not leave your vehicle. If you drop a student off or pick up a student during the school day use the front of the school. Parents are urged to use proper safety when dropping your child off at school. Do not drop your child off on the opposite side of the road and have them cross the lane of traffic to the school. Please drop them off on the curb side of the street closest to the school.

## **EMERGENCY PROCEDURES**

Fire drills, tornado drills and evacuation/lock down drills will be held regularly during the school year.

Procedures will be reviewed with students so they are aware of what action is necessary. A school crisis plan has been developed for your child's safety. St. Charles Public Schools is an ALICE trained district. Procedures and protocols are in place to provide children and employees with a safe working environment.

## **EVENTS-HIGH SCHOOL OR MIDDLE SCHOOL**

Students' footballs and other equipment will be confiscated if they are deemed to cause problems. Students may pick up their property at the end of the event. We strongly encourage parents to supervise their child during events.

## **FIELD TRIPS**

Field trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date. The classroom teacher must receive written permission from parents who wish to take their child home from any field trip.

## **FOOD SERVICES**

Nutritious meals are prepared each day. Breakfast is served from 7:50 to 8:15 a.m. Lunch is served in sessions from 10:50 a.m. to 12:40 p.m. Students are encouraged to take advantage of this service. Lunches may be paid for in cash each day or prepaid to the student's lunch account.

Students are not allowed to let other students use their lunch numbers. Payments may be made in person or by mail to the Food Service Office. Applications for free or reduced meals are available by contacting the Elementary Office at 932-4910. Kindergarten students are offered free breakfast.

## **MORNING MILK PROGRAM**

Morning and afternoon milk is available for students. Students taking milk break do have the option of taking orange juice on Wednesdays. We ask that you prepay the full amount for yearly milk breaks.

### **COLD LUNCH**

Students may bring their own lunch to school. We strongly encourage parents to send nutritional cold lunches with their children. Milk is available for purchase. Please see that your child's name is on the lunch containers. Pop will not be allowed.

### **GUESTS**

Students occasionally ask to bring relatives and friends to school for the day. We feel that this is disruptive to the students and to the class. Therefore, we do not allow students to bring guests to school.

### **HARASSMENT**

Harassment of any kind is not tolerated. The St. Charles School District Harassment Policy 413 is enforced.

### **HOMEBOUND INSTRUCTION**

If a child is absent from school for more than 15 consecutive days as the result of a serious accident or illness, he/she is eligible for homebound instruction. Contact the principal for more information at 932-4910.

### **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice and drill that reinforces classroom learning. It also provides opportunities for independent study, research, and creative thinking. Parents are expected to help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and returned to the classroom teacher.

### **HOURS**

St. Charles Elementary starts school promptly at 8:15 and students are dismissed at approximately 2:57 P.M. First bell is at 8:05. **Students should not arrive at school before 7:50.** Students dropped off by parents will wait in designated areas until excused. Parents who habitually drop off their child well before 8:00 a.m. will be called and asked to pick them up. Students are NOT to remain after school unless there is permission from the classroom teacher and the parents.

### **LEAVING CAMPUS**

No student is allowed to leave the school campus during school hours for any reason without the knowledge and consent of the classroom teacher and parents. **Parents must pick up their children in the elementary office.** Upon leaving and returning, the student must check out/in with the elementary office. For the safety of your child, only the main entry door will be unlocked and must be used.

### **LITTER POLICY/RECYCLING**

We expect the students and adults to keep our school clean. We provide trash and recycling receptacles.

## **LOCKERS**

Students will only be allowed to store their outside clothing, gym shoes, school materials, and school bags in the lockers. Locks will **not** be allowed. School lockers are the property of the school district. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without consent, and without a search warrant. Personal possessions of students within a locker may be searched when school authorities have a reasonable suspicion. Students clothing, (emptying pockets) or purses may also be searched upon a reasonable suspicion. Failure to immediately submit to a search will result in school consequences.

## **LOITERING**

Students should leave school grounds promptly after classes or activities are dismissed. Students should not be in the building after 3PM unless supervised by a staff member. Unsupervised students on the playground may be asked to leave. **Non-students are not permitted on campus at any time unless they have been registered as official guests in the elementary office (see page 16 guest section).**

## **LOST AND FOUND**

All students' personal items should be labeled with the child's first and last name. Encourage your child to check lost and found when necessary. Lost and found items will be on display each conference day. You are welcome to check on a missing item at any time. Items not claimed will be donated to the Resource Center.

## **LIBRARY/MEDIA CENTER**

The mission of the St. Charles Elementary Media Center is to encourage a lifelong love of learning and reading, provide materials for instruction/recreational reading, and create effective users of technology, information, and ideas.

**Educational Service:** Materials and teaching support is given to staff, classes, and individual student learning. Coordination with curriculums and projects is one of the main goals. The library/media center materials, equipment, and staff are also available for community needs.

**Library/Media Classes:** Students attend classes with the media specialist once a week. During that time students are exposed to outstanding literature and media, and taught independent information-seeking skills.

**Community Access:** Please check the elementary and high school library links on the school website for our catalogs and activities.

## **MEDIA PERMISSION**

Pictures may be taken of students participating in activities. Pictures may be used for displays, newspaper articles, school newsletters, social media or the yearbook. Student names often accompany photographs. Parents with questions may contact the school office.

## **MEDICINE**

Students requiring medicine in school must have a signed statement from parents giving their permission for school personnel to administer the medication.

### **Prescription**

1. We must have a doctor's written order and the original container.
238451272. The staff person administering the medication shall maintain a record of the drug, the dose, and the time given. This record will be kept in the health office.
238451608. Medications will be administered only if taken orally or applied externally

#### **Nonprescription**

1. Ibuprofen, Acetaminophen, etc. must be brought in a new unopened bottle to the office.
2. An administrative release must be signed by the parent for the child to be given medication at school .
3. The form must be renewed each year.

#### **MONEY, ELECTRONICS, VALUABLE ITEMS, TOYS AND TRADING CARDS**

Students are discouraged from carrying money during school. **If they need to have money, please put it in an envelope with their name, grade and purpose on it.** Valuable items such as jewelry, computer games, etc. are not to be brought to school. Students are not to bring their toys to school except for show and tell. Items such as Nerf footballs, jump ropes, etc. may be brought for playground. The school is not responsible for the loss of or damage. **Any weapons or look-a-like weapons are not allowed in school.**

#### **OFF CAMPUS BEHAVIOR**

Students may be disciplined for off-campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

#### **OFFICIAL SCHOOL NEWSPAPER**

The St. Charles Press is the newspaper used to communicate information about the school to the community.

#### **PARENT TEACHER ORGANIZATION**

The St. Charles Elementary does sponsor a Parent Teacher Organization. Please check the school website for information.

#### **PETS**

Family pets are discouraged from being brought on school grounds or in classrooms. The factors that led to this position include unpredictable animal behavior, allergies, asthma and diseases. Hard copy of photos or electronic pictures of pets are an acceptable method of sharing a pet with classmates.

#### **PICTURES**

Individual and class pictures will be taken during the school year as a courtesy to families. The company taking the pictures charges a fee.

#### **PLEDGE OF ALLEGIANCE**

Student volunteers will lead the student body in reciting the Pledge of Allegiance at the end of the announcements at the beginning and end of the week. Anyone wishing to sit out the Pledge of Allegiance has that option. Students must respect another person's right to make that choice.

#### **REASONABLE FORCE**

Teachers, principals, and other school employees may use reasonable force to restrain or correct a student that is disruptive to the learning environment.

### **RECESS & PLAYGROUND**

All students have outdoor recess before lunch each day when weather allows. Students must go outdoors unless they have been ill and have a note from their parent. Behavioral or academic concerns may warrant your child remaining inside for recess. A decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on colder days. Therefore, always dress your child for outside recess. This includes: snow pants, boots, coats, hats and gloves/mittens during cold weather days. For nicer days, students are required to wear a durable tennis shoe outside for recess. Students who are recuperating from illness must have written permission to remain inside at recess. **A note is required each day the student is to remain inside. After three consecutive days, a doctor's note will be required.**

### **REPORT CARDS**

Report cards are issued following the completion of each quarter. Please carefully review your child's progress and contact your child's classroom teacher if you have questions regarding grades. Students in grades 1-6 have access to the JMC Online Gradebook. Quarterly report card grades will be posted to the online JMC for parent access.

### **SCHOOL COLORS AND SCHOOL MASCOT**

The school colors are orange and black. The school team is the Saints. We encourage our students to identify with the teams as a representation of school pride and school spirit. Fridays are school spirit days. Elementary students are encouraged to wear orange and black to show team spirit.

### **SCHOOL SUPPLIES**

Each teacher will furnish a list of supplies needed for the year. These supplies are modestly priced and easily obtained. A basic list contains the following items: pencils, eraser, ruled paper, crayons, scissors, and washable glue. Tennis shoes are required for gym class.

### **SCHOOL TECHNOLOGY USE**

In order for students to use technology resources in the media center, computer labs or academic classrooms, an acceptable internet use policy must be on file. The acceptable use policy must be signed by the student and a parent and/or guardian. Internet and network use is a privilege, not a right, and can be removed at any time. District Policy 524.

### **SPECIAL ACTIVITIES**

Three classroom parties are permitted during the school year: Halloween, Christmas, and Valentine's Day.

### **STUDENT INFORMATION**

The St. Charles Public School System has adopted a student records policy as required by state and federal law. The policy requires that certain information be classified as "Directory Information" and be available to the public upon request unless parents or students eighteen years of age or older request in writing that such information not be released. Directory information includes student name, grade, address, telephone number, birthdate, place of birth, sex, major sports, weight, height, dates of attendance, grade levels completed, awards received, and previous educational institutions.

## **STUDENT MESSAGES**

Giving students messages at school should be the exception and not the rule. Therefore, plans should be made in advance. If a message for your child is necessary, **call the office** and leave your message with one of the school office personnel. Please do not call, email, or text your student on a personal phone during the school day.

## **STUDENTS SELLING ITEMS**

We discourage the selling of items by students during school times and on the school grounds.

## **TELEPHONES**

The school's telephones receive high usage. Students are encouraged to avoid using the telephone except in an emergency. Use of the classroom phone should be cleared with the homeroom teacher.

## **TOBACCO**

The St. Charles School Board has established a tobacco-free campus in order to protect the students, staff, and visitors. Possession and use of tobacco in any form by students and **use by adults is prohibited** in any school building, on any school land, or at any school activity. This includes the use of e-cigarettes and vaping products. School land includes, but is not limited to, athletic fields, parking lots, and the areas outside our school buildings.

## **VANDALISM**

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate consequences and possible action by the administration and/or Board of Education. The school requires that the damage be paid for by the student before he or she is allowed to return to school. If a student accidentally causes damage, he/she should report it to a staff member immediately.

## **VISITORS**

All visitors to our school during the school hours of 8:00 to 3:00, including parents, must report to the elementary office each time they enter the building and receive a visitor's badge to be worn while in the building. This is to ensure the protection of our students and the elimination of any unnecessary classroom interruptions. Visitors must either have a student in the classroom they are visiting or must have been asked by the teacher to visit for a special reason. The school district reserves the right to ask a visitor to leave if they are causing a disruption.

## **VOLUNTEERS**

The elementary school considers its volunteers very special resources. Volunteers are encouraged to help in all classrooms, programs and extra-curricular activities. It is the policy of the Board of Education to promote and encourage school volunteers in order to expand and enhance parental and community involvement with the schools while maintaining an adequate level of safety and security in District 858. Please use our online signup system found on our District website. The school district shall require that all volunteers, who have direct unsupervised student contact, submit to a criminal history background check. An individual who wishes to become a volunteer must sign a criminal history consent form, which provides permission for the school to conduct a background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost, to the BCA and the school district, of conducting the criminal history background check. All volunteers must sign in and out at the elementary office and wear an identifying nametag provided by the school.

### **WALKING OR BIKING TO OR FROM SCHOOL**

Students who walk to school should come directly to school. Upon dismissal, students should walk from school directly home. Parents please remind them of the safety rules of walking with a friend, not talking to strangers, and pedestrian safety rules. Students are asked to walk their bicycles while on school grounds.

### **WEAPONS---BOMB THREATS---FIRE ALARMS**

#### **Weapons**

No student shall bring any item to school that is dangerous to self or to others, including replica or toy weapons. Such items will be confiscated, taken to the principal and will be returned only to the child's parent or guardian. Violations may result in, but are not limited to, suspension and/or expulsion from school.

#### **Bomb Threats and Fire Alarms**

Listed below are the penalties that will be administered to any student or students who shall be guilty of any threat to endanger the well-being of students, teachers or employees of the St. Charles Public School System. These penalties shall apply to all accomplices of said threat:

1. The student(s) shall be suspended from school and/or expulsion recommended to the Board of Education.
2. This person or persons shall be prosecuted under the Minnesota State Law 609.79 subdivision 1.

Whoever intentionally gives a false alarm of fire, or unlawfully breaks, injures, defaces, or removes any such box or disturbs any of the wires, poles, or other supports and appliances connected with or forming a part of any fire alarm system or any auxiliary fire appliance is guilty of a misdemeanor.

## 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 students 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 for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, 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.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### 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 Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>

## 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 MCA 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.mn.gov) (education.mn.gov > 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](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > 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/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 school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

Posted May 2019