

# **Dassel Elementary**

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Parent  
Student  
Handbook  
2023-2024

## ***Table of Contents***

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Absences/Attendance	6	Field Trips	15
Accidents and Illness	6	Gifted Program (See Odyssey)	16
Address/Phone Number Changes	6	Going Home with a Friend	16
Age Requirement	6	Harassment/Bullying Policy	16
Arrival Time	6	Hazing	17
Behavior Expectations	7	Health Services	17
Bicycles, Blades, and Scooters	8	Home/School Connection	18
Birthdays	8	Homework	18
Boxtops for Education	8	Internet Access	18
Breakfast Program	8	Job (Student Preparation)	19
Building Use	9	Kindergarten	19
Bus Behavior Expectations/Policy	9	Library (See Media Center)	19
Calendars	10	Leaving School During the Day	19
Care Group	10	Leaving School Grounds	19
Charger Kids Club	10	Lockers	20
Class and School Assignment	11	Lost or Damaged School Property	20
Classroom Visitation	11	Lunch Program	20
Clothing	12	Media Center/Computer Lab	21
Conferences	12	Medication (See Health Services)	21
Curriculum	12	Money at School	21
Custody	13	Music	21
Data Privacy	13	Newsletter	22
Discipline (See Behavior)	13	Non-Custodial Parents	22
Dismissal	13	Odyssey	22
Drills	13	Open Enrollment	22
Drug-Free Environment	13	Patrol	23
Early Childhood Screening	14	Pesticide Notification	23
Early Dismissals and Late Starts	14	Pets	23
Electronic Devices...	14	Phone Use	23
E-Learning	14	Photographs	23
ELL	15	Physical Education	23
Equipment	15		

Quality Experiences	24
Recess	24
Registration	24
Report Cards	25
Safety and Security	25
Section 504	26
Signs, Posters, Literature	26
Social Worker	26
Special Education	27
Tardiness and Leaving Early	27
Understanding Self and Others	27
Vacations	27
Visitors	28
Volunteers	28
Walking To and From	28
Weapons	28
Withdrawals	28
XYZ	29
Appendix	30

Section 504 Rights

Internet Policy Summary

Weapons and Assault Policy

Bullying Prohibition Policy

Pesticide Notification

Medication Authorization

Field Trip Parent Chaperone Guidelines

August 2023

Dear Parents/Guardians,

Welcome to Dassel Elementary! We hope that the 2023-2024 school year will be an exciting and engaging year. Quality programming is in place to ensure success for your child!

This Parent/Student Handbook is filled with information about our school and our district. Please take time to read through it and let me know if you have any questions. We invite you to visit our district website at [isd466.org](http://isd466.org)!

Following is a list of our staff members at Dassel Elementary. Communication is vital between home and school so please contact your child's teacher if you have a question or a concern.

Again, we welcome you to Dassel Elementary! If you have any questions, please don't hesitate to call me at school (320)286-4100 x1500 or contact me via email at [Ryan.Weinandt@dc.k12.mn.us](mailto:Ryan.Weinandt@dc.k12.mn.us). I look forward to meeting you and your child/ren and working together to have a wonderful year of learning.

Sincerely,

Ryan Weinandt



# **Dassel Elementary School**

## **2023-2024**

*Address:* Dassel Elementary School  
131 William Ave E  
Dassel, MN 55325

*FAX number:* 320-286-4151

*Dassel Elementary Office Staff:* Ryan Weinandt, Principal  
320-286-4100 ext. 1504

Stephanie Corbin, Administrative Assistant  
320-286-4100 ext. 1500

Jenny Heidecker, Licensed School Nurse  
320-286-4100 ext. 1804

Sue Cron, Health Assistant  
Abby Nikula, Health Assistant  
320-286-4100 ext. 1506

Mary Neu, Parent Volunteer Coordinator  
320-286-4100 ext. 1518

*School Hours:* 8:10a.m.-3:15p.m.  
Playground supervision begins at 7:45a.m.  
Children enter the building at 8:00a.m.

*Student Entrance:* Door "B" on the east side (Guy Street).

*Student Drop-off and Pick-up Areas:* East Side of building (Guy Street).

*Bus Loading and Unloading:* South side of the building (William Ave).

*District Website:* [isd466.org](http://isd466.org)

*School-Age Child Care:* Charger Kids Club  
Hours: 6:00-7:45 AM and 3:15-6:00 PM

Program Coordinator: Abbey Lang  
Community Education Offices  
320-286-4100 ext. 1022  
Site Supervisor: Jennifer Todnem  
320-286-4100 ext. 1036

*Transportation:* Located at the District Office  
320-286-4100 ext. 1005

## DASSEL ELEMENTARY STAFF

<b>Grade/Area</b>	<b>Name</b>	<b>Ext. #</b>	<b>Room</b>
K	Tabitha Beckman	1547	147
K	Becky Holm	1548	148
K	Heidi Kelly	1510	146
1	Wendy Johnson	1528	121
1	Kari Jorgenson	1526	115
1	Nancy Madsen	1525	111
2	Rachel Franklin	1522	117
2	JoAnna Hall	1529	125
2	Carla Halvorson	1527	118
3	Laura Eastling	1520	110
3	Mark Lingl	1514	140
3	Heidi Little	1516	134
3	Holly Niska	1515	136
4	Laura Lynk	1512	144
4	Jenna Madsen	1537	109
4	Matt Whittaker	1511	145
Volunteer Coordinator	Mary Neu	1518	
Special Education	Steph Caron	1513	
Special Education	Michelle Olson	1539	143
Special Education	Brenda Rick	1540	
Speech	Olivia Anton	1524	130
Reading Specialist	Rachel Eaton	1536	
Physical Education	Stacy Sorgatz	1534	Large Gym
Physical Education/DAPE	Peter Westby	1672	Small Gym
Music	Megan Bey	1533	150
Media/Odyssey	Doug Asquith	1531	Media Center 129
Paraprofessional	Keri Beckman		
Paraprofessional	Clare Bjork		
Paraprofessional	Rori Carlson		
Paraprofessional	Kari Chellin		
Paraprofessional	Lori Crowe	1548	148
Paraprofessional	Katy McKee		
Paraprofessional	Jenna O'Brien		
Paraprofessional	Tonia Olsen	1510	146
Paraprofessional	Leona Pokornowski	1547	147
Paraprofessional	Kim Putnam		
Paraprofessional	Judy Randt		
Paraprofessional	Lorna Ryyananen		
Paraprofessional	Nicole Schuette		
Paraprofessional	Jung-ah Sombke		
Paraprofessional	Patty Sterner		
Paraprofessional	Amy Thostenson		
Paraprofessional	Heather Turja		
Media Center Asst.	TBD	1532	Media Center 129
Health Assistant	Susan Cron	1506	104
ELL	Debbie Geddes	1835	123
Social Worker	Carmen Tschida	1507	113
Child Study Coord.	Savannah Walsh		
Food Service	RaeLynn Gottschalk	1505	Kitchen
Food Service	Joyce Larson	1505	Kitchen
Food Service	Erin Stoppelman	1505	Kitchen
Head Custodian	Joshua Roles	1508	116
Night Custodian	Don Olson	1508	116
School Nurse	Jenny Heidecker	1519	104
Administrative Assistant	Stephanie Corbin	1500	102
Principal	Ryan Weinandt	1504	103
School-Age Child Care Coord.	Jennifer Todnem	1356	Cokato



### ***Absences/Attendance***

The habit of regular attendance is desirable for successful school achievement. All students are expected to be in school and on time unless 1) prevented by illness, 2) family emergency, 3) a death or serious illness in the family, or 4) medical appointments. Absences of any type are subject to the 8 days per trimester limitation, which is part of the school board policy. **Parents will receive written notification when their child has excessive tardies or absences.**

For safety and accountability reasons we request that you call Dassel Elementary at (320) 286-4100 x1500 before 8:00 a.m. to report if your child will be late or absent. Should we not hear from you, it is our practice to send an automated call which will reach a phone number and e-mail; if provided, to determine the whereabouts of your child.

An excuse note, written by the parent or guardian, **must** accompany the child upon arrival at school for either an absence or tardy if no phone call was received from the parent. Please include the child's first and last name, date(s) of absence, the specific reason, and your signature.

**State law defines a Continuing Truant as a child who is absent without lawful excuse for 3 days. A Habitual Truant is absent without lawful excuse for 7 days. Child Protection Petitions will be filed in these cases.**

### ***Accidents and Illness***

If a child becomes injured or ill at school, the parent/guardian will be notified. If you cannot be contacted, we will call the emergency contact names that you have listed on your child's Campus account.

### ***Address and Phone Number Changes***

Please notify the school if family names, places of work, e-mail addresses, and phone numbers change while your child is a student at Dassel Elementary.

### ***Age Requirement***

Minnesota State Statutes require that kindergartners be five years old on or before September 1st of their kindergarten year. Please contact the building principal if you have questions or concerns regarding your child's readiness for kindergarten.

### ***Arrival Time/s***

Students are expected to go outside for morning recess when they arrive at school each day. Students may arrive at school anytime between 7:45am and 8:00am. If they would like to eat breakfast at school, breakfast will be served in the small gym from 7:45am-7:55am. We also have our school patrol out on the west side from 7:45am – 8:00am for those who may walk to school. Remember, the bell rings at 8:00am! ☺



## ***Behavior Expectations***

The Dassel-Cokato communities have adopted six “Character Building Pillars” as part of our character education focus. The pillars each represent positive life skills that frame behavior and learning expectations in our schools. The pillars are as follows:

**Respect:** Showing genuine concern for yourself, others and the world around you.

**Responsibility:** Being accountable for your actions and accepting the consequences of those actions.

**Resiliency:** Rebounding from significant stresses with a positive attitude and a sense of balance.

**Integrity:** Reflecting trustworthiness, honesty and self-discipline.

**Compassion:** Willing to share and give aid or support to all people; caring.

**Understanding Diversity:** Realizing that everyone is unique, and that all have their strengths and limitations.

As part of setting improvement goals in the areas of the six character pillars, students will be encouraged and recognized for their positive behavior choices! There are several ways to be recognized, one being during CARE time where students are chosen by peers as the “Golden Ruler” of the Month.

## **Building Expectations for Students:**

The sign outside our door states, “Dassel Elementary, Home of Kids who Care.” That is the basic theme at this school, and we want to approach discipline from a positive standpoint. We believe that all children have positive qualities upon which desirable and appropriate behavior can be established.

We have adopted the acronym “CARE,” which stand for “Care and Responsibility Everyday,” as our guide for expected behavior. Care and responsibility include actions toward self, others, and property. Safety would also be inherent in our definition.

We believe that most undesirable behaviors can be eliminated by building on positive qualities, by providing a challenging and motivating teaching environment, and by taking the time to address any area of concern. We further believe that all adults in this building have responsibility toward all students, and we will reflect that in our interaction with students and other staff members.

We know that a two-way communication between home and school is critical to an effective discipline plan. We will use every means possible to involve parents in our effort to provide consistency between the home and school in our expectations and overall plan.

Occasionally, certain behaviors on the part of students may warrant being sent to the principal’s office for further action. We believe that students should be sent for both undesirable and very desirable behaviors on their part.

## **Playground/Recess Expectations:**

- Listen to playground supervisors
- Be friendly / Play fair
- Respect equipment
- Ask permission to go inside
- Return equipment and line up
- Go to locker – quickly and quietly
- Wash hands
- Go directly to lunchroom – without waiting for friends



### **Winter Playground Rules:**

- Safety:  
Snow may not be thrown  
Ice chunks may not be thrown anywhere  
Students may not push, shove, fight, or cause harm to others  
Sliding in special areas only – not on ice, by step railing, or hill
- Respect:  
Be nice to others and listen to directions  
All students are allowed to play games
- Responsibility:  
Wear all your winter clothes – coat, hat, mittens, snowpants

### ***Bicycles, Blades, Skateboards, and Scooters***

Children are allowed to ride bicycles to school. The school does not assume the responsibility for them except for providing a parking area with bicycle racks on city-owned property. It is recommended that the bike be locked. Bicycles are not to be used on the playground during morning or noon recess times. Bikes should be walked across school patrol crossings only. This is for safety reasons, and students who do not respect these rules will be asked to leave their bicycles at home. Children are not allowed to **bring or travel** to school on roller blades, skateboards, or scooters. Heelys are also not permitted at school for safety reasons.

### ***Birthdays***

Birthdays are special occasions when parents may send treats to school for the entire class. If you would like to send a treat, please comply with Minnesota health guidelines which state that such treats must be purchased from a bakery or store and all candy must be individually wrapped. **Homemade treats are not allowed.** Please have an accurate count of your child's classmates before bringing/sending treats.

Birthday invitations are very special to receive. **We ask your cooperation in not sending birthday invitations to school to be handed out.** We have many disappointed children when invitations are handed out and they are not included. Please make arrangements to mail them or deliver the invitations in an alternative way. Please note: Our school office and teaching staff will not disclose the addresses of our students due to data privacy laws.

### ***Box Tops for Education***

Each year Dassel Elementary collects Box Tops for Education from General Mills products. The funds raised by your contributions are used towards student needs throughout the school year. Thank you for contacting friends and relatives for their support also! The Box Tops program has now become digital-only. Participating brands have change their packaging from a traditional Box Tops clip to the new Box Top label. If you see this label, please use the new Box Tops app to scan your receipt. Box Tops are still worth 10 cents each for our school!! **\*\*If you discover a traditional Box Tops clip on a product, you can still clip it and sent it in to school as long as it is not expired.**

### ***Breakfast Program***

It is important for students to have a nutritious breakfast to maximize their learning potential. Our district offers breakfast for all students at the start of each day! The menu can be found on the district website at <https://www.isd466.org/www.isd466/org/domain/49>.

## **Building Use**

Dassel Elementary is available for community use. All people using the building must obtain permission through the Activities Office located at the high school (320-286-4100 x1813).

## **Bus Behavior Expectations and Policy**

All busing services for the district are coordinated through the district office. If you have a question about pick-up time, or some other question relating to your child's bus, please call the district office and ask for the transportation supervisor. The district office does have radio contact with each bus. Please call the transportation office in the morning if your child will not be riding. You may leave a message at anytime as they have 24 hour service (320-286-4100 ext. 1005).

Students will not be allowed to get off the bus other than at their scheduled stops unless it is approved by the Transportation Coordinator. Please call the District Office at (320) 286-4100 x1005 to make arrangements.

### **Rules at the Bus Stop:**

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

The privilege of riding a school bus requires appropriate behavior. Each bus driver is responsible for the safe transportation of all students on his/her bus. Students who ride the district buses have the following safety rules enforced.

### **Rules on the Bus:**

1. Immediately follow the directions of the driver.
2. Sit in your seat, facing forward. *Elementary students should sit at the front of the bus.*
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No tobacco, drugs, or alcohol are allowed on the bus.
9. Do not bring any weapon or dangerous objects on the bus.
10. Do not damage the school bus.
11. Pets or animals of any type or size will not be transported on the school bus.
12. Sleds, skis, ski poles, fishing rods, and related equipment should not be brought on the bus.

*When students need to bring sleds, skis, skates, etc. for a school activity, parents must make other arrangements to get them to/from school.*

The bus driver will report incidents of misconduct to the school principal on an incident report form. The principal will call parents regarding the bus report. The following are the consequences for students who receive one of these forms:

1<sup>st</sup> offense—Warning. The principal and the bus driver reserve the right to suspend the student based on the nature of the offense.

2<sup>nd</sup> offense—3 school day suspension from riding the bus.

3<sup>rd</sup> offense—5 school day suspension from riding the bus.

4<sup>th</sup> offense—10 school day suspension from riding the bus.

*Note: When an elementary student goes 60 calendar days without a report, the student's consequences may start over at the first offense.*

We ask that you please call the Transportation Coordinator at 320-286-4100 x1005 if your child will not ride the bus. Please be aware that times of pick-up can vary slightly. Drivers can be early if one or more students are not riding the route that day. Your child should be at his/her stop 5 minutes before the appointed time. If your child should miss the bus, please bring the child to school.... **DON'T CHASE THE BUS!**

### ***Bus Passes***

Bus passes are no longer issued in our district. Students will only be allowed to get on/off at their designated stops assigned by our transportation department. Many district bus routes are currently at capacity. If you have any questions, please contact the transportation office at 320-286-4100 x1005.



### ***Calendars***

The District 466 school calendar is mailed to all postal patrons in August. Please inquire at the Dassel Elementary office if you did not receive a copy. Calendars are also posted on the Dassel-Cokato website: [www.isd466.org](http://www.isd466.org).

### ***Care Group***

Students are supervised during Care Group by paraprofessionals. During this time, the students are welcome to bring a snack to eat if they would like. If they choose to do so, the school strongly recommends nutritious snacks, as opposed to cookies and pastries. Students are not allowed to share home prepared snacks/food items with other students due to state health regulations. **For the 2023-2024 school year, there will be no cost for milk or juice that is served during Care Group for all students in grades K-4.** Beverages brought from home should be limited to juice or water. It is not permissible to bring soda pop for the Care Group snack.

### ***Charger Kids Club***

Dassel-Cokato Community Education is pleased to offer a school-age childcare program for Dassel and Cokato students. Charger Kids Club is designed to meet the year round needs of working parents of students in grades K-6. The goal of the program is to provide a FUN, safe, recreational and enriching program. Charger Kids Club hours are prepared for **before school (6:00 – 7:45 AM) and after school (3:15-6:00 PM) at Dassel Elementary**. Childcare is also available on vacation and in-service days as well from 6:00am – 6:00pm. Registration forms,

contracts, Parent Handbook, and information is available online at: <https://www.isd466.org/domain/72>. Please contact CKC Site Supervisor at [CKC@dc.k12.mn.us](mailto:CKC@dc.k12.mn.us) or 320-286-4100 x1036 for more information, fees, and registration forms or the Community Education Programs Coordinator at 320-286-4120.

### ***Class and School Assignment***

Each spring, classroom teachers, special education teachers, and the building principal work together closely to form classes for the upcoming school year. A great deal of thought goes into this lengthy process. The class lists are constructed to include:

- A balance of boys and girls
- A blend of all ability levels
- Careful consideration of student personalities and behaviors
- A mixture of students from all classrooms
- Placing students together who work well academically, but aren't necessarily friends.

We also realize that parents/guardians know their child's personality better than anyone, and we respect the fact that some parents may want to contribute their thoughts to the process. In the past, several parent requests for a specific teacher could not be granted due to a variety of reasons. We are asking that you follow the steps listed below if you want to give input into your child's placement for the following year.

1. Stop by the Dassel Elementary Office to pick up a form to complete. This form is short and will ask you to describe your child and the type of learning style your child has. We carefully consider children's learning styles as we place them in classes for the following year. **No teacher name should be put on the request.**
2. Another factor to consider is that the teaching assignments are not known for next year at the time your request is made.
3. Return the form to the Dassel Elementary Office. Please watch for the deadline date in our newsletter.
4. Please complete a separate form for each child. Only these forms will be accepted. Do not replace these forms with written notes or letters. These forms are good for one year.
5. A letter will go out to families mid-August with school and teacher information. Please note that class lists are not subject to change.
6. In an effort to balance class size, the administration has the responsibility and authority to designate which elementary building your child will attend. It is our intent that this notification will occur as early as possible in ensure that families can tour the new building prior to the start of the school year. The district is proud of its two elementary buildings and the consistent instruction students receive in both buildings. We thank you for your cooperation in this matter.

As you can tell, a great deal of time, thought, and effort goes into the formation of class lists each year. We want you to know that all Dassel Elementary teachers are highly qualified and exceptional teachers with whom you can put your trust.

### ***Classroom Visitation***

Student classroom visits are not permitted without special invitation by the classroom teacher and with principal approval. Visits typically are limited to lunch only. A student who is considering coming to Dassel Elementary or will be enrolling in the school may tour the building on a prearranged basis with approval of the principal. Extended day visits by children who are a relative or friend of a particular student are not permitted.

## **Clothing**

We believe that neat and proper dress contributes to desirable attitudes and behavior. Student dress should adhere to the following guidelines:

- Clothing should be neat, clean, and in good taste. Clothes that display violent messages and/or drug, alcohol, or cigarette advertising will not be permitted. Short shorts, short skirts, bare midriff or see-through clothing is also not appropriate. If children wear items of clothing to school that are not respectful or may be offensive to other school attendees they may be asked to change clothes, cover up the offensive item, or parents/guardians may be called to bring another item of clothing to school..
- Caps are not to be worn in school except under special circumstances or observances.
- Students are prohibited from wearing Heelys at school.
- Adults entering Dassel Elementary are also asked to respect the dress code rules.
- During cold weather, students are expected to play outdoors unless the temperatures exceed -10° or the wind chill exceeds -10°. When weather prohibits students from outdoor play, they are supervised by assistants in gym or classroom spaces.
- We **require** students to wear coats, snow pants, hats, boots, mittens or gloves.
- **Labeling clothing** helps us to return items. Lost and found items are displayed in the entrance hallway during parent/teacher conferences. Unclaimed items are donated to charity at the end of the school year.

## **Conferences**

Conferences are held twice a year in November and March. Sign up will take place at our Open House in August, tables will be set up in the front entry. The time you choose for the November conference will also apply to the March conference.

We are proud of the fact that parent/teacher conferences have always been well attended in the past—nearly 100%! This shows a very strong commitment by the parents to working together closely with the teachers.

**When concerns arise, please deal with them as soon as possible.** You do not need to wait until conference time. It is best to direct your concern to the specific school personnel most directly related to your question or concern. Your child's teacher can be reached by either e-mail or phone. Please see the staff directory for his/her listing. In most instances, the teacher will be available for calls before and after school. Calls made during the school day will go to voice mail and will be returned as soon as possible.

The following are suggestions for a meaningful parent/teacher conference:

- Make a list of areas you wish to discuss.
- If possible, bring both parents.
- **Please do not have younger brothers and sisters attend conferences.** Childcare is available at our school during this time in order for you to be less distracted during conferences.

## **Curriculum**

All students receive instruction in these core subjects: Language Arts (reading, writing, spelling, handwriting), Mathematics, Social Studies, Science, Health, and Art.

In addition, specialists in the following areas provide instruction: Physical Education, Music, and Library/Media/Technology Skills. Students have computer experience both in lab settings and on the classroom computers. The emphasis is on integrating computer use with subject area curriculum, which enables the computer to be used as a tool to help students learn.

## ***Custody***

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues.

The school system will give non-custodial parents, upon request, duplicate school information about their child unless prohibited by court order. A certified copy of that order must be on file at the school.

The school should also be made aware of any unusual situations that might require a heightened need for greater security for your child.



## ***Data Privacy***

Data Privacy Laws prohibit us from releasing the name, telephone number, or address of any student or staff member for any reason. This includes providing names and addresses for birthday party invitations.

## ***Discipline (See Behavior Expectations)***

### ***Dismissal***

Students are dismissed at the end of the day when the school bell rings at 3:15pm. Our school patrol is outside from 3:10pm-3:20pm on the west side and east side of the school each day. Please note: Dassel Elementary does not supervise an afternoon recess time after school! Students will not be allowed to play on the playground after school unless parents have provided written permission or are in attendance to supervise.

### ***Drills***

As per Minnesota state law there will be:

**-Fire:** Five fire drills during a year. Students practice evacuation of the school and are led to areas designated as safe on or off the school grounds.

**-Tornado:** One tornado drill during tornado season. The school conducts a tornado drill in conjunction with the state of Minnesota. Students are led to areas inside the school that have been designated as most safe.

**-Lockdown:** Five lockdown drills during a year. In the event an intruder should enter the building, teachers have been instructed on how to keep students safe in their area.

**-Evacuation:** One evacuation drill during a year.

### ***Drug-Free Environment***

The Dassel-Cokato School buildings and grounds are drug-free environments. Tobacco, alcohol, and chemical use are strictly prohibited on school grounds. This includes all activities before, during, and after school and includes all students, siblings, parents, and staff. **Parent chaperones who accompany classes on field trips must adhere to these policies as well.**



### ***Early Childhood Screening***

Early Childhood Screening is provided **free of charge** to all children 3 1/2 years of age or older. Screening takes place at the Early Childhood Education Center located on the west end of Dassel-Cokato High School. Early Childhood Screening is **required** before entrance into kindergarten. Please call 320-286-4100 extension 1020 to arrange an appointment.

### ***Early Dismissals and Late Starts***

It is the policy of the Board of Education to keep school open as much as possible and to close school only when it is absolutely necessary. The closing of school will be determined by the inability of our school buses to travel safely or if an emergency exists. On days when we have inclement weather, we request that you listen for school closing or late start announcements on the radio or TV. An automated message through our school information system is also sent out to all families with a current phone number on file. School closings are announced to families via Campus, local news channels, the district website and district Facebook page. You may also dial (320) 286-4100 and choose menu option #1.

It is sometimes necessary to send students home before the end of the day. Each teacher will send home a “School Closing Information Sheet” to fill out for each child. Please complete this form and return it to the classroom teacher as soon as possible. It will help us know where students should go in the event of an unforeseen school closing. Please review with your child where to go in these instances.

### ***Electronic Devices, Toys, and Trading Cards***

Radios, CD players, MP3 players, iPods, cameras, tape recorders, pagers, two-way radios, cell phones, remote control vehicles, trading cards, and handheld games are not allowed at school. Failure to follow these guidelines will result in the item being stored in the classroom or office until the parent/guardian is able to pick it up. The school is not responsible for these items if they are damaged, lost, or stolen.

### ***Elementary E-Learning (MN Statutes, section 120A.414)***

#### **What does E-Learning mean?**

- Learning will take place through a variety of means. Examples might include: online conferencing, paper/pencil, or viewing screencasts for a brief period of time (usually a day or two).
  - This can happen up to five days in once school year per Minnesota Statute 120A.414.
- E-Learning needs to be a continuation of learning from the previous day. It can be a reading assignment, worksheet, or digital assignment. Also, this may include skills occurring on a bigger conceptual level – i.e. – practicing Rocket Math Skills for the grade level (addition, subtraction, multiplication or division), reading to improve comprehension at the student’s academic level (Reading Counts), practicing spelling words or sight words for the trimester, etc.

#### **What does this involve?**

- On days when the E-Learning Day is announced in advance, teachers will send work home with students to be completed on the e-learning day – *see the center square on the*

*DC E-Learning Chart.* Students who complete their assigned work may complete other activities listed on the chart.

- On days when the E-Learning Day is announced last minute due to inclement weather, students can still continue the learning by completing other activities on the DC E-Learning Chart. The center square, in essence, then becomes a FREE SPACE for the day.
- Teachers will be accessible both online or by telephone (*call the Dassel Elementary office*) during normal business hours on an E-Learning Day to assist students and parents.

### **Does this keep learning relevant?**

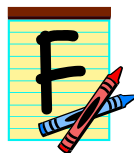
- Yes! Learning can continue during the semester/trimester instead of losing valuable learning to a summer make-up day. This is valuable to all levels of learners especially for the high school/middle school students who only have a semester/trimester to be involved with a certain class offering.
- Yes! Schedules are not disrupted and there is not a need to take back other designated days off such as Martin Luther King Day, President's Day, Teacher Staff Development Days, etc. *Every year is different, but in a typical year of inclement weather five days of E-Learning should provide for this scenario.*

### **ELL (English Language Learners)**

Students at Dassel Elementary who are learning the English language are provided with individual and small group instruction facilitated by a licensed teacher. The teacher meets with the students multiple times a week to assist them in developing their English language skills.

### **Equipment**

We do allow some games and sports equipment to be brought to school for student use during recess. We cannot accept any responsibility for lost or damaged equipment. Baseballs and bats are not allowed due to the safety issue with all children. The recess supervisors will discuss with students what is appropriate equipment and activities for the playground.



### **Field Trips**

Field trips are an important part of our educational program. Through these excursions, students see what they are learning in the classroom applied to real life. It is also a time to develop skills in courtesy, safety, and good citizenship. The students will either walk to the local sites or be transported by our buses. If your child's class is planning a field trip, you will be asked to sign a permission slip to allow your child to go with the group. **Sometimes a contribution is requested to help offset transportation costs. No student will be denied the opportunity to go on a field trip if funds are not affordable. Please contact our building Social Worker for details!** We encourage all students to attend field trips. All students not receiving parental permission to participate with their class should plan on attending school that day where alternative grade level activities will be provided.

Parent chaperones must pay their own way. For liability reasons we must limit chaperones to parents or guardians. Preschool children, including those of chaperones and faculty members, are not allowed to attend the trip. Other relatives (such as a grandparent) would



only be used when there are not a sufficient number of parents/guardians. Chaperones are expected to ride the bus when chaperoning field trips. Our insurance only covers students who are riding on the bus, so all students must use the bus for transportation on a field trip. If you are not chosen to chaperone, we ask that you do not drive to the location of the field trip on your own to be with your child. The teachers have divided their students into small groups of students with an adult chaperone. It is highly beneficial to the students to remain with their peers and benefit from the teacher-directed activities.

- **Parents/guardians will be consulted if special circumstances, such as inappropriate behavior prior to the field trip, prohibit the student from attending.**
- **All students attending the field trip must be enrolled in the class participating in the field trip.**
- **Parent chaperones and staff members that accompany classes on field trips must adhere to the district drug/tobacco/alcohol policies as well.**
- **Please see “Chaperone Guidelines” in the appendix.**

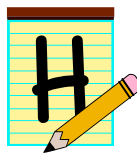


### ***Gifted Program (See Odyssey)***

#### ***Going Home with a Friend***

To avoid communication problems between home and school, we require a written, dated note (signed by a parent) if a child is to go home with someone else. **Failure to give adequate and timely notice will result in the child being sent to their typical drop-off place.**

*\*\*Unless approved by the District Office Transportation Coordinator, your child can only be dropped off at your designated bus stop.*



#### ***Harassment and Bullying Policy***

1. Everyone at Dassel Elementary, students and adults, has the right to feel respected and safe.
2. Dassel Elementary will not allow put downs that include language or actions against a child or adult’s race, gender, or religion. This is called harassment.
3. Harassers can be a student or adult. Some examples of harassment can include:
  - Name calling, jokes;
  - Notes or drawings;
  - Unwelcome touching of a child’s body or clothing;
  - Other actions or words that make a child or adult feel so bad it is hard to concentrate on their work;
  - Threats to do bodily harm to another person or property.

4. Respectful behavior is expected in all areas of the school, on the playground, and on the school bus.
5. If someone makes a child or adult feel uncomfortable, afraid, or confused, the child or adult needs to tell a teacher, principal, or social worker. (See D-C bullying prohibition policy in appendix)

### **Hazing**

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Any person who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

To view the complete Board of Education policy regarding hazing, please visit the Dassel-Cokato Website and refer to section 5145.5.

### **Health Services**

A licensed school nurse and one health assistant provide first aid care for students and staff, ongoing vision and hearing screenings and referrals, and medication administration.

**Medications**—State law sets standards for dispensing medication within the school. Before a medication can be dispensed at school, we must have a written order from a physician including:

1. Student's name
2. Name of medication
3. Diagnosis (the reason the medication is needed, and why it is needed during the school hours)
4. Time of administration
5. Route and dosage of medication to be administered
6. Possible side effects
7. Termination date for administration

Health office personnel are not allowed to dispense any medication without the physician's order. This includes over-the-counter medications (i.e., Tylenol, cold medications, etc.). The parent must also sign this authorization. Please see the Appendix or stop in the health office for a copy of this form.

If your child must have medication of any type given during school hours, you may complete the physician's order as outlined above, or you may come to school to give the medication to your child at the appropriate time(s).

If your child has a health condition or is on medication at home, please let us know in order for us to best serve his/her health needs. The school nurse will complete an emergency care plan (if needed) or individualized health plan to assure the health and safety of your child while in school or on a field trip. (This would include students who have diabetes, seizure disorders, asthma, bee sting allergies, etc.)

**Illness**—Many students and parents are frequently concerned about when students should stay home or attend school. General Practice:

- If the student has had a fever of 100° or more, the student should stay home for **24 hours after the temperature returns to normal.**
- If the student has vomited or had diarrhea, the student should stay home until **24 hours after the last episode.**
- If the student has any rash that may be disease-related, or you do not know the cause, check with your family physician before sending the student to school.
- If the student is ill, please call the school daily to report the illness.

When your child develops a temperature above normal or shows other symptoms of illness, parents will be contacted so he/she can be picked up. If the parent cannot be reached, information provided upon registration will be used. Please contact the school to update this information if there are changes in home or work phone numbers.

**Immunizations**—State law provides for compulsory immunizations for all new students entering Minnesota schools. All children must be adequately immunized against polio, diphtheria, tetanus, whooping cough, measles, and mumps. Five DPT, four Polio, one MMR, one Varicella (chicken pox), and three Hepatitis B immunizations are required. A second MMR and Vairicella immunization are required before entering grade 7. Verification of these immunizations is required previous to enrollment. Your child **will not** be able to attend school this fall unless his/her immunization record is complete. If you have any questions, please contact the school nurse.

### ***Home/School Connection***

Open house, conferences, report cards, newsletters, and/or virtual opportunities are some of the ways you learn about your child's school experience. Equally important are the informal ways. Set aside time each day to hear about what your child has learned in school. Talk about the day's happenings, friendships, and feelings. Talk about school projects. If you have concerns, please let us know. By the same token, if you are happy with the progress your child makes, let us know that also!

### ***Homework***

Homework assignments vary from teacher to teacher. Some homework consists of completing assignments that were not finished during the school day. Other homework may include studying spelling words, practicing math facts, completing math Homelinks, and special projects that relate to a unit of study or reinforces a skill worked on at school. All homework is meant to reinforce and enrich a student's learning experience. At Dassel Elementary we recommend 10 minutes per grade level for homework each evening. For a 3<sup>rd</sup> grader, the students would have about 30 minutes of homework at night. Reading independently or with a parent can often exceed the 10-minute/grade level recommendation!

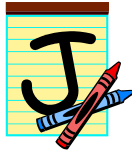
Homework during an absence: When your child has an extended illness and you want to pick up homework, please notify the teacher before classes begin in the morning. This allows time for the teacher to prepare the assignments. The homework can be picked up in the office at the end of the day or sent home with another student.



### ***Internet Access***

The media specialist and classroom teachers will provide instruction and guidance on acceptable use of the Internet to all students. A copy of the Internet policy is included in the Appendix.

The Internet is a teaching tool, and students will be using it to access online reference materials, such as encyclopedias, atlases, magazines, and educational sites to complete assignments. Inappropriate use of the Internet may result in suspension of computer privileges and/or other disciplinary action. Parents may request that their child not use the Internet by notifying the school.



### ***Job (Student Preparation)***

School is your child's job at this stage of their life. Please help to prepare them each day for success with:

- A good breakfast
- A good night's sleep
- All of their homework completed
- Backpacks packed and ready to go
- Proper clothing for the day



### ***Kindergarten***

Dassel Elementary provides full-time (every day) kindergarten. **All students must have participated in the Early Childhood Screening and have their immunization records on file before they are allowed to begin school in the fall.**



### ***Library (See Media Center)***

#### ***Leaving School during the Day***

There are times when it is necessary for a child to leave school early for an appointment. Please attempt to schedule these appointments after school or on days when school is not in session. However, when it is necessary for your child to be excused during school hours, we ask that a note be sent with your child about the request to leave. Include the name of the person who will pick up your child. Please come to the office to sign out your child. Our school secretary will notify your child's classroom that you have come for him or her. **Please inform the school in writing if there is a restriction as to who may pick up your child.**

School dismisses each day at 3:15pm. Parents will not be allowed to wait inside for their children at the end of the day. Please be patient and wait outside! Parents who are picking up children each day should park on the east side of the building. Please make sure your child knows you will be parked in that area in order for him/her to know where you will be found.

#### ***Leaving School Grounds***

Students will not be allowed to leave the school grounds during school hours unless accompanied by a staff member, parent or guardian, or a written note from a parent or guardian.

## **Lockers**

School lockers are the property of the District and are provided for the convenience of students. School authorities may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

## **Lost or Damaged School Property**

Students will be charged an appropriate fee for any lost or damaged school property. Examples include textbooks, workbooks, media center books and general school property.

## **Lunch Program**

A nutritious lunch will be served each day that school is in session. The Dassel-Cokato school lunch program operates as a computerized system. Each family has a district account that all students in a family access when they eat school lunch or purchase milk for cold lunch. One family payment is sent to the district office to establish an account. When a student eats a meal, he/she types in the account code and the meal is deducted from the family account. When the family account balance falls below \$7.00 per student, an automated phone call will be made to your home. **Payments can be made on-line through your Parent Portal account.**

Free and reduced hot lunch application forms will be mailed to each home before school begins. All applications must be processed and approved before the student can receive the free or reduced lunch. Parents need to complete one application per family when applying for free and reduced lunches. Checks for the district lunch program should be sent to: Dassel-Cokato Public Schools, Suite 1700, Cokato, MN 55321. Please use caution when sending checks or cash with your elementary students. Enclose this in an envelope with your child's full name and grade included on the front of the envelope.

The cost of lunches/milk/juice is as follows for the 2023-2024 school year:

K-4 Lunch	First meal FREE / second lunch \$4.95 / additional entrée \$2.25
Breakfast	First meal FREE / second breakfast \$2.25
Milk with cold lunch	\$ .50
Adult Breakfast	\$2.25
Adult Lunch	\$4.95
Milk/Juice for AM snack	<i>No charge for the 2023-2024 school year</i>

When packing a cold lunch for your child, please pack nutritious food. Students at Dassel Elementary are not allowed to bring soda pop for their cold lunch beverage. We encourage them to purchase milk at school or bring something else to drink from home.

Students with Lactose Intolerance will be provided with one of the following alternatives if the parent requests an alternative in writing—Lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added.

Please notify the health office if your child has food allergies. Kitchen personnel can make accommodations to the child's meal in order for them to eat a similar meal as their peers.

The lunchroom **behavior expectations** are as follows:

### **LUNCH LINE:**

- Wait patiently in line without touching each other.
- Remember: No budging
- Please, do not peel paint off the walls.

- Don't forget to get your fork/spoon, napkin, and/or condiments.

***LUNCH TABLES:***

- Sit with your hands and feet to yourself.
- Use an 'inside' voice to talk with friends.
- Don't share food.
- Raise your hand for help or if you forget something.
- Please pick up dropped food or trash.

***RETURNING TRAYS:***

- Walk slowly and carefully to the tray scraping area.
- Scrape all food into the garbage can.
- Return the tray and fork/spoon to the counter.
- Walk slowly and carefully to the pickup line.

***PICK UP LINES:***

- Walk slowly & carefully to join your classroom line in number order.
- Talk quietly with your neighbor keeping hands and feet to yourself.



***Media Center/Computer Lab***

This central area of our school serves as the resource for our print and non-print materials. Books may be checked out from the media center and returned on any school day in addition to the scheduled weekly class time period. We encourage you to help your child remember to return media center books as soon as they have been completed. We want to circulate the books as much as possible and encourage our young readers to read, read, read!

Computers are housed in the Computer Lab, which is located adjacent to the Media Center. Each class has a scheduled time to work on computers, as well as additional time blocks for computer related class projects. In addition to this time, teachers may send students to the Media Center to work on computers during unscheduled time periods.

***Medication (See Health Services)***

***Money at School***

It is not advisable for children to have large sums of money at school. Generally, their only purchase may be to buy pencils from the pencil machine or to bring money for field trips. Money for fees or their lunch account should be sent in a sealed envelope clearly marked with the child's name, grade, and teacher's name.

***Music***

The music curriculum at Dassel Elementary has as its main goal to increase the sensitivity of all children to the power of music as an art. Music can also enhance the child's self-esteem and productivity; and stimulate their creativity.

Since classroom teachers and the music teacher often correlate subject matter, music can aid the students in understanding other subjects and can give them an artistic view of the subject. Most of all, we hope the children will develop a lasting appreciation for music and that many will be active participants in our music culture.

Kindergarten students are taught music by their classroom teachers. First, second, third, and fourth graders meet with the music teacher three times a week for 30-minute periods.

Grade 3 will perform at a Veteran's Day program in November. Grades K and 4 perform at the annual winter program, which will be held in early December. The spring program, involving grades 1 and 2, is held in April/May. Information on dates, time and locations will be decided and communicated to families closer to the performance time.



### **Newsletter**

The Dassel Elementary Newsletter can be found under the Dassel Elementary tab on our website at [isd466.org](http://isd466.org). If you would like a paper copy of the newsletter, please contact the office. Information of interest about school activities is printed and includes:

- Upcoming Events
- News from the principal
- Articles highlighting student and staff accomplishments

### **Non-Custodial Parents**

It is the parent/legal guardian's responsibility to inform and provide the school with current documentation if anyone is **legally** restricted from contact with a student.

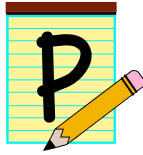


### **Odyssey**

A program for academically gifted students (Odyssey) is available for qualifying students. We recognize that these students have special needs that must be met. If you would like to have your child tested for this program, please contact the principal. Usually the testing takes place in 3<sup>rd</sup> grade.

### **Open Enrollment**

Students are eligible to attend other Minnesota Public Schools as a result of the state's open enrollment policy. Applications are available at the superintendent's office or on line at <https://education.mn.gov/mde/fam/open/>. Parents are encouraged to complete applications shortly after the first of the year prior to enrollment the following fall. The school district reserves the right to close open enrollment at any time to maintain small class sizes.



### ***Patrol***

Our School Safety Patrol is made up of responsible 4<sup>th</sup> grade students who have been trained in on these duties. The Safety Patrol will assist all walkers who need to cross streets near the school arriving on the east side from 7:45-7:55am and departing from the east and west side of the buildings from 3:10-3:20pm.

### ***Pesticide Notification***

State law requires that parents who would like to be notified of the dates of pesticide applications at Dassel Elementary may contact the District Office to obtain the estimated application schedule. If you would like a copy of the “Request for Pesticide Notification” form, please contact the district office.

### ***Pets***

Due to the increasing numbers of students and staff with allergies to fur/dander, Dassel Elementary does not allow pets inside of our building. If you have questions or concerns, please contact the building principal.

### ***Phone Use***

Each classroom contains a telephone for the purpose of safety and better communication between parents and teachers. Students may only use phones when given permission by a staff member. We will not allow students to call home to make arrangements to visit a friend. These types of arrangements should be done prior to the visit, and a note should be sent by the parent to verify it for us. **Student use of cell phones is prohibited.**

### ***Photographs***

Photographs are taken in our buildings throughout the school year. Some of these photographs will be used in district publications or submitted to outside publications. Videotaping, for district use, may also occur. Pictures taken with cell phones are prohibited. Requests not to photograph or film specific students will be honored. Please contact the principal for additional information.

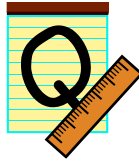
### ***Physical Education***

Dassel Elementary School’s Physical Education program focuses on improving fitness levels, learning skills that enable students to be successful at lifelong activities, promoting appropriate social and emotional behaviors, and developing a positive self-concept. Students in grades 1-4 will meet 5 days per week with the physical education teachers.

Occasionally parents ask to have a child excused from physical education classes. We request that a written excuse signed by the parent be sent with the child. This will be honored for one day. If a longer time is needed, we must have a statement from the doctor.

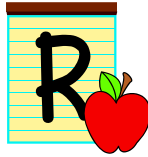
We also require the students to have tennis shoes for physical education classes. Please put the child’s name in a place that can be clearly seen.





### **Quality Experiences**

The staff at Dassel Elementary School works as a team to provide the highest quality educational experiences possible for your children. With support and encouragement from home, we believe we can provide success for each and every child.



### **Recess**

Students will go outside for recess time during the noon hour recess period unless any of the following weather related conditions exist:

1. The actual temperature is at or below -10 degrees or the temperature with wind chill is at or below -10 degrees.
2. Precipitation (rain or snow) and/or weather conditions (thunderstorms, lightning) are of a degree that it is deemed the conditions are not conducive to the students' well being.
3. The playground or playing field are in such condition, i.e. wet, icy, muddy, that it is deemed unsafe and not conducive to the students' well being.

The principal or their designee will make decisions related to this policy.

If a parent desires to have their child stay indoors related to a recent illness, the child must have a **doctor's note** stating that indoor recess is required. The number of days must also be established by the doctor.

#### **RECESS ROUTINE:**

1. Listen to playground supervisors.
2. Be friendly and play fair.
3. Respect Equipment.
4. Ask permission to go inside.
5. Return equipment and line up.
6. Go to locker – quickly and quietly.
7. Wash hands.
8. Go directly to lunchroom – without waiting for friends.

For safety and peace-of-mind, visitors, including parents, are prohibited from going on or near the playground to talk to their child or pick up him/her for an appointment. Playground supervisors will politely tell the visitors to leave the playground and check into the main office.

### **Registration**

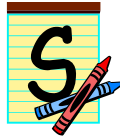
Parents may register their child in the school office at any time during the school year. We encourage parents to register in person and to bring their children with them. This site visit, accompanied by a parent, generally increases the comfort level of a new student.

We urge families who move into our community over the summer to register prior to the first day of school. For families who come to us during the school year, we request a few days

notice to register the student before they can officially start. This allows the classroom teacher to have a desk and materials ready and to properly welcome a new student.

### **Report Cards**

Students in grades K-4 are given report cards each trimester. Teachers or the principal will contact the home at other times when necessary to report progress or discuss a concern. Parents/guardians are encouraged to contact the school if they have a concern.



### **Safety and Security**

The Dassel-Cokato Board of Education approved a safety/security plan for all school buildings in the district. In order to assure that students, staff, parents, and visitors are safe at Dassel Elementary, the following plan has been established:

- All doors at Dassel Elementary are locked during the majority of the school day. To enter you will need to come in the main entrance (Door A) where you will be required to push a button to announce your arrival in the vestibule. We ask that you look at the camera while pushing the intercom button. You will be greeted by our office staff via intercom. Please provide your reason for visiting the school, and then you will be given access to the building. Once in the building, please report to the office to check in and to acquire a visitor's badge. You will then be directed to the area which you wish to visit. We will require that you check out at the office when you leave, as well.
- Students and staff are not permitted to open the locked doors to anyone requesting entry.
- Parents and all other adults authorized to pick up students will be asked to wait for their children **outside** by the east doors. The children will be instructed to meet their parents in this location when their class is dismissed at 3:15pm.
- Many cameras have been installed inside and outside of the building for the purpose of monitoring who is in or near the school. The safety of our staff and students, as well as the protection of school property is of prime importance to us.
- **Your children will not be released to cross the street between the buses on the south side of the building during dismissal time.** Please use the pick-up area on east side only.

#### **The Four W's of Student Safety:**

**Who:** Parents/Guardians driving students to and/or picking students up at the Dassel Elementary School.

**What:** We need your help to keep Dassel Elementary students safe during loading and unloading times. **AM – Students should enter the building at the east door. Please do not drop students off in the front of the building as this area is designated as a bus loading and unloading zone.** PM - Students not riding a school bus will be dismissed on the east side of Dassel Elementary. Students will cross the street to walk home or meet parents, with school patrol assistance, at Guy Street and William Avenue. (See map on next page). At no time will students be allowed to cross at any location other than a marked crosswalk, unless accompanied by an adult. Parents/Guardians are encouraged to pick students up near the door to safely escort them to a vehicle. **Reminder: Please do**

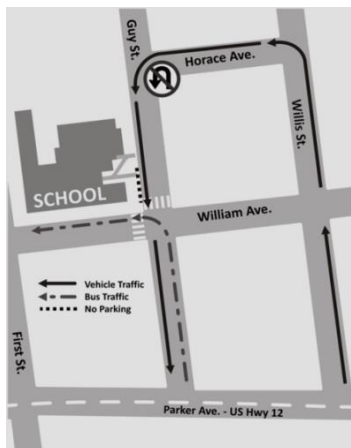
**not park and wait in the middle of the street!** Please do not park in the new **Pick Up Zone** during the designated hours.

**When:** **Pick Up Zone** Loading & Unloading Times  
(7:45 A.M. to 8:10 A.M.)  
(3:10 P.M. to 3:20 P.M.)

**Where:** See map below.

In order to safely manage traffic during loading and unloading times we are requesting that parents travel north on Willis Street – West on Horace Avenue – South on Guy Street. This will create a continuous flow of traffic that can utilize the **Pick Up Zone** (No Parking – dotted line on map) to ease congestion and concerns regarding **student safety**.

Thank you for your cooperation regarding this important safety concern! Also, a big thank you to the Dassel City Council for their continued assistance and commitment to the children attending Dassel Elementary School!



### ***Section 504—Policy Prohibiting Discrimination on Basis of Disability***

It is the policy of School District 466 to protect students with disabilities from discrimination and to identify and evaluate learners who, within the definition of Section 504 of the Rehabilitation Act of 1973, need accommodations, special services or programs in order that such learners may receive the required free, appropriate public education. Please refer to the Appendix of this handbook for a full description of the Section 504 parent/student rights.

### ***Signs, Posters, Literature***

Any sign/poster to be displayed or literature to be distributed in the school building or on school grounds requires the prior approval of the principal. Public school buildings may not be used to promote the interests of any commercial or non-school agency.

### ***Social Workers***

An elementary social worker/s is available at Dassel Elementary to work with students, parents, and staff in the areas of self-esteem, social development, behavior, and feelings. She provides entire classroom activities, small group, individual and family counseling, and consultation. The social worker works closely with teachers. We encourage you to contact her if she can help in any way to make this a better year for your child.

## ***Special Education***

The special education programs at Dassel Elementary include but are not limited to:

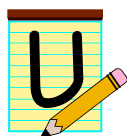
- Speech or Language Impairments
- Specific Learning Disability
- Emotional or Behavior Disorders
- Autism Spectrum Disorders
- Developmental Adapted Physical Education
- Occupational Therapy
- Physical Therapy
- Other Health Disabilities
- Physically Impaired
- Visual and Hearing Impairments

All students referred for special education assessment must have parent permission prior to assessment. After the assessment, parents will be called for a conference to discuss assessment results.



## ***Tardiness and Leaving Early***

Any student arriving late or leaving early must report to the office and sign in or out. Students who arrive after the 8:10 bell rings are considered tardy and must check in at the office to receive a tardy slip before going to their classroom. Oversleeping or missing the bus are considered **unexcused** tardies. The school excuses late arrivals or early dismissals for medical appointments and other emergencies. If absences and tardies become a concern, they will be handled according to MN Statute 260.015 as it applies to truancy.



## ***Understanding Self and Others***

We hope that your child's experiences at Dassel Elementary will increase his/her understanding of the world in which we live. The Dassel-Cokato communities have adopted six "Character Pillars" on which to focus our character education curriculum. Focusing on the pillars helps students better **understand** themselves and their interactions with other people.



## ***Vacations***

The school calendar is published several months in advance for your convenience in planning family vacations. We ask that you plan family vacations around the school calendar, if at all possible. If you wish to take a child out of school for a family vacation, the teacher, as well

as the office, must be contacted. Many school activities cannot be made up. Students will be responsible for completing assignments as soon as possible **after** their return. **Please do not request that a teacher prepare lessons in advance for the child to take on their trip.**

### ***Visitors***

There will be times during the year when you will be invited for special activities and programs. In these circumstances, please stop to sign in/out at the check in table near the front entrance. We also ask that you do not send a visiting relative or friend to spend the day with your child. This can result in a disrupted day for your child and other students in the classroom.

### ***Volunteers***

Volunteers are an integral part of our program. Many opportunities arise throughout the year. We encourage **parents, senior citizens, and community members** to volunteer their time and talents to the school. Volunteers may work in the classroom, small groups, media center, computer lab, at home, or by sharing their own personal interests and hobbies. If you are interested in becoming a volunteer, please contact our Volunteer Coordinator listed in the staff directory. Per district policy, it is now required that all volunteers who work in the building complete a background check.



### ***Walking To and From***

For maximum safety, please teach your child to follow the safest route to school. Teach and review the use of crosswalks, stopping at the curb and looking both ways before crossing a street.

Winter conditions create possible safety hazards for walkers. Extra caution must be used if snow has blocked sidewalks. Students should NOT walk on the high banks next to the street as they may fall into the street. If it is necessary to walk on the side of the street, please teach your child to walk facing the traffic.

Please instruct your child to come directly home from school, not stop and play. Caution him/her to never talk to strangers, accept candy from strangers, or get into a stranger's car.

### ***Weapons***

Students and visitors are not allowed to possess, use, or distribute a real or look-alike weapon when in a school location. According to School Board policy, immediate out-of-school suspension and notification of parent or guardian will occur. For a detailed summary of the policy, please refer to the Appendix at the back of this handbook.

### ***Withdrawals***

If you know that your child will be withdrawing from Dassel Elementary, please inform us at the earliest possible date. This will help our planning and will allow the forwarding of records so that the transition to the new school can be as smooth as possible.



**eXtra**—Many extra programs and events are offered to Dassel Elementary students throughout the year.

**Yes**—We value the educational partnership with you!

**Zest**—Let's work together in inspiring your child's **ZEST** for learning!!

# ***Appendix***

Adopted: 8/26/99

Revised: 8/28/2014

## **521 STUDENT DISABILITY NONDISCRIMINATION**

### **I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of **Section 504** of the Rehabilitation Act of 1973 (Section 504), need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### **II. GENERAL STATEMENT OF POLICY**

A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### **III. COORDINATOR**

Persons who have questions or comments should contact \_\_\_\_\_ (title, name, office address, and telephone number). This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

#### Legal References:

Pub.L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)

29 U.S.C. § 794 et seq. (§ 504 of Rehabilitation Act of 1973)

34 C.F.R. Part 104 (Implementing Regulations)

#### Cross References:

Policy 402 (Disability Nondiscrimination)



## INTERNET POLICY SUMMARY

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and the Acceptable Use Policy. All provisions of the acceptable use policy are subordinate to local, state and federal laws. For more information, see District Policy #524 (Internet Acceptable Use and Safety Policy).

The use of the school district system and access to the use of the Internet is a privilege and not a right. Depending on the nature and degree of the violation, and the number of previous violations, unacceptable use of the school district 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 suspension, expulsion, exclusion or termination of services; or civil or civil or criminal liability under other applicable laws.

By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system. District staff and parents have the right at any time to investigate or review the contents of their child's files and e-mail files.

As part of their learning, students in grades K-12 may be using Charger Apps which is powered by Google. Charger Apps will enhance the student's ability to access, collaborate and share what they are learning at school. Charger Apps offers a powerful production suite, including an online word processor, spreadsheet, presentation tool, email, cloud storage and forms/surveys.

Charger Apps, while powered by Google, is different from personal Google accounts. Below are some of the key differences between using a personal Gmail account and Google Apps for Education:

1. Account creation: All accounts for our school are created and managed by D-C school staff. An individual teacher or student cannot create their own account like they can for '@gmail.com.'
2. Access: With Google Apps for Education, the products "live" within our school domain. Students will access each of the products through a link off our school's website.
3. Sharing privileges: The advantages of having a set of tools for our entire school means that students and staff can easily share or publish a document or website for just the members of our school.

District staff and the School Board have carefully considered students' online safety in setting up the procedures and rules for student accounts. However, parents have the right to request the termination of their child's individual account at any time or request alternative educational activities not requiring Internet access. Outside of school, parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy. The school district will not be responsible for any damages users may suffer, including, but not limited to:

- a. loss of information stored on school district diskettes, hard drives or servers;
- b. information retrieved through school district computers, networks or online resources;
- c. personal property used to access school district computers, networks or online resources; or

d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

- Any non-educational use.
- Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
- Distribute materials that use language or images that inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
- Use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Knowingly or recklessly post false or defamatory information about a person or organization or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Engage in any illegal act or violate any local, state or federal statute or law.
- Vandalize, damage or disable the property of another person or organization will not make deliberate attempts to degrade or disrupt equipment, software or system performance.
- Gain unauthorized access to information resources or to access another person's materials.
- Post private information about another person or to post personal contact information about themselves or other persons.
- To gain unauthorized access to the school district system or any other system.
- To violate copyright laws or usage license agreements.
- For the conduct of business, for the unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This discloser may serve as a defense against an allegation that the user has intentionally violated this policy.

In addition to the district policy, Dassel Elementary School also expects the following from students when they use school computers and labs:

1. No food or drink
2. No gaming unless teacher-approved
3. No downloading
4. No video / audio streaming unless teacher-approved
5. No printing unless teacher-approved
6. Push in chairs and clean up.

Adopted: 8/26/99

Revised: 7/27/2015

## **501 SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### **II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; 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 to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers and laser pointers belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### **IV. EXCEPTIONS**

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

1. active licensed peace officers;
2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
  - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

**[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than exception (7) to Section 609.66, Subdivision 1d. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Section 609.66, Subdivision 1d.]**

#### C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

#### D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

### **V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. The school district and the school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

### C. Administrative Discretion

While the school district and the school does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON STUDENTS**

### A. Employees.

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

### B. Other Nonstudents.

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

### ***Legal References:***

Minn. Stat. §§ 121A.40-121A.56. (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (expulsion for possession of firearm)  
Minn. Stat. § 121A.05 (referral to police)  
Minn. Stat. § 609.66 (dangerous weapons)  
Minn. Stat. § 609.605 (trespass) Minn. Stat. § 609.02, Subd. 6 (definitions of dangerous weapon)  
Minn. Stat. § 97B.045 (transportation of firearms)  
Minn. Stat. § 624.714 (carrying of weapons without permit; penalties)  
Minn. Stat. § 624.715 (exemptions; antiques and ornaments)  
18 U.S.C. § 921 (definition of firearm)

***Cross References:***

Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

Policy 506 (Student Discipline)

Policy 525 (Violence Prevention)

Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion)

Adopted: 9/22/2005

Revised: 5/9/2022

## **514. BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or 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 or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses



for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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 this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including

a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident and of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently

severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### ***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Model Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. Ch. 125E (Charter Schools)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

### ***Cross References:***

MSBA/MASA Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Policy 413 (Harassment and Violence)

MSBA/MASA Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Policy 423 (Employee-Student Relationships)

MSBA/MASA Policy 501 (School Weapons Policy)

MSBA/MASA Policy 506 (Student Discipline)

MSBA/MASA Policy 507 (Corporal Punishment)

MSBA/MASA Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Policy 522 (Title IX Sex Nondiscrimination Policy)

MSBA/MASA Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Policy 525 (Violence Prevention)

MSBA/MASA Policy 526 (Hazing Prohibition)

MSBA/MASA Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Policy 711 (Video Recording on School Buses)

MSBA/MASA Policy 712 (Video Surveillance Other Than on Buses)

*Policy 516*

*Dassel-Cokato Public Schools ISD #466*

*Adopted: 8/26/99*  
*Revised: 8/22/2016*

## **516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering prescription and over-the-counter (OTC) medications.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

### **III. REQUIREMENTS FOR PRESCRIPTION MEDICATIONS**

A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent/guardian and a signed order from a licensed prescriber. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.

B. A School Medication Form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat 152.22, Subd. 6.

C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

E. Prescription medications are administered in accordance with district procedures by licensed nursing staff or unlicensed assistive personnel (UAP) who have completed training. All medication administration must be approved and delegated by the Licensed School Nurse prior to the initial dose or subsequent dose changes.

F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.



H. Medication administration will be documented according to district procedures. Administration record will be filed in the student's school health file according to district procedures. The district will not maintain record of student self-administration.

I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21. The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. Prescription medications will be kept in the school health office in a locked cabinet. ONLY EMERGENCY prescriptive medications may be allowed for self-carry and/or self-administration. In order to possess and self-administer the medication, a written agreement between the Licensed School Nurse, the parent, the student and the licensed prescriber must be on file and updated annually. This includes the following prescriptions:

1. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - a. the school district has received written authorization from the student's parent and licensed prescriber permitting the student to self-administer the medication;
  - b. the inhaler is properly labeled for that student;
  - c. the parent has not requested school personnel to administer the medication to the student; and
  - d. the school nurse or a licensed prescriber has assessed the student's knowledge and skills to safely possess and use an asthma inhaler. An individualized written health plan will be developed and implemented for safe possession and use of the asthma inhalers.
2. Medications administered as noted in a written agreement between the school district and the parent, such as an IEP, Section 504 plan, or IHP.
3. Epinephrine auto-injectors can be carried by a student if:
  - a. the school district has received written authorization from the student's parent and licensed provider permitting the student to possess the medication;
  - b. the medication is properly labeled for that student; and
  - c. an individualized written health plan is in place designating the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injector when required, consistent with the state law. This health plan may be included in a student's 504 plan.

K. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine autoinjectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

#### **IV. REQUIREMENTS FOR NON-PRESCRIPTION MEDICATIONS (OTC)**

A. OTC medications are kept in the school health office in a locked cabinet. OTC medications are administered by a licensed nursing staff or unlicensed assistive personnel(UAP) who have completed training and have been delegated medication administration duties by the Licensed School Nurse.

B. Administration of OTC medication at school requires a completed, signed request from the student's parent/guardian. Verbal permission must be reduced to writing within two school days.

C. A medication administration form or other approved document must be completed annually (once per school year) and/or when a change in the requirements for administration occurs.

D. OTC medication must come to school in the original container with the manufacturer's label intact.

E. A secondary student may possess and use non prescription medications in a manner consistent with the labeling, only when the school district has a written agreement between the Licensed School Nurse, the parent, and the student. Agreements must be updated annually. The school district may revoke a student's privilege to possess and use non prescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

F. Medication administration will be documented according to district procedures. Administration record will be filed in the student's school health file according to district procedures. The district will not maintain record of student self-administration.

#### **EXCEPTIONS:**

1. MN statute 121A.22 does not require school districts to apply the administration of medication rule to:

- a. Drugs or medications used off school grounds.
- b. Drugs or medications used in connection with athletics or extra-curricular activities.
- c. Drugs or medications that are used in connection with activities that occur before or after the regular school day.
- d. Drugs or medications provided or administered by a public health agency to prevent or control an illness or disease outbreak.
- e. Drugs or medications used at school in connection to services for which a minor may give effective consent.
- f. Drugs or medications used before or after the regular school day.

2. This policy does not cover medication administration on school busses before and after school hours, unless specified in a student health plan.

#### **DEFINITIONS**

**Prescription Medications:** Those medications that are ordered by a licensed prescriber.

**Regular School Day:** For elementary schools the regular school day starts at the time the students are allowed in the building and ends when the busses leave the campus. For secondary students, the regular school day consists of 15 minutes before the start of the first period to the time when busses leave the campus.

**Licensed Prescriber:** Physicians, Advanced Practice Registered Nurse with prescriptive authority, Physician's Assistant who has direction from a physician or written protocol, dentist, podiatrist, osteopath.

**Unlicensed Assistive Personnel(UAP):** Any designated, willing and trained person who is not the licensed school nurse.

**Delegation:** Transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation.

**Parent/Legal Guardian:** For students 18 years of age or older is the student.

***Legal References:***

Minn. Stat. 13.32 (Student Health Records)

Minn. Stat. § 121A.21 (Hiring of Health Personnel)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.221(Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn.Stat. § 121A.222(Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 151.212 (Label of Prescription Drug Container)

20 U.S.C. § 1400, et seq. Individuals with Disabilities Education Improvement Act of 2004

29 U.S.C. § 794, et. seq. (Rehabilitation Act of 1973,§ 504)

***Cross References:***

Policy 418 (Drug-Free Workplace/Drug Free School)

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

**Why statewide testing?**

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

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

### Why does participation matter?

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

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

## Academic Standards and Assessments

### What are academic standards?

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

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

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

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

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

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

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

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

## Are there limits on local testing?

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

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

## What if I choose not to have my student participate?

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

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

## When do students take the assessments?

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

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

## When do I receive my student's results?

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

## How much time is spent on testing?

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

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

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

## Where do I get more information?

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



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

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date \_\_\_\_\_ (This form is only applicable for the 20\_\_ to 20\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

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

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

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

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

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

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

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

To be completed by school or district staff only.

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

## *Field Trip Parent Chaperone Guidelines*

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Each year, grade levels have opportunities to go on educational field trips. These field trips are curriculum related and provide an opportunity for students to practice skills in being respectful, responsible citizens.

*Depending upon the location and type of the field trip, the school district may ask parents to assist in chaperoning one or more of these educational experiences. We thank parents for their willingness to help out and ask that you follow the guidelines below. We are excited to have parents with us and want this experience to be a positive one for all involved.*

- We limit chaperones to parents or guardians. (no preschool children, grandparents or older siblings).
- Parents will be assigned a small group of students to be responsible for. Please do not change students to another group unless asked by the teacher to do so.
- Chaperones are required to ride the bus with the children. They are asked to sit with their assigned group of students on the bus, monitor their behavior, and participate in all aspects of the field trip. Ask the teacher if any assistance is needed for discipline.
- Siblings are not allowed to attend the field trip. This is a time for the parent chaperone to assist the teacher in supervising children. It is also a special time for the parent chaperones to spend time with their child and a group of his/her classmates.
- Please address any concerns you may have about students or student behaviors with the classroom teacher. Confidentiality is valued at Dassel Elementary.
- Parent chaperones are asked to not take students into the gift shop unless directed to do so by the teacher. We want all students to have an equitable field trip experience.
- Parents need to supervise students during their bathroom breaks.
- Capturing the fun and special moments during a field trip is exciting for parent chaperones. We ask that you keep your photos/video clips reserved for personal use only. Due to student privacy, do not publish pictures on social media sites.
- No smoking throughout the entire field trip.
- Bullying is not tolerated at Dassel-Cokato Schools.
- All staff members, parent chaperones and students are expected to display the character pillars at all times and in all situations. Please remember that you are a role model for all students. The Character Pillars are:
  - Respect
  - Responsibility
  - Compassion
  - Resiliency
  - Integrity
  - Diversity

Thank you for helping make each and every field trip a wonderful experience for our students.

Please sign this document indicating you have read and understand these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_