



2025 – 26

**Minnewaska Area Schools**  
**HIGH SCHOOL**  
**HANDBOOK**

ENGAGE EVERY STUDENT, EVERY DAY!

# Minnewaska Area High School

“Home of the Lakers”

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## **Minnewaska Area School Mission**

“Engage every student every day”

## **Minnewaska Area Schools Vision**

Minnewaska Public Schools is recognized as a world class learning organization that:

- Creates an atmosphere that provides a rigorous, relevant, and personalized learning experience for each student.
- Promotes and provides apple learning experiences within the school and communities.
- Develops well-rounded students in the areas of character, service, community, and academics.
- Ignites and inspires students to explore their passions and share their talents.
- Enhances the personal and professional potential of all staff.
- Maintains responsible use in resource management.
- Focuses on student’s connections to our school and communities.
- Provides an accepting place where students and staff are safe to take risks and have room to grow.



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This handbook may be modified or amended during the school year. If you have any questions about a provision, contact Minnewaska Area School Administration. \*Families may view all complete versions of school policies by visiting the districts’ web page: [www.minnewaska.k12.mn.us](http://www.minnewaska.k12.mn.us), click on “District” for their drop down menu and scroll to the school board. Scroll over to their secondary drop down menu and choose “School Board Policy Menu”.

# DAILY SCHEDULE

## High School Daily Schedule

<b>Warning Bell</b>	<b>8:10</b>
Period 1	8:15 - 9:03
Period 2	9:08 - 9:56
Period 3	10:01 - 10:49
Period 4 (9-12)	10:54 - 11:41
<b>LT (7-8)</b>	<b>11:19-11:39</b>
Period 4 (7-8)	11:44 - 12:31
<b>LT (11-12)</b>	<b>11:46-12:06</b>
<b>LT (9-10)</b>	<b>12:11-12:31</b>
Period 5	12:36 - 1:24
Period 6	1:29 - 2:17
Period 7	2:22 - 3:10

### Lunch Times

Lunch (7-8)	10:49 - 11:19
Lunch (9-10)	11:41 - 12:11
Lunch (11-12)	12:06 - 12:36

### 2 Hour Late Schedule 10-12

Period 1	10:15-10:55
Period 2	11:00-11:25
Period 3	11:30-11:55
<b>Lunch</b>	<b>11:55-12:25</b>
Period 4	12:30-1:06
Period 5	1:11-1:47
Period 6	1:52-2:28
Period 7	2:33-3:10

### 2 Hour Late Schedule 10-12

Period 1	10:15-10:55
<b>Lunch</b>	<b>10:55 - 11:25</b>
Period 2	11:30-11:55
Period 3	12:00 - 12:25
Period 4	12:30 - 1:06
Period 5	1:11 - 1:47
Period 6	1:52 - 2:28
Period 7	2:33 - 3:10

# **MAHS POLICIES and PROCEDURES**

## **CODE OF CONDUCT**

Student-Minnesota Statutes 1971, Section 120.06 states the following: "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall abide by the rules and regulations promulgated by the local Board of Education.

The basic responsibility of the schools is to educate the children of the community and any child defined as eligible by compulsory school attendance laws. It is not necessary to keep in school those children whose conduct is totally inconsistent with the learning atmosphere. The right of a person to attend school must not place in serious jeopardy the rights of others to profit from school. In the event that a student in Minnewaska Area High School does not abide by these disciplinary guidelines, he or she may be subject to disciplinary action that is fitting, proper, and legal within the framework of the amended Pupil Fair Dismissal Act of 1974.

## **PLEDGE OF ALLEGIANCE**

Minnesota Statutes 121A.11 mandate regarding the pledge of allegiance:

"Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Staff and students must respect another person's right to make that choice."

## **CLASS DUES**

Every student at MAHS is expected to pay class dues. The class dues are used to support and offset future costs related to, but not limited to: Homecoming, Prom, Graduation Costs, Field Trips, etc., for every class. It is important that each student pay his/her annual class dues so that they can attend class activities and support the class's future plans. Dues by grade:

9 <sup>th</sup> -11 <sup>th</sup> .....	\$15
12 <sup>th</sup> .....	\$20

## **ATTENDANCE**

Minnesota Compulsory Attendance Law M.S. 120.10 states every child between 7 and 17 years of age shall attend a public or a private school, in each year during the entire time the public schools of the district are in session unless excused from attendance by the board upon application of his/her parent or guardian on the grounds specified in the laws.

If a student must be absent from school, it is the parent's and student's responsibility to report such absence. Parents are required to call the High School Office at 320-239-1314 or report the absence via ParentVUE before 9:00 a.m. on a regular school day. Failure to report the absence will result in an unexcused absence for that particular absence.

You may leave a message at this number 24 hours a day or email [trichards@isd2149.org](mailto:trichards@isd2149.org)

There will be an automated message sent through synergy if your child is marked unexcused.

### **Absences, Excused**

Excused absences may be given for the following reasons: Illness, appointment (doctor, dentist, chiropractor, etc), serious illness or death of someone in the immediate family, emergencies calling for service of the student at home, trips or travel when arrangements have been made in advance. Other reasons deemed appropriate by administration.

For parent excused illnesses and appointments, a doctor's note may be requested if total absences for a semester class reach 10 or more.

For any appointments or absences due to appointments, doctor's notes are always encouraged and when presented to the office will not be counted against absence totals.

### **Absences, Unexcused**

Any time a student is absent from school without a valid excuse or a note from a provider, it is unexcused. Unexcused absences may be given for missing the bus, staying home without a reason, or failing to communicate where a child is.

Parents/Guardians will be notified when their child has 3, 5, and 7 unexcused absences. Through the process, Minnewaska Area Schools will make efforts to provide interventions and support for students finding difficulty in finding their way to school.

At the discretion of the teacher, a student who is absent unexcused will be subject to receiving zero credit for that class period.

Students who have absences for extenuating circumstances may appeal to the administration for an exemption.

Students who accumulate 10 or more unexcused absences in a semester course may lose credit for that course. See "Excessive Absence of 10 days" below for more details.

### **Activities Attendance**

Unless prior arrangements are made with the activities director or school principal, a student in an extra-curricular activity must be in regular attendance at school on the day of a contest and at school a full day following a contest. Failure to follow the attendance guideline may forfeit participation in the next contest. In order to practice, a student shall be in school, attending regularly scheduled classes, on the day of practice, unless prior approval is made with the activities director or high school principal. Students with an unexcused absence from a class will not be allowed to practice. These policies are for athletics and all fine art/band/choir activities, and other co-curricular activities.

### **Tardiness**

Tardiness is the late arrival to school or class without an authorized excuse. This includes sleeping in, car problems, missed the bus, etc. Students are expected to be in their assigned classroom at the start of class unless they have a pass signed by the office staff or teacher.

- A tardy is given whenever a student is late for class up to 5 minutes. A student who is more than five minutes late to class is absent-unexcused (Unx);
- 3 Tardies will be equivalent to 1 unexcused absence.
- Accumulation of 3 tardies per quarter will result in detention
- 9 tardies per quarter may result in a parent conference, social services conference, and

referral.

### **Excessive Absence of 10 and 20 days:**

Any student who accumulates the 10 or more unexcused absences for a semester course may lose credit for that course. The school will notify the student and parents with a letter of concern as a student approaches the maximum of 10 allowed absences. Upon the occurrence of the 10th day of absence, the pupil's attendance file and progress will be reviewed by the High School Principal. At the Principal's request, the Pupil Personnel Team may be activated to evaluate the student's attendance and progress, (which will consist of classroom teachers involved, and the school counselor and social worker). The Pupil Personnel Team shall determine whether or not, there are extenuating circumstances that would allow the student to continue in the course (s). The Pupil Personnel Team shall have the authority to make a written recommendation to the Superintendent regarding the status of the student's credit for each course.

Upon reaching a sum of 20 total absences and/or tardies in a semester course, a student will not be able to earn credit for that class. Extenuating medical situations and other extenuating circumstances will be dealt with on an individual basis.

## **Attendance Interventions**

The High School Principal, Social Worker, and Attendance Secretary will meet periodically to discuss individual students with attendance issues, both excused and unexcused. Intervention meetings will be scheduled with students and parents as needed. Individual circumstances (major health issues, family concerns, etc) will be considered. Possible actions taken may include, but are not limited to, attendance contracts, the requirement of doctor's note or consultation with school nurse, parent meetings, loss of privileges to participate in school activities such as homecoming, prom, dances, school functions, non-curricular field trips, Dollars for Scholars, and other deemed appropriate by the administration.

## **Truancy**

Truancy is defined as "a student absenting oneself from school without lawful excuse."

All absences are classified as excused or unexcused. **Parents do not necessarily decide whether or not a student is excused.** They can submit a request, but the final determination rests with school administration. Example: A student is reported as excused due to illness by the family but attends an extra-curricular event that night, the absence will be changed to unexcused and the time will need to be made up.

Every effort will be made to contact the parents of all unexcused absences by phone. Students will be required to furnish the High School Office with work phone numbers if no one is home during the day.

## **Permit to Leave**

If it is necessary for a student to leave school early for any reason, please call, email, or send a note with him/her to notify office personnel.

Every student must have a "Permit to Leave Pass" before leaving school. To leave the school building during the school day, a student needs a parent/guardian approved Permit to Leave pass in his/her possession. Permission to be absent from school for any reason must ONLY be obtained through a parent/guardian. Students 18 years or older will not be given permission independently. All requests to leave school must be presented to the high school office prior to 12:00 PM each day. Permit to Leave pass must be picked up by the student in the office prior to leaving school property. Students leaving the building without a pass will be considered truant.

**\*Students returning to school after using a "permit to leave pass" must check in to the high school office with the pass. Failure to complete this portion may result in unexcused absence or loss of permit to leave pass privileges.**

## **BUILDING PASSES (Yellow Pass)**

Students in grades 9-12 must **sign out and have a signed pass detailing date, time, and destination.**

## **PRE-EXCUSED ABSENCES**

All planned absences (family trips, college visits, funerals etc.) should be cleared through the High School Office before the absence occurs. Students wishing to be excused from school may obtain an excuse by presenting a written permission request from a parent or guardian to the High School Office in advance of the absence. A pre-excused permission slip will be issued which the student will take to each of his or her teachers. The teachers will sign the permission slip and discuss with the student the work to be made up.

## **MAKE-UP WORK AND INCOMPLETE GRADES**

It is the responsibility of each student to make any missed work. Teachers have been instructed to hold the students accountable for all make-up work. When a student has been absent for a legitimate

reason (excused absence) the number of days given to complete and receive credit for the work will be equivalent to the number of days classmates had to complete the same assignments or equal to the number of days absent. If the number of days included a weekend or vacation period, the absent student will be granted the same number of days. The responsibility to obtain all make-up materials and assignments will be that of the student and not that of the office personnel. The office staff may assist but cannot ensure all make-up materials will be delivered. Students in grades 9-12 must complete all requirements established by individual instructors of that course. Due to an extended illness or extenuating circumstances, a student may be granted an incomplete. Any incomplete grade will become a failure two weeks after the conclusion of the class unless special arrangements have been made to complete the required work. This includes second semester grades.

## **EXCUSE FROM PHYSICAL EDUCATION**

Students will not be excused from physical education class unless they present either of the following:

1. **Doctor's excuse.** This excuse must include the length of time for non-participation from regular physical education or an adaptive physical education.
2. **Parental excuse.** This is valid for one class meeting.

## **SCHEDULE CHANGES**

**Schedule changes will be made for the following reasons:**

1. Academic misplacement: Student is placed in the wrong level of class (Honors or AP vs. regular pace) or is placed in a class without meeting the prerequisite.
2. Missing an academic class: Students are missing a core class such as English, social studies, math, or science.
3. Missing a graduation requirement: Students are missing a course necessary to graduate in the upcoming school year.

**Schedules will NOT be changed to have a different lunch, to change teachers, or to have classes with friends.**

A student will have 3 days once the semester begins to make schedule changes. No changes will be made after that unless approved by the counselor and administration.

## **WITHDRAWAL AND TRANSFERS**

The procedure for withdrawal or transfer is as follows:

1. Secure authorization or a transfer note from your parent or guardian;
2. Obtain appropriate forms from the High School Office;
3. Approval by the Principal;
4. Have the forms filled out by teachers;
5. Return all schoolbooks and mobile learning devices;
6. Make sure all fees are paid;
7. Take completed forms to the High School Office for final school clearance.

**NOTE:** All student records will be forwarded to another school when a student enrolls in that school and we have received a records request.

## **MEDICATION POLICY - Administering Medication to Students**

### **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, school health paraprofessional (SHP), or nurse designee, will administer prescribed medications in accordance with the law and school district procedures.

### **Requirements**

- A.** The administration of prescription medication or drugs at school requires a completed signed request from the student's parent/guardian as well as the licensed prescriber.
- B.** An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- 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 not to be carried by the student but will be left with the appropriate school district personnel. Exceptions may be viewed online by accessing the Wellness Policy through the MAHS webpage or requesting a hard copy in the MAHS office or business office.
- 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.
- G.** For drugs or medicine used by children with a disability, permission for administration may be as provided in the IEP, Section 504 plan, or IHP.
- H.** The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file.

**Nonprescription Medication** (Over-the-counter medication)

Students may possess and use over-the-counter (OTC) **pain relief medication** in a manner consistent with the labeling if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. The provision does **NOT** apply to the possession or use of any drug or products containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

**ILLNESS**

Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision:

1. If a student has had a fever of 100 degrees or more, the student should stay home 24 hours **fever free without fever reducing medication until** after the temperature has returned to normal.
2. If a student has vomited or had diarrhea, the student should stay home until 24 hours **fever free without fever reducing medication until** after the last episode.
3. If a student has any rash, check with the family physician before sending him/her to school.

**\*\*REMEMBER to inform the school by calling 239-1314 by 9:30 a.m.**

In cases of an accident in school, emergency first aid will be administered and every attempt will be made to notify parents or guardians before seeking additional medical attention if required.

**COMPUTER RESOURCE POLICY**

*(Please refer to BOTH the 1:1 Mobile Device Program Notification Guide & Internet Access Guide)*

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. Minnewaska Area Schools offer student access to the Internet and electronic mail.

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The Internet is provided for students to conduct research and communicate with others in relation to schoolwork. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all the materials. Families should be warned that some material, accessible via the Internet, might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Ultimately, the school staff, parents, and guardians of students are responsible for setting and conveying the standards that the students should follow when using media and information sources.

Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the District Internet and E-Mail rules outlined in this document, the administration, faculty, and staff of Minnewaska Area Schools may deny, revoke, or suspend specific user rights.

### **Internet Acceptable Use and Safety Policy ([Policy 524](#))**

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or other school area. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is presumed that users will comply with district standards.

The network is provided for students to conduct research and communicate with others. Parent/guardian permission is required.

Independent School District #2149 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Independent School District #2149 will not be responsible for any damages a student/parent or guardian suffers. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or a student/parent or guardian error or omission. Use of any information obtained via the Internet is at the student/parent or guardians' own risk. Independent School #2149 denies any responsibility for the accuracy or quality of information obtained through its services.

System Access may be terminated for any of the following:

- Damaging computers or computer systems;
- Installing any software on the system;
- Gaining unauthorized access to resources;
- Trespassing in another's folder, work, or files;
- Vandalizing the data of another user;
- Using the network for any illegal activity, including violation of copyrights, other contracts, etc.;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Using the network for financial or commercial gain;
- Intentionally wasting limited resources (printing without permission, etc.);
- Chatting;
- Gaming, etc.

Violations may also result in other disciplinary or legal action depending on the severity of the offense(s).

## PHOTOGRAPH, VIDEOTAPE OR INTERVIEWS

Minnewaska Area School District #2149 reserves the right to photograph, videotape, or interview your child for school publications or articles. This policy only applies to photographs, videotapes, and interviews. If you DO NOT wish to have your child photographed, videotaped, or interviewed, please inform your child's building principal. If parents choose to opt-out, this would exclude your child's picture from the yearbook, music programs, and other types of school media.

## DRIVING TO SCHOOL

Students who drive to school **must purchase a parking permit** and are asked to observe the following regulations:

See the complete district policy online ([Policy 527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches](#))

1. Use and/or access of a vehicle during the school day is prohibited unless you have permission from the office and/or a permit to leave pass
2. If a student must go to their vehicle during the school day, permission **MUST** be granted by the principal or office staff.
3. Reduce speed in all school areas. (10 mph in the lot);
4. Park only in designated student parking lot. (South side of parking lot). No parking in the Bus Loading Zone, Visitor Parking, etc.
5. Lock your car during the day
6. Vehicle and driving violations throughout the school year could result in use of parking lot privileges being revoked.

**Parking Permit:** Students who drive to school must display a parking permit on their vehicle. The cost for the permit will be \$30.00 for the school year, \$20 at the semester break and \$10 at the start of 4<sup>th</sup> quarter. Consequences for not displaying or having a permit will range from a warning to towing of vehicle at owner's expense. Students will be given a copy of additional parking regulations when purchasing a parking permit.

### **Key Notes:**

- The school is NOT responsible for vandalism, theft, or accidents that occur in the parking lot. Students should report vandalism, theft, accidents, or other problems to the High School office where Pope County Sheriff's Department may be contacted in an attempt to resolve the problem.
- Vehicles in the parking lot are subject to searches for safety reasons upon reasonable suspicion;
- Please observe the parking lot lines and park within the designated spaces;
- Parking in the Bus Zone during the school day, the Handicapped Parking, Visitors' Parking spaces or Traffic Lanes at anytime could result in tickets being issued and/or car being towed.
- Parking in the school parking lot is a privilege as the school district provides busing:
  - Parking permits MUST be hung on the rearview mirror while parked in our parking lot.
  - Parking lot discipline can range from a formal warning, revocation of parking permit, to suspension from the parking lot based on severity of violation and the number of disciplinary occurrences.

## **[Policy 527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches](#)**

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. A student parking permit is required for students who utilize the school parking lot. Violations will result in a \$30 fine for the first violation. A second violation, vehicles are subject to be towed at vehicle owner's expense.

The Minnewaska School District contracts through Interquest Detection Canines and periodically will do canine walk-throughs of the parking lot. If detection is found, a vehicle search will be conducted.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

## **SCHOOL CLOSINGS**

In the event of a school closing, families will be notified by phone, text or email by School Messenger. School Messenger is a broadcast service used by Minnewaska Area Schools to communicate with families. You may also listen to the following stations for school closings:

TV: KARE, KSTP, KCCO, WCCO

Radio: WCCO, KMGK, KXRA, KSCR, KIKV, KMRS, KS95, KDJS, KVMY, KWLM

This will be an official announcement. **Do not call the school.** If you feel the weather has made the roads unsafe, please call the High School Office at 320-239-1314 to report that your student will be staying home.

## **PESTICIDE APPLICATION AT SCHOOLS**

A school that plans to apply a pesticide which is a toxicity category I, II, or III pesticide product, as classified by the United States Environmental Protection Agency, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. The notice required under subdivision 3 must:

(1) provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied;

(2) state that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood;

(3) inform parents that a parent may request to be notified by the school in the manner specified in subdivision 6 before any application of a pesticide listed in this subdivision.

## **VISITORS**

All school district visitors are required to adhere to the Minnesota Statute, 609.605 Subd. 4, governing visitors at any school building. Student visitors are not allowed to attend unless for educational purposes. Parents/guardians are always welcome, however, we ask that an appointment be made prior to the visit. Visitation may be denied at any time by school administration in order to maintain a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

## **POSTERS**

Posters must be approved by an administrator with a "stamp" before being placed anywhere within the building. Posters may be hung in designated areas only, and the content of the poster must be in good taste. The group that hangs up the posters is also responsible for seeing that they are taken down. Any unauthorized posters will be removed and discarded.

## **DISTRIBUTION OF LITERATURE/MATERIALS IN SCHOOL**

Any person desiring to distribute literature to students in school or on school property must observe the following procedures:

1. A copy of the material is to be submitted to the principal for approval.
2. The principal may permit the distribution of pamphlets or other printed material as long as such distribution is related to school curriculum or the health and welfare of the students and as long as it would not result in the disruption of the educational process or violate any federal, state, or municipal law. See the complete district policy on-line in our district's web page.

## **CLOSED CAMPUS/LUNCH PERIOD**

Students, once they arrive on school grounds, are not allowed to leave without permission or verbal permission from a parent or guardian and the office.

All students (gr. 9-12) must remain on the school premises at all times during the school day, including lunch hour. The parking lots are off-limits during lunch period. Students in classroom hallways during noon hour will receive restrictions or detention without authorization to do so that has been granted by a hall duty supervisor or classroom teacher. Students are asked to maintain good social conduct at all times, especially during the noon hour.

## **CELL PHONES/ELECTRONIC DEVICES**

At MAHS, we strongly encourage students not to bring cell phones or other electronic devices including smartwatches, and earbuds/airpods to school. We understand that high school students may need a device for work, take care of siblings, and other responsibilities and obligations. Students who choose to bring a personal device to school assume the risk of damage, theft, or loss when choosing to bring a phone or other personal device to school. Minnewaska Schools is not liable for any lost, damaged or stolen personal property.

In our school environment it is important that students stay focused on their learning. If a student chooses to bring a device to school, these personal electronic devices, including (but not limited to) cell phones and air pods/ear buds are not allowed during class periods. Should a student need to carry a device, it is to be off/on silent and out of sight during all class periods. Items that interrupt the learning process or violate District Policy will be confiscated by staff. Repeat offenses will result in administrative consequences including parent pick up of confiscated items, and longer term consequences.

Below are practices that we are requiring of students under the new electronic device guidelines at MAHS:

- Cell phones are to be on silent and not used at any time during the academic class period. During class periods, the device will be placed in an individual pouch provided by the school. Cell phones are not needed to carry out practices for success in the classroom.
- Headphones/airpods/earbuds are not to be used during class time unless explicitly permitted by the teacher for specific educational purposes.
- Student speakers or music on phones are not to be used during school hours unless given permission from staff or administration.
- Phones can be used during passing time and lunch ONLY.

- No Cell phones during advisory period. Advisory period is treated like any other class period where formal attendance is taken.
- No unsolicited pictures should be taken of other students or staff without consent at any time at MAHS. All photos, videos, or voice recordings that include individual(s) must have the prior approval of the person(s) being captured.
- Unsolicited pictures of others that are sent to other students is a form of harassment or bullying towards others. These acts are administered under the harassment and bullying policy.
- If an emergency situation arises, parents are encouraged to contact the front office at 320-239-4820.

## **Cell Phone Or Other Electronic Devices Consequences**

**First Violation:** The device will be turned into the office for the remainder of the day. Teachers will communicate with the parent regarding the incident and communicate with the student to reset expectations.

**Second Violation:** The device will be turned into the office for the remainder of the day. Administration will visit with the student and communicate with parents about future violations. Device will be returned at the end of the day.

**Any further violations:** The device will be confiscated by the teacher and given to administration. The device will be checked in at the office each school day for two weeks. At this point, a parent will be required to pick up the phone in the office, and a student-parent meeting will take place to discuss the behaviors and set direction for the future with the student.

If a student refuses to give up their phone to a staff member after a violation of school or classroom guidelines, additional consequences for insubordination will follow. Repeat offenders and students who refuse to follow these guidelines may be required to check their device into the front office during school hours.

## **DISCRIMINATION**

Minnewaska Area Schools does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status regard to public assistance, sexual orientation, or disability in its programs and activities. The following person (s) has been designated to handle inquiries regarding the non-discrimination policies:

**504 Coordinator:** Nate Meissner, MAHS  
Office Address: 25122 State Highway 28  
Glenwood MN 56334  
Office Phone Number: 320-239-4820 ext. 1218  
Email Address: nemeissner@isd2149.org

**Alternate 504 Coordinator:** Chip Rankin, MAS  
Office Phone Number: 320-239-4820 ext. 1470  
Email Address: crankin@isd2149.org

**Title IX Coordinator:** Phil Johnsrud  
Office Address: 25122 State Highway 28  
Glenwood MN 56334  
Office Phone Number: 320-239-4820 ext. 1521  
Email Address: pjohnsru@isd2149.org

**Alternate Title IX Coordinator:** Chip Rankin, MAS  
Office Phone Number: 320-239-4820 ext. 1470  
Email Address: crankin@isd2149.org

[NONDISCRIMINATION POLICY and GRIEVANCE PROCEDURE PROCESS](#) is to be used for alleged violations of the district policy regarding discrimination.

## **VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION**

Minnewaska Area School District offers a variety of vocational opportunities through the Business Education, Industrial Technology, and Family and Consumer Science Departments. The purpose of this notice is to inform students, parents, employees, and the general public that these opportunities are offered regardless of race, color, national origin, sex, or disability. Admission to specific courses is determined by grade level, and in some cases, completion of prerequisite courses. The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

A full list of offerings can be found in our Course Description manual linked at [www.minnewaska.k12.mn.us](http://www.minnewaska.k12.mn.us).

## **INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment that substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Minnewaska Area School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This ACT gives the parent or guardian the right to: 1) Inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

## **DIRECTORY – STUDENT INFORMATION**

Directory information may be released to the public without prior parent or student consent unless the parent or student has objected in writing to the release of any or all such information.

- Student's name;
- Student's address;
- Student's telephone number;
- Birth date;
- Names of the student's parents;

- Participation in officially recognized activities;
- Grade levels completed;
- Weight and height of members of athletic teams;
- Dates of attendance;
- Degrees, awards received;
- The most previous educational institution attended;
- Photo of the student if available.

If you or your parents do not want any or all of this information to be available as directory information, you must contact the High School Office IN WRITING to have your name removed from the directory list.

### **SCHOOL ACTIVITIES: [Activities Handbook](#)**

MAHS provides a variety of activities in which students in grades 9-12 may participate. Each person who participates in an extra-curricular activity must be knowledgeable of the activity's eligibility rules and complete the necessary requirements before participating in the activity. For any activities eligibility questions please contact Phil Johnsrud at 32-239-4820 EXT. 1521 or at [pjohnsrud@isd2149.org](mailto:pjohnsrud@isd2149.org).

### **STUDENTS ATTENDING ACTIVITIES**

Students attending an activity outside school hours will be governed by the following regulations:

1. If a student is absent from school on the day of the activity he or she is not eligible to attend the activity unless pre-excused. **A student must be in attendance from 11:00 a.m. to 3:10 pm in order to be eligible to attend or participate in an activity (unless specific permission is given by principal/AD);**
2. Rules and regulations of the Minnewaska Area High School student handbook are to be in effect at all activities;
3. Students will correctly identify themselves when asked to do so;
4. Students found smoking, or abusing drugs and/or alcohol will be removed immediately and dealt with according to school policy;
5. Inappropriate behavior during an activity will result in immediate removal and may result in suspension from further extra-curricular activities until the problem is resolved;
6. Adults connected with a school function have the responsibility to direct the activity and the authority to enforce established regulations;
7. Students and staff should strive to be a positive reflection on our school at all times.

### **ACADEMICS**

#### **E-LEARNING**

Emergency closing days due to inclement weather can come in the form of Flexible E- Learning Day at MAHS. Teaching staff will have their class instructions for the day posted on google classroom or schoology by 9:00 AM. Full E Learning details can be found on our website.

### **ACTIVITIES**

#### **Minnewaska Area Schools Revision for Standards of Leadership and School Representative Positions:**

##### **Student Eligibility: Co Curricular Activities and other Student Activities**

**Examples: Music, Speech, Captain of a Team, Homecoming Royalty, FFA, Student Council, Class Officers**

A student holding a leadership position in any activity under the umbrella of the MAHS activities department or a leadership position in the academic organization such as FFA, NAHS, etc who are found in violation of MSHSL rules and guidelines or District 2149 policies will be subject to discipline based on the activity bi-laws, school policies, referencing MSHSL guidelines and/or at the discretion of MAHS Administration.

**School Trips Eligibility Policy**

*Minnewaska Schools periodically provides overnight trips to students who are part of classes or activities such as Washington DC, a Music Trip to Florida, and a World Languages Trip.*

Students partaking in school-sponsored trips such as Washington D.C., Florida, or a world language trip are subject to the following rules regarding eligibility. Students who consume or possess alcohol and/or drugs (INCLUDING SMOKING CIGARETTES, MARIJUANA, OR VAPING) WITHIN OR OUTSIDE OF SCHOOL, or have had a theft offense will be ineligible to participate in the next school year's available trip(s). Any student with a second violation in their High School career will not be eligible for any school-sponsored trip regardless of when OR WHERE the violations occur. Other serious offenses aside from theft, or possession of drugs and alcohol, such as continuous or severe violations of school policies may result in ineligibility and will be decided on a case-by-case basis at the discretion of the administration. Administration reserves the right to refuse any student's travel on a school sponsored trip based on a student's attendance, academic, or discipline record. Any expenses accrued up to the suspension of the trip will be the responsibility of the student and parents. No refunds will be given. Any money paid toward the cost of the trip, or fundraising dollars earned, will be forfeited. (Example: If you have paid or fundraised \$700 – you lose that \$700).

**COLLEGE AND VOCATIONAL SCHOOL REQUIREMENTS**

Requirements for admission to college and vocational schools vary according to the particular institution and are ever-changing. Colleges today generally require a high school background in mathematics, science, English, and social studies. A foreign language is also highly recommended. Requirements for vocational schools also vary according to the specific vocation. Therefore, plans to attend a college or vocational school should begin when selecting your ninth grade program.

**Note:** Due to the increased enrollment that most vocational schools are experiencing, it is important to apply for acceptance early in the fall of the preceding year. See the counselors for college and vocational school requirements.

**COMMENCEMENT**

Commencement exercises for graduating classes are an official function of the school and they reflect a tradition of public education. They are a solemn right of the school and are formal in nature. For those reasons:

- **Only students who have earned the credits and fulfilled the seat time requirements necessary for graduation may participate in commencement;**
- **All discipline referrals, dues, and fees such as class dues, parking permits, etc. must be completed and paid prior to participating in commencement;**
- **Only students who will receive a diploma dated the year the exercises are held may participate in Commencement;**
- **Participation in Commencement is voluntary, and if you do not wish to participate, you may pick your packet up the week following commencement in the High School Office.**
- **Seniors who engage in disorderly conduct or are insubordinate during the school year are subject to being removed from Commencement exercises.**

**CREDITS**

To receive credit for a course, 9-12<sup>th</sup> grade students must complete all required work with passing grades & all seat time requirements. Teachers will inform students, in writing and through updated websites for each class, which projects/assignments must be completed to receive credit.

**CREDITS TO QUALIFY FOR GRADE LEVEL**

To be classified at a certain grade level, all students must have completed the minimum credits to be considered at that level **and all required credits**. The following are the minimum requirements at each grade level:

- Freshmen:** Completed 8th Grade
- Sophomore:** 5.5 Credits and 1 year of senior high classes
- Junior:** 11 Credits and 2 years of senior high classes
- Senior:** 16.5 Credits and 3 years of senior high classes

**GRADUATION REQUIREMENTS**

To be eligible for a diploma at commencement exercises, MAHS students must meet the required credits (see list below). These credits must be earned in grades 9 through 12. Minnewaska Area High School does have an early graduation option. If you plan on graduating early you must have all credits completed at the end of a semester. Students must be full-time at Minnewaska Area High School. The following credits are required at each grade level and must be successfully completed for graduation. Besides being able to be a part of a great cause, volunteering is a requirement to graduate from Minnewaska Area High School.

<b>Grade 9 Class of 2025</b>	<b>Grade 10 Class of 2024</b>	<b>Grade 11 Class of 2023</b>	<b>Grade 12 Class of 2022</b>
English 9 – 1 cr	English 10/Adv Eng – 1 cr	English 11 /AP Lit – 1 cr	Eng 12/AP Language- 1cr
USHistory – 1 cr	World Hist/AP – 1 cr	Comp. .5cr <b>(gr 11/12)</b>	Eng Comm - .5 cr <b>(gr 11 /12)</b>
Phy Science - 1 cr	Biology – 1 cr	Sociology - .5 cr	Amer Gov – .5 cr
Math – 1 cr	Math – 1 cr	Economics - .5 cr	Math – 1 cr <b>(gr 11 or 12)</b>
Health - .5 cr		Math – 1 cr <b>(gr 11 or 12)</b>	Science – 1 cr <b>(gr 11 or 12)</b>
Phy Ed - .5 cr		Science – 1 cr <b>(gr 11 or 12)</b>	

**Grades 9-12: 1.0 cr. Music/Arts – Visual or Performing (Band /Choir)**

**Credit Requirements to Graduate**

Class of 2022 & Beyond - 25.0 credits ( Required courses – 15.5 credits; Electives – 9.5 credits)

**GRADES**

Letter grades are issued at the end of each quarter. These grades are translated to numerical values and averaged at the end of each semester. The following letter system is used: A (4.00); A- (3.67); B+ (3.33); B (3.00); B- (2.67); C+ (2.33); C (2.00); C- (1.67); D+ (1.33); D (1.00); D- (0.67); F (0).

A	94 and above
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63
D	60
F	below 60

## **WEIGHTED GRADES**

PSEO from colleges, and AP Courses and Concurrent College Enrollment Courses taught by MAHS faculty are to be weighted. The grade will be the same, but the GPA will have an extra .333 added. MAHS students are only allowed to take four college-level courses (full college load) in any given semester.

## **HONOR ROLL**

The Honor Roll will be published at the conclusion of each semester. Parents who do not wish to have their child's name listed should notify the High School Office in writing. Honor Roll classifications are as follows: High Honor Roll 3.666 – 4.0; Honor Roll 3.333-3.665. Only full time students are eligible for the honor roll. A student must take six classes per semester to be considered full time. Exceptions to this rule will be considered on a case by case basis by the building principal.

## **HONOR STUDENT REQUIREMENTS**

Participants will include seniors with a cumulative GPA of 3.5 and above (Cum Laude) and 3.95 (Summa Cum Laude) in grades 9 through the first semester of their 12th-grade year.

## **POST-SECONDARY OPTIONS**

Students who are interested in Post-Secondary Options can get information from the High School Counselor. It is recommended that students and their parents meet with the High School Counselor to discuss their options for Post-Secondary School. All PSEO students are allowed full access to school and equipment during the school day but will be assigned to the Media Center. Students are required to meet with the building principal to assign supervision. Juniors and seniors choosing to take a post-secondary option are responsible for contacting the school periodically for updates on school events and activities. **If a student withdraws from a course after the 14th day, they receive an F on their transcript. Per MDE, students must notify the Minnewaska School district of their intent to enroll in PSEO courses by May 30 or will be responsible for tuition costs.**

## **STUDENT SERVICES**

The High School Counselor is available to assist all students with any educational, personal, or vocational concerns and questions that they may have. This would include areas such as:

1. Requirements for graduation;
2. Educational planning;
3. Vocational and job scholarships or loans;
4. Help with personal problems;
5. Testing information;
6. Military service.

One counselor and one social worker are available. They encourage all students to make use of our counseling services. Students must secure a pass to see the counselor/social worker. Students will be released from classes at the discretion of the classroom teacher in the case of an emergency. Jen Ring is the High School Counselor can be reached at 239-4800 ext. 1216 and Mary Walsh School Social Worker ext. 1237.

## **HEALTH SERVICES**

The school health office is located in the High School Office Area. The school nurse is on duty during the scheduled school day. If a student is ill or has been injured, he or she should report to the health office. The school nurse or office staff will notify the parent or guardian that the student has reported and a decision will be made to have the student return to the classroom, go home, or be referred to

the clinic or dentist. Abuse of the health office may result in a parental meeting and/or loss of this privilege. This area is not for loitering or resting.

Cumulative health records are maintained for each student, including immunization records, test results, screening data, and personal observation. Referrals are made by the nurse to the family physician or family dentist whenever necessary, to help the student enjoy the best physical and emotional health. The nurse will help parents obtain the advice and assistance they need to solve family health problems. The nurse and other school personnel are acquainted with school, community, and state resources available.

### HEAD LICE

Parents are urged to periodically check children for head lice. This will help isolate cases before a serious problem develops. If head lice are discovered, the student will be sent home. Treatment must be completed before students will be readmitted to school.

### SCHOOL LUNCH

\*Prices are subject to change

<u>Cost of meals:</u>		<u>Reduced Prices</u> (based on approval of Free/Reduced Application):	
Breakfast	Free	Breakfast	Free
Lunch	Free	Lunch	Free

Students can pay for their meals in the lunchroom. This can be done any morning from 7:45-8:10 a.m. Please pay by check OR parents may now pay online. Go to [www.minnewaska.k12.mn.us](http://www.minnewaska.k12.mn.us) and click on School Pay tab.

Breakfast will be served from 7:45-8:10 a.m. Students interested in taking part in the breakfast program must allow enough time to avoid earning an unexcused tardy to their first hour class.

### CAFETERIA

A well-balanced meal is served each school day to students who wish to participate. Please note:

1. Families are set up with accounts each year that regular meals are charged to;
2. Ala Carte is available during lunch hours only, and can be charged to the family's lunch account. **If you do not want your child to charge Ala Carte items, please contact Food Service at 239-4800 ext 1716;**
3. We encourage parents of low-income families to apply for reduced or free meals. Complete the application for educational benefits form at [www.minnewaska.k12.mn.us](http://www.minnewaska.k12.mn.us);
4. Students may bring their own lunches and purchase milk in the cafeteria;
5. Eating shall be confined to the cafeteria only;
6. The return of trays, plates, and silverware to the proper area is expected;
7. Violations of these rules will result in a penalty including the cleaning of the facility and/or suspension from the use of the cafeteria.

### BUS TRANSPORTATION ([Policy 709 Student Transportation Safety](#))

RIDING THE BUS IS A PRIVILEGE - NOT A RIGHT.

The school district provides bus transportation for all who qualify for it. It is the responsibility of each student riding the bus to behave properly. Driving demands the bus driver's full attention. For the safety of everyone, do nothing to distract the bus driver.

The school bus is an extension of the classroom. District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

## **LOCKERS (Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person)**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students 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. As soon as possible after the search of a student's personal possessions, the school authorities will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

### **Search of Lockers, Desks, Possessions, and Persons**

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

Conferring with Students: A teacher, counselor, administration or other school personnel may confer with a student concerning the violation of conduct of standards, by the student or by others.

Search of personal possessions or person: An administrator or designee may search a student's outerwear, bags, other personal possessions, or vehicle if there is a reason to believe that it will uncover a violation of law or school rules.

Camera Surveillance: Students and visitors may be videotaped in public areas of the school building and grounds. These tapes may be viewed by authorized individuals for the purpose of school safety and security of property and buildings.

Students are responsible to remove all belongings by the last day of school. Any remaining items will be discarded.

**DO NOT LEAVE VALUABLES OR MONEY IN YOUR LOCKER. THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN PROPERTY.**

## **M.A.H.S. DISCIPLINE PLAN**

**At Minnewaska we are working together to provide a positive and safe learning environment by respecting ourselves, our work, property and others.**

The key components of the Minnewaska Public Schools discipline plan include:

- building self-esteem
- promoting self-discipline
- focusing on internal motivation
- eliminating fear and coercion by providing a safe environment
- creating conditions for a need-satisfying environment
- school discipline needs to be a part of our schools educational process and not a strictly punitive process
- consequences are natural and logical

Although detention, suspension and expulsion will still be a part of the discipline plan, students may have an opportunity to correct their behavior with other consequences for most inappropriate behaviors.

The rules or guidelines for MAHS could be as simple as the following:

1. Respect yourself and others.
2. Help yourself and others maintain high standards regarding academic performance and social conduct.
3. Respect the investment your parents/guardians have made in this school by helping maintain good appearance of the facilities.

For students who choose not to follow those few guidelines, the State of Minnesota and the school board have established more rules to follow. Negative consequences come only as a result of choosing not to follow the rules.

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota statutes [121A.582](#) and other laws.

For significant violations where law enforcement is involved, parents/guardians will also be notified.

Discipline Complaint Procedure: According to *Minn. Stat. 121A.67*, students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied. The process is initiated by submission of a complaint in writing to the Superintendent or the superintendent's designee. The complaint must be submitted in writing and dated by the person making the complaint.

**BEHAVIORAL GUIDELINES: This table is intended to be used as a reference guide and is not all-inclusive. School officials have discretion regarding matters of student discipline. \*refers to offenses that are cumulative through a student's high school years.**

Misbehaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Absences (excessive), Skipping/Truancy  Skipping class/school	Working Lunch, Parent notification; (3, 5, 7 UNX,) Physician's note required after 10 days/semester; detention.  Warning and/or Detention, <b>zero credit earned for class skipped.</b>	Parent notification, Social Services Notification (3,5,7 unx or excessive excused)  Detention, Working Lunch, or ISS. zero credit	Parent notification; Social Services Notification (3,5,7 unx or excessive excused) attendance contract, intervention meeting  Detention, Working Lunch, ISS, or Intervention Meeting, zero credit	
*Alcohol/Drug Use or Possession <b>including marijuana or THC</b>  (separate tobacco or e-cig policy at bottom)	<del>1-3</del> days suspension, police referral, and parent meeting	<del>3-5</del> days suspension, police referral, and parent meeting	5-10 days suspension, police referral, and administrative conference	Recommended expulsion or alternative learning setting
*Alcohol or Drug Distribution	<b>Suspension</b> or Recommended expulsion			
Bus Conduct  Consequences can be skipped/repeated at the discretion of the principal in consultation with bus company.  *Zero Tolerance on bus: fighting, theft, vandalism, obscene	Verbal warning, parent contact - assigned seating or 1-3 day removal	Parent contact. 3-5 day removal from bus	5-10 day removal from bus and parent meeting with Transportation Director	Removal from the bus for the remainder of the school year or at the discretion of administration.

language or gestures directed at bus driver, officials or others, violations of school weapons policy, use or possession of tobacco, drugs or alcohol will result in immediate suspension from the bus.				
Cell Phone or electronic device misuse	Student brings phone to office and it stays in office the remainder of the day. If violation occurs after lunch period, device will remain in the office for the day and an additional day.	Student brings phone to office and it stays in office the remainder of the day. If violation occurs after lunch period, device will remain in the office for the day and an additional day.	2 weeks device is held in the office (student days)	Cell phone ban from school for time period determined by administration (phone checked into the office)
Cheating	Classroom policy, Zero on assignment, parent contact	Parent contact, detention, zero on assignment - 1-3 days suspension	ISS, zero on assignment, parent conference Recommended removal from course with no credit	
Disorderly Conduct (obscene, boisterous, or abusive language that could alarm others)	Detention and/or ISS, OSS, parent contact, potential police referral	Detention and/or ISS, Lunch/LT removal, 3-5 day suspension, parent conference, potential police referral	Discretion of administration	
Disruptive behavior	Detention, ISS, parent contact	Detention, ISS, OSS, and Parent Meeting followed by Blue Slip	1-3 Day-Suspension, possible removal from course or no course credit	
False Fire Alarm	1-3 Day Suspension Police referral	3-5 Day Suspension Police referral	5 days Suspension legal charges	
*Physical Violence or Fighting/Brawling (Physical Assault)	Detention and/or ISS, OSS, parent contact, potential police referral	ISS and/or OSS, potential police referral, parent conference	OSS and potential police referral	Recommended expulsion
Forgery	Detention, parent contact	Suspension	Suspension	
Harassment or Hazing	1-3 day suspension; potential police referral	3-5 day suspension and parent meeting, possible police referral	5-10 day suspension and recommendation for expulsion, possible police referral	
Inappropriate Dress	Conference & alter attire, and/or detention.	Conference, alter attire, and/or and parent contact	Conference, alter attire, detention, parent conference	
Insubordination/Defiance (including academic insubordination)	Detention and/or ISS, Lunch/LT removal, OSS, parent contact	Detention and/or ISS, Lunch/LT removal, 1-3 day suspension, parent conference	3-5 day suspension, parent/student conference,	
Internet misuse	1-3 week suspension from using computer, parent contact	30 day suspension from computer, parent conference.	Loss of school devices.	
Lunchroom Misconduct	Warning, working lunch, Lunchroom cleaning	Working lunch, clean lunchroom, parent contact	1-3 day suspension clean lunch room, parent conference	
Obscene Materials	Detention	1 day suspension	3 days suspension	
Parking/Parking Lot Violation	Verbal Warning, parent phone call	Parent phone call, and loss of parking privilege for 2 weeks	Tow at owner's expense, loss of parking privilege	
Physical Assault on staff	Recommended expulsion and police referral			
Profanity (written, spoken & gesture)	Warning and/or Detention	Detention and/or ISS, Lunch/LT removal	3 day suspension parent conference	OSS
Stealing (Restitution for all offenses)	Under \$20 Detention and parent contact for under \$20.  Over \$20 Parent Contact 1-5 day suspension, police referral	Under \$20 Parent meeting and 1-5 day suspension and police referral  Over \$20 3-5 day suspension, police referral, and parent meeting	Discretion of administration	Discretion of administration
Tardies	A total of 3 cumulative tardies per quarter results in detention, 3 tardies=1 unx absence	A total of 9 cumulative tardies per quarter results in a referral to social services, intervention meeting with parents	Social services referral, intervention meeting, attendance contract	
*Terroristic Threat (Threats of Violence, Threat of Bodily Injury)	3-5 Day Suspension, Parent Conference, potential Police Referral	5-7 Day Suspension, Parent Conference, Police Referral	Recommendation for expulsion or alternative setting	
Teasing	Warning, parent contact and possible or detention	Considered bullying with parent conference and incident report, possible detention and/or suspension	Considered bullying followed by a parent conference, possible police referral and 3-5 day suspension	Recommended expulsion or alternative setting

Threats/intimidation	Detention and/or ISS, Lunch/LT removal	Parent conference, possible police referral, 1-3 day suspension	Police referral, 3-5 day suspension or possible exclusion	Recommended expulsion or alternative setting
*Tobacco and Electronic (e- cig) Devices	1-3 day suspension, parent contact, police referral	3-5 day suspension, Police referral, parent conference	5+ day suspension, Police referral, cessation classes	
*Vandalism	Restitution, parent conference, 1-3 day suspension and police referral	Restitution, parent conference, 3-5 day suspension and police referral	Recommended expulsion	
*Verbal Assault or Verbal Harassment towards staff	1-3 day suspension, possible blue slip	3-5 day suspension, blue slip	5-10 day suspension, parent meeting, and police referral	Recommendation for expulsion
Weapon	See School Weapons Policy Below			

**WEAPONS POLICY ([Policy 501-School Weapons 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.

**“Weapons” are identified as**

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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified 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 non-functional, 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 or 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.

\*An assessment team of school staff will meet to make further recommendations for resolving the incident.

\*\*A student who finds a weapon on the way to school or in the school building and immediately notifies the High School Office shall not be considered in possession of a weapon.

**ALCOHOL AND DRUGS, POSSESSION OR USE OF**

Possession or use of any alcohol, drugs, or drug paraphernalia in or on school premises, or in an area where school activity is taking place is forbidden. This includes gummies or any edible cannabinoid products.

**Note:** Many students, parents, and teachers are concerned about the increasing use of drugs among our youth. To ensure a safe and drug-free environment the school board has approved the use of drug-detecting dogs to randomly search the school property. When this procedure is used, the dogs will systematically search the parking lot, lockers, and classrooms for illicit drugs. Although we would not have the dogs systematically search students, it is possible that the dogs would detect drugs stored in books, backpacks, and clothing. We would follow up all leads with a legally conducted search. The search and follow-up action will be handled by school-designated law enforcement

officials. We are asking all students and parents to support this movement; that is to keep Minnewaska a great place to receive a great education.

## **DATA PRIVACY NOTICE**

When the school district is investigating concerns or a report has been made and a student has been identified as someone that may have relevant information, a Data Privacy Notice is provided to the students and asked to be signed for documentation. Students are expected, by school policy, to cooperate with school officials when being questioned in a disciplinary investigation. Noncooperation may result in disciplinary action. Information received will be released to school officials, parents, guardians, the MSHSL if necessary. Suspected criminal activity will be submitted to law enforcement.

**Discipline Complaint Procedure:** According to *Minn. Stat. 121A.67*, students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied. The process is initiated by submission of a complaint in writing to the Superintendent or the superintendent's designee. The complaint must be submitted in writing and dated by the person making the complaint.

## **FIGHTING**

Fights are any physical confrontation that involves the use of fists or the use of any physical force in anger. Students involved in fights on school property may receive a suspension from school. (This could be either in-school or out-of-school.) Parents will be notified and a conference will be held before re-admittance to school. Law enforcement may also be notified and assault charges could be filed.

**\*Harassment info is listed above.**

## **BULLYING ([Policy 514-Bullying Prohibition](#))**

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

### **Bullying can be defined as:**

- **Physical Bullying** – This includes hitting, kicking, pushing, choking, punching...
- **Verbal and Non-Verbal Bullying** – This includes threatening, taunting, teasing, hate speeches, insults, pictures, drawings, cartoons, ...
- **Exclusion or Relational Bullying** – to purposefully try to convince peers to exclude or reject a certain person or people and cut the victims off from their social connections, manipulation of friendship relationships, spreading rumors, ...
- **Extortion** – This includes stealing of money and possessions, ...
- **Cyber Bullying** – via websites, emails, chat rooms, text messages, etc.

**Procedures:** All bullying allegations must be investigated within 3 days of initial referral.

1. If any of the above actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, a principal, or any other staff member or fill out our [Bullying/Harassment Incident Form](#) and give it to a staff member.

## **HARASSMENT AND VIOLENCE ([Policy 413-Harassment and Violence](#))**

The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

“Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
3. otherwise adversely affects an individual’s employment or academic opportunities.

### **Harassment and Violence Report Form**

CONTACT: The Superintendent and/or Human Rights Officer;  
Minnewaska Area High School  
25122 State Highway 28  
Glenwood, MN 56334  
PH: (320 -239-4800)

### **HAZING POLICY (Policy 526-Hazing Prohibition)**

“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 as referenced in Minnesota Statute 121A.69.

### **NUISANCE DEVICES**

Nuisance devices that present a clear and present danger to others as well as disruptions to the school environment, and are prohibited in any school building or on school grounds. The article shall be confiscated and appropriate disciplinary action taken.

### **PORNOGRAPHIC MATERIAL; POSSESSION, USE, OR DISTRIBUTION OF:**

The possession, use or distribution of pornographic material will result in immediate notification of parents, detention, and possible suspension from school. The length of suspension may be from 1 to 5 days, depending on the circumstances. **This includes Internet usage.**

### **TOBACCO, POSSESSION OR USE OF**

Possession or use of any tobacco or tobacco-related devices such as “electronic cigarettes” in any form in any school building, on the school grounds, on a school bus, or at any other premise in which students from Minnewaska Area Schools are participating is prohibited. Any student found violating the rules on the use of tobacco shall be disciplined in the following manner according to the Discipline Matrix.

### **DRESS CODE/CLOTHING POLICY (Policy 504-Student Dress and Appearance)**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to, the following:

- 1-clothing appropriate for the weather
- 2-clothing that does not create a health or safety hazard
- 3-clothing appropriate for the activity (i.e., physical education or the classroom)

Inappropriate clothing includes, but is not limited to, the following:

- 1-wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably construe as sexual.
- 2-wearing clothing or body markings (i.e., tattoos) that include words or pictures which are obscene, vulgar, abusive, or discriminatory.
- 3-wearing clothing promoting products or activities that are illegal for use by minors.
- 4-wearing clothing or other items, or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This includes objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in district policy.
- 5-wearing clothing or footwear that would damage school property.
- 6-wearing masks, hoods, face paint, or grooming that limits or prevents identification of a student.
- 7-wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- 8-wearing clothing in a manner that displays undergarments.

Student backpacks are not to be brought into classrooms or used throughout the day during passing time or transitions for student safety and classroom congestion. Students are to place their backpacks in their assigned lockers when they enter the school and should remain in their locker throughout the school day, or until the student leaves for the day. Any backpacks that are found in hallways, classrooms, bathrooms, or being transported throughout the building are subject to search.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

### **Procedures**

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

Administration reserves the right to deny admission to school functions based on dress and/or grooming determined to be inappropriate and/or disruptive to the education process.

### **VANDALISM**

Vandalism is purposeful damage to or destruction of school property or the property of others. Any vandalism or destruction to school property will be dealt with by law enforcement and be subject to school disciplinary measures including but not limited to restitution, suspension, etc.

## **BEHAVIOR INTERVENTIONS/CONSEQUENCES**

### **CLASS DISRUPTIONS**

When a student's behavior is causing others in the class to lose focus on their work, it is considered a classroom disruption. This can include inappropriate comments, loud or obnoxious behavior, talking to others during lectures, etc. These will be handled in a three-step process: first-a warning, second-a formal warning, and finally-an Office Referral or removal from the class. The teacher has the authority to make an immediate Office Referral for "excessive behaviors".

### **BEHAVIOR INTERVENTION MEETINGS**

It is our goal in Minnewaska to have a positive influence both academically and behaviorally. In the event that behaviors become repetitive/chronic or severe, a parent/student meeting will be set up to intervene and discuss an intervention plan for the success of the student.

### **BLUE SLIP**

Students interfering with other students' ability to learn may be removed from class for a short period of time (1-3 days) to a permanent removal with no credit. This process will be initiated with a Blue Slip. Students who are removed with a "Blue Slip" will be asked to complete the following steps to re-enter class.

#### **Blue Slip Procedure:**

1. Prior to a student receiving a blue slip attempt to meet with the parents/teacher and administration to discuss the behavior issues.
2. Students will report directly to the High School Office upon receiving the Blue Slip.
3. The teacher will call the parent and set up a meeting with the teacher, student, parents/guardians, and administration to discuss the problem.
4. Students will complete the following statements on the Blue Slip form.
  - a. **Statement A:** Reason(s) for being released from class and classroom guidelines violated.
  - b. **Statement B:** State how you will correct your behavior.
  - c. **Statement C:** Apologize for your actions and ask to be readmitted.
  - d. *All statements must be readable, in sentence form, and grammatically correct.*
5. Have the instructor, your parents, yourself, and the principal sign the completed form.

If a **student** receives a second blue slip during that course, he/she will be removed from the course for the remainder of the term and will receive a failure for the course.

A student who does not complete the Blue Slip procedure (items #1, 2, 3) will receive a failure and may be reassigned to a restricted study hall.

### **DETENTION**

Detention is assigned to those students who fail to comply with the rules of the school. Detention is assigned by the administration or teaching staff. Students will be notified as soon as possible of their detention and will be responsible for fulfilling their detention obligations during the next available detention option.

Detentions will be held before/after school or **during Lunch/Laker Time**.

Detention rules: Students are to turn in their cell phones and other electronic devices to the detention supervisor, and work on school work. If there are behavior or attendance issues with detention, credit will not be given and additional interventions put in place.

Additional consequences will be assigned if a student fails to comply with this policy.

If a student is issued 5 detentions in a quarter for any reason, any detention issued after a 5th will automatically turn into a day of In School Suspension and an intervention meeting set up with parents, students, and appropriate staff.

### **LOSS OF PRIVILEGES**

When students mismanage certain privileges, a logical consequence is the loss of the privilege. For example: If a student misbehaves on the bus for a second time, bus riding privileges **will be suspended for a period of time**. Students misbehaving in the lunchroom or classroom may lose their lunchroom privileges and be issued a working lunch. Student activities such as prom, homecoming, dances, field trips, etc. are privileges and may be revoked due to behaviors or chronic absenteeism and attendance issues.

### **REMOVAL FROM CLASS**

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Missed class time may be required to be made up either before or after school.

### **SUSPENSION**

Suspension is the short-term exclusion (1 to 10 days) of the student from school during which the school is relieved of custody of the student. Suspension may be either in school or out of school.

- If suspension is in school (ISS), the school will retain custody of the student. Students receive credit for daily work, tests, and projects while in ISS. If a student receives an ISS, they will turn in their personal devices to the office for the day. If the student is in activities, a citizenship violation will follow the In-School Suspension.
- If suspension is out of school (OSS), the responsibility of the student becomes that of the parent.
  - Students are required to make up classroom work during OSS. At the teacher's discretion, additional time may or may not be given. However, students will receive zeros for daily work, which covers the period the student is assigned OSS.
  - Students will be allowed to make up and receive credit for tests, finals, and projects.
  - A principal/parent/student conference must be held before the student on OSS is readmitted to school.

### **EXPULSION**

Expulsion is removing the student from the school setting for up to a year; usually until the end of the school year. This action requires a school board hearing. Students who are expelled may not attend school-sponsored activities including sports activities, dances, etc.

### **GROUNDINGS FOR DISMISSAL**

A pupil may be dismissed for willful violations of school board regulations, willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties or willful conduct that endangers the pupil or other pupils, surrounding persons, including staff or property. Minnewaska High School will not dismiss any pupil without attempting to use nonexclusionary disciplinary practices.

### **TRESPASS NOTICE**

A Trespass Notice may be served on a student who is suspended from school or has violated school policy warranting such action. A Trespass Notice prohibits a person from entering school buildings and property and will be specific as to the times and duration.

### **GOOD FAITH EXCEPTION**

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

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

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

## Why statewide testing?

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

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

## Why does participation matter?

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving 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 high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<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](https://education.state.mn.us) (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 three page form on the district website and include it in district student handbooks.

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

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

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

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

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

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

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

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

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > 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 be counted as "not proficient" for the purpose of school and district accountability and waive 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 \_\_\_\_\_