



## Area Learning Center

# Student Handbook 2020-2021

201 Orchard Street South

Northfield, MN 55057

Main Office: 507.645.1201 (ALC Office)

Attendance Line: 612.695.2139 (call or text)

Fax: 507.645.1250

Director: Daryl Kehler

[dkebler@northfieldschools.org](mailto:dkebler@northfieldschools.org)

District Website: [www.northfieldschools.org](http://www.northfieldschools.org)

**Northfield Public Schools: Our Vision**

We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.

**Northfield Public Schools: Our Mission**

We deliver educational excellence that empowers all learners to engage in our dynamic world.

**Beliefs**

- **Public Education**  
*We believe that public education is the foundation of our democratic republic.*
- **Learning**  
*We believe that everyone can learn and has unique gifts and talents that must be nurtured and valued. We believe that learning is a lifelong, multi-faceted process that involves more than academics.*
- **Decision-Making**  
*We believe decisions must be based on the district's mission and beliefs and relevant sources of information. We believe in an open decision-making process that invites honest dialogue.*
- **Shared Responsibility**  
*We believe that education is the collective responsibility of our students, families, schools and communities.*
- **Learning Environment**  
*We believe that everyone in our schools has the right to a positive learning environment that provides physical, emotional and intellectual safety, and nurtures mutual respect, responsibility and rigor.*
- **Diversity**  
*We believe that all learners have a right to equitable access to educational opportunities.*

**Strategies**

- **Quality Education**  
*We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.*
- **Climate**  
*We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.*
- **Curricular Outcomes**  
*We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.*
- **Stewardship**  
*We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.*
- **Communication/Partnerships**  
*We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.*
- **Diversity**  
*We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.*

<b><u>Ongoing Priorities</u></b>	<b><u>Near-Term Priorities</u></b>
<ul style="list-style-type: none"> <li>● Prioritize recruiting and retaining diverse staff.</li> <li>● Robust core subject instruction.</li> </ul>	<ul style="list-style-type: none"> <li>● Building and fostering relationships - commitment to social/emotional health for all.</li> <li>● Develop a long-term solution that allows for reasonable class sizes while maintaining financial stability.</li> <li>● Spaces that are modern, innovative, creative and flexible.</li> <li>● Equitable opportunities and support for all career and college paths.</li> </ul>

## **WELCOME TO THE AREA LEARNING CENTER**

This handbook has been designed to be helpful in answering questions about The Area Learning Center's programs, policies, and procedures. This handbook is not an all-inclusive list of rules but rather an outline of expectations and procedures that assist in the operation of the school.

We welcome and encourage you to communicate with us at school. We look forward to working together with students and parents/guardians to give the students an opportunity to be successful in their education.

Our best wishes are for a productive positive school year.

## **2020-2021 AREA LEARNING CENTER STAFF/ADMINISTRATION**

[Link to the ALC Staff Directory](#)

# Northfield Public Schools 2020-2021 School Calendar

Approved by School Board  
February 11, 2019  
REVISED August 10, 2020

July 2020							July		January 2021							January	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
			1	2	3	4	4	Independence Day						1	2	1	No School; Winter Break
5	6	7	8	9	10	11			3	4	5	6	7	8	9	18	No School, Martin Luther King Jr. Da
12	13	14	15	16	17	18			10	11	12	13	14	15	16	28	End of Second Quarter
19	20	21	22	23	24	25			17	18	19	20	21	22	23	29	No School, Teacher Preparation Day
26	27	28	29	30	31				24	25	26	27	28	29	30		
									31								
August 2020							August		February 2021							February	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
						1				1	2	3	4	5	6		
2	3	4	5	6	7	8			7	8	9	10	11	12	13	15	No School, Staff Development Day
9	10	11	12	13	14	15	25	SpEd New Teacher Inservice	14	15	16	17	18	19	20		
16	17	18	19	20	21	22	26-27	All New Teacher Inservice	21	22	23	24	25	26	27		
23	24	25	26	27	28	29			28								
30	31																
September 2020							September		March 2021							March	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	Aug 31-Sept 3	Staff Development Days		1	2	3	4	5	6		
6	7	8	9	10	11	12	4	Teacher Preparation Day	7	8	9	10	11	12	13	19	End of Third Quarter
13	14	15	16	17	18	19	7	Labor Day	14	15	16	17	18	19	20	22-26	No School; Spring Break
20	21	22	23	24	25	26	8-11	Family Conferences; No Classes	21	22	23	24	25	26	27	29	No School; Teacher Preparation Day
27	28	29	30				14	First Day of School	28	29	30	31					
October 2020							October		April 2021							April	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
				1	2	3							1	2	3		
4	5	6	7	8	9	10	15-16	No School; Fall Break (MEA)	4	5	6	7	8	9	10		
11	12	13	14	15	16	17			11	12	13	14	15	16	17		
18	19	20	21	22	23	24			18	19	20	21	22	23	24		
25	26	27	28	29	30	31			25	26	27	28	29	30			
November 2020							November		May 2021							May	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7	6	End of First Quarter							1		
8	9	10	11	12	13	14	9	No School; Teacher Preparation Day	2	3	4	5	6	7	8		
15	16	17	18	19	20	21	25-27	No School, Thanksgiving Break	9	10	11	12	13	14	15		
22	23	24	25	26	27	28			16	17	18	19	20	21	22		
29	30								23	24	25	26	27	28	29	31	No School, Memorial Day
December 2020							December		June 2021							June	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5				1	2	3	4	5	6	Graduation	
6	7	8	9	10	11	12			6	7	8	9	10	11	12	10	Last Day of School (2-hr early dismissal)
13	14	15	16	17	18	19			13	14	15	16	17	18	19		
20	21	22	23	24	25	26	Dec 23-Jan 1	No School; Winter Break	20	21	22	23	24	25	26		
27	28	29	30	31					27	28	29	30					

**School Cancellation Procedures:**

On the third and subsequent day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

- Holidays, No School
- Holidays
- No School
- No School, Teacher Preparation or Staff Development Days

**Student Days:**

Term 1: 38 days  
Term 2: 46 days  
Term 3: 34 days  
Term 4: 52 days  
TOTAL: 170 days

**Summary:**

170 student contact days  
13 non-student contract days  
4 contract days off calendar (4 conferences)  
TOTAL: 187 contract days  
84 days - first semester; 86 days - second semester

# NORTHFIELD PUBLIC SCHOOLS 2020-2021 Calendar

Approved by School Board February 11, 2019

Revised by School Board August 10, 2020

## New Teacher Inservice

August 25 Special Education New Teacher Inservice  
August 26, 27 All New Teacher Inservice

## Teachers Back-to-School Workshop Week

Aug 31 - Sept 3 Staff Development Days  
September 4 Teacher Preparation Day

September 7 **No School.** Labor Day  
September 8-11 **No School.** Family Conferences  
September 14 First Day of School/Beginning of 1<sup>st</sup> Quarter

October 15-16 **No School.** Fall Break (MEA)

November 6 End of 1<sup>st</sup> Quarter (42 days)  
November 9 **No School.** (Teacher Preparation Day)  
November 10 Beginning of 2<sup>nd</sup> Quarter  
November 25-27 **No School.** Thanksgiving Break

Dec 23 - Jan 3 **No School.** Winter Break

January 18 **No School.** Dr. Martin Luther King's Birthday  
January 28 End of 2<sup>nd</sup> Quarter (46 days); End of First Semester (88 days)  
January 29 **No School.** (Teacher Preparation Day)

February 1 Beginning of 3<sup>rd</sup> Quarter and Second Semester  
February 15 **No School.** (Staff Development Day)

March 19 End of 3<sup>rd</sup> Quarter (34 days)  
March 22-26 **No School.** Spring Break  
March 29 **No School.** (Teacher Preparation Day)  
March 30 Beginning of 4<sup>th</sup> Quarter

May 31 **No School.** Memorial Day

June 6 Graduation  
June 10 **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (52 days); End of Semester (86 days)

## School Cancellation Procedures for 2020-2021

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at:  
<https://northfieldschools.org/parents/school-closings/>.

## ALC CALENDAR 2020-2021

The ALC calendar coincides with the district calendar above, but please note these exceptions:

- There is no school February 4 and February 5, 2021
- Conferences will be held October 12, October 13, January 21 and March 18.

## 2020-2021 DAILY SCHEDULE

<b>Monday ADVISOR Schedule</b>	<b>Wednesday Late Start Schedule</b>
Block 1 8:10 - 9:30	Block 1 9:10 - 10:10
Block 2 9:35 - 10:45	Block 2 10:15 - 11:15
Advisor 10:45 - 11:05	Block 3 11:20 - 12:20
Block 3 11:10 - 12:20	Lunch 12:20 - 12:50
Lunch 12:20 - 12:50	Block 4 12:50 - 1:43
Block 4 12:50 - 1:43	Block 5 1:48 - 2:40
Block 5 1:48 - 2:40	
<b>Tuesday, Thursday, Friday</b>	<b>In the Event of a District Wide 2-Hour Late Start the Schedule Will Be As Follows</b>
Block 1 8:10 - 9:30	Block 1 10:10 - 10:55
Block 2 9:35 - 10:55	Block 2 11:00 - 11:45
Block 3 11:00 - 12:20	Block 3 11:50 - 12:35
Lunch 12:20 - 12:50	Lunch 12:35 - 1:05
Block 4 12:50 - 1:43	Block 4 1:05 - 1:50
Block 5 1:48 - 2:40	Block 5 1:55 - 2:40

## GRADUATION REQUIREMENTS

Current freshmen, sophomores, juniors and seniors must earn 23 credits. Sixteen credits must be earned in the following areas: English 4 credits, Social Studies 3.5 credits, Math 3 credits, Science 3 credits, Physical Education 1 credit, Art 1 credit and Health .5 credit. The remaining 7 credits can be earned in elective courses.

## IMPORTANT SCHOOL NUMBERS

24 HOUR ATTENDANCE LINE. . . . . 612-695-2139 (talk and text available)

Director's office to contact teachers . . . . . 645-1201

Nurse's Office . . . . . 645-1205

## HONOR ROLL

A = 4.000          B- = 2.667          D+ = 1.333

A- = 3.667          C+ = 2.333          D = 1.000

B+ = 3.333          C = 2.000          D- = .667

B = 3.000          C- = 1.667          F = 0

"A" Honor Roll = 3.6 - 4.0 g.p.a.

"B" Honor Roll = 2.6 - 3.59 g.p.a.

## HONOR STUDENT DESIGNATION

Those students graduating with a cumulative grade point average of 3.70 or higher will be designated as "Highest Honor Students". Students with a cumulative G.P.A. of 3.5 to 3.699 will be designated as "Honor Students." The determination of these grade-point averages will be made after the first semester of the student's senior year.

## ELIGIBILITY

### 124D.68 GRADUATION INCENTIVES PROGRAM

Subd. 2. **Eligible pupils.** A pupil under the age of 21 or who meets the requirements of section 120A.20, subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:

- (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;
- (3) is pregnant or is a parent;
- (4) has been assessed as chemically dependent;
- (5) has been excluded or expelled according to sections 121A.40 to 121A.56;
- (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69;
- (7) is a victim of physical or sexual abuse;

- (8) has experienced mental health problems;
- (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- (10) speaks English as a second language or is an English learner; or
- (11) has withdrawn from school or has been chronically truant; or
- (12) is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

## **REGISTRATION**

Once a student meets the eligibility requirements, s/he must meet with the Director for registration. The following will be completed: transcript or credit report, a Continual Learning Plan, and a discussion of the Center's philosophy and policies. Parent permission is necessary for a student who is enrolled in high school and under eighteen years of age. A mandatory intake meeting must be held with student, parent/guardian and Director. A team meeting is required if a student is receiving Special Education services. The team must agree that the ALC will best meet the student's educational needs. Individuals involved should include but may not be limited to: principal and/or counselor, ALC Director, case manager, regular education teachers, parents and student. Parents are encouraged to be present at the meeting.

## **TRIAL PERIOD**

Students initially entering the Area Learning Center will be admitted for a 30 day trial period. If, during the 30 days, it is determined by Program staff that the Area Learning Center does not meet the educational needs of the student. A meeting can be scheduled at the end of the thirty (30) days to review continuance in the program.

## **CONTINUAL LEARNING PLAN REVIEW**

Students may meet periodically with staff to review their Continual Learning Plan (i.e. grades earned, goals attained, changes in individual needs, etc.) A teacher will be assigned to each student when entering the ALC. The teacher will meet with the student throughout the year to discuss credit completion, attendance, and other concerns/issues. Parents may review the CLP at Parent/Teacher Conferences.

## **PROGRAMS AVAILABLE**

Full-time Days; Independent Study (night program and day program); Concurrent (part time ALC and part time regular High School or PSEO); Dual (Learners from any school who attend after 2:30pm)



<b>Program</b>	<b>Overview</b>	<b>Days</b>	<b>Time</b>
Seat Based Program	Provides a positive, safe and structured learning environment with modified block-scheduling	Monday - Friday	8:10am - 2:40pm
Independent Study Night Class	For students who are in need of credit recovery and can complete coursework with minimal teacher direction.	10 class meetings per session Mondays & Thursdays	3:30pm - 5:30pm
Independent Study	For students who are unable to attend regularly and are self motivated learners who can complete work with minimal direction.	Flexible schedule	Flexible schedule
Teen Parenting Program	Provides support, information and skill-building opportunities to expectant teens and teenage parents.	<i>To Be Determined</i>	<i>To Be Determined</i>
Dual Enrollment	Students are enrolled in the ALC and another school at the same time.	Varies	Varies

### **INDEPENDENT STUDY EXPECTATIONS**

Independent Study is designed for students who are serious about making-up missed credits needed for high school graduation. The expectations set are designed to help support the student with achieving their goal(s).

### **INDEPENDENT STUDY ATTENDANCE**

Sessions will be held on Mondays and Thursdays from 3:30 – 5:30 pm at the Northfield Area Learning Center. Students must attend at least 18 hours to receive the full .5 credit. The amount of credits you will receive depends on the number of hours you log and the amount of work completed.

Attendance is taken when you sign in each evening. You must sign in at the time you arrive in order to be credited for the hours you attend.

If you are unable to attend class for any reason, please call the ALC Office at (507) 645-1201.

### **SESSIONS**

Session #1 2/1, 2/4, 2/8, 2/11, 2/18, 2/22, 2/25, 3/1, 3/4, 3/8  
 Session #2 4/5, 4/8, 4/12, 4/15, 4/19, 4/22, 4/26, 4/29, 5/3, 5/6

### **INDEPENDENT CREDITS/POINTS**

One semester credit (.50) is achieved by: 92 hours. (18 hours of classroom and 74 hours of homework). You will be graded on the quality of your work and the ability to work to your grade level. If the teacher assesses the work as unacceptable, it will be returned to you with notes for improvement. Points are awarded for “C” quality and above.

## **FREQUENTLY ASKED QUESTIONS – INDEPENDENT STUDY PROGRAM**

**What is Independent Study?** Independent Study is designed for students who are self-motivated and able to stay on task in the classroom. You need to be able to work well on your own, both in class and at home. You will need the ability to conduct research, read, write papers, and complete assignments in a timely manner.

Licensed teachers will be available to guide your learning process, help you find resources, discuss topics related to your course work, and answer your questions as needed. However, the bulk of work will be done on your own.

**What Independent Study Isn't** Independent Study is not a tutoring program. Teachers are available to assist you, but will not be teaching a class. It is not a place to hang out and visit with your friends. This program is for those students who are serious about learning.

**How long will it take me to complete a credit?** The length of time it will take you to complete a credit will depend on the student's abilities and work habits.

\* One quarter credit (.25) is equivalent to 46 hours: 9 hours classroom/37 hours homework.

\* One semester credit (.50) is equivalent to 92 hours: 18 hours classroom/74 hours homework.

**Do I have to attend class?** YES. Attendance is mandatory for this program.

**What if I cannot attend a class?** If you are ill or know that you will be missing class, it is your responsibility to call the Area Learning Center at (507) 645-1201 and report your absence.

**How do I know the credits I need to work on?** Before starting Independent Study, you will need to meet with your high school guidance counselor and discuss the credits needed. Finding out the courses and credits you need will be your responsibility.

**How and where do I turn in my homework?** In class, there is an assignment bin and an assignment log. Assignment Log: Document the information before turning in your work Assignment Bin: Make sure work has your name on it. Place all work in this bin. All of your assignments will be kept on file until the credit is complete.

## **ATTENDANCE INFORMATION**

Attendance at school is a shared responsibility between the individual student, and his/her parents/guardians, and the school. State law stipulates that it is the parent's/guardian's responsibility to ensure that their son/daughter attends school. The parent/guardian provides a reason for absence or tardiness and the school determines whether a student absence/tardiness is excused or unexcused.

Learning is enhanced by regular school attendance. Regular attendance assists in maximizing the educational benefits for each individual student.

### **ABSENCE PROCEDURE**

If a student must be absent from class or arrive late to school, the student's parent/guardian must call the Attendance Line at 612-695-2139 (talk and Text available) the day of the absence or earlier. If the student arrives after 8:10 and before 2:40, they should check in/out with the attendance office located in the computer lab. The attendance line is available 24 hours a day for your convenience. Absences must be excused within 24 hours or the absence may remain unexcused. If the school and parent/guardian do not connect on the day of the absence, a note from a parent/guardian will be accepted the next morning. Absences may no longer be excused after the day the student returns. Parents/guardians are encouraged to apply for an online access number to view their student attendance. See website for more information to Family Access. All students who become ill during the school day are required to check out with the nurse's office prior to leaving the building. Check out must include contact between school officials and parents/guardians prior to leaving the building. Failure to properly check out will cause the student to be unexcused.

**ANY STUDENT WHO LEAVES THE BUILDING FOR ANY REASON WITHOUT CHECKING OUT IS CONSIDERED UNEXCUSED. IF A STUDENT LEAVES THE SCHOOL AND RETURNS, THEY WILL BE SEARCHED AND/OR MAY BE SENT HOME.** Checking out means contact between parent/guardian and the school official before the student leaves the building.

### **ABSENCES/EXCESSIVE TARDIES**

Students who miss a class period 4 times in a grading period will be given NO CREDIT (NC) for that class. This is on a class by class basis. This may mean they will be moved into Independent Study to try and earn some credit, or they may be removed from the absented out class(s) for the rest of the grading period.

Four (4) tardies will be equivalent to one (1) class absence. This will also be a on a class by class basis.

At 15 consecutive absences, a student is dropped and must re-enroll at the beginning of next grading period. A student may attend the credit recovery program/Independent Study, if they choose to do so.

## **GRADING PERIODS**

**Grading Period #1:** SEPTEMBER 8, 2020 - OCTOBER 6, 2020 (21 Days)

**Grading Period #2:** OCTOBER 7, 2020 - NOVEMBER 6, 2020 (21 Days)

**Grading Period #3:** NOVEMBER 10, 2020 - DECEMBER 16, 2020 (23 Days)

**Grading Period #4:** DECEMBER 17, 2020 - JANUARY 28, 2021 (22 Days)

**Grading Period #5:** FEBRUARY 1, 2021 - FEBRUARY 25, 2021 (16 Days)

**Grading Period #6:** FEBRUARY 26, 2021 - MARCH 19, 2021 (16 Days)

**Grading Period #7:** MARCH 30, 2021 - APRIL 30, 2021 (24 Days)

**Grading Period #8:** MAY 3, 2021 - JUNE 10, 2021 (28 Days; 19 Days for Graduating Seniors)

## **ABSENCE APPEAL**

If a student, the parent/guardian, or the school feels that extenuating circumstances caused the absence limit to be exceeded; an appeal may be filed with the Director. The student/parents are responsible for filing an appeal by contacting the Director at 645-1201. The Director will hear the facts of the situation before deciding whether to waive a certain number of the fifteen (15) absences or to enforce no credit earned.

## **ATTENDANCE AND CO-CURRICULAR ACTIVITIES**

Students at the Area Learning Center are eligible to participate in all co-curricular activities offered at Northfield High School. However, ALC students must meet the same eligibility standards that Northfield High School students must meet in order to participate in an activity: In order to practice, rehearse, compete or perform in an NHS co-curricular activity, the student must be in attendance that day for a minimum of 3 consecutive hours. Pre-arranged excused absences (at least 24 hour advance) will be considered an exception to this policy.

## **EXCUSED / UNEXCUSED ABSENCES**

Excused absences not counted towards No Credits (NC):

- School sponsored activities or events
- Medical/Therapy appointment that cannot be made outside of the school day (note required)
- College visits (limit 2)
- Death of immediate family member (Parent, Grandparent, Sibling)
- Court dates (note required)
- Administrator discretion

Unexcused tardiness for more than fifteen minutes is considered an unexcused absence. Unexcused absences include, but are not limited to, oversleeping and car trouble.

## **WITHDRAWAL FROM SCHOOL**

A student who wishes to withdraw from school who is under the age of 18 will be required to have a meeting with the Director and parents/guardian to review the student's educational options.

## **GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS**

### **ACCESSIBILITY**

The main doors located on the west side of the building have been designated as our main entrance for handicapped accessibility. An elevator is available for use within the building. The ALC is located on the second level. Students are not allowed on the first level, unless approved by the Director.

### **BULLYING PROHIBITION**

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive
- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514. Students and/or families should report instances of bullying as outlined above to the building principal or assistant principal. While not required, [the use of this form is encouraged to assist in a prompt investigation.](#)

### **CELL PHONES**

**Cell phones are not allowed to be used or seen during instructional time, and must be turned off. Cell phones are allowed during passing time and lunch.**

Teachers may use participation points to deduct grades for cell phone use and other off task behavior. If a student continues to have issues with cell phone use, the parent and student will have a meeting with ALC staff to determine a plan of action. In case of an emergency and someone needs to reach the student at school, they can call 645-1201.

### **E-LEARNING DAYS**

Northfield Public Schools uses e-Learning days (formerly called flexible learning days) to mitigate the loss of instructional time when the weather forces school closures. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>.

### **ELECTRONICS**

Speakers (such as Bluetooth speakers) are not allowed in school or on field trips. This includes speakers that connect to phones, etc, but also includes using a phone's speaker to broadcast music, videos, etc. Students should plan on using headphones instead of speakers of any kind.

### **HARASSMENT-FREE LEARNING ENVIRONMENT (HUMAN RIGHTS/TITLE IX)**

The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints.

Such reports should be made to:

Molly Viesselman  
Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools  
1400 Division Street S., Northfield, MN 55057  
Phone: 507.663.0600  
Email: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org).  
While not required, [individuals can make complaints using this form](#).

### **PERSONAL POSSESSIONS**

The Area Learning Center is not responsible for lost or damaged personal articles. Students are responsible for all belongings brought to school.

### **CLOSING OF SCHOOL**

In the event of bad weather, school closing announcements will be made over KYMN AM-1080 radio, FOX 9, KARE 11, KSTP, WCCO, Northfield News and Sklylert.

### **CONTACTING STUDENTS DURING THE DAY**

Parents/guardians are asked to refrain from calling students during school hours. Please confirm after school appointments before your student leaves home for the school day. ***Only urgent phone messages from family members will be delivered to students.*** No work related messages from employers will be delivered. No student-to-student messages will be delivered.

If it is absolutely necessary to contact student during the school day, please phone the office at (507) 645-1201. Please do not call students on their cell phones during the school day.

### **COURSE INCOMPLETES**

Students who receive an “Incomplete” grade at the end of quarters one, two or three must make up the work within 2 weeks ***unless additional time has been granted by the teacher and Director.*** Work not completed at the end of the fourth quarter will automatically receive an “F”.

### **COURSE STRUCTURE**

Courses at Northfield ALC are all one quarter in length. For hours 1, 4, 5, and 6 the classes are worth .125 each grading period. For hours 2 and 3, classes are worth .25 credit each grading period. For a full-year course there are eight grades of record, two for each quarter. A total of 1 credit per term, 8 credits per school year may be achieved.

### **DAY CARE**

The ALC understands the difficulty for students to attend school regularly when child care is needed. In order to assist with this, the ALC staff will work with the student/family in trying to obtain child care (and financial assistance) whenever necessary.

### **REMOVAL FROM PROGRAM**

If a student receives two out of school suspensions or at least four days of suspension, whichever happens first, the student will be removed from the ALC day program until the end of the grading period. If this happens in the final week of the grading period, the student may be removed for the following grading period as well.

### **EIGHTEEN-YEAR OLDS**

Students who are 18 years of age or older must follow all school district policies and all school regulations, including the regulations that are outlined in the student handbook. Additionally, when a student turns 18 years of age, the following rules will apply:

1. All rights to make educational decisions will transfer to the student, including the right to make decisions about special education, unless a conservator or legal guardian has been appointed for the student.

2. Subject to all applicable laws, the school district may continue to provide educational data to the parent(s) of an adult student, provided that the parent(s) continue to claim the adult student as a dependent for tax purposes. If an adult student is claimed as a dependent but the student does not want the district to share educational data with his or her parents, the student may submit a written request for the district to end all communications with the parent(s). The district will evaluate such requests on a case-by-case basis to determine the appropriate course of action.

3. If the district grants an adult student's written request to stop sharing educational data with the student's parent(s), and the student later changes his or her mind, the student will be required to submit a signed form authorizing the district to resume sharing educational data on the student with the parents.

### **FAMILY ACCESS**

Parents/Guardians are encouraged to apply for a family access number. This will allow parents to view attendance, food service accounts, schedules and grades. **Go to the website at [www.northfieldschools.org](http://www.northfieldschools.org) click on family access to request a pin number.**

### **GRADUATION/COMMENCEMENT**

Students who have or will have successfully completed graduation requirements by the last day of the school year may participate in the commencement program and receive a diploma.

Students who are one-half quarter credit short of either the required courses or of the total credits required may also participate in commencement but will not receive a diploma until all graduation requirements are completed. Any student who is more than 1/2 credit short of either requirement is not allowed to participate in High School commencement.

### **LAW ENFORCEMENT AGENCIES**

The director may involve the Northfield Police Department, a police liaison officer, or other appropriate law enforcement agency when a public law has been violated at school. The police may be alerted to theft, vandalism, drug distribution, or assault. Any altercation involving injury to a person will also be reported. Prosecution by criminal complaint does not preclude disciplinary action by the school district. In addition, the student's parent/guardian may be held liable for damages relating to vandalism or injury as permitted by statute.

The administration shall give law enforcement officers permission to interview students on issues outside of the school's jurisdiction (only when parent/guardians have granted permission), if the student is below the age of majority. The interview will take place in a closed room away from the view of students and adults. An administrator may be in attendance. Where a local welfare agency or law enforcement agency asks to conduct an interview on school property in connection with an investigation into alleged child abuse, the district will allow the interview.

### **OPEN CAMPUS LUNCH**

An open-campus lunch period is allowed to students in grades 11-12 during the school year. All 9th and 10th grade students will have a closed campus lunch. If a student does not abide by the open lunch policy, parents will be notified and the student may be sent home. If the student continues to leave, they may be removed from the program until the next grading period. If the student cannot follow the policy upon returning, they may be removed from the program. If a student returns late from lunch, the attendance policies are in effect.

## **NURSE**

Any and all medications that students take at school must be distributed and stored in the ALC's main office.

## **PARKING LOT / VEHICLE POLICY**

Students are allowed to park in the designated "Student Parking" locations only. If insufficient space is available, students should park on the street but avoid the front of the building as this serves as a drop off area.

## **POST-SECONDARY OPTIONS**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis (see note below). Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis. To assist the district in planning, a student must inform the district by May 30 of each year of their intent to enroll in postsecondary courses during the following school year." More information can be found on the MN Department of Education Website.

## **PROM**

Area Learning Center 11th and 12th graders are eligible to attend the Northfield High School Prom. Any junior or senior student wishing to attend the prom with a person who is not a Northfield Student, must receive prior approval from the NHS principal. No one age 21 or older will be allowed to attend the prom.

## **REPORT CARDS**

End of the year report cards will be mailed home after the end of the school year. If you would like additional updates, please call the ALC office and/or utilize the Family Access option.

## **STUDENT DRESS POLICY**

Any student who feels offended by any individual's apparel may report their concern to the administration.

Students have the right to choose their manner of dress and personal grooming on school property unless it:

1. presents a danger to the students' health and safety
2. is sexually suggestive
3. exhibits profanity, lewd or vulgar expressions
4. can be construed as gang related
5. is found to be offensive
6. interferes with the educational environment of the school or classroom.
7. advertises products that are illegal for minors

In addition, students are expected to abide by the following expectations for appropriate dress:

- Undergarments should be hidden from view.
- Breasts and midriffs should be covered.



- Sagging pants are not allowed.
- Shorts should extend at least to mid-thigh

### **USE OF TECHNOLOGY AND TELECOMMUNICATION SYSTEMS BY STUDENTS**

Student use of technology and the Internet is governed by District Policy 524-2 regarding the use of technology and telecommunications systems. The policy can be viewed at

<https://northfieldschools.org/wp-content/uploads/board-policy-524.pdf>. See the Student iPad Loan Agreement for additional details about iPad implementation.

### **VISITOR POLICY**

All visitors, upon entering the building, are to report first to the Main Office and sign in. After confirming your visit/appointment the office personnel will give you access to the building. Please report to the ALC office - #205 on the second floor.. Students wishing to bring friends or relatives from other schools must get permission in advance from the Director. Previous students are welcome to visit, but please schedule these after school so that there is minimal disruption to the school day.

### **VOLUNTEERS**

Parents and community members are always encouraged to apply as an employee or volunteer at their student's school and / or with the Northfield Public Schools. Volunteers provide a valuable service to students and staff. Minnesota Statute requires a school hiring authority to request a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. Parents and community members who volunteer on a regular basis must complete a background check before serving students affiliated with Northfield Public Schools.

### **WEBSITE**

Northfield Area Learning Center website can be accessed at [www.northfieldschools.org](http://www.northfieldschools.org).

## Appendix A

### Procedures for ALC Student's Child(ren) Accessing Early Ventures.

1. The ALC student's child must be eligible for county support (Child Care Assistance Program (CCAP)) to pay for the cost of Early Ventures. CCAP does not cover Early Ventures full daily rate, thus the ALC will be responsible for covering all charges the county does not cover.
2. The ALC student has to be enrolled in, or have successfully completed, the parenting class offered through the ALC. The class will be taught by a Community Services Parent Educator.
3. The ALC needs to notify Early Ventures no later than February 1st of how many summer and school year INFANT slots the ALC would like to hold and pay for. A child can be considered an infant and be enrolled in the infant room until they turn 19 months. Due to current families, Early Ventures will not hold TODDLER slots.
4. If a new toddler or preschool spot is needed for the ALC, Early Ventures will determine if space is available after Early Ventures' current family registration (typically held in early-mid February). If space is available for a new toddler or preschooler, the ALC will need to determine if they want to commit and pay for the slot prior to Early Ventures' new family registration (1st week of March).
5. If a current ALC student that has a child enrolled in Early Ventures is not graduating at the end of the school year and will need an Early Ventures slot (in any room) the following year, the ALC student will be treated as a current family and will need to follow all current family registration guidelines.
6. If an ALC student is enrolled in Early Ventures' summer program, the ALC will be charged for the entire summer, not just days the ALC is in session. This will also allow the ALC student to access childcare in August or days the ALC is not in session.
7. The ALC will be charged all registration and snack fees for each ALC student's child in Early Ventures. Child Care Assistance typically does not cover these fees.

Update: May 7, 2018

## **Appendix B**

### **Child Nutrition Department**

Child Nutrition information is available on the school website at [northfieldschools.org](http://northfieldschools.org). Child Nutrition Services is under the Departments tab. All students will have individual meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/user in the family to record individual meal purchases. Students will use their same 4-digit PIN as last year. New students will be assigned a PIN at open house or on the first day of school. Ending meal account balances carry over from year to year. Students may purchase meals and food items by submitting a payment to their meal account or by making a payment at the time of service. The parents/guardians are responsible to monitor their student's meal account balances. If a student does not have money in his/her lunch account a meal will be provided, however, the student will be charged for this meal and the parents will be held responsible to pay for this meal purchased. Students who have a negative lunch balance will not be allowed to purchase à la carte items. The School District recognizes that it has an obligation to notify the parents or guardians of their student's meal account balances. The Child Nutrition Department will make every reasonable effort to notify or remind families of the need for a meal account payment by utilizing Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents should update their contact information in Family Access annually. For information on our negative meal account balance process please visit <https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

### **Menus**

The Northfield Public Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost. Families who are eligible for free or reduced priced meals receive meals at no charge which includes the alternative meal choices. One half-pint of milk is included with every meal. Most of the cafeterias operate on a continuous serve basis during the entire meal period. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the District website at [northfieldschools.org](http://northfieldschools.org). Fall menus will be posted on the district website a month prior to the start of school, and monthly throughout the year. If students bring food or beverages from home, we encourage all families to select nutritious choices. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. Individual milk purchases do not fall under the free and reduced meal benefits unless purchased with a meal. Breakfast is available at all schools. Elementary schools offer cold sandwiches and salads as alternative daily lunch choices. Secondary schools offer hot and cold sandwiches, salads and a second hot entrée lunch choice daily. All alternative meals are priced as a regular lunch meal.

### **Offer vs. Serve**

The "offer vs. serve" federal regulation requires that students be offered (rather than served) 5 required food components comprising the full lunch meal. Students may choose 3, 4, or 5 lunch food items based on their preferences instead of having to take some of each food. Students are required to take a full serving of a fruit or vegetable at lunch as one of the meal components. Students will be offered 4 required food components at breakfast and must choose at least 3 of the food items. Federal regulations require meals to be priced as a complete unit and students must pay the full price even if they did not choose the complete meal. Students are encouraged to take all of the food items offered, because it provides a balanced meal for the best price.

### **Food Allergies and Special Dietary Needs**

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible.

For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge on the written request of the parent or physician. Forms for allergies and any special dietary needs are available on the Child Nutrition Department webpage or from a building nurse. Please contact a building nurse, the District School Nurse or the Child Nutrition Director if you have any questions.

**Free and Reduced Meals**

Free or reduced meals are available for children who qualify. **An educational benefits form must be completed each school year** and submitted to the Child Nutrition Office for review and approval. Applications for free or reduced meals are mailed out to each household in August. The applications are also available online, at each Principal’s Office and in each school kitchen. Families can now complete the educational benefits application online through Skyward Family Access. If you wish to complete your application online, you must first log in to Family Access. After logging in, click the Food Service button located on the left side of the screen and select a child’s name. Click the applications tab and follow the prompts to complete the application. The District Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardian. A letter indicating your benefits will be e-mailed and saved on Skyward Family Access under the Food Service tab. Please save this letter in case you need to show proof of benefits for other programs. **Benefits from the previous school year will be carried over until October 22, 2020.** **Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 22, 2020 will be changed to full priced meals.** Families receiving MFIP, Food Stamps or FDPIR and enrolled in Northfield Public Schools by June 15 for the following year will be directly certified by the State of Minnesota to receive free meals and may not need to complete an application. Payment will be required for any meals purchased prior to the approval of the application.

**Meal Prices**

Meal prices are shown in the following charts. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations.

Elementary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.65	\$4.35	\$34.00	\$53.00	\$87.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Secondary Student Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$1.70	\$2.80	\$4.50	\$34.00	\$56.00	\$90.00
Reduced	Free	Free	Free	Free	Free	Free
Free	Free	Free	Free	Free	Free	Free

Staff / Adult / Visitor / Second Meal Prices						
Single Day				Monthly		
	Breakfast	Lunch	Both	Breakfast	Lunch	Both
Full Price	\$2.20	\$4.00	\$6.20	\$44.00	\$80.00	\$124.00

### Staff Meals, Adult Meals, Visitor Meals and Second Meals

Parents, guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. The cost for a non-student meal is \$2.20 for breakfast and \$4.00 for lunch. Exact change is appreciated.

### À la Carte

À la carte food items are available for purchase at the Middle School, High School and for staff at the elementary schools. Elementary students may only purchase extra milk for \$0.50 per half pint. There will be no charging of a la carte items if an account has a negative balance. A la carte purchases must have sufficient funds in the account for the total purchase amount. Prices of a la carte items are posted in the school kitchens. Food items and prices may vary throughout the year.

### Payments

Families may pay for meals by using cash, check or Revtrak online payment system. Payments may be made daily and sent to any school the student attends. Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Cash payments will be accepted in a sealed envelope with the student and parent's first and last name, PIN number, and the amount of payment written on the outside of the envelope. Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 1400 Division Street South, Northfield, MN 55057. All schools have payment envelopes and collection boxes placed in the Child Nutrition area for receipt of payments. Each school collects and posts money daily into individual meal accounts. Money collected will be posted into the account as it is turned in or at least by 10:30 am and again by 2:00 pm. All other cash or check payments will be posted the following day.

Payments using a credit or debit card can be made online through Family Access located on the bottom of the screen. Steps for making online payments through Family Access are as follows:

- Go to [northfieldschools.org](http://northfieldschools.org) and click on the button that says "Family Access" located on the bottom of the screen. You can either log-in to Family Access to continue or apply for a Family Access account if you do not have one.
- Once you have logged in to Family Access, you need to click on the Food Service tab to the left of the screen. This will bring up your child/children. From here you click the "Make a Payment" button next to the child's name. This will link you to Revtrak where you can make a payment.

Steps for making online payments at Revtrak directly are as follows:

- Go to <https://northfieldschools.revtrak.net>
- Click Food Service Payments then follow prompts to complete payment.

**Account Balance Statements**

Statements are available upon request. To request a statement, parents/guardians or staff may contact the kitchen at each school or the district office. We encourage the use of the Northfield Public Schools District website to view meal account balances, view payments and purchases, or to print statements. To complete an on-line payment, visit [northfieldschools.org](http://northfieldschools.org) and click on Family Access, under the Parent Resources tab. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances. For information on our negative meal account balance process please visit

<https://northfieldschools.org/wp-content/uploads/Negative-Balance-and-NSF-Procedure.pdf>

**Refunds**

Balances remaining on accounts at the end of the school year will be automatically carried forward to the following school year. Balances follow students to their next building assignment. Refund requests must be submitted in writing and received by the District Child Nutrition Office no more than 5 days after the last day of school. A check will be issued in the amount of the refund. No cash refunds will be made.

**Questions/Comments**

Sibley 645-3490	Bridgewater 664-3324	Greenvale/Longfellow 645-3509
Middle School 663-0668	District Office 663-0618	High School 663-0604

Comments regarding your student’s lunches may be directed to the Child Nutrition Department at the school your child attends. Please place your calls before 10:30 a.m. or after 12:30 p.m.

## 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 academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

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

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

### Academic Standards and Assessments

#### What are academic standards?

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

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

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

<b>Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</b>	<b>ACCESS and Alternate ACCESS for English Learners</b>
<ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>

### Why are these assessments effective?

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

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

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

### Are there limits on local testing?

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

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

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

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

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

### When do students take the assessments?

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

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

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

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

### How much time is spent on testing?

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

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

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

### Where do I get more information?

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





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

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

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

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

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

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

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

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

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

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

Reason for refusal:

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

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

\_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

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

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

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

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

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

To be completed by school or district staff only.              Student ID or MARSS Number \_\_\_\_\_

Posted May 2019