



# **Northfield Secondary Portage Online**

## **Student Handbook 2021-2022**

1400 Division Street South  
Northfield, MN 55057  
Main Office: 507.645.1201  
Attendance Line: 612-695-2139  
Fax: 507.645.1250

Principal: Daryl Kehler

[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.*

<u><b>Ongoing Priorities</b></u>	<u><b>Near-Term Priorities</b></u>
<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 NORTHFIELD SECONDARY PORTAGE**

This handbook has been designed to be helpful in answering questions about the Northfield Secondary Portage program, 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.

## **MISSION STATEMENT**

The Portage program will prepare every student for lifelong success through customized access to an education designed to meet the unique interests and abilities of every enrolled student resulting in measurable student engagement and academic growth.

## **2021-2022 NORTHFIELD SECONDARY PORTAGE STAFF/ADMINISTRATION**

Visit the [Northfield Staff Directory](https://northfieldschools.org) at northfieldschools.org to contact staff.

# Northfield Public Schools 2021-2022 School Calendar

Approved by the School Board  
March 9, 2020  
Revised June 14, 2021

July 2021							July							January 2022							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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## School Cancellation Procedures:

On the third and subsequent full 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-closures/>

	Holidays, No School		Holidays
	No School		Kickoff Family Conferences
	No School, Teacher Preparation or Staff Development Days		

## Student Days:

Term 1: 40 days  
Term 2: 47 days  
Term 3: 39 days  
Term 4: 47 days  
TOTAL: 173 days

## Summary:

173 student contact days  
11 non-student contact days  
3 contract days off calendar (3 conferences)  
TOTAL: 187 contract days  
87 days - first semester; 86 days - second semester

**NORTHFIELD PUBLIC SCHOOLS  
2021-2022 Calendar**

Approved by the school board on March 9, 2020  
Revised by the school board on June 14, 2021

**New Teacher Inservice**

Aug. 24            New SpEd & New/Returning from Leave Elementary Teachers  
Aug. 25 - 26      All New Teacher Inservice

**Teachers Back-to-School Workshop Week**

Aug. 30 - Sept. 2      Staff Development Days  
Sept. 3                Teacher Preparation Day

Sept. 6                **No School.** Labor Day  
Sept. 7 - 8            Family Conferences  
Sept. 9                First Day of School. Beginning of 1<sup>st</sup> Quarter

Oct. 21 - 22          **No School.** Fall Break (MEA)  
Oct. 25                School Resumes

Nov. 5                End of 1<sup>st</sup> Quarter (40 days)  
Nov. 8                **No School.** Teacher Preparation Day  
Nov. 9                School Resumes. Beginning of 2<sup>nd</sup> Quarter  
Nov. 24 - 26        **No School.** Thanksgiving Break

Dec. 23 - Dec. 31    **No School.** Winter Break

Jan. 3                School Resumes  
Jan. 17               **No School.** Dr. Martin Luther King Jr. Birthday  
Jan. 27               End of 2<sup>nd</sup> Quarter (47 days); End of First Semester (87 days)  
Jan. 28               **No School.** Teacher Preparation Day  
Jan. 31               School Resumes. Beginning of 3<sup>rd</sup> Quarter and Second Semester

Feb. 21               **No School.** Presidents Day. Staff Development Day

March 7 - 11        **No School.** Spring Break

April 1                End of 3<sup>rd</sup> Quarter (39 days)  
April 4                **No School.** Teacher Preparation Day  
April 5                School Resumes. Beginning of 4<sup>th</sup> Quarter

May 30               **No School.** Memorial Day

June 5                Graduation  
June 9                **Last Day of School.** 2-hour early dismissal  
                         End of 4<sup>th</sup> Quarter (47 days); End of Semester (86 days)

**School Cancellation Procedures for 2021-2022**

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full 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.

## 2021-2022 SECONDARY DAILY SCHEDULE

Learning Coaches and Content Tutors are available to schedule synchronous meetings anytime a student is in need of support. If a student remains on track, there are no required meetings and they are considered Level 1. If they start to fall behind, then the student is elevated to Level 2 and referred to the MTSS team. Then, the table below will apply depending on the level of support needed. The level of required synchronous meetings increases as a student demonstrates the need for increasing support to be successful in the Portage program. Content Tutor instruction is aligned to the specific needs of the class and/or individual students as identified in the courseware platform dashboard.

Student MTSS Tier	Monday	Tuesday	Wednesday	Thursday	Friday
Tier I - Making good progress	Learning Coach Synchronous Meeting for student success skills - required	Optional Content Tutor instruction	Optional Content Tutor instruction	Required Content Tutor instruction	Optional Content Tutor instruction
Tier II - Experiencing challenge in one or more courses	Learning Coach synchronous meeting for student success skills - required	Optional Content Tutor instruction	Required Content Tutor instruction	Optional Content Tutor instruction	Required Content Tutor instruction
Tier III - Experiencing multiple challenges in one or more courses	Learning Coach synchronous meeting for student success skills - required	Required Content Tutor instruction	Required Content Tutor instruction	Required Content Tutor instruction	Required Content Tutor instruction

### Secondary SPED Student Schedule

The special education case manager works collaboratively with the family and general education teacher to develop a personalized program and schedule to meet the needs of each Portage student with direct and/or indirect IEP service minutes. Depending on the individual IEP goals, a student may receive synchronous one-on-one teaching from the special education teacher, via small group instruction, or from an educational assistant with supervision from the special education teacher.

## IMPORTANT SCHOOL NUMBERS

24-HOUR ATTENDANCE LINE	612-695-2139
Main Office to contact principal or teachers	507-645-1201
Counselor for grades, transcripts	507-645-1201
High School Activities Office	507-663-0632

## ATTENDANCE AND ENGAGEMENT 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 expectation is for parents/guardians to provide an honest reason for absence and the school determines whether a student's absence is excused or unexcused.

Attendance for Portage students consists of making regular and continuous progress in their coursework, following the pacing prescribed in the learning platform or communicating with staff. Students are expected to regularly engage with their learning coach which includes responding to emails within 24 hours, participating in check-in meetings as designated by the learning coach and updating the district if there is any change in contact information.

For a student to remain in good standing for attendance, they need to attend 5 of the 7 days each week. The days are flexible, however staff will be available Monday through Friday during the regularly scheduled school hours so please keep this in mind if assistance is needed. **Attendance counts as communication with a staff member or logging into Edgenuity.** The Portage Administrative Assistant will communicate the attendance with families a minimum of once per week if attendance criteria is not being met.

### Absence Procedure

If a student must be absent for the day, the student's parent/guardian must call or text the Attendance Line at 612-695-2139 the day of the absence or earlier. The attendance line is available 24 hours a day for your convenience, however the office will respond within the school day hours. 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, written communication from a parent/guardian will be accepted the next morning. Parents/guardians are encouraged to apply for an online access number to view their student's attendance record. See District website for more information on Family Access ([northfieldschools.org](http://northfieldschools.org)).

### Excessive Absences

Attendance for online learning programs is different from the traditional setting in that a student is expected to engage in the learning process which counts as attendance instead of being physically in a building. Below are the Participation Guidelines expected of students. If a student becomes disengaged from the learning, they will be referred to the Multi-tiered System of Supports (MTSS) team and their schedule will become more prescriptive to ensure proper support is provided for the student to be successful and making progress.

#### Participation Guidelines for Secondary Portage Students

- Check messages and emails daily - be active receivers of communication
- Five days per week log in to learning platform via the student portal

- Commit to the course requirements for meetings and expectations when enrolling in a Portage course
- Students who are not meeting participation guidelines will be referred to the MTSS team for additional support
- Frequency of family/student communication is determined by the need of individual students
  - Level 1 - students on track: as needed
  - Level 2 - students not on track: minimum weekly check in. These students may also use tutors and require daily communication. **Refer to the MTSS tier table.**

## **ATHLETIC AND ACADEMIC ACTIVITIES**

All students are encouraged to participate in the athletic/academic programs and are eligible to participate while enrolled in the Northfield District. Please note that MN High School League eligibility requirements do apply. Please access the Activities Office Website [here](#) for more information.

### **Attendance Policy - Student Activities**

In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy. If absences are not cleared by a parent/guardian, the absence will be considered unexcused.

### **Academic Eligibility Policy Adopted June, 2019**

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics. Please reference the [Co-Curricular Handbook](#) for academic eligibility details.

## **ACADEMIC INFORMATION**

### **COURSE STRUCTURE**

Courses through Edgenuity are typically one semester (.5 credit) in length, although students can take year long or quarter length classes if needed. Each semester class is designed to take 90 hours to complete, this means students are expected to spend 3-4 hours per week per course actively engaged to stay on pace. Students' pace is individualized, but Portage staff will refer to the student's pacing frequently. This means the pace of a typical High School student, which amounts to completing the graduation requirements in four years. Once a student completes a course, they will be given the grade that is entered on the student's transcript and is used to determine cumulative grade point average and class rank.

### **MINIMUM CLASS LOAD**

The Portage caseload is structured similarly to the traditional high school schedule. To be considered a full time student, a student will be scheduled for a minimum of 5 courses in Edgenuity per semester with the expectation to have them complete by the end of each semester. Students may determine how they want to focus on the courses, for example they could work on 2-3 courses at a time or they could work on all at the same time.

## PACING

The online format offers an individualized pace, however it is important to stay on the usual pace so the student doesn't get behind in credits. In order to do this, the Portage Online program has quarterly progress reports instead of a traditional report card. This will include the credits needed each year, as well as where the student is currently in terms of credit progression. Because the courses can be completed earlier or later (depending on the student's pace), this method will avoid Fs or incompletes for traditional grading terms.

Normal High School pace	Credit per year	Credit at the end of each year	Portage pace
9th grade	6	6	3 semester courses completed each quarter
10th grade	6	12	3 semester courses completed each quarter
11th grade	6	18	3 semester courses completed each quarter
12th grade	5	23	3 semester courses completed each quarter
<b>Total</b>	<b>23</b>		

## IN-PERSON LEARNING OPPORTUNITIES

**Portage Middle School students** may enroll in no more than two in-person classes at Northfield Middle School each year. The following classes are available to any Portage student in the 2021-2022 school year:

- Amistades (for students formally enrolled in elementary Companeros)
- Band, Choir, Orchestra

Additionally, any Portage student may enroll in the following classes only if space is available:

- CTE (Career Technical Education)
- FACS
- Middle School Art

**Portage High School students** may enroll in no more than two in-person classes at Northfield High School each year.

- AP Courses
- Band, Choir, Orchestra
- Woods, Welding, Autos, CAD, Mechatronics
- Art department

## GRADUATION REQUIREMENTS

Students earn a Northfield High School diploma and therefore must earn **23 credits** as follows:

- English – 4.0 credits
- Social Studies – 3.5 credits
- Math – 3.0 credits

- Science – 3.0 credits
- Physical Education – 1.0 credit
- Arts – 1.0 credit
- Health – 0.5 credit
- Electives – 7.0 credits

## GRADE POINTS

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

## MID-YEAR GRADUATES

Students who can meet the necessary state and local requirements are eligible to graduate after the first semester of their senior year. Students desiring to graduate early must receive permission from the principal when registering for their senior year. Students are not eligible to participate in any school activities once they graduate. However, mid-year graduates may participate in the end-of-the-year commencement program.

## PASS-FAIL

Under special circumstances, a course may be taken under a pass-fail grading system where the final semester grade is reported as a "pass" or "fail" rather than a standard letter grade. Course credit is earned with a passing grade, and there is no impact on G.P.A. A pass-fail grading system must be arranged through an agreement between student, teacher, school counselor and principal.

## PORTAGE COURSE OFFERINGS

The following courses are offered through Portage Online using the Edgenuity platform.

English 6, 7, 8, 9, 10, 11, 12

Math 6 & 7, Algebra 8, Geometry, Algebra II, PreCalculus, Statistics

Science 6, 7, 8, Chemistry/Physics, Biology, Chemistry, Physics

Social Studies 6, 7, 8, US History, Civics, World History, Human Geography, Economics

Spanish 1, 2, 3; French 1, 2, 3; German 1, 2, 3

Intro to Art, Art History

Physical Education and Health

## POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

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. 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. For current information about the PSEO program, [visit the Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage](#). Contact Portage Director Daryl Kehler for PSEO enrollment and/or options for combining Portage courses with PSEO.

## **REPORT CARDS**

Due to the individualized nature of Portage, the program will use progress reports every quarter instead of report cards. This will show families and students the typical pace and where the student is at in relation to that.

## **SCHEDULE CHANGES**

Students must communicate with the school counselor or principal to initiate any change in their class schedule. **Please Note: A Portage student is only allowed to return to in-person at the High School or Middle School at the semester break.** If a student qualifies for the grades 9-12 ALC and would like to enter at the start of one of their grading periods that is also allowed.

## **SPECIAL EDUCATION PROGRAMS**

Special Education programs are an educational service provided to students who are having difficulty achieving in the regular school program and who meet state eligibility requirements that are verified through an assessment made by qualified personnel. The difficulties a student may encounter could be academic or emotional/behavioral. The student or parent/guardian may contact a guidance counselor, administrator, or teacher for information about referrals. At that point, the child study procedure will begin and parents/guardians will be informed of the procedure and their rights, which are contained in State and Federal laws.

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

### **ACADEMIC HONESTY**

All students are expected to:

- Engage with honesty and integrity in their academic life.
- Attend Portage ready to learn and in their learning demonstrate the ability to discern right from wrong.
- Know which academic behaviors are acceptable and which are dishonest.
- Produce work that is their own or give credit when the work is not their own.

All parents/guardians are expected to:

- Adopt the spirit as well as the letter of this academic honesty policy.
- Review the policy with their child and encourage their child to practice ethical behavior.
- Refrain from completing assignments for their child.

All teachers are expected to:

- Review the Student Citizenship Handbook's Scholastic Dishonesty section with students as often during the school year as appropriate.
- Teach the skills necessary to prevent a violation of academic integrity.
- Enforce the policy in all instances of academic dishonesty following the procedures below.

All administrators are expected to:

- Support the spirit of academic honesty with students, parents, and staff members in conferences and in classrooms.
- Follow the student disciplinary process as outlined in the Student Citizenship Handbook. Incidents of academic dishonesty will be cumulative for four years. The procedures whereby a student will be held accountable for infractions of scholastic dishonesty are as follows:

#### Incident 1:

1. The teacher will address the student with evidence when the infraction occurs and notify parents.
2. The student can receive a zero on the assignment, but may arrange a time to communicate with the teacher and set up an opportunity to re-do the assignment with supervision if possible.

#### Additional Incidents:

1. All of the disciplinary action of the first offense will occur.
2. The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points.
3. The teacher will notify the program Director, who will conference with the student and notify parents.

### **ACADEMIC ELIGIBILITY STANDARDS**

To review academic eligibility for student activities, refer to the [Co-Curricular Handbook](#).

### **ACCESSIBILITY**

The online platform Edgenuity has several accessibility features which staff can share with families upon request.

## **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.

## **CHEMICAL HEALTH**

Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco, nicotine, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products, and alcohol. A Chemical Health Counselor is available to students. Call the main office for more information.

## **CHILD NUTRITION DEPARTMENT**

See Appendix A

## **CLOSING OF SCHOOL (Applies to students attending a school building)**

In the event of bad weather, school closing announcements will be made over KYMN AM-1080 and WCCO AM-830 radio stations, and via Skylert and Schoology.

## **DISCIPLINE GUIDELINES**

See district "[Student Citizenship Handbook](#)"

## **e-LEARNING DAYS (Applies to students attending a school building)**

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/>.

## **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/GRADES ONLINE**

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 [northfieldschools.org](http://northfieldschools.org) to apply.

Parents and students have access to student grades via Student Access and Family Access. Scores as they appear on Student Access and Family Access should be considered unofficial. In the unlikely event of discrepancies between the teacher electronic gradebook and Student/Family Access, the teacher gradebook shall be the official record of all grades.

### **FREEDOM OF EXPRESSION**

Freedom of expression is necessary to promote creativity and teach tolerance of others' ideas. Verbal, written or symbolic speech, which causes disruption, will not be tolerated.

The administration will make judgments based on the following criteria:

1. It must not be obscene.
2. It may not make personal attacks on students or school employees.
3. It may not advocate or cause disruption of the school day.
4. It may not invade others' privacy or be libelous.
5. It may not denigrate any religion, creed, race, gender, or sexual preference.

The above criteria also apply to school-sponsored forums and will be used to judge whether verbal or symbolic speech may be punished.

### **GRADUATION/COMMENCEMENT**

Students who have or will have successfully completed graduation requirements by the last day of the school year may participate in the Portage Online commencement program and receive a Northfield High School diploma. Students who have never attended the Northfield High School, are not eligible to walk with the High School graduation ceremony. Students need to meet the additional requirements in order to walk with the Northfield High School. 1) The student has attended at least one year at the Northfield High School. **OR** 2) The student has attended any part of their senior year at the Northfield High School.

Students who are one-half credit short of either the required courses or of the total credits required may 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 commencement.

Seniors are expected to fulfill all obligations prior to graduation. These obligations include, but are not limited to: returned textbooks, iPads and chargers, class fees, textbook fines, and negative food service account balances. Seniors with outstanding obligations will be notified of their outstanding obligations and expected to fulfill those obligations.

### **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  
201 Orchard Street South, 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](#).

### **LAW ENFORCEMENT AGENCIES**

The Director may involve the Northfield Police Department, a school resource officer, or other appropriate law enforcement agency when a public law has been violated at school. The police may be alerted to cyberbullying or harassment. Prosecution by criminal complaint does not preclude disciplinary action by the school district. In addition, the student's parent/guardian may be held liable as permitted by statute.

### **LOCKER ROOMS (Applies to students attending a school building)**

For those students that attend part of the day at the High School; students **MUST** have a pass from a teacher/school personnel to enter school locker rooms during the school day.

### **LUNCH (Applies to students attending a school building)**

Portage students attending on-site classes may purchase meals when in school during meal times. Our free meal program has been extended through the end of the school year 2021-22, as provided by the United States Department of Agriculture. All students enrolled in the school district for on-site learning can receive free breakfast and lunch every day.

Milk is included in the price of a breakfast and lunch meal. Students who take milk only at meals will be charged \$0.50 per carton.

Even though all students will be receiving free meals during this time, it is ***very important*** that you complete the meal benefit application if your family has been approved in the past or if you feel your family may qualify for these benefits. Our schools receive funding to support students based on the number of families that qualify for free or reduced meals. You may also receive reduced rates for fee based activities.

### **PARENT/GUARDIAN GUIDE AND REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING**

See Appendix B

### **PARKING LOT/VEHICLE POLICY (Applies to students attending a school building)**

All motorized vehicles parked at Northfield High School by faculty, staff and students, must display a valid permit. The cost of a parking permit is \$150.00 per year (or \$75.00 for second semester). Additional permits (including lost permits) will be \$5.00. All parking permits must be registered with the office and may not be transferred to any other vehicle other than the vehicle described on the vehicle registration form. No sale/transfer of parking permits is permitted from student to student or sibling to sibling. Parking permits are full price per individual student. No family discount will be given. Any unauthorized parking offense will result in the following:

#### **Permitted Vehicles**

1st Offense: Written Parking Violation Warning  
2nd Offense: Administrative Referral  
3rd Offense: Loss of Parking Permit and/or towed at owner's expense

#### **Non-Permitted Vehicles**

1st Offense: Written Parking Violation Warning  
2nd Offense: Administrative Referral  
3rd Offense: Vehicle towed at owner's expense

Vehicles must only park in valid student parking spaces. Any vehicle parked illegally may be subject to towing without previous warning at the owner's expense. Unauthorized parking includes: Music Reserved, Visitor, Handicapped Parking, District Visitor, Technology, Reserved and Staff Parking. All non-valid parking spaces, no parking zones, blocking a driveway, failure to park in the lot(s) designated by your permit number (permits 1-159 H-wing lot, permits 160-600 remaining lots), or not displaying a valid permit may result in towing at owner's expense. Students may be restricted from parking or driving on school property if they are driving carelessly, violate parking regulations, leave campus or take underclassmen off of campus during school hours. All vehicles on school property are subject to search. Bicycles and mopeds are to be parked in the rack provided.

### **PERSONAL SEARCHES (Applies to students attending a school building)**

A school official, or a law enforcement officer acting at the request of a school official, may search a student's person and belongings on school property if the school official has a reasonable suspicion that the search will produce evidence showing the student has violated or is violating the law or a school rule. For example, a school official may search a student's backpack or purse if the school official has reasonable grounds to believe the backpack or purse contains an item that is illegal or is prohibited by a school rule.

Please remember that if a student is using a school issued device, the Northfield staff may search the device at any time.

### **PROM**

The prom is a special event specifically designed for juniors and seniors. Only juniors and seniors, graduates of NHS under 21, and juniors and seniors from other schools with approved guest applications are allowed to attend. NO EXCEPTIONS. Freshmen and sophomores will not be allowed to attend the prom under any circumstances.

### **SCHOOL DISTRICT POLICIES**

The most successful school creates mutual trust and respect among students, parents, teachers and administrators. A complete list of school district policies are on file in the Office of the Superintendent and

online at <https://northfieldschools.org/about/school-board/policies/>.

### **SPORTSMANSHIP STATEMENT**

Northfield school district students are expected to demonstrate socially accepted behavior. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as a role model for younger students, proper conduct and abiding by school rules, Minnesota State High School League rules and local and state laws is expected of all students involved in activities.

Students representing Northfield Public Schools are expected to conduct themselves in a manner that will not cause the school parents, our community, and team/group nor coaches/advisors embarrassment. This applies whenever the student is part of any activity; before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity. Parents, who are role models for their children, are also expected to display positive sportsmanship at all contests. The Big 9 Conference has established a sportsmanship credo, which ALL individuals are expected to follow.

Any acts of student misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. Students will be disciplined for misbehavior at both home and away events. The MSHSL Code of Responsibility allows school authorities to discipline students for violation of League rules.

### **STUDENT DRESS POLICY**

Although most activities will be done virtually, if students participate in a Zoom meeting or attend a school building for class or an activity, the following applies. Students are responsible to dress in such a manner that is not disruptive nor likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing that displays references to weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.

### **VISITOR POLICY**

We welcome visitors in our virtual environment, however please obtain prior approval from the class teacher and/or administration before having a visitor join your Zoom or other virtual activity.

### **VOLUNTEER / EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECK POLICY**

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. This is subject to change dependent on the public health situation.

### **WEBSITE**

Northfield Portage Online Website can be accessed at <https://northfieldschools.org/schools/portage-online/>

### **WELLNESS**

The district's [child nutrition webpage](#) hosts wellness policy information and resources for parents.

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

Student use of technology and the Internet is governed by [district policy 524-2](#) regarding use of technology and telecommunications systems. See the Student iPad Loan Agreement for additional details about iPad implementation. **iPad Loan Agreement:** [English](#) | [Español](#)

## Appendix A - For Students on Campus During Lunch

### Child Nutrition Department

[Child Nutrition information is available on the school website.](#) All students have their own individual meal accounts with a 4-digit PIN (Personal Identification Number) to record meal and individual food 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. Parents/guardians are responsible to monitor their student's meal account balances. If a student does not have money in their lunch account a meal will be provided, however, the student will be charged for this meal and the parents/guardians 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/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 using Skylert for both low balance and negative balance calls and emails depending on selected notification preferences. Parents/Guardians should update their contact information in Family Access annually. For information on our negative meal account balance process read this [procedure document](#).

### Payments

Families may pay for meals by using cash, check or the Revtrak online payment system.

Cash and check payments may be made daily and sent to any school the student attends. All schools have payment envelopes and collection boxes placed in the child nutrition area for receipt of payments and 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.

- Cash payments will be accepted in a sealed envelope with the student and parent's/guardian'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, 201 Orchard Street South, Northfield, MN 55057.
- Checks should be made out to Northfield Public Schools and must include the student's first and last name and personal identification number (PIN). Payments may also be mailed to Northfield Public Schools, Child Nutrition Office, 201 Orchard Street South, Northfield, MN 55057.

Revtrak payments using a credit or debit card can be made online through Family Access, the district's web-based parent portal, or directly through the RevTrak portal.

Steps for making online payments through Family Access are as follows:

- Log into [Family Access](https://bit.ly/2PW7BUh) (<https://bit.ly/2PW7BUh>) to continue. If you do not have or do not know your Family Access login and password [click here](#).
- 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 [RevTrak](#)
- Click Meal Payments and follow the 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 Stephanie DeAdder, Child Nutrition Admin Assistant, by email: [sdeadder@northfieldschools.org](mailto:sdeadder@northfieldschools.org). We encourage the use of Skyward Family Access to view meal account balances, view payments and purchases, or to print statements. Families will receive bi-weekly automated phone or email messages, depending on selected Skylert Food Service notification preferences, for low and negative account balances.

### **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. Positive senior meal balances will be transferred to a younger siblings account or Angel funds account if no other siblings attend Northfield schools and a refund is not requested. Refund requests must be submitted in writing by completing the [refund request form](#). A check will be issued in the amount of the refund. No cash refunds will be made. Before submitting a refund request make sure that you have auto replenish turned off. These are the [instructions](#) on how to turn off auto-replenish payments in RevTrak.

### **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. Individual milk purchases do not fall under the free and reduced meal benefits. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. If students bring food or beverages from home, we encourage all families to select nutritious choices. 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. 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.

### **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, with a complete meal, on the written request of the parent/guardian 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/guardians. 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 18, 2021.**

**Applications may be completed at any time throughout the year; however, any family that has not reapplied by October 18, 2021 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	\$1.75	\$2.70	\$4.45	\$35.00	\$54.00	\$89.00
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	\$1.75	\$2.85	\$4.60	\$35.00	\$57.00	\$92.00
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	\$2.25	\$4.25	\$6.75	\$45.00	\$85.00	\$130.00

**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 \$2.25 for breakfast and \$4.25 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.

**Questions/Comments**

Spring Creek 645-3490	Bridgewater 664-3324	Greenvale/NCEC 645-3509
Middle School 663-0668	District Office 663-0618	High School/ALC 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.

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

- 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.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

### Why are these assessments effective?

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

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

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

### Are there limits on local testing?

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

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

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

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

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

### When do students take the assessments?

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

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

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

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

### How much time is spent on testing?

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

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

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

### Where do I get more information?

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



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

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

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

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

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

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

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

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

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

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

Reason for refusal:

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

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

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

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

\_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

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

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

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

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

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

To be completed by school or district staff only.

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

Posted May 2019