



Northfield Elementary Portage Online

Student Handbook 2022-2023

Northfield Elementary Portage Online School (K-5)
201 Orchard Street South
Northfield, MN 55057
507-645-1201 (Main Office)
612-695-2139 (Attendance line, call or text)

Director: Daryl Kehler dkehler@northfieldschools.org

www.northfieldschools.org

Reaching Out, Reaching Up: THE 2027 STRATEGIC PLAN



VISION

We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

BENCHMARKS

1

All children are ready for **kindergarten**.

2

All students are connected to the **community**.

3

All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

4

All students exhibit physical, social and emotional **well-being**.

5

All students have a **connection** with a caring adult beyond their parents as they transition to middle school.

6

All students have interests, goals and a **vision** for the future by the end of eighth grade.

7

All students **graduate** from high school with a plan to reach their full potential.

8

All **employees** report satisfaction in the workplace.

9

All **parents** report satisfaction with their children's educational experience.

10

The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure **financial stability**.

11

Community education provides relevant and accessible learning opportunities for all residents.

Note: The first seven benchmarks are aligned with the language identified by Northfield Promise, a collective impact consortium of 20 community organizations committed to helping Northfield's youth thrive "from cradle to career."

STRATEGIC COMMITMENTS



People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



Equity

We ensure that every child has a fair opportunity to reach their full potential.



Communication

We communicate effectively and transparently with all stakeholders.



Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



Partnerships

We seek community partnerships that accelerate student achievement of district benchmarks.

WELCOME TO NORTHFIELD PUBLIC SCHOOLS

This handbook has been designed to be helpful in answering questions about Northfield Portage Elementary 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.

2022-2023 NORTHFIELD ELEMENTARY PORTAGE STAFF/ADMINISTRATION

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

Northfield Public Schools 2022-2023 School Calendar

Approved by the School Board
June 14, 2021
Revised February 14, 2022

July 2022							January 2023							January	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
					1	2	1	2	3	4	5	6	7	2	New Year's Day Holiday
3	4	5	6	7	8	9	8	9	10	11	12	13	14	3	School Resumes
10	11	12	13	14	15	16	15	16	17	18	19	20	21	16	No School, Dr Martin Luther King Jr Day
17	18	19	20	21	22	23	22	23	24	25	26	27	28	20	End of Second Quarter
24	25	26	27	28	29	30	29	30	31					23-24	No School, Teacher Preparation Day
31														25	Beginning of Third Quarter
August 2022							February 2023							February	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6				1	2	3	4		
7	8	9	10	11	12	13	5	6	7	8	9	10	11		
14	15	16	17	18	19	20	12	13	14	15	16	17	18		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	20	No School; Staff Development Day
28	29	30	31				26	27	28						President's Day
September 2022							March 2023							March	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
					1	2				1	2	3	4		
4	5	6	7	8	9	10	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	19	20	21	22	23	24	25	24	End of Third Quarter
25	26	27	28	29	30		26	27	28	29	30	31		27-31	No School; Spring Break
October 2022							April 2023							April	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1							1		
2	3	4	5	6	7	8	2	3	4	5	6	7	8	3-4	No School; Teacher Preparation Day
9	10	11	12	13	14	15	9	10	11	12	13	14	15	5	School Resumes; Beginning of Fourth Quarter
16	17	18	19	20	21	22	16	17	18	19	20	21	22		
23	24	25	26	27	28	29	23	24	25	26	27	28	29		
30	31						30								
November 2022							May 2023							May	
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	
6	7	8	9	10	11	12	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	14	15	16	17	18	19	20		
20	21	22	23	24	25	26	21	22	23	24	25	26	27		
27	28	29	30				28	29	30	31				29	No School, Memorial Day
December 2022							June 2023							June	
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	4	5	6	7	8	9	10	9	Last Day of School (2-hr early dismissal) End of fourth quarter
11	12	13	14	15	16	17	11	12	13	14	15	16	17	11	Graduation
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			

School Cancellation Procedures:

On the second 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-closings/>

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

Student Days:

Term 1: 41 days
Term 2: 43 days
Term 3: 42 days
Term 4: 47 days
TOTAL: 173 days

Summary:

173 student contact days
14 non-student contact days
TOTAL: 187 contract days
84 days - first semester; 89 days - second semester

Daily Elementary School Schedule

Elementary students will participate in both synchronous and asynchronous lessons each day with their Portage teacher. Students will be marked in attendance when they participate in daily Zoom meetings with their teachers and/or submit their daily assignments. Alternate arrangements that deviate from this attendance expectation will be reviewed on a case by case basis.

Teachers will follow the Northfield Public School District curriculum guidelines for core subject areas, including Literacy, Math, Social Studies, Science, Health, Social Emotional Learning, Physical Education, Art and Music.

Teachers design lessons to provide two to four hours (depending on grade level) per day of student engagement. Students who are not able to engage in synchronous Zoom meetings according to the class schedule will be managed on a case-by-case basis. Elementary Portage students begin each day with a synchronous morning meeting, followed by off screen activities, small group or individual instruction and/or additional class meetings. The program is committed to a balance of on-and off-screen time. Use of hands-on materials and active learning lessons ensure that students are up, moving, and off of their screens throughout the day. Additionally, when students are using the screen, the focus is on active uses of the device (creation, collaboration, etc.) versus the passive use (e.g. viewing a video).

Parents, teachers and students use Seesaw as the platform for receiving and submitting daily activities and assignments.

Elementary Portage teachers are required to meet with their students each day via Zoom. A daily schedule is posted in Seesaw with the required lessons and activities clearly identified. Families needing second language support are provided the daily schedule in their home language. Teachers incorporate the following best practices to build strong student teacher relationships:

- Synchronous meetings
- In-person meetings (sledding, park visits)
- Monthly Portage pickups (see supplies section)
- In-person field trips or virtual field trips
- Open discussion, play, lunch bunch groups
- Morning meetings
- Individual meetings with students
- Student/Teacher Zoom chats
- Family and home life is part of the virtual environment (both teacher and student)
- Check and connect in person or via google form with follow up
- Any needed behavior modifications are developed in partnership with the family and are introduced and practiced in an individual meeting between the teacher and student

Teacher Communication Window:

7:30 a.m. - 3:30 p.m. Monday through Friday

[Link to Staff Directory](#)

ATTENDANCE INFORMATION

Parents or Guardians of a student who will not be in school should call/text every day of absence to the Attendance Office Assistant: **612-695-2139**

If an absence is anticipated, call the attendance line prior to the absence. It is believed that elementary students benefit from continuity in their educational program.

Excused absences or tardies require parental communication with the school on or before the day of absence or tardiness. If such communication takes place, the following shall be considered an excused absence.

- A. Ill – flu, cold/cough, headache, strep throat, etc.
- B. Family emergency/special events – accident, funeral, wedding, educational family trip
- C. Childhood diseases
- D. Doctor/dental appointments that cannot be made outside of school hours
- E. Taking child home at the request of the school

Unexcused absences or tardies:

- A. No parental communication with school
 - B. Sleeping in
 - C. Suspension from school
1. A letter of concern will be sent to the parents of any student who has three unexcused absences or six tardies, or excused absences that are negatively affecting the students' classroom achievement. Four (4) unexcused tardies will be considered one (1) unexcused absence.
 2. A letter will be sent to parents requesting a meeting with the principal, nurse, social worker, and teacher to discuss their student's attendance when the student has five unexcused absences or ten tardies or excused absences that are negatively affecting the student's classroom achievement.
 3. Since unexcused absences, tardies or excused absences can negatively affect the student's classroom achievement, should they continue after a meeting with staff and parents/guardians, a follow up by the District Truancy Coordinator will take place. If appropriate, an educational neglect report will be filed with the County Social Services.

Please try to schedule dentist, orthodontist, and doctor appointments outside of school hours. Although the instruction will take place virtually, planning appointments during days when school is not in session will help ensure minimal loss of instructional time for your student.

GENERAL STUDENT INFORMATION SCHOOL POLICIES, PROCEDURES, SERVICES AND PROGRAMS

ACCEPTABLE USE POLICY FOR THE NETWORK/INTERNET/E-MAIL SYSTEM

Student use of technology and the Internet is governed by [Policy 524-2](#).

ACCESS TO STUDENT RECORDS

The law allows the parent or guardian to inspect student school records. Any information believed to be inaccurate, incomplete, or unnecessary may be challenged. In most instances information in a student's cumulative record has been originally submitted by the classroom teachers or discussed at parent/teacher conferences. Requests to see student records should be directed to the building director.

Information concerning students and their family is confidential. Professional staff who work with the student are allowed access and must sign a review sheet in the cumulative folder.

AFTER SCHOOL ACTIVITIES

Transportation is not provided for non-school activities such as music, dance lessons, scouts, church activities, etc.

ASSESSMENT

Teaching involves constant evaluations of students so that learning activities may be appropriate to their needs, interests, and abilities. Evaluation provides the basis of determining student readiness for certain learning experiences and the growth resulting from previous learning experiences. The two procedures most frequently used in evaluation are behavioral observations and testing.

The district's elementary teachers constantly carry on the process of checking learning through direct observation. Many insights are gained by observing each student's vocabulary, ability to express thoughts and ideas, interests, ability to think quantitatively, physical development, motor skills, values, social skills, and emotional qualities. These characteristics are essential to planning successful learning experiences.

The Minnesota Comprehensive Assessment tests are also given in grades 3, 4 and 5. (Please see the Appendix for the parent/guardian guide to statewide testing.) You may contact Director of Instructional Services, Hope Langston, at hlangston@northfieldschools.org with any questions.

BAND

Membership in band is available to students in the fifth grade when they are physically mature enough to play the instruments and space is available in the home school program. A high percentage of the students take advantage of this activity. Individual and group instrumental instruction, as well as band practice, is provided each week. The student would attend in person classes in their neighborhood school.

BIRTHDAY INVITATIONS

Building a strong sense of community is an important part of a successful school year. Teachers work hard at building inclusive classrooms. The practice of students passing out birthday party invitations to some (or certain) classmates while excluding others negatively impacts our efforts at building strong inclusive classrooms.

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. While not required, the [use of this form](#) is encouraged to assist in a prompt investigation.

CHOIR

The elementary choirs welcome participation by any student in fourth and fifth grade if space is available in the home school program. No auditions are necessary to join. The choir program promotes advancement of vocal techniques and performance skills. Group cooperation and the opportunity for solo performances are added features of the program. Each elementary school has its own 4th and 5th grade choir. The two groups perform in the schools and community throughout the school year. The student would attend in person classes in their neighborhood school.

CITIZENSHIP

Schools, like families, need a few basic rules to ensure that each student's rights are respected. Please refer to the [Student Citizenship Handbook](#).

COMMUNICATION BETWEEN SCHOOL AND HOME

School staff have a commitment to good communication between school and home. If a child is having difficulty at school, parents are encouraged to contact the classroom teacher. The social worker and director are also available to help resolve a problem that your child might encounter at school. You may contact any of these people by emailing or placing a phone call to the school office.

COMMUNITY EDUCATION

Community Education is a division of the Northfield Public Schools dedicated to lifelong learning, citizen involvement and the maximum use of school and community resources and facilities. Programs and services include early childhood family education, early childhood screening, Hand in Hand Preschool, early childhood initiative coalition, the Ventures programs for children, youth development and youth service, the Connected Kids Mentoring Project, volunteers in schools, recreation, adult basic education, adult enrichment, parent education programs, Project ABLE for adults with disabilities and community relations. For more information visit us at the [district website](#).

504 PLAN

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities by school districts receiving federal financial assistance. Section 504 protects students from discrimination based upon their disability. A person is handicapped under the definition of 504 if he/she: 1.) Has a physical or mental impairment which substantially limits one or more of such a person's major life activities; 2.) Has a record of such an impairment; or 3.) Is regarded as having such an impairment. "Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

When a condition significantly limits a major life activity, an accommodation plan must be developed for that student. These services are determined by a team of educators with the parents and sometimes the student. For more information on the Northfield District Section 504 Plan, contact Dr. Cheryl Hall, 504 Coordinator at 645-3410.

DRESS POLICY FOR STUDENTS

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, is sexually suggestive by words, pictures or appearance; exhibits profanity, or interferes with the educational environment of the school or the classroom, or causes undue distraction in the classroom. Clothing with lewd or vulgar expressions, with expressions which are sexually or racially offensive, or which advertises products that are illegal for minors or prohibited on school property will not be allowed during school hours and/or at school events, this includes virtual settings and background images.

Any students who feel offended by an individual's dress may report that concern to a staff member or to school administration. Students who dress inappropriately will be subject to student discipline procedures.

FIELD TRIPS

Occasionally a student's teacher will extend classroom instruction and concepts through a field trip experience. Most, if not all, the field trips are optional. The teacher will provide rationale for the trip and request that permission slips be signed by the parent/guardian. No student is allowed to participate without written parental permission. The Portage Elementary program will also have optional school wide events that students and families can participate in. These have included visiting the Fire Station, Police Station, Student Art Show, sledding, parks, etc.

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.

While not required, individuals can [make complaints using this form](#).

HOLIDAYS

Traditional holidays, such as Halloween, Thanksgiving, winter holidays around the world, and Valentine's Day, may be observed in the classrooms and used as learning experiences. Any questions you may have regarding this policy should be referred to the program director.

LOW COST HEALTH INSURANCE FOR FAMILIES

Thousands of Minnesota families are eligible for low cost health insurance under MinnesotaCare. Enacted by the legislature the plan is open to families who meet certain income guidelines.

More information and/or applications are available through the school social worker, call 1-800-657-3672 and ask for MinnesotaCare, or go to the [Minnesota Department of Health's Guide to Minnesota's Public Health Care Programs](#).

MEALS

Portage students attending on-site classes may purchase meals when in school during meal times. Contact Daryl Kehler, Portage Director, for additional information.

ORCHESTRA

The elementary orchestra is open to all fourth and fifth graders if space is available in the home school program. Students will be playing violin, viola, cello, or string bass. The orchestra rehearses twice each week throughout the school year, and performs at various times and locations during the year. Orchestra members receive one lesson each week. The student would attend in person classes in their neighborhood school.

PARENT INVOLVEMENT/PTO

There are a number of ways for parents to become involved with their child's virtual school. Being a parent volunteer is probably the most active way to become involved. Please complete [the online form](#) if you are interested in volunteering with Portage.

All parents are members of our Parent/Teacher Organization (PTO). Meetings will be held during the year to discuss areas of interest. An agenda will be published and all parents are welcome to attend. The goal of the PTO is to support schools through parent involvement.

PTO Purposes:

- Advisory capacity to school administrative staff.
- Forum for discussion of school policies/procedures.
- Vehicle for communication of school program/curriculum to parents.
- Promotion of all parent or student programs/activities.
- Identifying and communicating needs to the community.
- Not a forum for discussion of personnel issues.

REPORTING TO PARENTS

Report Cards are sent home after each semester. The main purpose of these report cards is to give parents information on whether or not their child is progressing appropriately. Parents are invited to attend individual student conferences two times during the year.

SCHOOL RULES

The Elementary Portage Online strives to provide an environment that abides by the following expectations.

- Treat others kindly
- Follow the directions of the adult in charge
- Welcome new people and ideas

Classroom rules are also established and communicated to students and families.

SPECIAL SERVICES

Special supportive services are provided to teachers, parents, and students whenever needed to help a child educationally. Supportive services are provided by the school nurse, and the special education department, which consists of speech therapists, an occupational/ physical therapist, a psychologist, resource teachers for the learning disabled and mentally impaired, a social worker, a behavior specialist, and a consultant for hearing or visually impaired.

If at any time parents or school personnel feel that a student is having problems that are interfering or may in the future interfere with the student's progress in school, the school will assess the problems to determine how to best meet the student's needs. Parents may initiate an assessment by contacting the program director or classroom teacher. When school personnel wish to initiate an assessment, parents will be informed that a referral is being made.

STUDENT ACTIVITIES/CELEBRATIONS

Elementary Portage Online may have some activities and celebrations in person throughout the school year. These activities are optional, but provide some socialization opportunities that are important to the development of elementary students.

STUDENT SUPPORT TEAM

Mission

To receive referrals from any person who has identified a student as at-risk for academic, social, emotional, or behavioral problems. To initiate comprehensive and coordinated services for such students. To serve as a resource for families of those students and for the staff who work with them. To address appropriate program and policy issues, especially those related to students' non-academic concerns (e.g. attendance, limited access, mandatory reporting).

Responsibilities:

- To be an access point for concerned persons to refer at-risk students.
- To assure that, within the team, the exchange of ideas and concerns will occur on an open, yet confidential, basis.
- To determine appropriate resources for referred students and to develop an action plan to meet their needs.
- To implement the action plan, provide feedback to the person who initiated the referral, and monitor follow-up.
- To refer appropriate students to the Special Education Referral Review Team and provide the referral form to the regular education teacher.
- To identify and address program and policy issues which affect the student group served by the team.

SUPPLIES

The school furnishes all necessary texts and workbooks for students as required by law. Students will be provided with an ipad, stylus, and keyboard; however they may use their own device if preferred.

TECHNOLOGY USE

Student use of technology and the Internet is governed by [Policy 524-2](#) regarding use of technology and telecommunications systems.

TITLE I

Title I is part of the federal Improving America's School Act that supports state and local reform of teaching and learning carried out under Every Student Succeeds Act (ESSA). The emphasis is on high academic standards with aligned curriculum, assessment, and professional development. This program is an important part of Minnesota's Basic Skills and Graduation Standards reform movement.

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.

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 each school year before serving students affiliated with Northfield Public Schools.

WELLNESS

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

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

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

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

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Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

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

Contact your school or district for more information on how to opt out of local assessments.

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