OUR MISSION is to provide a safe and caring climate and culture in which we engage, inspire, educate, prepare and empower all learners in partnership with their surrounding community to be successful in today’s and tomorrow’s society.
Thank you for choosing St. Cloud Area School District 742! We are proud of our outstanding staff and high academic standards and we look forward to working with you to provide your child with an exceptional educational experience.

We believe each student's potential is best realized within a safe, supportive, and positive learning environment. We recognize that the rights of all students must be respected. We believe that along with these rights, there is a corresponding responsibility for students to follow school behavioral expectations.

We acknowledge the right of parents/guardians to be responsible for their children – to guide and encourage them so they will conduct themselves in a respectful and appropriate manner at school. We invite parents/guardians to become active members of our school community. This handbook is designed to provide important information to you and your student and provide standards for our students and school community. Items are listed in alphabetical order for your convenience.

Westwood Elementary School
5800 Ridgewood Road
St. Cloud, MN 56303
Phone: (320) 370-7630
Fax: (320) 370-7779
KIDSTOP: (320) 743-2243
Derek Branton, Principal – derek.branton@isd742.org

To ensure the safety of our students, all visitors must sign in at the school’s office and obtain a visitors badge each time they visit. All doors will be locked once students arrive and are in class. All visitors should enter through Door #5 where there is a buzzer.
School Day
The Westwood K-6 student day begins at 8:10 a.m. and dismisses at 2:40 p.m.
Students are welcome in the classroom after 7:55 a.m.
Supervision is not provided before this time

PBIS
Our motto is the Westwood Way. Our 4 basic rules include:
· Be Safe
· Be Kind
· Be a Positive Learner
· Be your Best

Communication
The Westwood newsletter “The Wildcat” will be sent electronically to all parents via our Skylert messaging system. We will maintain the Westwood web page for families. Our website is www.isd742.org/Westwood

For your convenience, a voice mail message system is available throughout District 742 buildings. Messages will be returned as soon as possible.
You can leave a message on our voicemail before or after hours. Our main office number is 320-370-7630.

Pick Up Plan
If you pick your child up at the end of the day, please pull through our drive through pick up location in the back of the building by the large parking lot between door 5 and 6. Your family will be assigned a pick up number and students will be dismissed to your vehicle once you have arrived at the beginning of the pick up line. Family pick up numbers will be handed out during student goal setting conferences in August.

All students MUST be picked up by 2:55 p.m. If 2:55 p.m. is difficult for pick-up, the best plan is to enroll your child in KIDSTOP. Please let us know if we can assist you in this.
Our Mission is to create a safe and caring climate and culture in which we engage, inspire, educate, prepare and empower all learners in partnership with their surrounding community to be successful in today’s and tomorrow’s society.

We believe that…
- Everyone deserves equitable access to the highest quality of learning to maximize individual potential.
- Multiple and differing perspectives contribute to informed decision making and learning.
- We all benefit when communities work together toward common goals.
- Lifelong learning is essential for individuals to shape and thrive in our global society.
- The greatest level of individual success is achieved through shared ownership by the individual, families, schools and our communities.

This handbook is meant to serve as a guide for students and families. Not every circumstance or event can be anticipated; therefore, students are subject to all district rules and policies and the interpretation by school officials thereof.

A copy of all St. Cloud Area Schools District 742 Board Policies is available on the District's Website at https://www.isd742.org/Page/99. Please see your student’s administrator if you have any questions about the district or our policies.
GENERAL STUDENT INFORMATION

ABSENCES / ATTENDANCE
The State of Minnesota requires all students to attend school. Regular attendance is directly related to successful academic achievement and consistent school attendance is the way a student develops responsibility and self-discipline. For this reason, student absence from school should be limited to those instances in which absence is genuinely unavoidable. Please make every attempt to make medical and dental appointments after school hours or during vacation days. If it is necessary to take a child out of school, parents will be required to sign an early release in the office. The State of Minnesota requires that every child entering Kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted into the military or at an institution of higher learning can leave school before they are 18 years old.

Because attendance records are an important part of your child’s permanent school file, St. Cloud Area School District 742 Policy requires parents/guardians to call the school office when their student will be absent or arrive late AND to state the reason for the absence or late arrival. Students who arrive late should report to the office before going to their classrooms.

Families must also contact the school principal prior to a student leaving on extended family trips or vacations during days in which school is in session.

Students will be checked out only from the main office during the school day. If you must take your child out of school, a written request should be sent to the attendance secretary with the date and time of dismissal. Please come to the office to meet your child. Children will not be released to waiting cars or to anyone who cannot identify themselves to the satisfaction of school personnel.

Absences – Excused
An excused absence is a legal absence from school and requires parent/guardian verification to the attendance secretary. The following are situations that constitute an excused absence:

- Student illness
- Serious illness or death in the student’s family
- A death or funeral in the student’s immediate family
- Medical, dental or orthodontic treatment, or counseling appointments
- Court appearances
- Recognized religious holiday observance
- Religious instruction (not to exceed 3 hours/week)
- Vacation with prior administrator approval
- Impassable roads/inclement weather
- Dismissal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make up work
- Family emergencies
- Tournament play when the school is involved
- A student’s condition that requires ongoing treatment for a mental health diagnosis
- In the case of special circumstances, the Administration may approve additional excused absences.


After 15 days of any excused absences, a health care provider’s note is required for subsequent absences. Failure to provide a health care provider’s note will result in the absence marked as unexcused.

Absences - Illness During the Day
Students who become ill during the school day must report to the Health Office. The Health Office will make the necessary arrangements for students to go home per illness guidelines and/or per parent request. Students should never leave the building ill without reporting to the Health Office or the absence may be considered unexcused.

Absences - Reporting
Parents are expected to call before 9:00 a.m. on the day of their child’s absence. Attendance line or voicemail is available 24 hours a day. Automated attendance calls will be made to families who have not reported their child’s absence each morning.

Absences - School Related
Below you will find examples of excused, school related absences.
Official school field trip or other school-sponsored event.
In the case of special circumstances the administration may approve additional excused absences. Students are responsible for making up all missed work.

Absences- Suspension Related
Absences due to suspension are excused. The Attendance Office will contact teachers to provide assignments for all suspensions. These assignments will be available in the main office for pick-up.

Absences - Tardy to School
Students who do not arrive to school on time for any reason must be checked in at the main office by a parent/guardian prior to going to class. These tardies will continue to be tracked by the main office.

Absences - Truancy
The State of Minnesota requires all students to attend school. Excessive truancies (more than seven) will be reported to the County Attorney who will refer the case to Court Services for possible legal action.

Minnesota Statute allows the courts to utilize the following consequences for students referred for truancy: monetary fines, community service hours, and/or placement outside the home. Other consequences may be applied as deemed appropriate by an administrator and detailed in the Code of Conduct: Rights and Responsibilities.

Absences – Unexcused
Unexcused absences are recorded when the school has not been notified of an absence, an absence could have been avoided or delayed, or prior arrangements and/or approval have not been made through the Principal’s Office.
Minnesota State Law concerning educational neglect states that parents or guardians of a child under 12 years of age are held accountable for any unexcused absences. Every student, regardless of age enrolled in school, must follow the Compulsory Attendance law. Consequences of unexcused absences are as follows:

- After 3 unexcused absences – parents notified by letter.
- After 5 unexcused absences – second letter sent to parents and County Attorney’s Office notified.
- After 7 unexcused absences – school administration requests to file a truancy/educational neglect petition with the County Attorney.

ACADEMIC ACHIEVEMENT/TALENT DEVELOPMENT

Academic Achievement: The purpose of Academic Achievement programming is to provide extra curricular academic opportunities with the goal of fostering student development and to meet students’ desire for additional creative, academic and problem solving challenges.

Talent Development: St. Cloud Area School District 742 provides Talent Development programming in fulfillment of our District Mission and core belief that everyone deserves equitable access to the highest quality of learning to maximize individual potential. Talent Development programming is an equitable access, needs-oriented program for students who have demonstrated high achievement or the potential for high achievement. These programs include Schoolwide Enrichment, Young Scholars, high achievement cluster placement and high achievement services in reading and math.

ACCIDENTS

All accidents and injuries, no matter how minor, must be reported to Health Services or to the Main Office. School staff will enter the injury information into Skyward. An Accident Report form should only be completed for accidents that happen outside of the school day or during a Field Trip. This information is required for insurance claims.

ACTIVISM

Pupils have the right to respectfully express opinions or make suggestions to school administrators and faculty. It is expected that students will follow the established rules and policies of the school even while working for change. Pupils who willfully violate school rules, who defy reasonable instructions of teachers and administrators or who interfere with the normal operation of the school program may be suspended from school. Any person or persons who interfere with the normal functions of the school or who engage in any unauthorized activity on school property shall be asked to leave. If they refuse, the school administrator or employee in charge may request their removal by law enforcement officers.

ADDRESS OR CONTACT INFORMATION CHANGES

Updated information is very important for academic and student safety purposes. Emergency contact information should be included. Changes in telephone number(s), email address, and other pertinent information can be made in Skyward through the Parent Portal or may be reported to the front office as soon as possible. Address changes must be made through the Welcome Center. Changes may only be made by the custodial parent/guardian. Identification must be provided at the time of request.
ALARMS/SAFETY PROTOCOLS
Our schools teach students safety protocols and how to respond when alarms sound. We practice responses throughout the year. Failure to follow protocols may result in disciplinary action.

Active Threat
Students and staff follow active threat procedures as taught and practiced. Responses include evacuation, lockdown or counter measures.

Containment/Shelter in Place
Normal delivery of instruction occurs and all students remain in the classrooms. Those needing to leave the classroom for emergency purposes and all visitors are provided with escorts throughout the building.

Fire
Everyone is to leave the building when an alarm is sounded; persons failing to do so will face disciplinary and/or legal action. Any student tampering with a fire detection device will be suspended and will be subject to prosecution by the proper authorities.

Severe Weather
Students and staff follow the evacuation route posted and follow take cover procedures.

ALLERGY AWARE SCHOOLS
The St. Cloud Area School District742 takes all allergies, including food allergies seriously. Recognizing that the risk of accidental exposure to allergens including food allergies can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and medical providers to minimize risks and provide a safe educational environment for students with allergies. St. Cloud Area School District 742’s Food Service will make reasonable accommodations after receiving a signed request from a medical provider through dietary orders or as stated in a child’s emergency care plan. The statement must include the items the student cannot eat and may include the items that can be substituted. At the start of each school year an annual update is required by a medical provider. In order to reduce the risk of exposure for students who have an allergy to peanut/tree nut products, these items are not served in the school lunch and breakfast programs. Schools are not able to monitor lunches or products sent from home. Parents are asked to refrain from sending food items containing peanuts, peanut products, almonds, cashews, walnuts or other tree nuts to school. Parents are encouraged to contact the Licensed School Nurse if they have questions pertaining to an allergy that could affect their child’s health and safety at school.

AMERICANS WITH DISABILITIES ACT
Anyone with a disability who needs accommodation in order to attend a school event is to contact an Administrator at least one week in advance of the program.

ANNOUNCEMENTS
A concerted attempt will be made to make announcements in multiple formats which may include oral or printed and may be provided through multiple electronic formats in order to help students and families to be advised of all school related opportunities. Announcements include items of interest and importance to students.

ANNUAL FERPA STATEMENT
Access to Student Educational Records Under FERPA and the MGDPA
The St. Cloud Area School District 742 recognizes its responsibility in regard to the collection, maintenance, and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes. Requests for the release of student information are governed by the Family Education Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA). The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, information the school district identifies as "directory" information. For the St. Cloud School Area School District 742, directory information includes the following:

- The student's name;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Dates of attendance (e.g., student attended school in St. Cloud Area School District 742 from 2001-2005, not specific information about attendance on a particular date); and
- Degrees and awards received.

St. Cloud Area School District 742 has designated photographs and videos as "limited directory information" that may be released only for the following purposes: use by the District in official publications, promotional materials, or on the District website; use in an officially sanctioned school yearbook; or use as part of a District event.

In addition, the St. Cloud Area School District 742 has identified as "limited directory information" that may only be shared with law enforcement personnel as follows:

- Student's home address;
● Telephone number;
● Date of birth;
● Class schedule;
● Parent/guardian names, telephone numbers and addresses; and
● Digital images of the student.

Requests for school records should be directed to the Principal's office at the school your student attends. For more information regarding student educational records, please refer to Board Policy 515 or contact Executive Director of Human Resources Tracy Flynn Bowe who serves as the Data Practices Officer for the School District.

ASSESSMENT & STATE TESTING
Assessments
Students in grades K-12 take a variety of tests and assessments each school year. We give students the assessments to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year, in a variety of areas. Your child will take some assessments on a computer and some paper/pencil. If you have questions about assessment purposes, time frames or results, please contact your child's teacher directly. Your school's website or child's classroom teacher can provide your family with additional resources for skill development.

State Testing
The State testing for the 2021-2022 school year will be held during the following time frames:
- January 31 - March 18: ACCESS for English Learners, Grades K-12
- April 5 - May 6: Testing for MTAS (MN Test of Academic Skills), individually administered to students who qualify
- April 5 - May 6: Testing for MCA Reading & Math, Grades 3-11
- May 2 - May 13: Testing for MCA Science, Grades 5, 8
- April 18 - May 13: Testing for MCA Science: High School

Parents/Guardians may choose to have their child opt out of statewide assessments. See more information regarding opt out and the form in the Appendix at the end of this booklet, or at our website (Learning & Teaching, Assessment & Testing, Parent Refusal Form).

(ANTI) BULLYING/SAFE SCHOOLS POLICY
St. Cloud Area School District 742 recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment. Any incidents that impact the school environment will be addressed regardless of location of the incident.

St. Cloud Area School District 742 endeavors to maintain learning and working environments that are free of bullying. Bullying is prohibited on school grounds, at school-sponsored activities, on school busses and school bus stops.

BULLYING - CYBERBULLYING
Cyberbullying is strictly prohibited. The school staff does not monitor the activities of students outside of school hours and must rely on family supervision to eliminate all incidents of cyberbullying. However, any incidents that impact the school environment will be addressed.
Bullying Defined
Bullying includes intimidating, threatening, abusing, or harming conduct that is objectively offensive and: (1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Reporting Procedures
Victims: All students who believe they have been the victims of bullying shall promptly report the bullying to a school staff member. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
Families: All parents who become aware of any bullying are encouraged to report the bullying to a building administrator or designee. This would include parents of victims, perpetrators, or bystanders.
Witnesses: All students who witness bullying shall immediately report the bullying to a school staff member. Any school staff who witness bullying shall immediately intervene and take appropriate action to stop the bullying.
Staff: A teacher, volunteer, educational contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal or designee immediately for appropriate action.
Administrators: A principal or designee who observes bullying or receives a verbal report of bullying shall document and promptly investigate the matter. When possible, administrators shall seek to discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one student is involved in perpetrating the bullying, the administrator shall talk to each of the offending student(s) separately. After the investigation has been completed, the building principal shall take appropriate action consistent with the bullying policy.
Data Privacy Act: Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

BUS RIDERSHIP
Elementary students who live more than one mile from school are eligible for regular transportation service to and from school. School bus transportation may also be provided for students who may have to cross heavily traveled roads or encounter other hazardous boundaries as determined by the Transportation Advisory Committee.

For the safety of all children, bus drivers cannot honor student/family requests for students to ride buses other than their assigned buses. If your child does not arrive home on the bus as expected, please call the Transportation Department immediately at (320) 370-6941.

Riding the bus is a privilege not a right. Students who jeopardize the safety of themselves or other passengers may lose their riding privileges. All students in grades Pre K-12 are provided with the ridership rules and a comprehensive school bus safety training curriculum during the first few weeks of school. A copy of these rules and expectations are shared with students in the fall of each year in the bus ridership booklet.
Please contact the Transportation Department at (320) 370-6941 with your questions and concerns about your child’s transportation services.

**CAFETERIA**
Your cooperation and your thoughtful consideration for other students are expected and appreciated.
- All lunches must be eaten in the cafeteria/commons unless special permission is given.
- Students are to conduct themselves in a manner that meets school wide expectations in the lunch lines and while eating.
- Students are responsible for the cleanliness of the table where they eat and for the surrounding area.
- Trays, silverware and other items should be returned to the dishwashing area after use. Garbage, organics and recycling should be placed in the designated bins.

**CAMERAS**
Use of any photographic device that infringes upon the rights of others is strictly prohibited. Use of any such device in a school locker room or bathroom in a way that violates the personal privacy of the individual is prohibited and may result in school discipline or referral to law enforcement.

**CODE OF CONDUCT: RIGHTS & RESPONSIBILITIES**
Students who attend St. Cloud Area School District 742 have various rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. Please reference the Code of Conduct: Rights and Responsibilities Handbook for detailed information.

**COMMUNICABLE DISEASES**
School district personnel are responsible for reporting communicable diseases, such as Pertussis (whooping cough) or Varicella (chickenpox), or COVID19 to the Minnesota Department of Health. Please notify your school nurse if your child is diagnosed with a communicable disease by a health care provider. Pupils who are suspected of having a communicable disease may be sent home after the families have been notified. If a child becomes ill or is seriously injured at school, the school will notify parents or legal guardians by telephone. If the school is unable to reach the parents or legal guardians, the person listed as the emergency contact may be called and requested to pick up the child. In cases when the school is unable to contact the parents, legal guardians, or alternate contact person, and the situation appears to be one in which the child requires emergency medical attention, 911 will be called.

**COMMUNICATION - SKYWARD**
St. Cloud Area School District 742 uses Skyward, a student information management system for communication and reporting of grades and attendance. Up to date information is critical for timely communication between school and home. Parents can access this site by going to www.isd742.org and clicking on “Families” then “Skyward Family Access.” The site requires a user name (the first 5 letters of the last name, followed by the first 3 letters of the first name, followed by 3 zeros). An individually identified password will then be required. You can also get access to Skyward by contacting your school’s secretary.

**CONCUSSIONS**
If you have suffered a concussion, report this to your school nurse and school counselor to ensure concussion protocol is being followed. Please provide a copy of your concussion care plan from your health care provider to the school nurse. The school nurse and/or school counselor will notify appropriate staff to ensure accommodations are made.
CONFERENCES FOR FAMILIES/TEACHERS
Classroom teachers will meet with parent(s)/guardian(s) during scheduled Family/Teacher Conferences. Communication between school and parents is critical, and this is an excellent time to work together in the best interest of your child.

COUNSELING
The school counselors provide support to students experiencing academic, safety, and social and emotional concerns. Students and families are invited to request appointments to visit with the school counselor as needed.

CYBERBULLYING
Cyberbullying is strictly prohibited. The school staff does not monitor the activities of students outside of school hours and must rely on family supervision to eliminate all incidents of cyberbullying. However, cyberbullying incidents that impact the school environment will be addressed. Law enforcement may partner with administrators in investigating reports of cyberbullying.

DELIVERIES TO STUDENTS
Gifts, flowers, balloons and food from families and delivery services, etc. will not be delivered to students during the school day. Please do not make arrangements to have such items delivered to the school due to food allergies and our commitment to putting student safety first.

DISTRIBUTION OF MATERIALS
School Board Policy 505 governs the distribution of non-school-sponsored materials on school premises. Requests for distribution of non-school-sponsored materials will be reviewed by the administration. Electronic distribution of materials is the preferred method of distribution. Materials that may create a material or substantial disruption of school business will not be distributed.

DRESS CODE/PERSONAL APPEARANCE
Students are encouraged to take pride in their attire as it relates to their educational setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the education environment, safety, health, and welfare of self and others. Please remember that the question of acceptability is left up to the teacher and administration. The following guidelines regarding dress must be followed.

- Caps and hoods are not allowed during the school day. All headwear should be placed in lockers or backpacks upon arrival at school and retrieved only at the end of the day. Exceptions to this school policy include those made due to religious freedoms consistent with federal law.
- All clothing and/or jewelry, which displays obscene language or symbols and/or symbols or messages promoting drugs, alcohol, tobacco, guns, violence or sex is prohibited.
- Footwear must be worn in the building at all times due to state health mandates.
- Only prescription eyewear will be allowed. Sunglasses should be removed upon entering the building.
- Blankets, students are not allowed to use blankets during the school day.

On most days, students will be going outside. Children need to come to school dressed appropriately for weather conditions (jackets, mittens, boots, etc.).

In addition:
- Students must wear non-marking rubber-soled shoes in the gym. Flip-flops are not appropriate footwear for Physical Education classes. Shoes with wheels in the soles (known as Heelies) are considered unsafe for wear in the school buildings and will not be allowed.
Parents, staff and visitors are also expected to follow the St. Cloud Area School District 742 expectations for appropriate school dress and appearance.

**DUE PROCESS**
Students who are currently identified as having a disability under IDEA will be subject to the provisions of IDEA.

**EARLY CHILDHOOD SCREENING**
The early childhood years from birth to the start of Kindergarten are an important time of rapid learning and growth. Early Childhood Screening is a quick and simple check of how children are developing at the ages of 3 1/2 or 4 years old. It identifies, at an early stage, possible learning or health concerns so that children can get needed help before starting school. **Early Childhood Screening is required for entrance in a Minnesota Public School and is offered throughout the year by our district.** For further information, contact the Early Childhood Office (320) 370-8250.

**EMERGENCY SCHOOL CLOSING (WEATHER RELATED)**
Please complete the Emergency School Closing form which outlines early dismissal plans for all students. Forms will be distributed to families of our students and need to be returned to classroom teachers as soon as possible.

If school is going to start late, close early, or close due to bad weather, notification will be made through the following communication outlets: www.isd742.org, WJON/WWJO, KNSI/KCLD, KISS-FM, KKSR, WVAL/WHMH, KASM, KCCO-TV, KRWC, Charter Cable Channel 179, WCCO, and KARE11 radio. You will also be notified via our Skylert system, receiving a phone call to the number(s) you’ve shared with us in your child’s Skyward account.

In addition to these radio and television outlets, weather alerts are announced on the St. Cloud Times website at www.sctimes.com. You may also tune into the area’s cable education access, Channel 187, District 742’s Facebook page www.facebook.com/isd742.org, or the St. Cloud Area School District 742 website at www.isd742.org for up-to-the-minute closing and/or late start reports. Skylert (School Messenger System) will also be used to send messages to all families, to announce school closings and late starts due to inclement weather conditions.

**FIELD TRIPS**
On occasion students will attend educational field trips with their classroom. All field trips will be properly supervised and the classroom teacher will notify parents/guardians prior to any field trips that students will attend. If you DO NOT want your child to participate in the field trip, please contact your child’s teacher. All chaperones must have a completed background check. Volunteer Packets are available at your child’s school or St. Cloud Area School District 742’s Community Education office.

**FOOD**
Due to the safety and allergies of individuals, students or families may not bring homemade food for distribution. Neither may students bring commercial food or drink into the building for distribution (e.g., birthday celebrations, etc.) during the school day. Students are encouraged to bring a reusable water bottle from home for continued hydration.

**FREEDOM OF SPEECH**
Each student has the right to form, hold, and express opinions and beliefs as long as the expression does not disrupt the normal operation of the school. Profane, vulgar, racist, or harassing words by their nature disrupt the educational environment and may not be used.
GRADE REPORTING
Report cards will be shared with students/families after the conclusion of each trimester.

GUM
Gum is not allowed in our buildings or on buses. Any exception must be approved by an administrator.

HARASSMENT (BOARD POLICY #413)
St. Cloud Area School District 742 makes every effort to create a caring and respectful environment for all of our students. Any form of religious, racial or sexual harassment or discrimination that deprives individual students or staff members of their human dignity is prohibited. Students need to immediately report any form of harassment to their teachers or any other staff member. This policy is posted in your child’s school or is available from your school’s principal.

In addition, your school’s principal can also provide you with the following resources:
- Guidelines for Policy Implementation
- A Basic Guide for Minnesota District 742 Parents and Students. (This document is also available in Spanish, Somali, and Vietnamese languages).

HEALTH EMERGENCY INFORMATION
It is the responsibility of families to provide current emergency information to your child’s school during the first week of classes and throughout the school year when information changes. When students become ill or are involved in an accident during the school day, families will be notified so suitable arrangements can be made. If it is necessary to take a child out of school, parents/guardians will be required to sign an early release in the building office.

HEALTH RECORDS
Health records are kept for each student according to Minnesota law. Examples of information include:
- History of past illnesses and operations.
- Dates of immunizations.
- Results of vision and hearing screening.
- Results of professional examinations.
Emergency information for each student must be on file with the school nurse.

HELP ME GROW PROGRAM
Is there a new baby or a child in your life that you have concerns about? Your concerns may be related to how a child is walking, talking, acting, playing, growing or behaving. Help Me Grow is a community resource providing information to families about child development, developmental delays and community resources for children birth to age seven. There is no cost for the assistance. For more information contact the Early Childhood Office (320) 370-8250.

HOMEWORK
Homework assignments will vary, depending on the grade level of students. Families can encourage good study habits and practices by providing a quiet study area and establishing a consistent time each night for homework/reading.
ILLNESS/INJURY AT SCHOOL
Many parents are frequently concerned about when students should stay home. The following recommendations are intended to help with this decision:

- **Elevated temperature** – must be temperature free for 24 hours without a fever reducing medication such as Acetaminophen or Ibuprofen. A temperature/fever is considered 101º F or higher.
- **Illness Related Vomiting and/or Diarrhea** – none within the last 24 hours
- **Strep throat** – Minimum of 12 hours on antibiotic before returning to school
- **Nose discharge** - thick, colored drainage (may need to be evaluated by a healthcare provider)
- **Chickenpox** - report chickenpox to your school nurse and stay home until all blisters have dried to scabs (about 6 – 10 days)
- **Rash** that has not been diagnosed as non-contagious - skin rashes may or may not be contagious, however, the diagnosis cannot be made at school. If a skin rash occurs, the child should remain at home and a health care provider contacted for diagnosis and appropriate treatment.
- **Reddened or Pink eye** - refers to an inflamed eye. It often includes sticky discharge from the eye and pinkish tint to the sclera (whites of the eye). Contact your child’s health care provider for advice/treatment. Children may be at school with symptoms and eye drops are not required.
- **Cough** - repetitive coughing that interferes with a child’s activity may need to be evaluated by a health care provider.

If you have any questions regarding your child's health, please contact the school nurse.

Head Lice (Pediculosis) Protocol:
St. Cloud Area School District 742 Head lice procedure is in accordance with current evidence-based practice and is based on recommendations from the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), and the National Association of School Nurses (NASN). The CDC states “students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. When a case of head lice is suspected, the student will be assessed by the school staff. If a case is confirmed, the parent/guardian will be notified by the end of the school day to arrange for treatment. Entire classrooms will not be screened if a case of head lice is suspected in the class. Should a case of head lice be identified, school staff will send home a “Notification of Head Lice” letter (NS08.04) to parent/guardian of preschool through elementary aged classrooms if two or more cases are identified in a classroom. Cases identified by school staff and/or by parent notification will be documented (logged) for tracking and rescreening purposes.

Human Bites/Exposure to Body Fluids:
On occasion, episodes of biting occur in the school setting. Because of the potential of exposure to contagious illnesses, the school plan is to notify the parents of the students involved. When a biting incident occurs, the school may recommend contacting your child’s health care provider for his/her input. The potential exists for exposure to blood and body fluids by all students, and particularly those in contact sports. The school nurse may recommend parents contact their health care provider for follow-up care in the event of such exposure.
INDIVIDUAL HEALTH PLAN (IHP)
Students who have special health care needs may need an individual health plan (IHP) on file at school to communicate how to meet a student’s health needs during their educational day. IHP’s are created in partnership with health care providers and parents and are updated on an annual basis. Students who have an IHP may also qualify for a 504 Plan. If a child's medical issues significantly limit one or more major life activities, including school, then they should have a 504 Plan. The goal of a 504 Plan is to level the playing field by providing accommodations and modifications that allow the student the same opportunities as their "typical" peers. Contact your school nurse if you would like to discuss a 504 evaluation for your child.

IN-SCHOOL SUSPENSION/DETENTION
In-School Suspension/Detention is assigned to students for relatively serious violations of Code of Conduct: Rights and Responsibilities Handbook. In-School suspension/detention is a closely supervised study hall and opportunity for teaching expected behaviors.

INSURANCE
Students may take private injury insurance through the school at a lower cost. Students will receive information regarding the insurance program.

KINDERGARTEN
St. Cloud Area School District 742 provides all-day, every day Kindergarten to each family in each elementary school. Register your child for Kindergarten at the District Welcome Center. All registration forms and attendance boundary maps may be found at isd742.org → Families → Registration or you can call The District Welcome Center at 320-370-8116. Students must be five on or prior to September 1st to attend Kindergarten. For information on early entrance to Kindergarten visit the enrollment page on the district website.

LANGUAGE IMMERSION PROGRAMS
St. Cloud Area School District 742 offers two language Immersion Programs: Spanish and Mandarin Chinese. Students attending these programs acquire a second language through their daily instruction in core academic areas. Children enroll in the Immersion classes in either Kindergarten or 1st grade unless already bilingual in the program’s second language.

For more information about these programs, call the principal of the school where the program is located or the District School Link Welcome Center.
- Chinese Immersion  Madison Elementary  320-370-6330
- Spanish Immersion  Clearview Elementary  320-370-6510

LATEX
St. Cloud Area School District 742 schools are latex safe. Latex balloons, gloves or other items containing latex are not allowed on St. Cloud Area School District 742 property.

LOCKERS
All students are assigned a locker. A student’s school locker is the property of the St. Cloud Area School District 742 and must be used for the following intended purposes: a storage area for books, school supplies, and outdoor clothing. The cost of repairing any damage to lockers will be charged to the student. All items must be removed from lockers at the end of the school year and any items left in lockers at the end of the year may not be returned. The use of a locker other than the one assigned to the student is prohibited.

School authorities may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant. Any non-school issued or approved locks
will be cut off immediately. This policy also applies to the physical education lockers and athletic lockers.

**Parental discretion is advised when allowing students to bring valuable items to school.** Expensive items such as headsets, handheld electronics, ipods, cell phones, video games, toys, collective cards, or other valuables should not be brought to school. St. Cloud Area School District 742 does not carry insurance for such items so please be aware of the risks involved.

**LOSS OF SCHOOL PRIVILEGES**
Students may lose the privilege of attending school activities for violation of school rules and district policies. When a student is dismissed or suspended from school, the student cannot participate in or observe any extracurricular, club, or school-sponsored activities regardless of location district wide.

**LOST/DAMAGED PROPERTY**
A fee, restitution or community service will be assessed to students/families that reflects the replacement/repair costs when students:
- damage school property (lockers, desks, chairs, bus, etc.)
- damage/lost texts or library books
- school issued devices
- damage personal property of other students/staff

Fees must be paid to the school before the end of the school year.

**LOST & FOUND**
Numerous articles of clothing are lost and never found each year. This number can be greatly reduced when children are reminded that it is important to be responsible for one's possessions and to check the “Lost & Found” on a regular basis. Students’ names should be placed on mittens, jackets, lunch boxes, etc. Clothing not claimed by the end of each month is donated to a charitable organization.

**Parental discretion is advised when allowing children to bring valuable items to school.** Expensive items such as headsets, handheld electronics, ipods, cell phones, video games, toys, collective cards, or other valuables should not be brought to school. St. Cloud Area School District 742 does not carry insurance for such items so please be aware of the risks involved.

**MANDATED REPORTING**
St. Cloud Area School District 742 school personnel are mandated by law to report suspected abuse or neglect of children. This includes physical, sexual or emotional abuse. Abuses of child custody arrangements are also included.

**MEALS**
We are glad to share that for the 2021-2022 school year, all meals are provided free of charge. This service is provided thanks to a federal grant. We request that families still complete a free/reduced meal application because some of our district funding is dependent on receipt of this information. Additionally, families receive additional benefits by qualifying for free/reduced meals. These benefits included reduced fees for activities and parking.

The Breakfast/Milk/Lunch Program records are computerized, and all students, with the exception of preschool, are given a PIN to access their account. All money for meals that is sent to school is deposited into one account. Lunch accounts **must** have positive balances. When an account
falls below negative $0.00, communication will be sent as a reminder until the account is brought positive. Negative balances of $100 or more at the end of the year may be sent to collections.

<table>
<thead>
<tr>
<th>2021-22 Breakfast/Milk/Lunch Prices:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meal Type</strong></td>
</tr>
<tr>
<td>Elementary</td>
</tr>
<tr>
<td>Secondary</td>
</tr>
</tbody>
</table>

Reduced for those who qualify

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>No Charge</th>
<th>No Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>$0.50</td>
<td>$0.50</td>
</tr>
<tr>
<td>Adult</td>
<td>$2.45</td>
<td>$4.15</td>
</tr>
</tbody>
</table>

Information regarding free or reduced meals is available in school offices or at isd742.org. Please note: Milk/Juice (for snack) is not a part of the Free/Reduced Program. If students are allergic to milk, juice can be provided. Please provide your child’s school nurse a notice from your doctor’s office.

**Treats in School:** Food Ordinance N.857 requires that food items used in schools need to be commercially packaged or prepared at the school. Home-prepared food is NOT allowed in public schools. Per St. Cloud Area School District 742 allergy aware protocol, food items cannot contain peanut or tree nut products. If your child is planning a party or celebration, please make those arrangements and deliver invitations outside of the school day. Please refer to the district’s Wellness Policy for further information.

**MEDIA CENTER**
Information and resources are available through school media centers.

**MEDICATIONS**
St. Cloud Area School District 742 employees will administer medication or provide medical procedures and/or treatments during the instructional day according to Minnesota Statute 121A.22 and 121A.2205. Students may require prescribed medication at school in order to benefit from their educational experience. All prescribed or over-the-counter medications must be dispensed through the health office and have a parent permission form and a health care provider order form completed annually. Students who are able to self-carry medications, such as inhalers and EpiPens must have documentation on file from their health care provider in the health office. All medications at school must be in a pharmacy labeled container. Parents are responsible for picking up their child’s medications at the end of each school year.

**MTSS (MULTI-TIERED SYSTEM OF SUPPORTS)**
MTSS stands for “Multi-Tiered System of Supports.” This means that on a daily basis, St. Cloud Area School District 742 staff work together to support every student academically, behaviorally, and socially based on ongoing needs.”

MTSS is a problem solving team that typically includes principal/assistant principal, counselors, school psychologists, intervention staff (support rooms, truancy, academic) and general education teachers. This team meets regularly to address student referrals from families and staff. The problem solving process includes data analysis to determine next steps for student
support. Schools have a variety of intervention supports which include social emotional, behavioral and academic.

**MINNESOTA’S IMMUNIZATION LAW**

Minnesota Statutes, Section 121A.15 require that all children, prior to enrolling in a Minnesota school, must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella, Hepatitis B, Varicella (chicken pox) Meningococcal (Hib and Hepatitis A for all preschoolers) or meet one of the allowable alternatives. The law allows for these exemptions:

- A signed statement from a doctor exempting the person from the required vaccine because of medical reasons.
- A notarized statement that immunization goes against personal beliefs.

Please use the Minnesota Department of Health Immunization Form for documentation of medical or personal exemptions to the Minnesota immunization law.

**NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

Staff have the right to feel safe in the school in which they work. Information regarding students that have exhibited violent behavior known to the school authorities and/or for which they have been suspended should be shared with the adults who work with them. This information should be shared in the following situations:

A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

School staff working with students may also be notified if a student has been charged for violent crime committed on school property or in the community.

**NUISANCE DEVICES**

Because of potential danger or injury to other persons, students are subject to disciplinary action(s) if they have harmful toys or nuisance devices in their possession while in school.

**OFF CAMPUS CONDUCT**

Students may be disciplined for off campus conduct that disrupts, interferes or otherwise affects the environment, activities or operations of the school.

**PARENTAL CUSTODY/GUARDIANSHIP**

Parents sometimes request that one parent or another not be allowed to visit school, talk to their child/children, or pick their child/children up at school.

In order for St. Cloud Area School District 742 to honor restrictions of this nature, a custodial parent/guardian must present a current court order or other legal document to the building principal. In most cases, such restrictions are set through legal proceedings. The information allows the principal to respond promptly to your request and be in conformance with the law, while recognizing the rights of both parents.

**PETS**

For the safety of all students, pet animals should not be allowed in school. Animals that are part of the curriculum may be used after approval from the principal to determine if any health concerns
exist with students in the classroom. Exceptions may be considered by your school’s principal. Questions or concerns about service animals should be directed to the building principal.

PHOTO IMAGE RELEASE
St. Cloud Area School District 742 likes to celebrate the achievements of our students and staff. Throughout the year, the Communications Department and other District staff may take photographs/video students at school, activities and events that appear in district/school publications including yearbooks, on district/school websites, district/school administered social media accounts and at school board or other public presentations.

Pursuant to Board Policy 515, St. Cloud Area School District 742 has designated photographs and videos as “limited directory information” that may be released only for the following purposes: use by the District in official publications, promotional materials, or on the District website; use in an officially sanctioned school yearbook; or use as part of a District event.

If you do not wish to have your student's photo included in any of these district publications, you must complete an OPT OUT form. This form is valid from the time of receipt through the end of the 2021-2022 school year. Please return the form as soon as possible to your child’s school, where it will be kept on file if you do NOT agree to release your child’s image, work or quotations.

PHYSICAL EDUCATION
If your child is unable to participate in physical education activities, we must have a health care provider’s statement requesting non-participation. Excuses from physical education for religious or temporary physical reasons are handled on an individual basis.

PHYSICAL RESTRAINT/REASONABLE FORCE
Minnesota Statute allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm. Staff may only utilize physical restraints with Crisis Prevention Intervention (CPI) certification.

PLEDGE OF ALLEGIANCE
Purpose
The School Board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

General Statement of Policy
Students in this school district shall recite the Pledge of Allegiance to the Flag of the United States of America one or more times each week. The recitation shall be conducted:
- By each individual classroom teacher or the teacher’s surrogate; or
- Over a school intercom system by a person designated by an administrator or other person having administrative control over the school.

Exceptions
Any student or teacher may decline to participate in recitation of the Pledge of Allegiance to the Flag. Employees or students who choose not to participate will sit or stand quietly and respectfully during the recitation. Students must be respectful of the choice to not recite the pledge.
Instructions
Students will be instructed in the proper etiquette toward, correct display of and respect for the flag and in patriotic exercises.

POSSESSION OF STOLEN PROPERTY
Holding or possessing objects, materials, or belongings that are rightfully owned by another person or the school district without permission of the owner or proper school authority will be disciplined and possibly referred to police.

POSTER/SIGN RULES
Posters or signs can be placed about the building with permission from the administration. The organization or individual who posted them shall take down posters the day following the event or function they advertised. Administration reserves the right to dispose of posters and signs.

PRAYER
State and Federal law have made provisions for praying in school. When students leave an instructional setting to pray, the prayer practice must be central to faith tradition, not personal preference. St. Cloud Area School District 742 reserves the right to place reasonable time, place and manner restrictions upon any request for release from an instruction or non-instructional activity. St. Cloud Area School District 742 may require a valid note from a parent or guardian before a student may be allowed to leave instructional time for prayer. The time limit for prayer from an instructional setting shall not exceed fifteen minutes for each release. If there are any concerns or problems regarding a student's attendance or conduct at prayer, the school will contact the parents to discuss the concern.

PRIVATE PROPERTY IN NEIGHBORHOOD
Property adjacent to the school campus is private property. Students should remain on school property or public sidewalks before, during or after the school day. Please be a good neighbor and respect our neighbors’ property and privacy.

READMISSION/ADMISSION PLAN
A school administrator may prepare and mandate an admission or readmission plan for any student who is suspended or excluded from school. The plan may include measures to improve student’s behavior and will require parental involvement.

RECESS
When weather permits, all students will go outside for recess. Please dress your child appropriately for the weather. Snow boots and snow pants are required during the winter season. If your child has health concerns that will limit him/her from going outside, contact the school health office. The school may require a note from the doctor. Students will not go outside if the wind chill or temperatures are below zero degrees Fahrenheit.

REPORTING
All students are expected to promptly report violations of the Code of Conduct: Rights and Responsibilities Handbook to a staff member. Any student observing an act that impacts safety shall report this information immediately to any school employee.

RESOURCES
Links to additional educational resources are available on our District’s and each school’s website.
SCHOOL BOARD OF EDUCATION
The Board of Education meets regularly twice monthly on the first Wednesday (work session) and third Wednesday (business meeting) unless otherwise noted. The schedules and agendas can be found on the school district’s website at https://www.isd742.org/domain/59.

SCHOOL RESOURCE OFFICER
In cooperation with the local area Police Department, a police resource officer is assigned to each school. In addition to working closely with school administrators and faculty, the police officer provides classroom presentations about various aspects of personal and school safety, conducts investigations and remains visible throughout the school day. Administrators will involve the police or other law enforcement authorities as necessary to maintain a safe and lawful environment. If a student violates a district policy that also violates a law, the student will be referred to the school resource officer.

SEARCHES
An authorized school official may search a student or the student’s belongings based upon information received from a reliable source. The following are some of the specific areas we may search when on district property: automobiles, lockers, personal belongings, clothing or backpacks. Schools may also collaborate with local law enforcement to conduct K-9 searches.

SECURITY PROCEDURES
At each school, a specific door is designated as an entrance for parents and visitors. All others will remain locked. Upon entering the building, sign in at the welcome desk or school office and obtain a visitor’s badge. Schools equipped with the Raptor Security System require guests to present a valid form of identification prior to entry.

SOCIAL MEDIA
St. Cloud Area School District 742 recognizes that many of our students (as well as staff and parents) are active social media users. In addition, the District values and encourages the use of new technology tools and resources to engage and educate all learners. However, student online interactions, both inside and outside of school, can disrupt the learning environment as well as affect student safety. As a result, students are expected to adhere to our responsible use policy as outlined in the Code of Conduct: Rights and Responsibilities.

SOLICITATION
All solicitations must have prior approval by administration and meet school district guidelines.

STANDARDS BASED GRADING
Students earn grades based on their progress toward or mastery of state content standards. Students can earn between a one and a four. A one indicates little to no mastery of the standard, a two indicates making progress toward the grade level standard, a three indicates proficiency and a four indicates the student demonstrated mastery above grade level expectations.

STUDENT SURVEYS
Students will be asked to participate in surveys. The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):
- Political affiliations or beliefs of the student or the student’s parent;
- Mental and psychological problems of the student or the student’s family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student’s parent; or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings.

**SYMBOLS: HATEFUL, SEXUAL OR OFFENSIVE**
Pictures or other items that represent symbols that are hateful, sexual or offensive are not permitted on or near school grounds at any time. Some prohibited symbols include, but are not limited to, confederate flags or swastikas, sexual or other symbols that are deemed inappropriate or offensive to others. The administration reserves the right to confiscate them and contact families. Incidents may be cause for disciplinary action by the administration and possible involvement by the police.

**TECHNOLOGY: PERSONAL ELECTRONIC DEVICES (PEDs)**
Students are encouraged to leave PEDs at home. PEDs may not be used while school is in session unless directed by a school staff member. Personal electronic devices could include but are not limited to: cell phones, headphones, personal speakers, gaming devices and personal tablets. If a student chooses to bring a device, the district shall not be liable for any additional fees or charges incurred if used. **St. Cloud Area School District 742 is not responsible for lost or stolen personal electronic devices. The school will not be responsible for their security. Investigation of thefts will be implemented at the discretion of administration.**

Students may make important phone calls or other communications in the classroom under the classroom teacher’s direction.

**Misuse**
School staff may remove a PED if used during the school day. The device will be held in the office until the end of the day. An administrator may require a parent or guardian to come to school to retrieve the device.

**Searches**
Any PED may be searched by administration or their designee if there is a reasonable suspicion that a school rule violation linked to the PED has taken place.

**TECHNOLOGY/RESPONSIBLE USE**
St. Cloud Area School District 742 provides students access to internet resources, wireless access systems, computers, networked printers and other peripheral devices widely available in all district locations. Staff blends thoughtful use of these resources with the curriculum. Guidance and instruction is provided to students in the appropriate uses of these technologies.

St. Cloud Area School District 742 is in compliance with the Federal Children’s Internet Protection Act (CIPA) which restricts possible access to inappropriate material. All school issued devices with Internet access and availability are filtered to restrict material that is obscene, pornographic or harmful to minors. St. Cloud Area School District 742 reserves the right to monitor the use of these technologies so as to maintain the integrity of these resources. Complete policy details can be found in [Board Policy 524](https://isd742.org) at isd742.org.
Responsibility
Students are responsible for their behavior while using district technology. All school rules apply for behavior and communication as per district policy and student handbooks. St. Cloud Area School District 742 is neither responsible nor liable for student actions while using these resources. The privilege to use district technology will be provided to those students who act in an ethical, responsible and considerate manner. Willful or intentional misuse will lead to further disciplinary actions and/or criminal penalties under appropriate local, state and federal laws.

Student Terms and Conditions
Students are responsible for their own actions and behavior at school. St. Cloud Area School District 742 is not liable for student’s actions when connecting to the Internet through the school’s devices. Students assume full liability, legal, financial, or otherwise for their actions. Using the Internet is a privilege, not a right. Access to the Internet may be removed if abused. Information obtained from the Internet should be examined for reliability, authority and relevance.

General Guidelines for Students
Students are expected to use the Internet as an educational resource. Games and other activities, unless assigned by a teacher, are prohibited. Students are responsible for your exploration on the Internet. Abuse of the Internet may lead to removal of access privileges and/or a failing grade for the project on which you were working.

Student Expectations
- You will assume that all the information on the Internet is private property.
- You may use only legal material and follow all copyright laws.
- You will not vandalize the network or Internet resources.
- You may find material that is inappropriate; it is your responsibility to leave that site and report it to your teacher.
- You will not attempt to buy anything using the school network.
- You will not share your password with others.
- You will not attempt to access another user’s account.

Student Online Safety Rules
- You will not give out personal information such as telephone number, address, and family information.
- You will not give out the name and location of the school.
- You will tell your teacher immediately if you come across inappropriate information.
- You will tell your teacher immediately if someone online attempts to meet with you.
- You will follow the District Social Media Guidelines.

If you have questions or need additional information on student technology use, please contact the school office.

TELEPHONE CALLS
To maximize learning time, only urgent telephone calls can be accepted in the classroom with permission of the teacher. Teachers will be notified of other calls and return them as soon as possible. Students may use the phone for emergencies with adult permission. Please assist us by making every attempt to make arrangements for after school activities prior to the school day. Learning time is most beneficial when students are not concerned with pre-arrangements, party invitations, or requests to use the telephone to clarify after school plans.
**TEXTBOOKS (LOST/DESTROYED)**
Minnesota Statutes 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks or library books. Students may be charged an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

**THEFT**
Students should not bring valuables to school. The school does not carry insurance for these items. Students are responsible for securing their valuables. Thefts should be reported to the office as soon as possible. Investigations of thefts will be implemented at the discretion of administration.

**TITLE IX**
Any student who believes that he or she has been discriminated against, subjected to harassment, denied a benefit, or excluded from participation in any district program or activity on the basis of sex, in violation of Title IX, may file a written complaint with the district Title IX officer at titleix@isd742.org.

**TOBACCO PRODUCTS/SMOKING/ CHEWING**
St. Cloud Area School District 742 property is tobacco and smoke free including use of vaping devices.

**VIDEO /AUDIO SCHOOL PROJECTS AND SPEECH PRESENTATIONS**
Video/audio assignments and projects may be assigned. To maintain an acceptable level of learning, all language/images used must follow district safe school and harassment guidelines.

**VISITORS**
St. Cloud Area School District 742 believes that involvement by parents and family members in education is very important to the success of our students. We encourage family visits to our schools. In order to efficiently schedule these visits, please review the following guidelines:

- Classroom visits require advance notice (one day) with Administrator approval. This does not apply to scheduled school events or incidental visits.
- We need to know who is in the building at all times. Be prepared to present photo identification upon arrival for our Raptor system visitor badge. This badge is to be worn for the duration of your visit.
- Please respect the classroom environment and refrain from conversation with your child or other students while the teacher is instructing students.
- The use of video or cameras is strictly prohibited during approved classroom visits.
- Respectful behavior considering all circumstances is expected. The building administration retains the right to develop specific requirements and guidelines, as needed.

**VOLUNTEERS**
Volunteers are an important part of our school programs. Volunteers assist us with classroom activities, playground supervision, computer lab supervision, office duties, special events, and MUCH more! Volunteers sign in at the school office and receive an identification badge before assuming their duties. We invite you to consider volunteering in St. Cloud Area School District 742 schools. Please contact your child’s school for further information. Volunteers will be asked to fill out a volunteer form that details the program. Volunteers are also required to complete a district background check and background checks are provided free of charge. Volunteers are responsible to bring their photo identification to check in at the main office for each experience.
WEAPONS POLICY
Our school has a responsibility to provide a safe environment for all. All weapons are prohibited on school grounds. If students observe a weapon of any kind in school or on school grounds, it should be reported to a school staff member immediately. The complete weapons policy is available from your building principal or on the St. Cloud Area School District 742 web page.

WELLNESS
St. Cloud Area School District 742 attempts to ensure a school environment that promotes and protects students health, well-being and ability to learn by supporting healthy eating and physical activity. Parents are asked to help the district promote wellness by providing healthy lunches and snacks and refraining from including beverages and food without nutritional value.

WITHDRAWING FROM SCHOOL
If you are planning to relocate your family, your child’s school should be notified at least 24 hours in advance. This allows time for necessary signatures to facilitate student record transfer. Students must return all school equipment and materials, including any technology assigned, and must clean out their lockers. It is the responsibility of the parent/guardian to contact the new school to request transcripts and transfer of records.
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 a student’s achievement, but a 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.

<table>
<thead>
<tr>
<th>Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</th>
<th>ACCESS and Alternate ACCESS for English Learners</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 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.</td>
<td>- Based on the WIDA English Language Development Standards.</td>
</tr>
<tr>
<td>- Majority of students take the MCA.</td>
<td>- Given annually to English learners in grades K-12 in reading, writing, listening, and speaking.</td>
</tr>
<tr>
<td>- MTAS is an option for students with the most significant cognitive disabilities.</td>
<td>- Majority of English learners take ACCESS for ELLs.</td>
</tr>
<tr>
<td></td>
<td>- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</td>
</tr>
</tbody>
</table>
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 (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).
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 (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
Guía y negación de permiso para padres/tutores acerca de la participación del estudiante en las pruebas estatales

Este documento provee información básica para ayudar a los padres/tutores a tomar decisiones fundamentadas que benefician a sus niños, a las escuelas y a las comunidades.

¿Por qué aplicamos pruebas estatales?

El estado de Minnesota valora su sistema educativo y el profesionalismo de sus educadores. Los educadores de Minnesota elaboraron los estándares académicos, los cuales son rigurosos y preparan a nuestros estudiantes para la universidad y el trabajo.

Las evaluaciones estatales son la manera en que nosotros, como estado, medimos que el currículo y la instrucción diaria en nuestras escuelas están alineados con los estándares académicos, asegurando así que todos los estudiantes están recibiendo una educación equitativa. Los resultados de la evaluación estatal son precisamente una herramienta para supervisar que estamos proveyendo a nuestros estudiantes la educación que aseguraría una fuerza de trabajo sólida y ciudadanos conocedores.

¿Por qué es importante la participación?

Una evaluación estatal es una medida del logro de su estudiante, pero la participación de su estudiante es importante para comprender qué tan efectivamente está alineada la educación en su escuela con los estándares académicos.

- Durante la implementación en Minnesota de la ley Every Student Succeeds Act, un estudiante que no participa en las evaluaciones estatales no recibirá una puntuación individual y para cálculos de los propósitos del sistema de responsabilidades en el nivel distrito, incluyendo las oportunidades para recibir ayuda y reconocimiento, no será considerado como con una puntuación de “competente”.
- A los estudiantes que reciben una puntuación de preparado para la universidad en las Evaluaciones estatales de Minnesota (MCA, por sus siglas en inglés) no se les requiere que tomen cursos remediales en créditos en una Universidad Estatal de Minnesota en la materia correspondiente, otorgándole al estudiante potencialmente tiempo y dinero.
- Los educadores y las personas que formulan las políticas usan la información de las evaluaciones para tomar decisiones acerca de los recursos y apoyos que se brindan.
- Los padres y el público en general usan la información de la evaluación para comparar las escuelas y tomar decisiones acerca de dónde adquirir una casa o inscribir a sus hijos.
- Los resultados del rendimiento escolar que son difundidos al público y utilizados por las familias y comunidades, son afectados negativamente si los estudiantes no participan en las evaluaciones.
- Los estudiantes de inglés que no tomen ACCESS o ACCESS Alternativo para estudiantes de ELL no recibirán una puntuación que cumpla con los criterios de salidas del programa de aprendizaje de inglés.

Estándares académicos y evaluaciones

¿Qué son los estándares académicos?

Los estándares académicos K-12 de Minnesota son las expectativas estatales para el logro académico del estudiante. Estos estándares identifican el conocimiento y las habilidades que todos los estudiantes deben alcanzar en una materia y están organizados por grado. Los distintos distritos escolares determinan cómo los estudiantes alcanzarán los estándares, esto desarrollando cursos y currículo alineados con los estándares académicos.

¿Cuál es la relación entre las evaluaciones académicas estatales y los estándares académicos?

Las evaluaciones estatales en matemáticas, lectura y ciencias se usan para medir si los estudiantes y su escuela y distrito, están cumpliendo con los estándares académicos. Las evaluaciones estatales son una medida de qué tan bien los estudiantes se están desempeñando en el contenido que forma parte de su instrucción diaria. También son una medida de qué tan bien se están desempeñando las escuelas y los distritos al alinear su currículo y al enseñar los estándares.

Evaluaciones integrales de Minnesota (MCA) y Examen de habilidades académicas de Minnesota (MTAS)

- Se basan en los estándares académicos de Minnesota, de lectura y matemáticas administrados cada año en los grados de 3o a 8º y en la escuela secundaria, y de ciencias administradas cada año en los grados 3o, 8º y escuela secundaria.
- La mayoría de los estudiantes toman la MCA.
- El MTAS es una opción para los estudiantes con las discapacidades cognitivas más significativas.

ACCESS y ACCESS Alternativo para estudiantes del idioma inglés

- Basados en los estándares de desarrollo del idioma inglés WIDA.
- Administrado cada año a estudiantes de inglés en los grados K-12 en lectura, escritura y expresión oral.
- La mayoría de los estudiantes de inglés toman ACCESS para estudiantes de ELL.
- ACCESS Alternativo para estudiantes de ELL es una opción para estudiantes de inglés con las discapacidades cognitivas más significativas.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form_Spanish
¿Por qué son efectivas estas evaluaciones?
El estado de Minnesota cree que para medir efectivamente el aprendizaje de los estudiantes, la evaluación debe ser más que simplemente responder a preguntas de opción múltiple.

- Para responder las preguntas, los estudiantes pueden necesitar teclear las respuestas, arrastrar y colocar imágenes y palabras, o manipular una gráfica o información.
- Los exámenes de Lectura y Matemáticas son adaptativos, lo que significa que las respuestas que provee un estudiante determinan las siguientes preguntas que responderá el estudiante.
- El examen MCA de Ciencias incorpora simulaciones, las cuales requieren que los estudiantes realicen experimentos para responder preguntas.

Todo esto brinda a los estudiantes la oportunidad de aplicar el pensamiento crítico necesario para el éxito en la universidad y en la carrera profesional y les brinda la oportunidad de mostrar lo que saben y lo que pueden hacer.

¿Hay límites para las evaluaciones locales?
Como se establece en los estatutos de Minnesota, sección 120B.301, para los estudiantes en los grados de 1º a 6º, la cantidad total de tiempo acumulado invertido tomando evaluaciones adoptadas distritales o de la escuela no debe exceder de 10 horas por cada año escolar. Para los estudiantes en los grados 7º a 12º, la cantidad total de tiempo acumulado invertido tomando evaluaciones adoptadas distritales o de la escuela no debe exceder de 11 horas por cada año escolar. Estos límites no incluyen evaluaciones a nivel estatal.

En un esfuerzo por acentuar la transparencia, el estatuto también requiere a un distrito o a una escuela chart can que, antes del primer día de cada año escolar publique en su sitio web un calendario completo de los exámenes estandarizados que se van a administrar en el distrito o escuela chart durante ese año escolar. El calendario debe proveer los fundamentos para la administración de cada evaluación e indicar si la evaluación es una opción local o si es requerida por una ley estatal o federal.

¿Qué pasa si elijo que mi estudiante no participe?
Los padres/tutores tienen derecho a no dejar que su estudiante participe en las evaluaciones estandarizadas requeridas por el estado. Los estatutos de Minnesota requieren al departamento que provea información acerca de las evaluaciones estatales a los padres/tutores e incluyen un formato que debe ser llenado si se niegan a dejar que participe su estudiante. Esta forma aparece en la siguiente página e incluye un área para anotar la razón por la que se niega la participación. El distrito de su estudiante puede requerir información adicional.

Un distrito escolar pudiera tener consecuencias adicionales más allá de las mencionadas en este documento, para un estudiante que no participe en las evaluaciones estandarizadas requeridas por el estado. También pudiera haber consecuencias por no participar en las evaluaciones seleccionadas y administrarlas a nivel local. Por favor, contacte a su escuela para más información referente a las decisiones locales.

¿Cuándo toman las evaluaciones los estudiantes?
Cada escuela establece su calendario de evaluaciones dentro del periodo de tiempo para evaluar establecido por el estado. Contacte a la escuela de su estudiante para informarse de los días de evaluación específicos.

- El periodo de tiempo para los exámenes MCA y MATAS comienza en marzo y concluye en mayo.
- El periodo de tiempo para las evaluaciones ACCESS y ACCESS Alternativo para estudiantes de ELL comienza en fines de enero y termina en marzo.

¿Cuándo recibiré los resultados de mi estudiante?
Cada verano, los reportes individuales de los estudiantes son enviados a los distritos escolares y se proveen a las familias a más tardar durante el juzgado de otoño. Los reportes pueden ser utilizados para ver el progreso de su hijo y ayudar a guiar la instrucción futura.

¿Cuánto tiempo tomas las evaluaciones?
Las evaluaciones estatales se toman una vez al año y la mayoría de los estudiantes toman las exámenes en línea. En promedio, la cantidad de tiempo que se invierte en tomar las evaluaciones estatales es menos de 1 porciento del tiempo de instrucción en un año escolar. No se toma el tiempo durante las evaluaciones y los estudiantes pueden continuar trabajando todo el tiempo que necesiten.

¿Por qué parece que mi estudiante está tomando más exámenes?
Los exámenes estatales requeridos se limitan a aquellos indicados en este documento. Muchos distritos toman decisiones de manera local para administrar exámenes adicionales que no son requeridos por el estado. Contacte a su distrito para más información.

¿Dónde obtengo más información?
Los estudiantes y las familias pueden encontrar más en nuestra página con pruebas estatales (education.mn.gov > Students and Families > Programs and Initiatives: Statewide Testing).

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form_Spanish
Negativa del padre/tutor a la participación del estudiante en las evaluaciones estatales

Para optar no participar en las evaluaciones estatales, el padre/tutor debe llenar este formulario y regresarlo a la escuela del estudiante.

Para apoyar mejor la planeación del distrito escolar, favor de enviar este formulario a la escuela del estudiante a más tardar el 15 de enero del año escolar académico. Para los estudiantes que se inscribieron después de iniciado el periodo de tiempo para las pruebas estatales, favor de enviar este formulario dentro de las primeras dos semanas a partir de la inscripción. Se requiere un formulario de negativa nuevo cada año que los padres/tutores deseen optar por el estudiante no tome las evaluaciones estatales.

Fecha ____________________ (Este formulario únicamente es aplicable para el año escolar 20__ a 20__)  

Nombre legal del estudiante ___________________________ Inicia el segundo nombre legal del estudiante ______  

Apellido legal del estudiante ___________________________ Fecha de nacimiento del estudiante _____________  

Distrito/escuela del estudiante ___________________________ Grado ___________________________  

Favor de poner sus iniciales para indicar que ha recibido y revisado la información acerca de las pruebas estatales.

______ Recibí información acerca de las evaluaciones estatales y elijo optar por que mi estudiante no participe. El Departamento de educación de Minnesota (MDE) provee una * Guía y negación de permiso para padres/tutores acerca de la participación del estudiante en las pruebas estatales en el sitio MDE website (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Razón para rechazar la participación:

Por favor indíquen la evaluación o las evaluaciones en las que usted decide que el estudiante no participe en este año escolar:

______ MCA/MTAS de lectura ________ MCA/MTAS de ciencias  

______ MCA/MTAS de matemáticas ________ ACCESS/ACCESS Alternativo para estudiantes de ELL

Contacte a su distrito escolar para el formulario para optar no participar en las evaluaciones locales.

Comprendo que al firmar este formulario, mi escuela y yo podríamos perder información valiosa acerca del progreso académico de mi estudiante. Como resultado, mi estudiante no recibirá una puntuación individual. Además, el rechazar la participación en las pruebas estatales puede impactar a la escuela, al distrito y a los esfuerzos del estado por distribuir los recursos de manera equitativa y apoyar el aprendizaje de los estudiantes; para cálculos de los propósitos del sistema de responsabilidad educativa a nivel escuela y a nivel distrito, mi estudiante no será considerado como con una puntuación de “competente”.

Si mi estudiante está en secundaria, comprendo que al firmar este formulario mi estudiante no tendrá una puntuación de MCA que podría potencialmente ahorrarle tiempo y dinero al no tener que tomar cursos remediales sin créditos en una Universidad Estatal de Minnesota.

Nombre del padre/tutor (con letra de molde) ________________________________________________________________________

Firma del padre/tutor ____________________________________________________________________________________________

Para uso exclusivo del personal de la escuela o distrito. ID del estudiante o Número MARSS _______________

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

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Warqadaan waxay ka caawimsa waalidinta/masuulka inay qaataan go'aano aay ka dharagsan yihii laas oo caawinaya caruurtooda, dugsiyadda iyo bulshooyinkooda.

Maxaa loo qaadaa intixaanaya gobolada oo dhanaan?
Minnessota waxay qimaysa nidaanka wax barashadeeda iyo xireeda barayashada. Barayasha Minnesota waxay abureen heerka tacliinta kasoo ah mid aad oo u diyaarinaya araddaenna musaagula iyo jaamacad.

Imtiixanka gobolada oo dhan waxay kusaaleen tahay qaabka gobol kasta u cabo manhajka iyo tilmaamaha joogta ah ee dugsiga xiriifka waafaqshada yihii heerarka tacliinta, hubinta in ardayda oo dhan helaan wax barasho siin. Natijyooyinka intixanka gobolada oo dhan waa hal qaab oo lagu kormeerayo marka in aan siinaya ardayda waxbarashada tasoo u hubinaysa shaqaale xoog iyo muwaadiniin tacliin leh.

Ka qaybgalka muuxu muhim u yahay?
Imtiixanka gobolada oo dhan waa hal cabir oo lagu guulaha ardaygaada, laakiin ka qaybgalka ardaygaada wuxuu mubac u yahay in la fahmo sida wax ku odo u qaadaha xiriifka ardaygaada inay waa saaqaan tahay in heerarka tacliinta.

- Heerarka tacliinta iyo intixaan
- ACCESS iyo ACCESS-ka dhinaca kale ee bartayasha ingiriiska

Parent Guardian Guide and Refusal for Student Participation in Statewide Testing Form_Somali
Sababtee qiimeentaas ay utahay wax ku oo?

Minnesotta waxay aq in amsan tahayin in si wax ku ool ah loo cabbo wuxu ardayda ay baranayaan, intixaanika wuxu uu ubanahan yahay wax kabadan jawaaboo looado. 

- Si looga jawabo suulaala, ardayda wa inay qoraan jawaabbo, aay jiidaa ama ay dhiigaan sawirada iyo xarfa, ama ay xukumaan garaar ama xog. 
- Aqrinta iyo Xisaabadka MCA da waa lala qabsadaa, taaso la micna ah jawaabta ardayda uu bixinayo waxay ku xiran tahay jawaabta uu bixin doono. 
- Sayniska MCA du waa wax lagu daro oo qubano ah, taas oo bahan in ardayda uu sameeyo si uu oga jawaabuu suulaala.

Intas oo dhan waxa loo siyad ardayga si uu ugu fakaro sababta loogu bahan yahay inuu kugulaysto jaamacadda iyo xirfadaha iyo inay tusaan waxa ay sameen karaa oo ay awoodaan.

Xadidaad miyuu leeyahay intixaanka gudaha?

Sida lagu sheegay xeeranka Minnesotta, qaybta 1208.301, ardayda heerka 1-6, wadar ah waaftiga guud inuu qato gudaha, waxay ka kama badanayo tahay dagmooyinka ama dugsiyaasha intixaanooda kama kabadanayo 10 saac dugsi kasta sanadkii. Ardayda heerka 7-12, wadar ahaan waaftiga guud inuu qato gudaha, waxay ka kama badan tahay dagmooyinka ama dugsiyaasha intixaanka kama badanayo 11 saac dugsi kasta sanadkii. Xadidaaddahan qayb kama aha intixaanka guud ee gobolada.

Dadaalka aan ku dhiirin galinayno qaab hufan, dagmada qaynun keeda, waqadaasha dugsiga, ka hore maalinta sanadkii kowoada, waxa in lagu soo bandhig websideeka si buuxda iyo waqtiiga heerka intixaanka la diiwaan galinayno sida dagmada ama dugsiyaasha sanadkaas gudhihiis. Calenderka waa inuu muujinayno diiwaan galinta intixaan kasta iyo waxa uu inuu muujinayo haddii intixaanka uu yahay kan gudaha ama loo bahan yahay sharciiga gobalka.

Waa sideed hadliin doorto in aan kaqayb galin ardaydeeyda?

Waalidka/masuliyinta waxay awoodan inay doortaan inaysan kaqayb galin ardaydooda intixaanka gobalka. Qaynunke Minnesota waxay u bahan tahay inay latuso xog ku saabsan intixaanka gobalada si waalidiinta/masuliyinta iyo inay kudaran wargoodo buuxa hadlii aydiidaa inay ardaydooda kaqaybgaalana. Waqadaan waxay fududaynasaysa in baalka xiga iyo uu lahaado qayb laga qoro sababta ay udiidin inay kaqayb galaan. Ardaydaada daggama waxay u bahan karaankoo dheraad ah.

Dugsiga ama dagmada waxa haysan karaan sharci dheraad ah marka laga togo kuwaan aan waqdaan ku cadeeneey ee ah ardayda aan ka qayb galeen intixaanadka gobalka. Waxa kaloo dheeci kara hashiis sharci kale haddii aysan ka qayb galin intixaanka loo doortay iyo diiwaan galinta heerka gudaha. Fadlan la xiriir dugsiga saad u heshid xog dheraad ah.

Goorma ayaa ardayda qaataan intixaanka?

Dugsiga kasta wuxuu leeyahay waqti intixaan oo ah isla waqtiga intixaanadka. Laxariirida dugsiga xoqtiisa ee maalamaa qaaskaa ah ee intixaanka.

- MCA da iyo MTAS ta intixaanookaada wuxuu biloowda bisha sedexaad iyo dhamaada bisha shanaada.
- ACCESS iyo ACCESS-ka dhinaca kale ee ELLs intixaanka wuxuu biloowda dhamaka bisha kowaad iyo dhamaada bisha sedexaad.

Goorma ayaa helayaa natijada ardaydayda

Xagaa kasta, macluumad arday aaya loo diraan dugsiga dagmooyinka iyo inay kabadina wuxuu loo qabto goysaska. Xogta waxa loo isticmaali karaa cunuga hor u socodka isaa si mustaqbalka loo duwo.

Waqti imisa ah ay ayadanaysaa intixaanka?

Intxiinaadka gobalada waxa la qata sanadkii hal mar; badanaya ardayda waxay tiijabiyaan onlineka. Kala bar, waqtiixa aqado intixaanka gobalada waan inay ka ayar nin 1 marka la barbar dhiig waqtiiga loo qabto sanadkaas dugsiga.

Intxiinaadka waqti u goan majiru iyo ardayda waxay wadi karaan shogo inta ay u bahan yihin.

Maxaa waaye sababta ay ardaydayda ugu muuqdaan kuwa qaadanaya intixaan saaid ah?

Intixaanka gobalada waxa laga xididay kuwa aan waqdaan aan ku xusnaan, Dagmooyin badan waxay qaadaan go'aamay inay aqabaan intixaan saaid ah kascostaa gabaal aan u baahnaan. La xarrii daggamada saad u heshid xog dheraad ah.

Halkii kaheli karaa xog dheraad ah?

Ardayda iyo goysaska waxay kaheli karaan wax dheeraad ah Boggiga Intixaanka Gobolka oo dhan (education.state.us > Ardayda iyo Waalidiinta > Barnaamiyadda iyo Ujeedooyin > intixaanka gobalada).

Parent Guardian Guide and Refusal for Student Participation in Statewide Testing Form_Somali

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Waalidiinta/masuuliyinta diidmadooda inay ardayda kaqayb galaan intixaanaka gabolada.

Si ay oga gaabsadaan intixanka gobolada waaliidinta/masuuliyinta waa inay buuxiyada warqadaan kuna socotfiyada dugsiqa ardayda.

Si aad u taageerida qorsheena dugsiga dagmada, fadlan u soo guud dilay wuxuu xaaladday ardayda dugsiyada kehar bisho kawaad 15keeda ee waqtiga ee warqada sanadka. Ardayda taqabacaa intixanka gabolada bilowga furistaanka, fadlan soo guud dilay wuxuu xaaladday ardayda madax labo labaad iibuc ah inta qoritaanka socdo. Warqada cusub ee diidmadub yaa loobahan yahay sanad kasto Waaliidinta/masuuliyinta raba inay kabixiyada ardayda qolmeento gabolada.

Waqtiga _______________ (Warqadaan waa kaliya lagu socodsankaraa to Sanadka dugsiyada.)

Magaca sharciyani ugu horreeya ardayga ______________________________ Sharciyana magaca dhexe ee ardayga _______

Magaca sharciyani ugu danbeeya ardayga ______________________________ Waqtiga ardayga dhalashadiisa__________

Dagmada ardayda/dugsiyada ______________________________ heerka ______________________________

Fadlan kumuujii marka hore inaad heshay iyo oo aad kusameeyo muraajaciyo xogta kusaabsan intixanka gabolada.

_____. Waxan helay xog kusaabsan qolmeento gobolada iyo oo aad doorto inaa ardayda kasaro. MDE waxay ku qaybisa hagaha waaliidka/masuulka iyo diidmadu ka qayb qaadsada ardayga ee intixanka gobolka bartooyada wabsayda ee MDE websiteka (Ardayda iyo Waaliidinta> Baraamiyada iyo Ujeedoyin> intixanka gabolada).

Sababta diidmad: ______________________________

Fadlan kumuujii qolmeento gobolada(s) waxay tusinaysaa ardayda heerka dugsiyada sanadkani:

________ MCA/MTA aqrinaya __________ MCA/MTA sayniska

________ MCA/MTA Xisaabta __________ ACCESS/ACCESS-ka dhinaca kale ee ELLS

La xariir dugsiyada ama dagmadada si aad u aragtig warqada qolmeento gudaha.

Waxan fahan sanahay saxiixida warqadaan, dugsiyeyga iyo aniga waxaa lomin karin waxan warbhixin muhiim ah eek u saabsan sida wanaagsan ee ardaygeyga ugu horeeyo aqoon ahaan. Sida ay sababtay, ardaygeyga ma helay xoobada shaqsiiga. Diidmad uga qaado qeybisaanay shibiyada gobolka oo dhan waxay saameyn kartaa dugsiyada, degmada, iyo dadkaalada gobolka ee sinan wuxuu qeybinta illaa oo taageero waxbarashada ardayda; wixii ujeedaya dugsiyada iyo xisaabinada la xisaabtanka degmada, ardaygeyga looma tixgelinayo "aqoon wanaagsan."

Haddii ardaygeyga dugsi sii ku jiro, waxaan fahamsan abuuray saxiixida foonkaan ardaygeyga uusan yeeleyn MCA buunada si la fayr u illaa ilaa la xiriir qaat oo aad dhacay oo ah ka qaadsaha la'aanta daawada, kooshooyinkii aan buunada laheyn ee kuulliyada ama jaamacada Gobolka Minnesota.

(Dabacaada) magaca waaliidka/masuulka ______________________________

Saxixa waaliidka/masuulka ______________________________

Waa inuu dhameeyo dugsiyada ama shaqaalaha dagmada kaliyaa. Aqoonsiga ardayga am MARSS lambarka ______________________________

Parent Guardian Guide and Refusal for Student Participation in Statewide Testing Form_Somali
June 15, 2021

Dear Parent/Guardian:

Believe it or not, it is already time to begin thinking about school for the 2021-2022 academic year! You are receiving this letter as a reminder that families must submit a new Application for Educational Benefits, formerly known as free and reduced-price meals application, each fall. It benefits you and your school if you apply early.

Although students in St. Cloud Area Schools will be provided breakfast and lunch at no cost during the 2021-22 school year due to a grant provided by the U.S. Dept. of Agriculture, all families are still encouraged to complete an Application for Educational Benefits, formerly known as the free and reduced-price meals application. A new application must be submitted each year.

Did you know that your school receives educational funding that depends, in part, on your educational benefits eligibility? Did you know that your household may be able to receive free or reduced-cost internet if your application is approved? That you may receive a discount on district device insurance and/or activities fees? That your student may receive discounted fees for college applications and testing? That you may receive a discount for afterschool childcare? Even if you are unsure if you qualify for educational benefits, you should apply.

Online applications are being accepted at: https://www.isd742.org/Page/1703, or complete the enclosed paper application and return to the District Administration Office.

Please fill out the application with your income as of TODAY regardless of whether you qualified for benefits in the past. Your children may qualify for educational benefits.

To apply, complete the enclosed application and return as soon as possible in the enclosed envelope, or apply online (it only takes a few minutes) at: https://www.isd742.org/Page/1703. A new application must be submitted each fall before school begins.

If you complete a paper application for educational benefits, return your application to:

St. Cloud Area School District 742
Attn: Mary Streit
District Administration Office
1201 2nd Street South
Waite Park, MN 56387

(Only one application needed per household)
COMMON QUESTIONS

Who can get free school meals and other educational benefits? Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant, and runaway children can get free school meals and other educational benefits without reporting household income. Alternatively, children can get free school meals and other educational benefits if their household income is within the maximum income shown for their household size on the instructions.

I get WIC or Medical Assistance. Can my children get free school meals and other educational benefits? Children in households participating in WIC or Medical Assistance do not automatically qualify for free meals and educational benefits. Children may be eligible depending on other household financial information. Please fill out an application.

Who should I include as household members? Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).

What if my income is not always the same? List the amount you normally receive. If you normally get overtime, include it. If you receive overtime only occasionally, do not include it.

May I apply if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens for your children to qualify for educational benefits.

Will the income information or case number I give be checked? It may be. We may also ask you to send written proof.

How will the information be kept? Information you provide on the form, and your child’s approval for benefits, will be protected as private data. For more information see the back page of the Application for Educational Benefits.

If I don’t qualify now, may I apply later? Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits.

If you have other questions or need help, call 320-370-8151.

Sincerely,

Joe Happe – Food Service Supervisor
### 2022-22 Application for Educational Benefits

- **Department of Education**

**Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Telephone:**

**Email:**

**Date of Birth:**

**School:**

**Grade:**

**Parents/Legal Guardian(s):**

**Relationship:**

**Income Information:**

- **Total Income:**
  - **Monthly:**
  - **Weekly:**
  - **Yearly:**

**Household Members:**

- **Total Number of Household Members:**

**Financial Information:**

- **Family Income:**
  - **Mother:**
  - **Father:**
  - **Other:**

**Dependents:**

- **Any Other Income:**

**Signature:**

**Date:**

**Other Information:**

- **Reason for Application:**
- **Parent/Guardian Declaration:**

**Signature:**

**Date:**

**Certification:**

**Signature:**

**Date:**

**Additional Information:**

- **Any Other Information:**

**Signature:**

**Date:**

**Certification:**

**Signature:**

**Date:**

**Other Information:**

- **Any Other Information:**

**Signature:**

**Date:**

**Certification:**
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<tr>
<th>Source of Income or Other Income</th>
<th>Items of Income</th>
<th>General Information</th>
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<td>Income from Licensing</td>
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**INSTRUCTIONS:** Source of Income or Other Income:
- **Social Security:** Include all Social Security payments, including retirement, disability, and survivor benefits.
- **Pension:** Include all pension payments, including private and governmental pensions.
- **Child Support:** Include all child support payments.
- **Alimony:** Include all alimony payments.
- **Unemployment Benefits:** Include all unemployment benefits.
- **Interest from Savings Account:** Include interest earned from savings accounts.
- **Rental Income:** Include income from renting property.
- **Gifts and Bequests:** Include income from gifts and inheritances.
- **Income from Investments:** Include income from stocks, bonds, and other investments.
- **Income from Business:** Include income from self-employment and business operations.
- **Income from Farming:** Include income from farming operations.
- **Income from Professional Practice:** Include income from professional services.
- **Income from Royalties:** Include income from royalties.
- **Income from Licensing:** Include income from licensing agreements.

Make sure to list all sources of income accurately. If you need assistance, please contact a financial advisor.