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Square Mall
Shakopee, MN 55379

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Principal: Eric Serbus
952.496.5982

2022/23 STUDENT & PARENT/GUARDIAN HANDBOOK

*It's Always a Great Day to
be a Saber*

**TOKATA LEARNING
CENTER**



Last Updated August 2022

Student Handbook 2022/23

Tokata Learning Center

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About the Tokata Learning Center

Overview

The Tokata Learning Center (TLC) is a small, student centered, relationship focused, alternative high school designed to help struggling students overcome challenges that interfere with a successful school experience. TLC staff recognize that each student and struggle is unique. Therefore, the staff is committed to providing a personalized educational experience, rooted in restorative practices, tailored to meet the individual needs and goals of each student. With flexible scheduling, self-directed- course options, access to comprehensive student supports, and most importantly an understanding, caring, and supportive TLC school staff and community, TLC students who have struggled in mainstream school settings often find renewed hope and engagement in the learning process.

TLC Directory

TLC Main Number |952.496.5982: use for any school related questions, concerns and to contact staff. Please leave a voicemail if the line is not answered; your call will be returned as soon as possible.

TLC Attendance Line |952.496.5984: use for any student attendance related matters.

Staff Contact Information:

Eric Serbus	Principal	952-496-5980	eserbus@shakopee.k12.mn.us
Nickole Phipps	Dean / Behavior Intervention Specialist	952-496-5983	nhipps@shakopee.k12.mn.us
Gail Kohlmann	Building Secretary	952-496-5981	acondon@shakopee.k12.mn.us
Paul Kelly	Counselor	952-496-5990	pkelly@shakopee.k12.mn.us
Michelle Edgeton	Social Studies / Electives	952-496-7315	medgeton@shakopee.k12.mn.us
Dave Froehlich	Fine Arts	952-496-7303	dfroehli@shakopee.k12.mn.us
Ben Krupnick	Social Studies / Health	952-496-7315	bkrupnick@shakopee.k12.mn.us
Kyle Ryan	Mathematics	952-496-7302	kryan@shakopee.k12.mn.us
Ben Ficklin	Science	952-496-7305	bficklin@shakopee.k12.mn.us
Christopher Kent	Language Arts	952-496-7301	istock@shakopee.k12.mn.us
Steve Lingenfelter	Special Education	952-496-7319	slingenf@shakopee.k12.mn.us
Mike Larson	EL Teacher	952-496-5982	mlarson@shakopee.k12.mn.us
Jan Lick	TLC paraprofessional	952-496-5982	jlick@shakopee.k12.mn.us
Tracy Courneya	School Health Nurse	952-496-5987	tcourneya@shakopee.k12.mn.us
Ms. Svetlana Mshar	Russian Liaison	952-496-5094	smshar@shakopee.k12.mn.us
Mr. Ibrahim Mohamed	Somali Liaison	952-496-5152	lmohamed@shakopee.k12.mn.us
Mrs. Dee Buros	Native American Cultural Liaison	952-496-5790	dburos@shakopee.k12.mn.us
Mrs. Lupita Reyes-Morales	Spanish Cultural Liaison	952-496-5730	greyesmorales@shakopee.k12.mn.us

Staying Connected: Please follow us on the web and Facebook for TLC news, updates and announcements.



www.shakopee.k12.mn.us/tlc



Learning Center Community (Shakopee, MN)

Staff Hours

Main Office	Teachers
Monday – Friday 7:30 AM – 3:30 PM	Monday - Friday 7:30 AM – 3:30 PM

TLC Core Program Overview

In the TLC Core Program students engage in 2-4 self-directed courses at one time. Students follow a four block schedule, attending lab classrooms where they get instructional support from content teachers. In addition, students participate in daily advisory and flex periods. The advisory period is designed to promote positive relationship building and academic goal setting. The flex period is designed to actively engage students in activities that promote social, emotional, and physical well-being. The TLC Core Program provides students with structures and support that promote interdependent learning and provide students with elements of autonomy. Students in the Core Program work to meet 3 week academic goals. At the end of each three week term, staff will share student progress updates and indicate if any program modifications/interventions are going to be implemented the following term. The first day of each new term is scheduled to be a Remote Day, meaning students will work from home with afternoon virtual check-in requirements.

Monday – Friday (Regular) Schedule

8:00 – 8:20	Breakfast
8:20 – 9:30	1 st Block
9:35 – 10:45	2 nd Block
10:50 – 11:30	FLEX
11:35 – 12:35	Lunch / Advisory
12:40 – 1:50	3 rd Block
1:55 – 3:05	4 th Block

Friday (Early Release) Schedule

8:00 - 8:20	Breakfast
8:20 - 9:10	1 st Block
9:15 - 10:05	2 nd Block
10:10 - 11:00	3 rd Block
11:05 - 12:05	Lunch/Advisory
12:10 - 1:05	4 th Block

TLC Bridge Program [Independent Study]

We recognize the learning flexibility some students need to navigate life’s challenges. The TLC Bridge Program is a flexible learning program that meets the needs of students in unique situations through independent study coursework. The Bridge Program is designed to engage students who:

- need an ultra flexible learning option
- are waiting to get enrolled in the TLC Core Program
- have been excited from the TLC Core Program

TLC Independent Study Requirements

Program Component	TLC Independent Study Commitments
Age Requirement	● 16 years of age and older
Academic Requirements	● Work on 1-2 course(s) at a time. ● Complete all required assignments to a level of proficiency (70% +).
Time Requirements	● Students are responsible for attending independent study sessions weekly, which take place from 3:30 - 5:00 Tuesday, Wednesday, and Thursday at the TLC. In addition, students are expected to work on coursework outside of school as much as possible each day (4 hours).
Communication	● Communicate in a timely and responsive manner.
Transportation	No Transportation is available for the TLC Bridge Program

Organization
(space, time, goals)

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**TIPS 4
SUCCESS**

Independent

School Year Calendar

The TLC follows the same district calendar structure as other schools in the Shakopee School District. The TLC has made a few calendar modifications to better fit its mission and programming, however. Please check the Tokata Learning Center website <https://www.shakopee.k12.mn.us/tlc> for the most updated calendar information.

Conferences (sign-ups will be emailed to families)	Early Release Days (students dismissed at 1:05)	TLC Student Remote Days (students work from home)		
October 18	October 7	September 23	January 6	March 30
December 13	November 4	October 14	January 26	April 28
March 2	January 13	November 10	February 16	May 19
May 4	January 24	December 2	March 10	

Please listen to voicemails, check facebook, emails and keep an eye on your mailbox at home to receive notifications of schedule changes. Please review the calendar for important dates. Please note that seniors are required to attend school through the last scheduled calendar day.

Curriculum

TLC courses are aligned to the Minnesota state standards and follow school district articulated curriculum guidelines. The quality of education provided at the TLC is comparable to that provided at SHS. However, the emphasis the TLC places on teacher-student relationships, smaller class sizes, block scheduling, personalized self-paced learning and academic power standards ensures that the education experience at the TLC is different than at SHS. The following types of instructional models are used to meet the different learning needs of TLC students:

Seat-Based Courses

Seat-based courses at the TLC are generally self-directed with most of the course work being facilitated on Canvas, the Shakopee School District’s learning management software. Students receive a combination of individual, small group, and whole group instruction as they work through the course content at their own pace. Students are allowed to work in their scheduled courses until completed, after which they are scheduled in new courses.

Flex Learning Options

Students have the option during their Flex period to participate in credit bearing activities. Students are required to accumulate a total of 40 hours in a credit bearing activity in order to earn 1 credit. Since hours are accumulated over the course of a school year, Flex credits will not be transcribed until the end of the school year. Please note: not all Flex activities are credit bearing. Students participating in an Open or Guided Study Hall do not accumulate hours toward a flex credit.

Credit Recovery

Students have the opportunity to complete more credits after the school day ends by taking a credit recovery course through our Edgenuity learning system (online, self-paced, digital curriculum) in our Independent Study Bridge Program. Students interested in this option should contact the school counselor.

What is Edgenuity?

Edgenuity provides an exciting and engaging digital educational environment that is designed to capture attention and draw students into the interactive world of online and blended learning.

Edgenuity has provided courses for students since 1998, and through our experience with teachers, students, and parents, we built an engaging and effective curriculum that connects science, math, language arts, social studies, and elective courses to your student's everyday world.

Using a combination of animations, simulations, video-led direct instruction, relevant websites and a myriad of activities that support the lesson's topic, students have a wealth of information at their fingertips that can be reviewed as many times as necessary to achieve mastery. Edgenuity strongly believes that each student is unique and acquires information in his or her own way. As a result of that belief, our courses are designed to provide students with activities that support the ways they learn best: seeing, hearing, and touching the course materials.

Attendance

Attendance Requirements & Considerations

Attendance Expectation: All students are expected to attend all of their scheduled classes every day on time (unless accommodations have been made on the student's continual learning plan).

If a student is not able to attend school for any reason, a parent/guardian is expected to call the attendance line at 952-496-5984.

Attendance calls are sent to parents/guardians when prior notification to the secretary of an absence/tardy is not provided.

TLC Policies for Promoting Consistent Attendance:

1. Daily phone call home for students who are not present in school.
2. Daily phone call home for students who leave school early without permission.
3. Students who exhibit chronic absenteeism/tardiness will meet with a TLC staff member to create a student support plan.
4. Students who continue to exhibit chronic absenteeism or tardiness after receiving additional support may receive a modified schedule or be removed from the TLC Core Program.

Attendance for Students 18+

If a student is over 18 years of age and submits an 18+ waiver complete with a signature of a parent or guardian, the student may call themselves in if they are going to be absent or late, but administration reserves the right to contact a parent/guardian to verify any absence with the parent or guardian.

Withdrawing from School

Students who withdraw from the TLC for any reason must submit a completed withdrawal form with parent/guardian signatures to the school secretary. Students may pick up a withdrawal form from the school secretary. Please give as much advance notice to the school secretary if you intend to withdraw from the TLC.

Student Behavior Expectations

It is everyone's responsibility to create and maintain a safe and healthy learning environment. It's our inclusive, positive learning environment that makes the TLC a family. Here are the basic behavior expectations for everyone in our TLC Family:

TLC SUCCESS BEHAVIORS		
	Expectation	Possible Response(s)
Attendance	<ul style="list-style-type: none"> Attend school (on-time) every day. Notify your teacher(s) and TLC office if you are not able to make it to school. Students having more than 5 unexcused absences during any 3 week period will be considered chronically absent 	<ul style="list-style-type: none"> Student / family problem solving meeting Attendance interventions Schedule modification Program change
Communication <i>The greater the communication – the better the support</i>	<ul style="list-style-type: none"> Practice communicating what you need (academic, social, emotional) Check in with teacher when entering / leaving a learning space Respond gracefully when an adult makes a request or redirects you 	<ul style="list-style-type: none"> Student / family conversation Behavior Interventions Behavior contract Dismissal Bridge Program Consideration
Responsibility You are Response ABLE for your success	<ul style="list-style-type: none"> Show up for school Be where you're scheduled to be during school hours Partner with your advisor by participating in check-ins, setting/monitoring goals/open communication Be where you're scheduled to be during school hours Meet your academic goals 	
Positive Impact on Others Have a great day, but if you can't, don't ruin it for others	<ul style="list-style-type: none"> Assume positive intentions Use language that is inclusive, supportive, respectful and kind (No place words: N-word, Bit*#, and gay to reference something negative) Help others succeed Honor differences 	
Academic Engagement Learning happens in the uncomfortable zone Discover the WHY behind your learning	<ul style="list-style-type: none"> Participate in teacher check-ins Set/complete daily goals Limit distractions including technology/socializing Ask for help Recognize and minimize avoidance behaviors even when learning uncomfortable (phone, music, movement, friends) 	
		Student does not meet goal: Improvement Contract (level 1): Student led goal/intervention ADVISOR Student does not meet goal for 2 nd consecutive progress term: Intervention Contract (level 2): Advisor led goal/intervention ADVISOR Student does not meet goal for 3 rd consecutive progress term: Terminal Contract (level 3): Administration intervention ADMIN Like a ladder – the student climbs down contract levels in the same way the student climbs up levels.

Academic Progress Expectations

The Tokata Learning Center emphasizes “effort” as a primary ingredient to school success. The TLC understands the internal and external barriers that often get in the way of school success and works hard to eliminate these barriers through connection, flexibility, and a variety of behavior and academic interventions. In partnership with students and families, the TLC uses a continual learning plan (CLP) to guide students on their path to school success.

Students work with their advisors to set/meet academic goals. The base goal for each student is to complete 4 modules (equivalent to 1 credit) every progress term (approximately 3 weeks). Advisors monitor and communicate student progress with families at the end of each progress term. Students who do not meet their academic goal will be given intervention support. Students who do not meet their academic goal after receiving intervention support may be recommended for other program options, such as the TLC Bridge Program, Shakopee High School, or other area alternative programs.

Restorative Practices

The TLC uses Restorative Practices whenever possible and appropriate. According to Howard Zehr, a pioneer in the modern concept of Restorative Justice, “Restorative justice is a process to involve, to the extent possible, those who have a stake in an offense and to collectively identify and address harms, needs and obligations, in order to heal and put things right as possible.”

The TLC follows all District 720 discipline policies and uses the Behavioral Expectations & Consequences (Secondary Students) as a reference for all discipline issues that are not able to be processed using Restorative Practices.

Student Searches

In order to maintain a safe and healthy learning environment, searches of lockers, personal property, and vehicles may be conducted when there is reasonable suspicion that a search will uncover evidence of a violation of a law or school policy that impacts the health and safety of students in the school. Students and parents/guardians will be notified of the search after it has been completed. Any contraband found in a school search will generally be turned over to the Shakopee Police Department.

Behavior and Attendance Contracts

The TLC uses a contract system to support students who do not meet the behavior and attendance expectations of the TLC. Students may be placed on a *contract* when a student’s behavior(s) or attendance is adversely impacting the student’s academic progress or school climate. The terms and length of behavior and attendance contracts depend on individual circumstances.

Cell Phones and other handheld devices

Students have access to all necessary learning technology through school issued devices. Cell phones and other handheld devices have the potential to be a significant distraction to the learning process and school environment. Therefore, **Students who are not able to manage their device(s) - as determined by meeting academic goals and avoiding distracted/disruptive behavior - may be required to turn in their device(s) during the school day.**

Smoking/Tobacco

The TLC is a tobacco free campus. Students are not allowed to smoke or chew tobacco (including E-cigarettes) during the school day or on school property, which includes the awning/sidewalk area around the front of the Town Square Mall and parking lot in the back of the Town Square Mall. Students will be disciplined according to ISD 720 guidelines for any violation of the tobacco policy.

Closed Campus Policy

The Tokata Learning Center is a closed campus, meaning students may not leave the school (or if outside - supervised area) during the school day without permission from a TLC staff member. Students who leave campus without permission will be required to work in the R&R room for the remainder of the day. Students may also be dismissed if they violated additional school policies while off campus.

Students are not allowed to order food and have it delivered to the TLC because of the distraction it creates for school operations. Students who order food will be required to store it in the staff workroom until the end of the day.

Creating an Inclusive and Safe School

The TLC is considered a second Family for most students. As such, students are expected to behave in ways that are positive and supportive to others and the school. This includes:

- No foul language
- No violent or sexual imagery or references
- No gang symbols or references
- No drug, alcohol, or tobacco references
- No revealing clothing
- No clothing that is lewd or offensive

At minimum, you will be asked to change or cover up if your clothing is offensive or revealing. Additional consequences may be imposed at the discretion of administration.

Respecting Our Neighbors

The TLC is part of the Shakopee Town Square Mall community of tenants (e.g., businesses), patrons and guests. Therefore, TLC staff requires all students to:

1. Be respectful and courteous to all people in and around the mall at all times – even when school is not in session.
2. Obey all policies and requests of employees of the businesses in the mall and of the mall itself.
3. Take care of mall property. If you see garbage on the floor, put it in a wastebasket. If you make a mess, notify the secretary or a mall employee. If you see someone defacing the mall, call the police.

Students who engage in disruptive or criminal behavior in the mall community will be referred to law enforcement as well as discipline under District 720 policy, up to and including removal from the TLC program, suspension, and expulsion.

Use of Technology

The full district technology policy can be found in District Policy Manual 524. The following is a brief summary and does not encompass all rules and regulations regarding technology:

1. You are provided access to computers and the Internet at school for purposes of school work only.
2. **Once you log on to a school computer, access the Internet in the school building, or use other technology present at the TLC, you are agreeing to use the technology responsibly**, including, but not limited to, the policies below, District 720 policy, and any guidelines established by your teachers and/or posted in the school.
3. School technology and Internet access are for academic purposes only.
4. Avoid websites and downloads that contain violent or sexual references or imagery, hateful language, or other offensive or inappropriate content.
5. If you accidentally end up at a website, or download something that contains offensive/inappropriate content, tell your teacher immediately. Our technology department can see what you do online, and if they think you intentionally visited an inappropriate website or downloaded something you shouldn't have, they will disable your account – but if your teacher knows it was an accident, your account may not be disabled.
6. Do not visit Facebook, Twitter, Instagram or other non-academic websites. (In fact, most such websites are blocked for all student and guest accounts at all times.)
7. Do not send emails or post messages online with violent, sexual, offensive or inappropriate content.
8. Do not attempt to access or alter another user's account(s) or files.
9. If you bring an electronic device of your own, the same rules and policies apply.
10. If you are using an electronic device, whether it is school property or your own property, and a teacher asks you to stop using it, or not to use it at all, you must comply.

If you fail to engage in common sense use of technology, including, but not limited to, the items listed above, you may lose access to the technology in the school or district (temporarily or permanently), and if you are using your own electronic device, your device can be confiscated. Additional or other consequences may be imposed by the administration.

Student digital learning devices and accessories will be checked at the end of each school year at a date and time determined by the administration. Students who graduate early, transfer, withdraw or are expelled will return the device and accessories at time of withdrawal. Failure to return the property in a timely fashion may result in the involvement of law enforcement.

Digital Device Agreement

The 2022/23 Digital Device Agreement can be found on the district website here:

<https://www.shakopee.k12.mn.us/site/default.aspx?PageID=10444>

Getting to Graduation

Grade Level

TLC students are enrolled in grade levels 9-12 based on credits earned, not based on graduation year. This is a Minnesota state requirement for area learning centers that makes it easier for students to understand where they are in relation to graduating.

Grade 9	0-12 credits earned
Grade 10	12.25-24 credits earned
Grade 11	24.25-36 credits earned
Grade 12	36.25-48 credits earned

Grading & Credits

Below are the standard grading criteria at the TLC:

A	94-100+%	A-	90-93%	B+	88-89%	B	84-87%	B-	80-83
C+	78-79%	C	70-77%	P	70-100+%	NY	0-69% *	NC	0-69% *

* 'NY' ("Not Yet") grading allows teachers the flexibility to have students redo work that is not up to at least average ('C') standards, and to give extra time for completion as they feel is acceptable. Students who do not complete what they need to within the teacher's established parameters and time frame will receive an 'NC' (no credit) for grades below 70%.

Credits are awarded at the completion of each course. Students who do not complete all of the content of course at the end of the school year are awarded partial credit and are scheduled to continue the remainder of their coursework the following year whenever possible.

Monitoring Student Progress

- **Student Check-In Conferences** take place weekly between students and their advisors to discuss well-being, academic progress, and attendance. During these conferences students set and monitor academic/attendance goals as well as discuss helpful intervention strategies when applicable.
- **Team Conferences** take place each quarter. Families have the option to register for a virtual or on-site conference via the invite that is emailed out every quarter. In addition, families may schedule a conference with their student's teacher(s) and advisor at any time.
- **Campus Portal** - Parents/guardians can have access to their student's **Portal** through the district's student information system to view students' academic progress and attendance. You as a student also have access to Portal so you can view your own progress. Users of Portal are not allowed to attempt to change any records or to access other users' information. For Portal account setup, contact the TLC secretary. Grades are updated in infinite campus every two weeks.
- **Canvas** - Parent's/guardians can have access to their student's courses through Canvas - Shakopee School District's learning management system. Through Canvas parents/guardians can become "observers" in their students' courses and view the learning activities and progress students are making in their courses. To gain access to your student's courses through Canvas please follow the directions on the "Canvas Info for Parents" found in the Quick Links section on the Tokata Learning Center homepage.
- **Transcripts** can be requested for current and past students by having the organization or person needing the transcript fax a request to the TLC, or by contacting the TLC secretary and advising where to send the transcript.

Credit Requirements for Diploma

Students graduating from the Tokata Learning Center receive a Shakopee High School diploma. Due to differences in scope, size, and focus, students attending the Tokata Learning Center have different academic credit requirements than students attending Shakopee High School.

Celebrations of Success at the TLC

TLC students who are finished with their credits during a quarter are invited with their families to celebrate their accomplishments. These are the “graduation ceremonies” at the TLC. Students who participate in the celebrations of success can also participate in the SHS graduation ceremony at the end of the school year IF they meet the eligibility requirements.

Participation Requirements: Students must have completed all coursework and satisfy all graduation requirements by the end of the day prior to the graduation celebration in order to participate. Students who do not meet their graduation requirements by this deadline will be celebrated the following quarter.

Walking in the SHS Graduation Ceremony

You are eligible to walk in the SHS graduation ceremony ONLY IF you

- have completed or are within 2 credit of completing the requirements for graduation by the end of the school day eight (8) days prior to the ceremony,

AND

- have not previously participated in an SHS graduation ceremony,

AND

- notify the TLC secretary you would like to participate, before you finish your credits or before April 1, whichever comes first,

AND

- participate in the graduation rehearsal (details will be provided in the spring).

Your eligibility may change if your attendance or behavior becomes a cause for concern at any time.

Additional Information for Students

Activities

Students may participate in after-school activities at Shakopee High School with prior approval of the SHS principal. This includes dances, sports, clubs, and more. You must pay all applicable fees and submit required paperwork.

If you want to participate in a dance at SHS, you must be enrolled in 10th grade, notify the TLC secretary by Wednesday the week of the dance, and register guests from schools other than SHS or the TLC by Wednesday the week of the dance (see secretary for guest form).

- Guests must be under 21 and at least in 10th grade.
- If you or your guest is removed from the dance, you will both have to leave.
- You and your guest must both have valid photo identification to enter the dance.
- All other rules posted at SHS or indicated by SHS staff must be obeyed or you will be removed from the dance.

TLC Student Survey

The TLC administers a school climate survey to all students every quarter. The purpose of the survey is to collect data regarding student engagement, academic expectations, student motivation, sense of belonging, and sense of autonomy. Data from the student survey is used to inform programmatic changes and identify students that may need additional school support. All students are expected to complete the survey each quarter. **Parents/guardians can elect to opt their student out of taking the survey by notifying the TLC secretary or principal by phone or email.**

Emergencies & School Closures

TLC staff leads students in various emergency drills throughout the school year for severe weather, fires and more.

In the case of severe weather or other emergencies, **school may be canceled or delayed by the superintendent.** You will receive a voice recording by phone early in the morning if school is canceled or delayed. During inclement weather, school closings and/or early dismissal will be announced on the district’s news channel of record - WCCO-TV and WCCO radio (AM 830). Closings are also recorded on our school district EMERGENCY INFORMATION LINE (952.496.5088) and posted on the district web site. A *School Messenger* voicemail, email and/or text may be used to notify families when school will be closed due to weather, is when school is starting late or when school is being released early.

Health Services

Healthy students are better learners. Health services are provided in the Shakopee Public School District to promote and maintain the health and safety of all students and staff.

District #720 employs Licensed School Nurses (Registered Nurse – RN) who share responsibility for monitoring compliance with all health and emergency procedures as adopted by the Shakopee Board of Education. They oversee school health services for our district, provide education for staff about medical emergencies and chronic illness, and participate in the special education assessment and evaluation process. Licensed Practical Nurses (LPN), who are under the supervision of the Licensed School Nurses, are on staff in each school health office during regular school hours to help with medications, illness and injuries. The LPN can be reached by calling the school office.

The school district, in accordance with state law, develops, maintains and monitors health records and statistics. Every effort is made to safeguard the privacy of all health data that is accumulated. Data that is required by law appears on the student's health record. This information includes, but may not be limited to, immunizations and screening results.

Parents/Guardians are responsible to provide updated health information at the beginning of the school year regarding health problems, medications and allergies. During the school year, please notify the school health office about infectious diseases, major illness, injuries and planned surgeries for your student.

Accidents/Injuries

In case of an injury or an emergency the school notifies parents/guardians so the necessary arrangement can be made for the student's health and safety. If the student's parent/guardian or other designated emergency contacts cannot be reached and the situation appears to be urgent, 911 is called.

Illness

When a child becomes ill at school, a parent or guardian is called to inform them of the student's illness and to request that the student be transported home. Students exhibiting the following symptoms are excluded from attending school at the discretion of the Licensed School Nurse, LPN, Principal or designee:

- Signs of severe illness: unusually tired, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing or unable to participate in routine school activities.
- Elevated temperature over 101 degrees using an oral thermometer. Ear and forehead measurements are not recommended because of inconsistent and inaccurate results.
- Vomiting and/or diarrhea.
- Suspected contagious disease (such as COVID or influenza) or transmittable infections (such as chicken pox or impetigo) for which the American Public Health Association recommends staying home as part of the management.
- Unexplained rashes.
- Other circumstances as identified in consultation with the student's parent or guardian.

Life-threatening Health Conditions

Shakopee Public School attempts to take reasonable measures to accommodate student's health needs in order to promote a safe environment for students with severe or life-threatening health conditions (such as severe allergy, severe asthma, diabetes or a seizure disorder). Parents/Guardians who have students with health conditions that may lead to a medical emergency are responsible to contact their school health office about their student's needs. Medical documentation from a Licensed Physician, Physician's Assistant or Certified Nurse Practitioner will be required for accommodations to be made at school for the student. Forms related to emergency action plans can be found on the Shakopee School District website under Departments/Health Services.

Successful management of health conditions that can become a medical emergency in the school setting requires the development of a plan that will best meet the needs of the child and be least disruptive to the routines of the classroom. Parent/Guardian and Student Responsibilities that will aid in developing a successful plan are included below:

Family Responsibility

- Notify the school of the student's medical diagnosis. This can be completed during on-line registration or on paper using the

Annual Health Update form and providing medical documentation.

- Provide written medical documentation, instructions and medications as directed by a physician, using the **appropriate action plan**. Commonly used action plans for severe asthma, allergies, seizures or diabetes are available on the Shakopee Public Schools website. Parents/Guardians may be asked to contact the physician for recommendations for accommodations during the school day.
- Work with the school team to develop a plan for reasonable accommodations for the student's needs during the school day including in the classroom, in the cafeteria, playground and field trips.
- Parents/Guardians are encouraged to contact Shakopee Food Services to create an alert on the food service account. Parents/Guardians are also encouraged to contact food services in their students' building to discuss menu items or review the ingredients of food served at school.
- Parent/Guardian will coordinate a plan for before and after school activities and for transportation to and from school. Parents/Guardians are encouraged to introduce themselves and their student to the bus driver and alert him/her to the student's medical needs..
- Provide properly labeled emergency medications and replace medications after use or upon expiration. Provide safe alternatives for snacks and birthday treats. Review the school lunch menu for possible unsafe foods.
- Parents/Guardians are encouraged to educate their student in the self-management of their health including:
 - Teaching them about their condition by explaining it to them in language they understand.
 - Working with their child to come up with a health summary that they can memorize and give others when they need to speak up for their needs.
 - How to appropriately share information about their condition with pertinent school staff.
 - When to communicate with the school nurse if they are not feeling well to avoid potential emergencies.
 - Obtaining a medical alert bracelet for the student to wear.
- Parents/Guardians are encouraged to provide a current picture of their student to the health office.
- Parents/Guardians are encouraged to review upcoming projects and field trips and communicate any concerns to the teacher.

Student Responsibility

- Understand their unique health needs at an age-appropriate level.
- Should be proactive in the care and management of their health based on their developmental level and understanding.
- When age-appropriate, know how to use/administer their emergency medication.
- It is recommended that the student wear an appropriate Medic-Alert bracelet, or similar item to communicate to adults or emergency responders.
- It is recommended that the student share (or have the teacher or nurse share) information regarding their unique health needs with classmates when it may help them remain safe at school.
- Minimize risk in the lunchroom by sitting at the allergen-free table if it is available.
- For allergies or severe asthma, understand what may trigger a reaction.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should not trade food with others or eat anything with unknown ingredients or known to contain an allergen that may cause a reaction.any allergen.

Immunizations

In accordance with Minnesota Statutes, sections 121A.15 and 135A.14, parents/guardians of all students who are enrolled in a Minnesota school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B and varicella or submit signed exemption forms. Students entering 7th grade and 12th grade must also be immunized against meningococcal. Immunization records of all students entering the district will be reviewed. No child, unless they meet allowable exemptions, is allowed to attend school if those records are not up to date. Allowable exemptions include either (1) a medical exemption signed by a physician stating that the immunization is prohibited for medical reasons or because an adequate immunity already exists or (2) a conscientious exemption signed by the parent or legal guardian and notarized stating that the child has not been immunized because of conscientiously held beliefs of the parent or legal guardian.

Minnesota law permits schools and clinics to share immunization information with each other. The health office personnel also look

up immunization records on MIIC, the Minnesota Immunization Information Connection.

Medications

Shakopee Public Schools maintain a safe, effective medication procedure that is consistent with accepted standards.

- Generally, LPNs administer all medications in the school. In the absence of the LPN, other designated school personnel in each building who are in-serviced yearly and supervised by the district Licensed School Nurses may dispense medication.
- Prescription medication must be brought to school in an **original container** appropriately labeled by the pharmacy with date, child's name, dosage, time intervals and any other key instructions. Over-the-counter medication will be administered only when the medication comes in the original container and has not expired. Note that school staff will only administer FDA approved medications.
- The **"Medication Authorization"** form or "Action Plan" must be filled out completely and submitted in order for the school to administer medication to a student. The form needs to be signed by both the parent and the physician for all prescription medications. Only a parent signature is required for over-the-counter medication. These forms will not be carried over from one year to the next and new forms must be submitted each year.
- Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student.
- A student with asthma who is capable of managing use of an inhaler may carry a pharmacy labeled inhaler at school after the parent has a signed "Medication Permission" form.
- A student who requires epinephrine (an Epi-pen) for life-threatening emergencies will have access to their Epi-pen. Parent / LPN / Licensed School Nurse will consult to determine the best plan for the student at school.

Standardized Testing at the TLC

The TLC administers all required state standardized tests. 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. The parents/guardians refusal form is located on the last page of the TLC handbook.

Media Opt Out Option

Throughout the year, Shakopee students may be interviewed, recorded or photographed by the school district and local or national media. The pictures and videos may appear on the school's website, social media sites, district publications and district presentations. It may also appear on any local or national media.

Lockers

If you need a locker, one will be made available to you. Sharing may be required, but if you are NOT asked to share your locker, DON'T. Remember, your locker and possessions are subject to search.

Transportation & Parking

Busing is available to students who live outside of a two-mile radius of the TLC. Palmer Bus Company provides busing services to Shakopee schools. They can be reached at 952-445-1166 if you have questions about eligibility, bus stops, or pick-up/drop-off times.

Students who choose to drive to school are expected to park in the parking lot in front of the TLC sign on the west side of the Town Square Mall. **Remember, vehicles and possessions are subject to search with reasonable suspicion.**

Visitors

Visitors are allowed at the discretion of school administration. If you wish to have a visitor during the school day, you must alert the secretary at least one full school day in advance. ANY visitor may be asked to wait until the school day ends to visit and/or asked to leave the TLC for any reason. Visitors who cause disruptions in the school or on mall property will be referred to law enforcement.

Food Services

Foods and beverages made available through the district food service program are consistent with the current USDA Dietary Guidelines for Americans. Both breakfast and lunch are served daily. If your student has any allergies please notify the food service department (952.496.5140) so that we will be able to help accommodate your student. A student who is lactose intolerant needs to have a note on file in the kitchen stating such an allergy. The student will be offered lactose-free milk in place of regular milk.

Breakfast is \$1.85, Lunch is \$3.00, milk is \$0.55 for students and may be purchased with cash or withdrawn from their student account.

Sufficient money needs to be in students' accounts to ensure they will be able to purchase breakfast or lunch.

Students are allowed to bring their own lunch to school, however students are not allowed to have restaurant food delivered or dropped off at the TLC.

Free breakfasts and lunches are available to students of qualifying families. Free and Reduced-Price (FRP) applications are available in each school office, and can be downloaded from the district website. **PLEASE NOTE: If you qualified for free/reduced meals previously, YOU STILL NEED TO REAPPLY EACH SCHOOL YEAR. Families are STRONGLY ENCOURAGED to apply for free lunch benefits as the application can provide other benefits to the student as well as the school in which they attend.**

[Applications for Meal Benefits](#)

Shakopee Public Schools uses a computerized prepay food service system. Each student is assigned an account number that remains the same throughout elementary school. Money should be sent to school in a sealed envelope labeled with the name of the student, teacher's name and amount enclosed. If one check is sent for several students in one family, PLEASE LIST EACH CHILD'S NAME on the envelope to ensure proper credit. Lunch and/or milk can also be bought with cash on a daily basis. Monthly lunch menus, FRP applications, account balance information and credit card pay options can be accessed through Infinite Campus. Online payments require your student's ID number to access the account. You can also view your student's balance online at no charge.

Inquiries regarding lunch accounts can also be made through the Food Services Office at (952)496.5140.

SHAKOPEE PUBLIC SCHOOL DISTRICT POLICIES

The following are brief descriptions of Shakopee Public School District policies relating to behavior standards and expectations. A complete copy of any district policy may be obtained by contacting the TLC or the Superintendent's office.

Drug-Free Workplace/Drug-Free School and Tobacco-Free Environment

[Policy 418 & 419](#): The Shakopee Public School District has written a policy prohibiting the possession or use of tobacco products, cigarettes, alcohol or controlled substances by students on school property.

Consequences:

- a) First Offense - Parent(s)/Guardian(s) will be contacted immediately or as soon as possible. The student will be suspended from school for 1-3 days. The teacher will assign make-up work and the Police Liaison Officer will be contacted.
- b) Second Offense - Parent(s)/Guardian(s) will be contacted immediately or as soon as possible. The student will be suspended for 3-5 days. The teacher will assign make-up work and the Police Liaison Officer will be contacted.
- c) Third Offense - Parent(s)/Guardian(s) will be contacted immediately or as soon as possible. The student will receive 5 days suspension. The teacher will assign make-up work, the Police Liaison Officer will be contacted and a PST (Problem Solving Team) referral will be made.
- d) Fourth offense - The principal will refer the matter to the school board for action on the possible expulsion of the student. Parent(s)/Guardian(s) will be notified of the intended action.

Following any suspension of more than one day, the student and their parent/guardian will be required to meet with the principal and classroom teacher to review the reason for suspension and develop a readmission plan.

Harassment and Violence:

[Policy 413](#): It is the policy of the Shakopee Public Schools to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

Consequences: The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

Harassment defined: when someone does or says something to you of a sexual, racial, religious or violent nature that makes you feel uncomfortable. IF THIS HAPPENS, tell an adult you trust.

Hazing Prohibition

[Policy 526](#): “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. No student, teacher, administrator, volunteer, contractor or other employee of the Shakopee Public Schools shall plan, direct, encourage, aid or engage in hazing.

Consequences: Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

Internet and Network Acceptable Use Policy

[Policy 524](#): Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district’s computer, data, network systems and the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The Shakopee School District expects that all users will blend thoughtful use of the systems and the Internet.

Limited Educational Purpose

The school district is providing students and employees with access to the school district computer system, which includes internet access. The purpose of the system is more specific than providing students and employees with general access to the internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network.

- A. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - i. Pornographic, obscene or sexually explicit material.
 - ii. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
 - iii. Materials that unreasonably use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post.
 - iv. Information or materials that could cause damage or danger of disruption.
 - v. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- B. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- C. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
- D. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system’s district’s security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
- E. Users will not use the school district system to gain unauthorized access to information resources or to access another person’s materials, information or files without the implied or direct permission of that person.
- F. Users will not use the school district system to post, transmit or distribute private information about another person as classified by state or federal law as not public, private, or confidential.
- G. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
- H. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

- I. Users will not use the school district system for the conduct of conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.
- J. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official.

Depending on the nature and degree of the violation and number of previous violations, unacceptable use of the Shakopee School District's system of the Internet may result in one of more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

School Weapons Policy

Policy 501: Possession or use of a weapon is prohibited. Anyone found to be in possession of a weapon on school premises before, during, or after school hours or at any school-sponsored activity is subject to administrative and/or legal action.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Consequences: Confiscation of weapon; notification of parent/guardian; notification of police with possible recommendation to charge; suspension from 1-15 days; possible alternative placement or expulsion.

Student Discipline

Policy 506: Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to request the removal of the student from class. The removal of a student from class shall occur only when a teacher refers the pupil to the principal or the student designee. The length of time of the removal of a pupil from class shall be determined by the principal, unless the length of removal or suspension is specifically defined in another district policy, which would take precedence.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school; or
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy.

Student Sex Nondiscrimination

Policy 522: The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in any educational program or activity, including any class or extracurricular activity operated by the school district on the basis of sex.

Consequences: The School District Human Rights Officer(s), upon receipt of a report, complaint or grievance alleging unlawful sex

discrimination toward a student shall promptly undertake or authorize an investigation. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

Visitors to School District Buildings and Sites

Policy 903: The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

Visitor Limitations: A visitors log shall be developed for use in all buildings. Exceptions shall be made for scheduled events such as grandparents' day. All approved visitors shall wear a visitor's pass while in the building. Teachers shall be notified in advance, whenever possible, of scheduled visitations to their classrooms. The principal shall encourage school visitations, but at the same time must insist that the provisions of the policy be enforced. A visitor's privilege may be revoked if the visit is not in the best interest of students, employees or the school district.

Bullying Prohibition

Policy 514: "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and (1) there is an actual or perceived imbalance of power between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or (2) the conduct 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.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, school district property, school functions and activities, and on school transportation.

This prohibition applies to any student who engages in cyberbullying (i.e. bullying by means of electronic devices), a student who retaliates or engages in reprisal against someone for reporting an incident of bullying, and a student who makes a false report of bullying or other prohibited conduct.

The prohibition against bullying also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, and employees.

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or a belief that conduct may constitute bullying or other prohibited conduct shall report the alleged acts immediately to the building principal, or other building supervisor. A person may report bullying anonymously, but the school district may not rely solely on an anonymous report to determine discipline or other remedial responses. Questions regarding the bullying policy should be directed to the building principal, dean, or other building supervisor.

Wellness: Shakopee Public Schools has established a wellness policy that supports healthy eating and physical activity.

Health and Safety: Shakopee Public Schools has plans for fire safety, indoor air quality, pesticides, asbestos, and playground safety. For more information, contact the district's Buildings and Grounds Manager at 952-496-5046.

District Policies: Copies of district policies are available on our website at www.shakopee.k12.mn.us or at our District Office, 1200 Town Square, Shakopee, MN 55372.

Student Records

Information about students attending Shakopee Public Schools is collected and maintained in individual student records. It is district policy that only information necessary to effectively provide for your student's educational needs will be requested and maintained. Information may be obtained from parents, the student, or any school system in which the student has been previously enrolled and other sources as appropriate.

Parents/Guardians may ask to see their student's records and have the content and meaning interpreted to them by making a request to the principal of the school the student attends or has most recently attended or to the Director of Special Services. Student records

will be disclosed only to the extent that information is needed for a legitimate educational interest. In accordance with the district's Student Records Policy, upon request of any private or public school system in which a student will enroll, the student's student records will be transferred to that school.

Parents/Guardians may request a copy of the records that have been transferred. Except as mentioned above, and as otherwise stated in the Student Records Policy, student records will not be disclosed to any party other than the parents of a student under 18 years of age, or a student 18 years or older, without the consent of the parent or student. If parents feel recorded information is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, they can challenge the information and request that the records be amended. The procedures for requesting amendment are explained in the School Records Policy. Student records are stored in a secure manner at the school the student attends or most recently attended.

A student's special education records are maintained for 5 years after a student's graduation or withdrawal from the district. Parents//Guardians who feel the district has failed to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 can file a complaint at: Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

Tennessee Warning

The Minnesota Government Data Practices Act (Minn. Stat. 13.01 et seq.) provides that an individual asked to supply private or confidential data concerning the individual has the right to be informed of the following:

1. The purpose and intended use of the requested data;
2. Whether the individual may refuse or is legally required to supply the requested data;
3. Any known consequence of supplying or refusing to supply the private or confidential data; and
4. The identity of persons or entities authorized by state or federal law to receive the data. Minn. Stat. 13.04, subd. 2. This notice is commonly called a Tennessee warning.

Compliance Statement

Shakopee High School and the Tokata Learning Center comply with all federal and state laws prohibiting discrimination on the grounds of race, color, national origin, creed, religion, sex, marital status and age.

Any person who feels his/her rights under these policies have been violated should report the circumstances to the building principal.

Notice of Nondiscrimination

It is the policy of the Shakopee School District Board of Education to provide a free and appropriate public education to each student with a disability within the school's jurisdiction.

It is the intent of the district to ensure that learners who have disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 (Federal Civil Rights Law) are identified, evaluated and provided with appropriate education services.

Any person having inquiries concerning the Shakopee School District's compliance with the regulations implementing Section 504 is directed to contact Julie Fred who has been designated by the school district to coordinate the district's efforts to comply with and implement these regulations.

Director of Special Services: Julie Fred|1200 Town Square Mall| Shakopee, MN 55379 | Phone: 952-496-5066

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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



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

Additional Information

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

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



Statewide Assessment: Parent/Guardian Decision Not to Participate

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

Student Information

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

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

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

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

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