2026-27

Student / Parent / Guardian
7-12 Handbook

Menahga Public School District 821
216 Aspen Avenue SE
P.O. Box 160
Menahga, Minnesota 56464
218-564-4141
www.menahga.k12.mn.us

Belief Statement: We believe student success is a collaborative partnership between student, school, family and community which is built upon strong relationships.
Core Values: Integrity, Respect, Relationships, Safety
Mission: The mission of the Menahga School District is to build strong partnerships with stakeholders to ensure all learners succeed.
Vision: The Menahga School District exists to engage all learners on a lifelong path to success.

2023-2028 Menahga Public School Strategic Plan: ***Copy of Menahga Strategic Plan Progress 23-24***

This handbook and its contents were approved by the Menahga School Board of Education at its August 18, 2025 meeting. This handbook may be changed or amended at any time during the school year. Changes will be posted in the office of the principal. If you have any questions about a provision, contact the principal. Students at Menahga Public School will have access to the school handbook online at www.menahga.k12.mn.us and will receive a handbook when they begin attending school each year. (Students do not need to sign a receipt).

Administration

Superintendent	Jay Kjos	ext.1403	jkjos@menahga.k12.mn.us
7-12 Principal	Michelle Koch	ext.1301	mkoch@menahga.k12.mn.us
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PART I – INFORMATION

Accident Insurance
The district does not carry insurance on students on an individual basis. Parents/guardians have the opportunity to purchase an individual insurance policy at group rates. This insurance is strictly voluntary. Information will be sent home to you in the first week of school.

Arrival and Dismissal Hours
Hours for School District Buildings and Facilities School building hours are 8:00 a.m. to 3:45 p.m. Students must be supervised while in the building. Students should not be in the building prior to 7:30 a.m. or after 3:30 p.m., unless they are under the direct supervision of a coach, advisor, or teacher. Students causing issues outside of building hours may be served a trespass notice, which will restrict their ability to be on school grounds outside of school hours.

Background Check Procedures
In compliance with Minnesota Statute 123B.03, Subd.I (e) we are required to notify parents and/or guardians at the beginning of each school year of our hiring authority's policy requiring a criminal history background check on employees and other individuals who provide services to the school. Parents/Guardians that volunteer on field trips or in the classroom, must have a background check
on file.

Backpacks and/or Bags and Coats
Students are to leave backpacks, bags and coats, and personal items in their academic locker during the school day.

Bicycles
Students may ride bikes to school; however, they are not allowed to ride the bike on the school grounds during the school day. The school will not be responsible for their security and recommend that they be parked in the bike racks and locked.

Body Sprays/Colognes
Because of allergies and sensitivities, body sprays/colognes/perfume or similar items should be applied in locker rooms or outside the school buildings. If used improperly, the item will be confiscated.

Calendar
The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at: www.menahga.k12.mn.us

Class Assignments
Students are scheduled in the spring each school year for the following school year. New students are scheduled in August or as soon as they enroll in the district. Teacher requests are not a part of the scheduling process. Students are scheduled based on registration and course offerings.

Closed Campus Policy / Open Noon Period Privileges
Once a student enters onto school property, they may not leave school grounds without permission from a principal or an out-of-the-building pass. Students are to remain in the designated areas during lunch. Students may not be permitted to leave the school grounds or go into the parking areas during lunchtime. Lunchroom supervisors can give permission for students to leave the lunchroom area.

*Seniors in good standing academically and behaviorally (principal's discretion) are permitted to leave for lunch.

- Seniors who have met a 3.0 grade point average or principal's discretion. The beginning of the school year grade point average will be determined by a student's spring cumulative GPA. 2nd Semester will be determined by fall GPA.
- Not received an Out of School Suspension at any time during the current semester.
- Not more than 3 daily-unexcused absences per semester or principal's discretion

Students must have a signed parent permission slip for privileges to begin. Students are to sign out before leaving the building and leave through the high school office doors. When returning, students are to sign in to the high school office laptop. **Failure to follow these regulations will result in the loss of privileges. Privileges can be revoked at any time.** Lunch and snacks will be eaten in the commons only. The Window Nook on the second floor is for school work only!

Complaints
If you feel there is a problem or concern related to your child's educational welfare the Board of Education requests that you follow the protocol below:

1. First, contact the person directly involved. using appropriate protocols; respectfully schedule a meeting during school hours; understand that return communication will happen in a timely manner during school hours
2. If you are unable to resolve the problem by contacting the person, please contact the appropriate principal or supervisor.
3. If you feel the problem still exists, you should meet with the superintendent of schools.

4. If not resolved after a meeting with the superintendent, you may request a meeting with the appropriate committee of the Board of Education.
5. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full Board of Education for final resolution.

Written complaints must be filed within ten working days from the date of the incident. Please contact the district office for more information on the district's complaint of services policy and to obtain a complaint of services form.

Drills – Fire, Lockdown and Severe Weather

Drills occur several times throughout the school year. Each classroom is assigned a specific location to report for fire and severe weather drills. Your teacher will explain your location. Whenever an alarm is sounded, students should move to designated areas as quickly and quietly as possible. All drills should be taken seriously, so that students know how to respond in case of an actual event.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy. The policies that Menahga High School operates under will be equally applied to all students regardless of age. M.S.A. 120.06 states, "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education." Students 18 years of age or older, regardless of where they are living, will still require parental permission if a student is under the legal guardianship of the parent.

Equal Access to School Facilities

The overall financial resources of the Menahga Public School District 821 do not allow it to locate the wrestling practice room anywhere but the basement of its facility. Therefore, to be compliant with ADA Title II and Section 504 of the Rehabilitation Act, the district will adopt Policy 521.1 Accessibility. A student with a disability who qualifies under Section 504 of the Rehabilitation Act will not be excluded from any school program, services, or activities at Menahga Public School District 821 due to an inaccessible classroom or basement. Programs, services, or activities will be relocated to rooms that are accessible on the main floor of the school building in order to accommodate a qualifying person with a disability. Please make written request to the contact person to make these arrangements as follows: High School Principal, PO Box 160, Menahga, MN 56464 Phone: 218-564-4141 ext 2

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the High School Principal.

Food/Drinks

Caffeinated beverages, including energy drinks and soda, are not allowed on school grounds, buses, or in classrooms during school hours (8:00 a.m.–3:10 p.m.), bottled water is permitted.

Foreign Exchange Students

Menahga High School welcomes qualified exchange students to enroll in our district. The qualified student:

- Must be in grade 10 (or higher) or equivalent.
- Must be 16 years old.
- Must be part of a certified exchange program with J-1 sanctioning by the State Department.
- Menahga will accept a maximum of three exchange students per school year.

Fundraising

All organizations need written approval from the principal, prior to their sale. This is to prevent overlapping sales, duplication, and recognition of the worthiness of the fundraiser. Forms may be obtained in the office. A copy of fundraisers approved will be provided to the Superintendent.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed all the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. In order to participate in graduation commencement, students must wear the gown, mortarboard, honor cord, tassel, and stoll chosen by the graduation committee. The graduation committee will consist of senior class members, senior class advisors and the high school principal. Graduation exercises are under the control and direction of the High School Principal.
It is the student's responsibility to track their progress towards completing the graduation requirements. Questions regarding the status of a student's progress should be addressed with the appropriate school counselor and should happen prior to one week before the graduation ceremony to guarantee inclusion in the slideshow and program?.

Graduating with Honors

A student having compiled a scholastic average of 3.60 or higher during grades 9 through 12 will be designated an honor student. A student must have attended Menahga High School facility grades 9-12 at some time during their high school career to be included as a Senior Class Honor student. The students designated as honor students will receive recognition in the area newspapers and on the Commencement Program. Honor status will be calculated after 1st semester final grades have been submitted. The senior graduation committee will consider honor students as commencement speakers. All seniors have the option to participate on the committee.

Interviews of Students by Outside Agencies

Generally, students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. Requests from law enforcement officers and those other than a student's parents/guardians, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents/guardians to inform them of the request, except where otherwise prohibited by law. **(School Board Policy 519L: Interviews of Students by Outside Agencies)**

Library and Media Center

Media Center materials are available for student use during the school day and are available for checkout, with the exception of reference materials and some audiovisual materials. Students with overdue materials are not allowed to check out additional materials.

Lunch

All 9-12th grade students are scheduled for a 30-minute lunch period. 7th and 8th grade students will have a 40 minute block for lunch and recess. 9-12th grade students will have the opportunity to participate in "open gym" during their assigned lunch period. Students must eat in the commons. Students are expected to bus their own dishes and keep the lunchroom
neat and orderly. Students are not to share their meal account numbers. Food services include breakfast and hot lunch. The board approves the prices set for school breakfast, lunch and the price of milk. Lactose reduced milk will be provided to any student upon the written request by the parent/guardian.
"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability." To file a complaint, write USDA, Director, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 or (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Messages to Students

Students may not be interrupted during school hours by outside calls and messages except in the case of an emergency. If it is necessary to reach your child, dial 564-4141 extension 2. The office will relay your message. Parents wishing to contact a classroom teacher should be prepared to leave a message requesting the teacher to contact them. Except during preparation time, teachers are not available to come to the telephone during the school day.

Money, Valuables and Personal Property

The school is not responsible for valuables which get lost, stolen, or damaged at school or on the bus.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Novelty Items

There is no reason to bring any article to school that does not pertain to a school activity. These items distract from the education of others. Any article of this nature will be taken by staff and kept in the office. It will be returned only to a parent and should not be taken to school again.

Parent and Teacher Conferences

One Fall Conference and one Spring Showcase will be scheduled each year. Check the school calendar for dates and times. You may contact teachers at any time throughout the year with questions or concerns or to schedule an individual time to meet.

Pledge of Allegiance

Students will be asked to recite the Pledge of Allegiance to the flag of the United States of America everyday during the start of 2nd period excluding late starts and E-Learning days. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

School / Co-curricular / Extracurricular Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority. Students who participate in school-sponsored and/or affiliated activities are expected to responsibly represent the school and community; their participation is a privilege and not a right. All rules pertaining to student conduct and student discipline apply to school activities. All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events. The Menahga School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director.

MSHS League Handbook https://www.mshsl.org/mshsl-handbook-governance-documents

Academic Eligibility Procedures

Students are responsible for class work in all classes. An Ineligibility List is published every two weeks. If a student is on the ineligibility list, he/she is ineligible to participate in any extracurricular activities and will not be allowed to participate until the coach receives a signed statement from the classroom instructor stating that the student is once again in good standing. The MHS/UNC coaching staff is responsible for keeping updated on their participants' progress and ensuring that an academically ineligible participant does NOT participate. If a student fails one or more courses once the grades are posted at the end of each high school semester, he or she will lose eligibility for the next 2 events/contests in category 1 and 1 event/contest in category 2 or 3 per failed course. Any performances that occur during this time will be lost. Students are expected to attend all practices during this time period. *Applies to all Categories 1, 2 and 3 activities.

Activity Eligibility

In order to participate in Menahga High School's co-curricular and extracurricular activities, students must meet the following guidelines:

- Present a current physical (athletes only);
- Be under 20 years of age;
- Must meet Minnesota High School League Eligibility Guidelines;
- Carry the required number of credits for graduation;
- Be in regular attendance, having enrolled at least two weeks before being in a game;
- Must be in class a full day to participate in any co-curricular activity (practice or event) unless excused;
- Students and parents/guardians sign eligibility agreements.

School Closing Procedures

When school is dismissed early for inclement weather or other emergency reasons, all extra- curricular activities will be canceled. All students are to go home. When school is called off in the morning and conditions improve, the administration may approve practice, or team participation in local, subsection or section activities. Students will not be penalized for missing practice due to weather conditions or other emergency closings. The Menahga School District is linked to the Infinite Campus Instant Alert System. If you are signed up, this system will also alert you by an automated phone message to any school closing due to inclement weather.

Notice of school cancellation will occur at least two hours prior to the start of the school day and will be provided through Campus messenger system, Facebook, TV and radio stations, and school and district social media.

Parents or guardians have the right to decide if their child should attend school in inclement weather. No penalties are assessed by keeping children home; however they will still have to make up the work they missed on that particular day. We ask that you still call in their absence by 8:30 am.

School Dances/Activity Nights

All events must be approved by the adviser and the principal and must be properly chaperoned. School activities during the school week must end by 10:00 p.m. or earlier. No activities may be held without proper supervision. Dances will be closed door. Once a person has entered, he/she may not leave and reenter.

Dance Visitors

Dances at Menahga High School are school-age dances. Dance visitors are at the discretion of the building principal. Visitors that have graduated must be only one school year removed from graduation, and under the age of 21. Students of Menahga are responsible for their guests being aware of and abiding with the school rules and policies.

Prom

Menahga High School prom is a junior and senior dance. A junior or senior may invite students in grades 9-10 if they meet the dance visitor guidelines.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Personal Possessions and Student’s Person

The personal possessions of a student and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. (Refer to Board Policy 502)

Searches by Canines

The school district contracts with Interquest Detection Canines of Northern Minnesota to perform searches on campus randomly throughout the school year. Handlers and canines will search parking lots, lockers, classrooms, and other district property. Canines are trained to find alcohol, firearms and ammunition, prescription and over-the-counter medication, and illegal drugs.

Infinite Campus

The Infinite Campus program allows you, your parent, or your guardian access to your current academic progress, attendance history, and general information via computer.
Please recognize that this system *is not* designed to be instantaneous. It may take some time for teachers to evaluate, grade, enter grades in the electronic grade book, and update the information system from the teacher’s grades books.
The information is designed to be an approximation, and to allow you to monitor student progress. Please contact the HS Office to obtain the form to apply for this option.

Parking in Non-designated Areas and Careless Driving

If a student fails to park in a designated area, their parking privilege would be revoked. The same process will be followed for a student who is driving or parking in a careless manner.

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student’s Motor Vehicle

The interior of a student’s motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and

without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Non School-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, and is subject to school district regulations and procedures.

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Yearbook / Class Composite / Student Memorial

Senior pictures are used in the yearbook and will also be the photo used for the senior composite class photo. Senior yearbook pictures will not be accepted if they contain the following:

- Costumes
- Weapons of any kind, including rifles, shotguns, knives, etc..
- Group photos, such as with babies, grandparents, other relatives, or pets/farm animals

Student Memorial - A memorial page in the MHS yearbook may be available for purchase for students who have passed away. The student must have been a part of the graduating class in order to be a part of the memorial page. The cost of the page will not be paid by the Menahga Public School District. The cost will be determined by the ad cost of the yearbook ad pages of the given year.

Student Records

All permanent student records, e.g. transcripts, health records, IEP's, are on file and available upon request. Parents/guardians, and students are allowed to inspect and review official student records, files and data including all material in the cumulative record. An appointment must be made through the office by those eligible to examine records. A written request stating the records to be reviewed is required. Students needing any of these documents may secure them by filling out a request form in the office or by calling 564-4141.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students.

Title IX Law

It is the policy of I.S.D. 821 not to discriminate on the basis of sex in its educational program activities or employment policies, as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to: John Hedstrom, Title IX Coordinator-- Menahga Public School (564-4141).

School District Transportation – Student Expectations

Students who ride the bus to school must also ride the bus home **unless** the school office receives a **signed note** or **a phone call from a parent/guardian**. **All transportation changes must be made by 1:00 p.m.** each day so teachers and drivers can be informed.

Riding school transportation is a **privilege**, not a right. Students are expected to behave just as they would in the classroom. This includes while **riding**, **waiting for**, and **getting off** the bus or school vehicle.

Student Expectations on the Bus and All School Vehicles

To help keep everyone safe and respectful, please follow these expectations when riding, waiting for, or getting off school transportation:

- **Be on time**—arrive at your stop 5 minutes early.
- **Take care of property**—respect others and their belongings.
- **Stay safe**—stand back from the road while waiting.
- **Wait your turn**—only approach the bus or van when it stops.
- **Move safely**—step away from the vehicle after getting off.
- **Cross carefully**—walk in front of the bus and wait for the driver's signal before crossing.
- **Listen to the driver**—they are there to help you.
- **Sit safely**—stay in your seat and face forward while the vehicle is moving.
- **Use kind words and quiet voices** when talking.
- **Keep hands, feet, and belongings to yourself**.
- **Keep the aisle clear** so everyone can move safely.
- **Be kind**—no teasing, pushing, or rough play.
- **Help keep the bus clean**—don't throw things and no food is to be consumed.
- **Stay healthy**—no tobacco, alcohol, or drugs.
- **Bring only safe items**—leave dangerous or unsafe objects at home.
- **Take pride in your ride**—help keep the bus or vehicle clean and undamaged.

Transportation Consequences

Behavior problems will be addressed by the driver, with written documentation provided to the principal. The driver, transportation director, and principal will address serious and persistent situations. Offenses that are dangerous or destructive will result in immediate suspension and may include notification of legal authorities. Students damaging school buses are liable for damages. Failure to initiate payment will result in loss of riding privileges until damage is paid for.
Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

- 1st Offense: warning
- 2nd Offense: 3-5 school-day suspension from riding the bus
- 3rd Offense: 5-10 school-day suspension from riding the bus
- 4th Offense: 10-20 school-day suspension from riding the bus/meeting with parent
- Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

All district students are provided with bus safety instruction during the first three weeks of school and are required to demonstrate understanding of bus safety lessons. Board Policy 709.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school. Unless prior arrangements and approval have been given through the Activities Director, all participants must ride District transportation. Parents may request and sign out their student with the student's coach and/or advisor after the event or game.

Late Bus

Late buses run at 5:15 p.m. as announced. The late bus is for students who are participating in a sport practice or activity or receiving assistance from a teacher. Any student riding for reasons other than school activities may lose future riding privileges and/or receive detention.

Parent Pickup and Drop Off of Students

Parents/Guardians picking up or dropping off their students are directed to do so at the South side of the High School Parking Lot. Morning drop offs and afternoon pick-ups can be made at the main doors in the front of the school; however, this is a very busy area and drivers should not park in this area. Crossing guards are on duty before and after school.

Video and Audio Recording

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video footage is for school use only. It's not intended for public, parent/guardian use, due to student/staff data privacy.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the Office upon entering the building, with the exception of events open to the public. All visitors will be required to provide a picture ID, and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the

visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. **Anyone violating this policy could be charged with trespassing.**
Menahga High School does not permit student visitors at school because of the disruption to the school day.

PART II — ACADEMICS

Academic Integrity Policy in College Credit Courses

If students in college credit courses are caught breaching the academic integrity policy, they will immediately be dropped from that course and lose credit from the college and will lose high school credit. A grade of "F" will be placed on the college and high school transcript.

Academic Lettering

Students grade 9-12 may earn a letter for being on the A honor roll for 2 (two) consecutive semesters. 7th and 8th graders may be on an honor roll but will not letter.

Students grades 9-12 are eligible to achieve a Letter if their cumulative G.P.A. meets a certain standard. The standard has been set and adjusted based on the student's academic year in high school. Grades will be calculated at the end of the second semester. Letters will be awarded at the Spring Awards Ceremony.

- Freshman: 3.75 Semester 1 (Fall)
- Sophomore: 3.75 Semester 2 (9th Grade) Semester 1 (10th Grade)
- Junior: 3.7 Semester 2 (10th Grade) Semester 1 (11th Grade)
- Senior: 3.7 Semester 2 (11th Grade) Semester 1 (12th Grade)

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the Student Services Office.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Dual Enrollment

Dual enrollment students include home school, ALC and PSEO students who are also taking courses in our high school. PSEO/Online students' time on campus will be determined on a case-by-case basis, considering the specific requirements of each course and the student's personal schedule. This flexible approach ensures that students can effectively manage their time while meeting the necessary academic obligations. Students who earn a failing grade (F) in an Online Learning or PSEO course may not be permitted to enroll in that same course again through the district.

A student who fails an Online Learning or PSEO course will have their academic progress, attendance, communication, and level of effort reviewed by school administration and the school counselor. Based on this review, the school may determine that:

- The student is not eligible to repeat the same Online Learning or PSEO course.
- The student may be required to complete the course through Menahga High School using a different instructional format.
- The student's eligibility for future Online Learning or PSEO coursework may be limited or suspended until they demonstrate academic readiness and successful completion of coursework in the traditional high school setting.

Exceptions may be considered on a case-by-case basis for documented medical circumstances, family emergencies, or other extenuating situations beyond the student's control. Any exception must be approved by the building principal.

Students and families are responsible for understanding that failing an Online Learning or PSEO course may:

- Impact graduation progress.
- Affect eligibility for future Online Learning or PSEO participation.
- Result in the student being required to complete the course through another district-approved option.
- Have financial implications if required under applicable PSEO laws or college policies.

The principal reserves the right to make final decisions regarding student eligibility for future Online Learning and PSEO participation based on the student's academic success, attendance, work completion, and overall readiness for independent coursework.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact your student's IEP case manager.

Summer School - Credit Recovery

Menahga High School in partnership with Freshwater ALC may offer summer school sessions on site for students who need developmental, remedial, or make-up work in basic skills, and academic courses. Summer school is a privilege to students and not a right; priority will be given to students age 16 and older.

Failing a Class

Each teacher sets grading criteria and will inform students of that criteria on the first day of the course. Students that fail a core graduation requirement should contact the Student Success Coordinator / principal for options regarding the make-up of that requirement.

Field Trips

Educational field trips may be taken during the school year under the teacher's direction with administrative approval. Parents may be asked to assist with these field trips. When trips are made in school buses outside of school district boundaries, parents will be notified. Students are required to have written permission from a parent or guardian on the school's field trip permission form prior to going on a field trip. Permission will not be granted over the phone. When students are on field trips, all rules of student conduct and discipline apply. If a parent would prefer that a student not attend a particular field trip, please contact the classroom teacher or advisor.

Grades

Students' grades will be reported twice during the year. In-progress grades can be monitored via Infinite Campus at any time. Report cards will be available online at the end of each grading period for review. Online grade reports may be reviewed at: https://mncloud2.infinitecampus.org/campus/portal/menahga.jsp

Report cards will be mailed home at the end of each Semester for review. The grades on your report card determine your grade point average (GPA). Class rank is calculated based on a student's cumulative GPA.

Students in Grades 9-12 are required to pass all core courses. A student failing a core class must repeat the course and pass before credit is given. Students must pass a core course before they can take the next course in that sequence. In order to receive credit for a class, a student's final grade must be 60% or higher. Private and Homeschool grades will be transferred in as P / F or transcripted letter grade.

If a letter grade is presented, the district must have a grading scale included with the transcript otherwise, it is P/F.

A+	97-100	A	93-96	A-	90-92		
B+	87-89	B	83-86	B-	80-82		
C+	77-79	C	73-76	C-	70-72		
D+	67-69	D	63-66	D-	60-62	F	59 and less

Graduation Requirements: See School Board Policy #613

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Menahga High School.

Course Credits Required

Classes of 2027 and 2028

Students must successfully complete at least 25 credits and comply with the following high school level course requirements:

Graduation Requirements: (1 semester = .5 credit)

- Minimum 4 credits in English
- Minimum 4 credits in Social Studies
- Minimum 3 credits in Science
- Minimum 3 credits in Math
- 2 credits in Physical Education & Health
- 1 credit in Fine Arts
- 8 credits in Electives (May earn up to six elective credits completing internship or work skill courses)
- 0.5 Personal Finance (must be taken between grades 10-12; will not be accepted towards graduation requirement if taken in 9th grade)
- 0.5 CTE/Pathways Elective-

Honor Roll
Menahga High School will create an A and a B honor roll at the end of each semester. Eligible students will be placed on the honor roll based on the final grades earned in that semester. Students must be enrolled in at least 4 Menahga High School class periods in order to be listed on the Menahga High School Honor Roll. A - 4.0-3.6 GPA, B – 3.59-3.0 GPA

Homebound Instruction
Homebound instruction is available for any student who is out of school due to illness (either at home or in the hospital) for an extended period of time. It is a valuable service offered to our students to ensure they do not fall too far behind their classmates due to an extended illness. Please contact the school office if you have any questions regarding homebound instruction.

Home Based Instruction
Home-based services arise from decisions made by an IEP team to serve a child in that capacity. A child could be enrolled in a part-day school situation and a part day home-based situation.
Placing Authority: IEP/IFSP team, not determined by a physician or mental health professional.
Not bound by the number of days in attendance or absent.
Home-based services may also be offered as an option to non-disabled students who are suspended or expelled, according to the requirements of the MN Pupil Fair Dismissal Act.
Homebound vs. home-based is an important distinction, as our obligation to provide educational services to the student and corresponding reimbursement rates vary for each of these two areas.

Class Work and Assignments
Class assignments are made by the teachers. The amount of class work varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete all work thoroughly and promptly. Typically, students will have two days to make up work they miss due to unexpected absences. The two days to make up work standard, does not apply to work that is received previous to the absences occurring. Students need to talk with teachers if extra time is necessary. See Board Policy 503.

Menahga Area Learning Center
The Menahga Area Learning Center is an opportunity for at-risk students who are 16 and older and enrolled in grades 9-12 to be successful in earning their high school diplomas. The program offers classes Tuesday and Thursday during the school year. Credits are awarded upon successful completion of each class. Students will earn a Menahga High School diploma or that of their home school district when all credit requirements are completed. Students who are full time at the high school and need to make up required classes may attend the ALC after school program or summer sessions to earn necessary credits. Students must have an ALC referral from a High School Principal.

Progress Reports
Progress reports are issued midway through each semester. The mid-term grades are posted electronically through Infinite Campus only. Semester reports will be mailed home. Teachers at various times on an as-needed basis may send out progress reports, both positive and negative.

Promotion and Retention
All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school.

Post-Secondary Enrollment Options
Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out a Notice of Student Registration Form (NSOR) form and submit it to the Student Services Office by May 30th for 1st Semester the following year and by October 30th for 2nd Semester the same year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the Student Services Office for more information.

State Test Requirements
Minnesota state law requires that all 9th graders take science, 10th graders take reading, and 11th graders take the Minnesota Comprehensive Assessment (MCA) III in the spring unless exempt in an Individual Education Plan. These scores are used to determine whether a school is making adequate yearly performance goals under federal legislation. MCA III scores will be sent home to all parents/guardians when received back from the Minnesota Department of Education. Parents/guardians have the option to refuse student participation in these statewide assessments, and the Minnesota Department of Education (MDE) provides a specific form for this purpose. The form is found at the end of the handbook or available from the HS Office.
Eighth-grade MCA Reading scores are used for eligibility placement for PSEO in 10th grade; if there is not a MCA score, a College Placement Exam will be administered.

Support Services (504)

The Menahga Public School District does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The District also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the District's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instructional or physical accommodations so those students may receive free appropriate public education. For this policy, a student who may be eligible within the intent of Section 504 is one who:

- Is eligible to attend the District's schools under federal and Minnesota law: and
- Has a physical or mental impairment that substantially limits one or more major life activities, including learning.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students who are identified as individuals with exceptional needs under IDEA criteria will have their rights and obligations determined by that law. Inquiries regarding compliance with Section 504 may be directed to the district 504 Coordinator: Michelle Koch. Menahga Public School 218-564-4141.

PART III — RULES AND DISCIPLINE

Expectations for AI Use

The school district recognizes that student age and developmental readiness are important factors in determining appropriate AI use. The following guidelines establish expectations by grade level:

Grades 7–8

Students may engage in structured introduction to AI tools with appropriate instructional guardrails and supervision. Learning experiences will emphasize:

- Responsible and ethical use of AI
- Critical thinking and evaluation of AI-generated content
- Digital citizenship and online safety
- Understanding the limitations of AI outputs

Grades 9–12

Students may engage in broader access to AI tools with increased accountability and responsibility. Instruction and use expectations will emphasize:

- Preparation for AI-integrated postsecondary education and workforce environments
- Advanced AI literacy and understanding of how AI models function
- Appropriate use of AI to support learning and productivity
- Verification of AI-generated information through independent thinking and credible sources
- Responsible disclosure and attribution of AI use when required by teachers

Student Responsibilities: Students remain responsible for all work submitted in their name. AI tools may support learning but do not replace original thinking, participation, or completion of assigned work expectations. Teachers may establish assignment-specific expectations regarding AI use and disclosure.

Consequences for Inappropriate Use of Artificial Intelligence (AI)

- **First Occurrence:** Student conference with teacher and/or administrator, review of AI expectations, and opportunity to redo or complete the assignment appropriately.
- **Second Occurrence:** Parent/guardian contact, reduced or no credit on the assignment (based on teacher expectations), and completion of a reflection or digital citizenship activity.
- **Repeated or Serious Misuse:** Administrative intervention, possible loss of technology privileges, behavioral consequences, and additional disciplinary action consistent with school policy.

Attendance

Minnesota Statute 120A.22 requires every student between the ages of seven and sixteen receive an education. Students are required to attend all assigned classes every day that school is in session or have a valid excuse for absence.

Student Absences (Refer to Board Policy 503)

Parents/guardians should notify the school by 8:30 AM if a student is going to be absent. Any absences unreported by parents/guardians will be marked as unexcused. The student has the right and obligation to make up any work missed for full credit. Arrangements may be made to make up work in advance when students know they will be gone for several days; students should communicate with their teachers in these situations. Administration will determine the legitimacy of all absences. (MN State Statute 120A.22)

Absences During the School Day

Students' parents or guardians must notify the attendance office on the morning of the day that students need to leave. An out-of-the-building pass will be ready to be picked up in the office after period 1. Before leaving school, students should sign out in the office **AND SIGN IN AT THE OFFICE UPON RETURN**. If you leave the building without a pass, you will be considered skipping unless you have **CLEARED YOUR LEAVING WITH A PRINCIPAL**.

Classification of Absences

Excused absences ALL ABSENCES WILL BE COUNTED in the accumulation of the maximum number 15 per school year, except for school authorized absences. Excused absences need to be verified by parent or guardian at the time of the absence and are counted in the maximum absences rule; excused absences beyond the first 15 must be document-verified. See School Board Policy 503.

School Authorized Absences – these need to be verified at the time of the absence and are not counted in the 15-day maximum rule.

- School related events
- Court appearances
- Official religious holidays
- Illness or medical appointment verified by medical provider
- Funerals / Memorial Services
- Suspensions
- Two days per year for post-secondary institution visits

Unexcused absences are all absences beyond the maximum 15 excused per year or are unreported by parents/guardians. Students with 7 or more unexcused absences will be reported to their county of residence as truant. Students will lose all daily participation points if absence is unexcused.

Late Arrival

If you are late to school you must check into the office to sign in and pick up a pass. Arriving late without parent/guardian communication will be considered unexcused.

Tardiness

Students are considered tardy if they are not physically in the classroom when the bell rings. Students arriving five or more minutes late will be marked with an unexcused absence. Students with a valid reason for being tardy must obtain a pass from the staff member who detained them. Students who present a pass to their teacher will not be marked tardy.

If a student is experiencing locker issues, needs to visit the nurse, or needs to use the restroom, they should report to class first and communicate with their teacher to avoid being marked tardy. Tardies are monitored by the high school office. Patterns of excessive tardiness will be addressed through mediation, and appropriate consequences and supports will be implemented to promote student success and accountability.

Truancy

Under Minnesota law, students with seven (7) or more unexcused absences qualify as truant and after three (3) unexcused absences, a letter will be sent to parents/guardians as notification of student's attendance. After five (5) unexcused absences, parents/guardians are required to meet to develop a Mediation Plan as a final attempt to compel the student to attend school; community partners may be included for support and resources. If the Mediation Plan is not followed or unexcused absences continue, a petition will be filed with the county of residence's Human Services Agency.

Bullying Prohibition:
See School Board Policy #514

Bullying means behavior that:

- Hurts, threatens, embarrasses, or harms another student
- Repeats or shows a pattern
- Involves a real or perceived power imbalance
- Makes it hard for someone to learn or feel safe at school

Cyberbullying is bullying done using technology like texts, social media, or websites.
This policy also protects students from:

- Malicious or cruel behavior
- Sexual exploitation
- Bullying based on race, gender identity, disability, or other personal traits

Where This Policy Applies Bullying is not allowed:

- At school or on school property
- At school events, trips, or activities
- On school buses or school-provided transportation
- On school computers, networks, or email
- Online (cyberbullying), including outside of school if it causes problems at school or disrupts learning

This policy also covers students in extracurricular and co-curricular activities.
What Is Not Allowed:

- Bullying or cyberbullying
- Supporting or encouraging bullying
- Retaliating against someone who reports bullying
- Making false bullying reports
- Staff or adults ignoring or allowing bullying to happen

Students who bully others may face: (Level II Behavior Offence)

- Warnings or behavioral support
- Parent meetings
- Suspension or expulsion

Staff who ignore or allow bullying may be disciplined. Others (like volunteers or visitors) may be removed from school property or events.
Reporting Bullying:
If you see or experience bullying:

- Tell a teacher, counselor, principal, or any trusted adult right away.
- You may also report anonymously, but the school must investigate before acting.

Reports will be taken seriously. The school will investigate the issue and take steps to stop the behavior and support everyone involved.

Away for the Day (phone locker)

Cell Phones and Personal Electronic Devices (Grades 7–12)

Menahga High School is committed to creating a learning environment where students are fully engaged, connected to instruction, and free from the distractions caused by personal electronic devices. To support student learning, academic achievement, and positive school culture, Menahga High School maintains a bell-to-bell, phone-free school day for all students in grades 7–12.

Personal electronic devices include, but are not limited to, cell phones, smart watches capable of calling or texting, wireless earbuds, headphones, and other communication devices.

Students will not have access to personal cell phones during the instructional day unless specifically authorized by administration for a documented medical, educational, or emergency need.

Students may not remove or access their phones during the school day without administrative approval.

Policy Expectations

Students in grades 7–12 will not have access to their cell phones during the school day.

Students must place their cell phone in their assigned personal cell phone locker no later than 8:11 a.m., or immediately upon entering the building if arriving after the start of the school day for instructional time.

Cell phones will remain secured in the assigned locker throughout the school day and may not be accessed until the end of the instructional day.

Students may retrieve their phones beginning at 3:10 p.m. at dismissal or as determined by the administration.

Students who arrive late to school must secure their phone in their assigned locker before reporting to class.

Smart Watches, Earbuds, and Other Electronic Devices

Smart watches capable of calling, texting, internet access, or receiving notifications are subject to the same expectations as cell phones and may not be used during the school day.

Wireless earbuds, headphones, and similar devices may not be worn or used during the school day unless specifically authorized by a teacher for an instructional purpose.

Parent Communication

Parents and guardians are encouraged to communicate with students through the high school office during the school day. If a parent needs to reach a student, office staff will promptly relay the message or arrange for the student to return the call when appropriate.

Students needing to contact a parent or guardian during the school day must obtain permission from school staff and use the school office phone.

Electronic Device Violations

Students are expected to follow all procedures regarding the storage and use of personal electronic devices.

Failure to comply with this policy, including possessing a phone during the school day, accessing a phone without permission, refusing to surrender a device, or attempting to bypass the storage procedures, will result in progressive disciplinary action.

First Offense

- Device confiscated.
- Parent or guardian must retrieve the device from the high school office.
- Administrative conference with the student.

Second Offense

- Device confiscated.
- Parent/guardian conference required.
- Student will lose the privilege of independently storing their phone and will be required to check the device into the high school office each morning and check it out at dismissal for the remainder of the quarter.

Third and Subsequent Offenses

- Continued violations will be considered insubordination.
- Additional consequences may include detention, in-school suspension, behavior contracts, loss of extracurricular privileges, or other disciplinary action consistent with the Student Code of Conduct.

Students who refuse to surrender a device when directed by a staff member or who repeatedly violate this policy may be subject to additional disciplinary consequences.

Privacy and Appropriate Use

The use of personal electronic devices to photograph, record, livestream, or otherwise capture images or audio of students or staff without permission is strictly prohibited. Violations may result in disciplinary action up to and including suspension or expulsion and may be referred to law enforcement when appropriate.

The school is not responsible for lost, stolen, or damaged personal electronic devices.

MENAHGA HIGH SCHOOL
BEHAVIOR FLOW CHART
BE RESPECTFUL AND VALUE EVERYONE

Observe Problem Behavior

Is the Behavior "Minor" or "Major?"

STAFF MANAGED (MINOR)

Intervention 1:
"Verbally"
- Verbally redirect student.

Intervention 2:
"Reteach & Verbal Reflection"
- Discuss Behavior and Review Expectations.
- Document Minor Behavior in Infinite Campus.

Intervention 3:
"Phone Call Home"
- Document Minor Behavior in Infinite Campus.

OFFICE MANAGED (MAJOR)

"Notify Office/Administrator"
- Send student to the office.
- Document "Major" Office Referral in Infinite Campus.

"Student/Admin Conference"
- Reflection/Reteach.

"Student Handbook Reference"
- Admin determines/assigns consequence.

"Communication"
- Parent Phone Conference.
- Provide Feedback to Teacher.
- Document Incident Details in Infinite Campus.

Intervention 4:
"Send to High School Office"
- Communicate w/ Administrator
- Submit Referral and Document in Infinite Campus as "Major."

MENAHGA HIGH SCHOOL

Categorized Behavior Scenarios

Observe Problem Behavior

Is the Behavior "Minor" or "Major?"

"MINORS"

- Offensive Language
- Lack of Respect for Authority
- Disruptive Behavior
- Unprepared
- Dress Code Violation
- Physical Contact - Horseplay
- Property Misuse
- Technology Violation
- Academic Dishonesty - Forgery
- Skipping Class Period(s)
- Inappropriate Public Display of Affection
- Other Qualifying Behavior(s)

"MAJORS"

- Aggressive Language/Profanity
- Insubordination
- Continued Disruptive Behavior
- Leaving School Grounds
- Fighting - Physical Aggression
- Property Misuse: Damage and/or Vandalism
- Technology Violation
- Theft
- Harassment
- Weapon
- Use/Possession of Contraband
- Other Qualifying Behavior(s)

MENAHGA HIGH SCHOOL
PBIS MATRIX
BE RESPECTFUL AND VALUE EVERYONE

	Classroom	Common Areas (Hallways, Stairs, Lunch Room, Office, etc)	Bathroom/ Locker Room	Indoor/ Outdoor Recreation	Events/ Extra Curricular Activities	Arrival/ Departure
INTEGRITY	Be on time, prepared, and ready to learn Create something you're proud of Be a problem solver	Keep area clean Report any problems Help others in need	Use time wisely Report any problems Keep area clean	Be a leader and positively involved Report any problems Think before you act	Report any problems Maintain eligibility Accept the decisions of the officials	Organize supplies and belongings Keep lockers tidy Manage time wisely
RESPECT	Follow Instructions Be open to the ideas of others Keep school materials and property in good condition	Be polite and use manners Respect the personal space and property of others Demonstrate respect for the facility.	Respect the personal space and property of others Use facilities quickly Demonstrate respect for the facility.	Listen, learn and participate Follow instructions Keep school equipment in good condition	Listen attentively to speaker/ performer Be respectful to participants, spectators, and referees Demonstrate respect for the facility.	Respect others personal space and property Respect all staff and students Demonstrate respect for the facility.
RELATIONSHIPS	Actively participate in all classroom activities Engage in positive conversations with peers Be a team player	Greet others in a positive manner Engage in positive conversations with peers Invite others to sit with you	Give privacy to others Patiently wait your turn. Greet others in a positive manner.	Include others and show sportsman-ship Engage in positive conversations with peers Solve problems peacefully and ask for help if needed.	Include others and show sportsman-Ship Welcome visitors/ guests Be a team player	Greet others in a positive manner Engage in positive conversations with peers Solve problems peacefully and ask for help if needed.
SAFETY	Use chairs, desks, and classroom materials appropriately Keep hands, feet, and objects to self Keep walkways clear.	Use food and silverware properly Walk with a purpose Stay seated until given permission to leave	Use the facility appropriately Wash and dry hands Demonstrate respect for the facility	Wear appropriate seasonal clothing/ footwear Use equipment as intended Leave nature outside	Use the facility appropriately Stay seated during the event Take care of your personal health, hygiene, well-being	Use sidewalks and crosswalks Be aware of your surroundings Use safe speeds and obey laws

Behavior Disciplinary Consequences

Because it is not possible to list every violation that occurs, those not specified will be responded to by staff on a case by case basis. Unique or special circumstances may call for an adjustment in the discipline policies to meet the school's needs.

See School Board Policy #506

All disciplinary action is subject to the discretion of the administration. Below are general guidelines that provide a range of penalties, which may vary depending on the situation. Every attempt will be made to maintain consistency in the consequences administered to students for unacceptable behavior on school property and at school sponsored events. Severe offenses at each level may be subject to the strictest disciplinary action at each level, at the discretion of the principal.

In School Suspension:

The function of the In School Suspension (ISS) is to provide an additional choice for disciplinary action. ISS is supervised by an Administration Team member or Staff Member (under the direction of the Admin Team). Students assigned to ISS will have the privilege of attending school and maintaining grades, as well as having continuity of class studies. Students must attend the full number of periods assigned to ISS before he/she will be returned to regular classes. Students will turn in their phone to the ISS teacher when they enter the room. While in ISS, students receive appropriate restroom breaks, and will eat lunch with the ISS group. Students will also complete a behavior reflection form and exit ticket.

Out of School Suspension:

Grounds and procedures for suspension will be determined by the principal and will be conducted in accordance with The Minnesota Pupil Fair Dismissal Act (M.S. 127.26-M.S.127.39). The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent/guardian within 48 hours of the suspension. Written notice will include grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of the Minnesota Pupil Fair Dismissal Act (M.S. 127.26-M.S.127.39). Service by mail is complete upon mailing.

Suspension Pending Expulsion or Exclusion: Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days. The principal will assemble an appeals board if he/she deems necessary. Students who are concerned about a specific disciplinary action or student conduct violation may consult with their parents/guardians, teachers, and/or student support service staff to informally resolve the concern. If the concern cannot be resolved using these informal channels, one may appeal concerns through the channels listed in the appeals process shown below.

Principal….Superintendent or Designee… Board of Education.

Classroom/Office Detention: Administration and Teachers reserve the right to require students to attend a detention for inappropriate behavior. Administration and/or teacher will establish the date and time based on the type of inappropriate behavior displayed by the student.

LEVEL ONE OFFENSES:

Academic Dishonesty: The immediate consequence for academic dishonesty is a zero; or based on the judgment of the teacher, may be a retake of the assignment or test with a percentage penalty assessed.

Repeated Insubordination, Disruptive or Disrespectful Behavior, Skipping Class, Forgery which results in removal from the classroom:

- 1st Removal : Admin conference with student; contact parent/guardian; documentation in IC
- 2nd Removal : conference with parent and creation of Behavior Plan
- 3rd Removal : Up to One day In School Suspension (ISS); review of Behavior plan

Inappropriate Public Displays of Affection;

- 1st Offense: Verbal warning.
- 2nd Offense: Verbal warning with a parent contact for both parties involved
- Any Subsequent Offenses: Parent meeting and Behavior Plan.

Inappropriate Dress and/or Behavior at Activities where Menahga is a Participant

We strongly encourage Menahga students to support their classmates at events; must follow fan behavior expectations according to MN State Athletic Code of Conduct.

- 1st Offense: warning and/or change of dress, if applicable
- 2nd Offense: Immediate removal from activity (if same event) and Two (2) week suspension from Menahga activities (as a fan, not as a participant).
- Subsequent offenses will be dealt with by the administration.

Electronic Device Misuse (Physical and/or Behavioral): The use of electronic devices (Chromebook, laptop, iPad) is a privilege not a right. Students who lose device or internet privileges will be provided with paper/pencil options.

Updated Device Handbook linked here

- 1st Offense: Report to Administration and loss of device or login for a minimum of one (1) week.
- 2nd Offense: Report to Administration and loss of device or login for a minimum of one (1) quarter.
- 3rd Offense: Report to Administration and loss of device or login for remainder of the school year.

LEVEL TWO OFFENSES: *For any Level 2 Offense, local law enforcement will be contacted.
Nicotine Products
Possessing or using tobacco, tobacco products tobacco-related devices, or electronic cigarettes in district buildings, on district grounds, in district vehicles or at district events.

- 1st Offense: Remainder of the school day and/or up to one (1) day in- or out-of-school suspension.
- 2nd Offense: Remainder of the school day and/or up to two (2) days in- or out-of-school suspension. Other outside resources will be provided.
- 3rd Offense: Remainder of the school day and/or up to three (3) day in or out-of-school suspension. Other outside resources will be provided.

***At each Offense, local law enforcement will be contacted.

Verbal Harassment or Threats (Student-to-Student/Bullying)
Threatening or harassing, directly or indirectly, with the intent of terrorizing or causing emotional distress to another person.

- 1st Offense: Remainder of the day and/or up to One (1) day in or out-of-school suspension, at admin discretion, with a written report filed.
- 2nd Offense: Remainder of the day and/or up to Two (2) day in or out-of-school suspension, at admin discretion; investigation to be continued.
- 3rd Offense: Remainder of the day and/or up to Four (4) day out-of-school suspension; during this time we will explore expulsion or alternative placement.

****At each Offense, a Threat Assessment will be conducted by members of the Crisis Response Team and local law enforcement will be contacted.*

Fighting, Instigating a Fight, Vandalism / Theft of any property

- 1st Offense: One (1) full day in or out-of-school suspension.
- 2nd Offense: Up to Two (2) full days in or out-of-school suspension
- 3rd Offense: Up to Four (4) full days suspension; during this time we will explore alternative placement.

Retaliation by self and/or other parties, will be dealt with according to the Violence Policy (Level 3). Students are encouraged to remove themselves from the situation as quickly as possible and get help from a staff member.

LEVEL THREE OFFENSES *For any Level 3 Offense, local law enforcement will be contacted.

Verbal Harassment or Threats (Student-to-Staff Harassment/Bullying)
Threatening or harassing, directly or indirectly, with the intent of terrorizing or causing emotional distress to another person.

- Remainder of the day and/or up to five (5) day out-of-school suspension, at discretion of the administrative team in guidance with the Threat Assessment; during this time an alternative placement will be explored.

A Threat Assessment will be conducted by members of the Crisis Response Team and local law enforcement will be contacted.

Alcohol or Chemicals, Possession, or Under the Influence: Using or being under the influence of any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours.

- 1st Offense: Remainder of the day and/or up to Five (5) day out-of-school suspension. Other outside resources will be provided.
- 2nd Offense: Remainder of the day and/or up to Five (5) day out-of-school suspension; during this time we will explore expulsion or alternative placement. Other outside resources will be provided.

Racial, Religious, Sexual Harassment and Violence, Hazing: Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sex or any disabilities they may have. The school district will act to investigate all complaints, either formal or informal, verbal or written. The school district will discipline any student or employee who violates this policy. Students are requested to complete a “Harassment Complaint Form” to provide documentation of any racial, religious or sexual harassment. These forms are available from the Administration. See policy 413m for more information

- 1st Offense: Remainder of the day and/or up to One (1) day out-of-school suspension with a written report filed.
- 2nd Offense: Remainder of the day and/or up to Three (3) day out-of-school suspension with a written report filed.
- 3rd Offense: Remainder of the day and/or up to Five (5) day out-of-school suspension; during this time we will explore expulsion or alternative placement.

Violence (Physical or Aggravated Assault): Acting with intent to cause fear in another person or immediate bodily harm, or intentionally inflicting or attempting to inflict bodily harm upon another person.

- 1st Offense: Remainder of the day and/or up to Five (5) day out-of-school suspension

- 2nd Offense: Remainder of the day and/or up to Five (5) day out-of-school suspension; during this time we will explore expulsion or alternative placement.

LEVEL FOUR OFFENSES: *For any Level 4 Offense, local law enforcement will be contacted.
Chemicals, Possession With Intent to Distribute or Sell Participating in the selling or distributing, or intending to sell or distribute, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

- 1st Offense: Expulsion

Dress and Appearance

See School Board Policy #504
Students are EXPECTED to be dressed appropriately for school activities and in keeping with school standards.
Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (e.g., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objects such as chains longer than 6 inches in length or made of heavier material than jewelry quality chains, studded jewelry such as bracelets, rings, etc., that could cause injury or damage to the wearer, other individuals or property.
- Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages on apparel are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence, harassment and or harm against others, nor does the apparel disrupt the academic school day.

- Any apparel or footwear that would damage school property.
- Hats (baseball and winter caps) are allowed to be worn in the building, provided they represent “Menahga affiliated spirit wear” (A Menahga Braves logo or Cooperative Agreement, Board Approved Activities Programs). Administration does have the ability to approve other headgear if needed (example: medical related situations).
- Hoods are not to be worn.
- In special cases hats/hoods may be worn upon approval of the school principal (e.g., student undergoing chemotherapy, medical situations).

If the administration believes a student’s appearance, grooming, or mode of dress interferes with and/or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications, offered an alternative to wear or will be sent home for the day. A parent or guardian will be notified.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.
District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment into a school location for personal use if the person has a physician’s prescription for the substance. Students who have prescriptions must comply with the school district’s “Student Medication” policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Hall Passes

Students are not permitted in the halls while class is in session unless a teacher accompanies them or they have a hall pass from a staff member.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. “Hazing” is a violation of school policy regardless of time or place it occurs.

No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against anyone found to have violated this policy. Hazing has been officially condemned by the Menahga Public Schools. Any attempt to carry it out before, during, or after school, on or off school property, will be considered a serious harassment issue. Criminal and school consequences will be enforced.

Internet Acceptable Use: See School Board Policy #524

Menahga School District offers internet access for student classroom activities and career development. The district has the right to place restrictions on the material accessed and has installed software that is designed to prevent students from accessing inappropriate or unacceptable websites. The following rules exist to ensure that student use of the computer network is in compliance with the school district's policy for Acceptable Use of Technology:

- All students are expected to follow copyright laws that provide legal protection to the author or creator of information
- Student use of the devices and computer network is only allowed when supervised by a staff member
- Always ask permission before using a device
- Accessing files and/or documents of others is prohibited
- Attempting to log on to a device or e-mail system by "cracking a password" is prohibited. Assisting others in violating this rule by sharing information or passwords is also unacceptable.
- Improper use of the computer network is prohibited. This includes games, accessing inappropriate information, selling or buying any products, political lobbying, using threatening or obscene language, and any type of illegal activities. If there is a question about the appropriateness of a computer activity, a teacher's permission should be obtained.
- Use of personal email, social media sites and the exchange of any personal contact information is prohibited

Violations of this policy will, in most cases, result in the loss of computer and network privileges. School disciplinary action, as well as other possible consequences, including referral to law enforcement agencies, may be imposed.

Posters

Students who wish to publicize school sponsored activities must receive prior approval from the principal's or athletic office to hang posters or flyers on appropriate spaces in the school.

Public Displays of Affection

Students are requested to refrain from excessive or intimate physical body contact. If a warning is not heeded, parents will be informed and if the behavior continues, a parent conference may be required.

Tobacco-Free Schools See Policy #419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact a principal if you have questions or wish to report violations. For detailed information on the school district's "Tobacco-Free Environment" policy #419, go to: www.menahga.k12.mn.us

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. 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. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not permit the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact a principal or access it at: www.menahga.k12.mn.us

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the building principal. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Emergency Contact Information

Parents should make sure emergency contact information is correct and up-to-date each year. This can be done by contacting the high school office.

First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.
The district has installed automated external defibrillators (AEDs) outside the elementary office, outside the cafenasium, outside the district office, in the high school gym and top of the east stairwell. Tampering with any AED is prohibited and may result in discipline.

Health Services

A nurse is present in the school health office throughout the day. If you find it necessary to go to the health office, you must first get permission from your teacher. If it becomes necessary for you to go home, the nurse will call home for you. **Students should not call or text home.** This will minimize calls and confusion. The nurse is not a doctor. Do not expect her to perform the same services that you would obtain from a doctor at the clinic.
A parent/guardian should notify the school if his/her child is unable to attend school because of illness. To report your child's absence, please call the high school office at (218) 564-4141 ext.2

Health Screening

The school conducts periodic screenings including vision, hearing. These are only screenings and if indicated, should be followed by medical examination for diagnosis. A parent has the right to determine if their child will participate. Please notify the office in writing in September if you would like your child exempt.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the student health office at (218) 564-4141.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.
Students may have over-the-counter medications, such as Tylenol or Ibuprofen, in their lockers with a parent signed note on file with the school nurse. Parents must provide any nonprescription medication the child is to receive, and the medication is to be in the original container. The Health Office does not provide Tylenol, Motrin, Tums, Cough Drops, etc. for students. The Health Office and the High School Office provide feminine products.

DEPARTMENT OF EDUCATION

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities.	• Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

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

DEPARTMENT OF EDUCATION

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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date_____(This form is **only** applicable for the 20____to 20____school year.)

Student's Legal First Name_____ Student's Legal Middle Initial_____

Student's Legal Last Name_____ Student's Date of Birth_____

Student's District/School_____ Grade_____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the MDE website (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 _____

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