

# Red Wing Public Schools Student and Parent Handbook

2024-2025

**CREATIVE**

**COURAGEOUS**

**UNITED**

Red Wing Public Schools  
2451 Eagle Ridge Drive  
Red Wing, Minnesota 55066

651-385-4500

[www.rwps.org](http://www.rwps.org)

*Help is available*

*Suicide and Crisis: dial 988 Crisis text line: Text MN to 741741*

*Mobile Crisis Response: 844-274-7472*

*Red Wing School Board approved this handbook Aug. 5, 2024*

# Table of Contents

|  |          |
|--|----------|
| <b>INTRODUCTION</b>  | <b>6</b> |
| NOTICE OF COPYRIGHT .....  | 6        |
| SCOPE AND LIMITS OF HANDBOOK.....                                      | 6        |
| ALTERNATIVE FORMATS.....   | 6        |
| <b>NON-DISCRIMINATION</b>  | <b>8</b> |
| NON-DISCRIMINATION STATEMENT.....                                      | 8        |
| DESIGNATIONS.....  | 8        |
| REPORTING CLAIMS OF DISCRIMINATION.....                                | 8        |
| POLICIES PROHIBITING DISCRIMINATION.....                               | 8        |
| <b>GENERAL INFORMATION</b>   | <b>9</b> |
| CONTACT INFORMATION.....   | 9        |
| CALENDARS.....   | 9        |
| COMMUNICATIONS & CONTACTS.....   | 9        |
| COMPLAINTS.....  | 10       |
| DELIVERIES TO STUDENTS.....  | 10       |
| DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES..... | 10       |
| DRONES.....  | 10       |
| EIGHTEEN-YEAR-OLD STUDENTS.....  | 10       |
| END-OF-DAY CHANGES.....  | 10       |
| EQUAL ACCESS TO SCHOOL FACILITIES.....                                 | 10       |
| FEES, FINES AND FINANCIAL OBLIGATIONS.....                             | 10       |
| FUNDRAISING.....   | 11       |
| GIFTS TO EMPLOYEES.....  | 11       |
| IDENTIFICATION CARDS.....  | 11       |
| INSURANCE.....   | 11       |
| INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES.....                        | 11       |
| KIDS JUNCTION SCHOOL-AGE CHILDCARE.....                                | 11       |
| LOST AND FOUND.....  | 11       |
| NOTICE OF VIOLENT BEHAVIOR BY STUDENTS.....                            | 11       |
| PETS.....  | 11       |
| PHYSICAL EDUCATION CLOTHING, PARTICIPATION, AND LOCKERS.....           | 11       |
| PLEDGE OF ALLEGIANCE.....  | 12       |
| POSTERS / SIGNAGE.....   | 12       |
| PUBLIC DATA REQUESTS.....  | 12       |
| RACE / ETHNICITY IDENTIFICATION OF STUDENTS.....                       | 12       |
| SCHOOL ACTIVITIES.....   | 12       |
| SCHOOL CLOSURES, LATE STARTS, AND EARLY RELEASES.....                  | 12       |
| SEARCHES.....  | 13       |
| SCHOOL-SPONSORED STUDENT PUBLICATIONS.....                             | 13       |
| SMUDGING.....  | 14       |
| STUDENT PUBLICATIONS AND MATERIALS.....                                | 14       |
| STUDENT RECORDS / DIRECTORY INFORMATION.....                           | 14       |
| SURVEYS OF STUDENTS BY THE DISTRICT.....                               | 15       |
| TRESPASSING.....   | 16       |
| VALUABLES.....   | 16       |
| VIDEO AND AUDIO RECORDING.....   | 16       |

|  |           |
|--|-----------|
| VISITORS/CONTRACTORS.....  | 16        |
| VOLUNTEERS.....  | 16        |
| WITHDRAWING STUDENTS.....  | 16        |
| <b>ACADEMICS</b>   | <b>17</b> |
| ALTERNATIVE EDUCATIONAL OPPORTUNITIES.....                             | 17        |
| ASSESSMENTS.....   | 17        |
| COLLEGE TESTING ACCOMMODATIONS.....                                    | 17        |
| EXTENDED SCHOOL YEAR OPPORTUNITIES.....                                | 17        |
| FIELD TRIPS.....   | 17        |
| FLEXIBLE LEARNING DAYS.....  | 17        |
| GRADES AND REPORT CARDS.....   | 17        |
| GRADUATION REQUIREMENTS, CEREMONY, AND HONORS.....                     | 18        |
| HOMEWORK.....  | 18        |
| INCOMPLETES.....   | 18        |
| POST-SECONDARY ENROLLMENT OPTIONS.....                                 | 18        |
| PROFESSIONAL QUALIFICATIONS OF TEACHERS.....                           | 18        |
| PROMOTION AND RETENTION.....   | 19        |
| REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING.....            | 19        |
| TECHNOLOGY RESPONSIBLE USE.....  | 19        |
| VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION.....                      | 19        |
| <b>ATTENDANCE</b>  | <b>20</b> |
| IMPORTANCE OF ATTENDANCE.....  | 20        |
| MANDATORY ATTENDANCE LAW.....  | 20        |
| RESPONSIBILITIES.....  | 20        |
| REPORTING PROCEDURES.....  | 20        |
| CHECKING STUDENTS IN AT SCHOOL.....                                    | 20        |
| CHECKING STUDENTS OUT OF SCHOOL.....                                   | 20        |
| EXCUSED AND UNEXCUSED ABSENCES.....                                    | 20        |
| EXTRACURRICULAR ACTIVITIES / SCHOOL-SPONSORED ON-THE-JOB TRAINING..... | 20        |
| FAMILY VACATIONS AND OTHER PRE-ARRANGED ABSENCES.....                  | 20        |
| HALL PASSES.....   | 20        |
| HOMEWORK REQUEST / MAKE-UP WORK.....                                   | 20        |
| ILLNESS OR INJURY DURING THE SCHOOL DAY.....                           | 22        |
| RETURNING TO SCHOOL AFTER AN ABSENCE.....                              | 22        |
| EXCESSIVE ABSENCES: CONTINUING TRUANT.....                             | 22        |
| EXCESSIVE ABSENCES: HABITUAL TRUANT.....                               | 22        |
| <b>DISCIPLINE EXPECTATIONS</b>   | <b>23</b> |
| BACKPACKS AND/OR BOOK BAGS.....  | 23        |
| CELL PHONES AND OTHER ELECTRONIC DEVICES.....                          | 23        |
| DISCIPLINE CODE AND CONSEQUENCES.....                                  | 23        |
| DRESS AND APPEARANCE.....  | 23        |
| DRUG-FREE SCHOOL AND WORKPLACE.....                                    | 23        |
| ELECTRONIC INFORMATION RESOURCES.....                                  | 24        |
| HARASSMENT AND VIOLENCE PROHIBITION.....                               | 24        |
| HAZING PROHIBITION.....  | 24        |
| PUPIL FAIR DISMISSAL ACT.....  | 24        |
| TOBACCO-FREE SCHOOLS.....  | 24        |
| WEAPONS PROHIBITION.....   | 24        |
| <b>RESOURCES AND SUPPORT SERVICES</b>                                  | <b>24</b> |

|  |           |
|--|-----------|
| GOODHUE COUNTY HEALTH AND HUMAN SERVICES.....                  | 24        |
| INSTRUCTIONAL MEDIA CENTERS.....                               | 25        |
| MENTAL HEALTH THERAPISTS.....                                  | 25        |
| SCHOOL RESOURCES OFFICER.....                                  | 25        |
| <b>HEALTH SERVICES</b>   | <b>25</b> |
| CONTACT INFORMATION FOR NURSES.....                            | 25        |
| COMMUNICABLE DISEASES.....                                     | 25        |
| FIRST AID.....   | 25        |
| HEARING AND VISION SCREENING.....                              | 26        |
| HOMEBOUND INSTRUCTION.....                                     | 26        |
| ILLNESS OR INJURY AT SCHOOL.....                               | 26        |
| IMMUNIZATIONS.....   | 26        |
| MEDICATIONS DURING THE SCHOOL DAY.....                         | 26        |
| <b>TRANSPORTATION SERVICES</b>                                 | <b>26</b> |
| OVERVIEW.....  | 26        |
| FIRST VIEW APP TO TRACK BUSES.....                             | 26        |
| CONTACT INFORMATION.....                                       | 27        |
| ROUTING RULES AND “NO BUS” ZONES.....                          | 27        |
| BUS STOPS.....   | 28        |
| SHORT-TERM TRANSPORTATION REQUESTS FOR STUDENTS.....           | 29        |
| HIAWATHA TRANSIT OPTION.....                                   | 29        |
| EXTRACURRICULAR TRANSPORTATION.....                            | 29        |
| EMERGENCY BUS PASSES.....                                      | 29        |
| TIMING OF BUS PICKUP.....                                      | 29        |
| BEHAVIOR EXPECTATIONS ON THE BUS.....                          | 30        |
| CONSEQUENCES FOR MISBEHAVIOR.....                              | 30        |
| <b>NUTRITION SERVICES</b>                                      | <b>30</b> |
| OVERVIEW AND INFORMATION.....                                  | 30        |
| APPLICATIONS FOR EDUCATIONAL BENEFITS.....                     | 30        |
| CIVIL RIGHTS/COMPLAINT NOTIFICATION.....                       | 31        |
| SNACKS AND OTHER FOOD IN CLASSROOMS.....                       | 31        |
| SPECIAL DIET RESTRICTIONS.....                                 | 31        |
| USDA NONDISCRIMINATION.....                                    | 31        |
| <b>HEALTH AND SAFETY</b>                                       | <b>31</b> |
| ACCIDENTS.....   | 31        |
| AIR QUALITY.....   | 31        |
| ASBESTOS MANAGEMENT UPDATE.....                                | 32        |
| CRISIS MANAGEMENT / PRAIRIE ISLAND NUCLEAR INCIDENT PLAN.....  | 32        |
| LEAD IN WATER TESTING.....                                     | 32        |
| PESTICIDE AND HERBICIDE APPLICATION NOTICE.....                | 32        |
| <b>ATHLETICS AND ACTIVITIES</b>                                | <b>33</b> |
| OFFERINGS.....   | 33        |
| ATTENDANCE EXPECTATIONS.....                                   | 33        |
| ACADEMIC EXPECTATIONS.....                                     | 33        |
| BEHAVIOR EXPECTATIONS.....                                     | 33        |
| PARTICIPATION BY STUDENTS IN ALTERNATIVE LEARNING CENTERS..... | 33        |
| PARTICIPATION BY STUDENTS IN HOMESCHOOLS.....                  | 33        |

**PARKING AND DRIVING REGULATIONS** **34**

OVERVIEW..... 34  
PARKING AND DRIVING RULES..... 34  
ACCIDENTS..... 34  
CAR BOOTS..... 34  
PATROLS AND SEARCHES..... 35  
SUSPENSION AND REVOCATION OF PERMITS..... 35  
VALUABLES..... 35

**APPENDICES**

- A – Standard Response Protocol
- B – Notice of Policy 520: Student Surveys
- C – Nutrition Services Nondiscrimination Statement
- D – Parent/Guardian Guide and Refusal for Student Participation in Statewide Assessments

# INTRODUCTION

## Welcome to Red Wing Public Schools

Welcome to Red Wing Schools where we strive to help each student become the best version of themselves. This goal is a joint effort between staff, parents, the community, and most importantly, the students. Thank you for the opportunity to work with your children.

We look forward to a great school year.

*Superintendent Bob Jaszczak*

### Our Vision

Red Wing Public Schools strives to provide an innovating and meaningful educational experience that:

- Fosters curiosity.
- Pursues and applies best practices.
- Embraces diversity by respectfully engaging all students, families, and staff.
- Connects and partners with our community.

### Our Mission

The mission of the Red Wing Public Schools is to educate and inspire all students as they realize their full potential and become respectful, responsible, productive citizens.

**RED WING  
PUBLIC SCHOOLS**

**WE ARE CREATIVE**

*Discovering our strengths*

**WE ARE COURAGEOUS**

*Honoring our stories*

**WE ARE UNITED**

*Building a future for everyone*

## Notice of Copyright

The Red Wing School District Student and Parent Handbook is partially based on the Minnesota School Boards Association (MSBA) Model Student Handbook, which is protected by copyright. The MSBA wants districts to make the best use of this Model Student Handbook but must also protect its copyright. With these goals in mind, MSBA authorizes the copying and use of its materials in the following contexts:

1. School districts that have purchased this Model Student Handbook may use, copy, download, and incorporate any portion of these materials in the development of their own handbooks.
2. Distribution of any portion of these materials to other school districts, entities, or persons who have not purchased the Model Student Handbook is strictly prohibited.
3. Student handbooks are public documents in the hands of a school district and must be made available for inspection to members of the public upon request. Copying and use of these materials by the public, however, is subject to the copyright laws and these materials cannot be reproduced or used, except as outlined above, without permission from MSBA.

If you wish to copy and use this handbook in ways not authorized above, you must obtain permission from MSBA. Call 507-934-2450 or 1-800-324-4459. Failure to receive permission is a violation of copyright.

## Scope and Limits of Handbook

This handbook provides important information for students attending all district schools, but it does not contain all School District policies and procedures. Schools may develop additional procedures that will be distributed to students and/or parents. School Board policies are available by:

- Viewing at [www.rwps.org](http://www.rwps.org) > Our District > [School Board](#), then scroll down to Policies;
- Visiting the District Office, Door No. 36, at the high school; and
- Calling the District Office at 651-385-4500.

The District reserves the right to make changes in this handbook and other policies and handbooks.

## Alternative Formats

Contact the District Office at 651-385-4500 to obtain this handbook in different formats including larger print and Spanish versions.

# Non-Discrimination

## Non-Discrimination Statement

The School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, age, or sexual orientation, including gender identity and expression. The School District also ensures a free appropriate public education for students with disabilities, including regular or special education and related aides and services.

## Designations

The School Board designates individuals to coordinate the District's efforts to comply with and carry out its responsibilities under Title IX; Americans with Disabilities Act (ADA) and Section 504 and school district human rights officers.

Find current designees' names and contact information at [www.rwps.org](http://www.rwps.org) > Our District > [Annual Notification, Health & Safety](#). The list also is available at [www.rwps.org](http://www.rwps.org) > Our District > [School Board](#), scroll down to policies.

## Reporting Claims of Discrimination

To submit and resolve complaints, grievances, and reports of unlawful discrimination, harassment, violence, bullying, and hazing, individuals may contact one of the following:

- [Advocate](#). A list of advocates is available in the District Office and in each school office. Advocates assist students and/or parents with submitting reports and answer questions about the complaint process.
- [Building principal/administrator](#) or designee.
- [Title IX coordinator](#) (if the complaint involves a claim of discrimination based on sex).
- [American with Disabilities Act \(ADA\) and Section 504 coordinator](#) (if the complaint involves a claim of discrimination based on disability).
- [Human rights officer](#) (if the complaint involves the building principal/administrator).
- [Superintendent](#) (if the complaint involves the Human Rights Officer).
- [School Board chair](#) (if the complaint involves the Superintendent).
- [Any other school official](#). School officials will forward complaints to appropriate personnel.

## Policies Prohibiting Discrimination

Red Wing Public Schools has adopted policies that prohibit and address discrimination. These include:

[Policy 102](#): Equal Educational Opportunity

[Policy 401](#): Equal Employment Opportunity

[Policy 402](#): Disability Nondiscrimination

[Policy 413](#): Harassment and Violence

[Policy 514](#): Bullying Prohibition

[Policy 521](#): Student Disability Nondiscrimination

[Policy 522](#): Title IX Sex Discrimination Policy Grievance and Procedure

[Policy 526](#): Hazing Prohibition

[Policy 528](#): Student Parental, Family, and Marital Status Nondiscrimination

[Policy 1000](#): Inclusive Education Plan

The public will find all current policies at [www.rwps.org](http://www.rwps.org) > Our District > School Board, then scroll down.



## General Information

| School/Office  | Phone        | Fax          | Attendance  |
|--|--------------|--------------|---|
| District Office<br>2451 Eagle Ridge Drive                  | 651-385-4500 | 651-385-4510 | -----   |
| Community Education & Recreation<br>2451 Eagle Ridge Drive | 651-385-4565 | 651-385-4561 | -----   |
| Colvill Family Center<br>269 East 5 <sup>th</sup> Street   | 651-385-8000 | 651-385-4780 | -----   |
| Sunnyside Elementary School<br>1669 Southwood Ave.         | 651-385-4570 | 651-385-4576 | 651-385-4580 or<br><a href="mailto:SESattendance@rwps.org">SESattendance@rwps.org</a>   |
| Burnside Elementary School<br>5001 Learning Lane           | 651-385-4700 | 651-385-4710 | 651-385-4715 or<br><a href="mailto:BEAttendance@rwps.org">BEAttendance@rwps.org</a>     |
| Twin Bluff School<br>2120 Twin Bluff Road                  | 651-385-4530 | 651-385-4540 | 651-385-4550 or<br><a href="mailto:TBAttendance@rwps.org">TBAttendance@rwps.org</a>     |
| Red Wing High School<br>2451 Eagle Ridge Drive             | 651-385-4600 | 651-385-4610 | 651-385-4660 or<br><a href="mailto:RWHSattendance@rwps.org">RWHSattendance@rwps.org</a> |
| Tower View Alternative High School<br>154 Tower View Drive | 651-388-8963 | ---          | -----   |

### Calendars

Find links to online and print [calendars](#) on the District homepage, [www.rwps.org](http://www.rwps.org).

### Communications & Contacts

Directory: Access the online [Staff Directory](#) from the homepage, [www.rwps.org](http://www.rwps.org).

District Newsletter: RWPS publishes an electronic newsletter weekly during the school year. Parents are automatically signed up. Community members can sign up by emailing [newsletter@rwps.org](mailto:newsletter@rwps.org).

Schools newsletters: Each school regularly posts a newsletter on its website and emails a copy to parents.

Parent-Teacher Conferences: Parent-teacher conferences are Nov. 4, 2024, and March 6, 2025. Each school will provide relevant details.

Website: [www.rwps.org](http://www.rwps.org) provides information for students, parents, staff members, and community members.

Social Media: The official accounts for Red Wing Public Schools are:

|                                    | Facebook.com                                       | Instagram             |
|------------------------------------|--|-----------------------|
| Red Wing Public Schools            | <a href="#">RWPS256</a>                            | @redwingpublicschools |
| Colvill Family Center              | <a href="#">colvillfamilycenter</a>                |                       |
| Sunnyside Elementary School        | <a href="#">sunnysideredwing</a>                   | @sunnysideredwing     |
| Burnside Elementary School         | <a href="#">awesomeBES</a>                         | @burnsideredwing      |
| Twin Bluff School                  | <a href="#">TwinBluffMS</a>                        | @twinbluffredwing     |
| Red Wing High School               | <a href="#">RedWingHS</a>                          | @red_wing_high_school |
| Tower View Alternative High School | <a href="#">Tower View Alternative High School</a> |                       |
| Activities                         | <a href="#">RWActivities</a>                       | @winger.activities    |
| Community Education and Recreation | <a href="#">RWCER</a>                              | @rwcommunityeducation |
| Kids Junction                      | <a href="#">redwingKJ</a>                          | @kidsjunctionrw       |

## Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the School District. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the School District's response to the complaint.

## Deliveries to Students

Please ensure your children arrive at school in possession of everything they need for the day, including Chromebooks, homework, lunch, textbooks, musical instruments, sporting equipment, and clothing. If an item must be dropped off for a student, please visit the school office. Do not deliver gifts to school (such as balloons, flowers, stuffed animals, etc.). If sent, students must pick up items from the office at the end of the school day.

## 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 non-school-sponsored material, subject to District regulations and procedures, at a reasonable time and place and in a reasonable manner. See [Policy 505](#) and [Policy 904](#) for detailed information, or contact Community Education at 651-385-4565.

## Drones

Red Wing Public Schools prohibits the operation of unmanned aerial vehicles (UAVs), also known as drones, on or over District property during school hours and at school district-sponsored events. Exceptions may be requested in advance from the superintendent or designee, who will determine whether permission will be granted. The request and approval must be in writing.

## 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.

## End-of-day Changes

It is important for your child to know their end-of-day plan on a daily basis, but we realize that, occasionally, end-of-day changes are necessary. For elementary students, calls should be made to the office by noon to relay needed changes. Sending an email to your child's teacher for a same day change is not recommended as the teacher may not be available before the end of the day.

## Equal Access to School Facilities

The School District has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The School District will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school-sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the School District.

## Fees, Fines and Financial Obligations

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 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 of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- Pre-school tuition
- Chrome Care insurance for District-issued devices.

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 building principal.

Students will be charged for textbooks, workbooks, library books, and other items that are damaged or not returned. Unpaid fees at the end of the school year may be collected in small claims court or other acceptable means.

## **Fundraising**

All fundraising activities conducted by student and/or parent groups sponsored by the School District must be approved in advance by the building principal and Director of Finance and Operations. Participation in unapproved fundraising activities is a violation of district policy. Students may not solicit students or employees about non-school-related fundraisers during the school day.

## **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent/guardian, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation.

## **Insurance coverage of students**

Red Wing Public Schools does NOT provide insurance coverage for student accidents or injuries. Parents/guardians are encouraged to review their insurance policy to assure that their child(ren) will receive appropriate coverage in case of injury.

## **Interviews of Students by Outside Agencies**

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.

## **Kids Junction School-age Childcare**

Kids Junction is school-age childcare serving children in kindergarten through age 12. The program provides a safe, creative environment where children are given choices to participate in a variety of individual and group activities. The program is fee-based, but scholarships are available. During the school year, Kids Junction sites at each elementary school are open before the school day beginning at 6 a.m. and after school until 6 p.m. The program is also available during the summer, non-school schools, and when school is released early. Contact Justin Plein, coordinator, at 651-385-4716 or [jplein@rwps.org](mailto:jplein@rwps.org).

## **Lost and Found**

Please label clothing and other items, including cell phones, boots, backpacks, hats, and gloves. Whenever a child loses anything, students and parents are encouraged to look in the lost and found. Unclaimed items are periodically donated to a local charity.

## **Notice of Violent Behavior by Students**

The District gives notice to teachers and other appropriate staff members before students with a history of violent behavior are placed in classrooms. Teachers of special education students may be notified of violent behavior through access to a child's Individualized Education Program (IEP). Prior to giving this notice, District officials will inform the parent/guardian that the notice will be given. Parents/guardians have the right to review and challenge their child's records, including data documenting the history of violent behavior.

## **Pets**

Parents of elementary students who would like to share their pet with a class should contact the classroom teacher to make arrangements. Due to allergies and other health concerns, pets must remain outdoors.

## **Physical Education Clothing, Participation, and Lockers**

1. Physical education teachers will provide more information about what clothing to wear. Clothing must be neat, clean, and marked with the owner's name. Rubber soled (non-marking) tennis shoes must be worn on the gym floor for physical education.
2. A doctor's notes must be presented to the school office if, for some reason, a student cannot participate in a physical education class.
3. Generally, students will be given a one-week notice if physical education lockers will be cleaned.
4. Students should provide their own lock for their athletic and physical education lockers.

## Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America on a weekly basis. Any person may elect not to participate in reciting the Pledge of Allegiance for any reason. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. See [Policy 531](#).

## Posters / Signage

All posters and signage must be pre-approved by a school administrator (for a school-sponsored activity or group) or by the Director of Community Education and Recreation (for a non-school activity or group). The responsible administrator will determine where posters and signs can be displayed and how long they may stay posted. Posters shall be removed by those responsible in a timely manner following the activity or deadline. Use masking or painters' tape (not scotch tape) when posting on brick or lockers. The School District maintains the right to remove posters and signs at its discretion.

## Public Data Requests

The School District complies with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data. [Policy 722](#) provides information about how to request public data (including summary data), associated costs, and data practices contacts. A [Public Data Request Form](#) must be completed for each request. Email [communications@rwps.org](mailto:communications@rwps.org).

## School Activities

The School District provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Participants in school-sponsored activities must responsibly represent the school and community. All rules pertaining to student conduct and discipline apply to school activities.

Spectators at school-sponsored activities must 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.

RWPS is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. All MSHSL rules during the school year and in the summer will be enforced when applicable. Coaches and advisors of MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. Contact the Activities Director at 651-385-4691 for additional information.

## School Closures, Late Starts, and Early Releases

**Notification:** School may be canceled or delayed when the safety of students is threatened by severe weather or other circumstances. When possible, the Superintendent makes decisions before 5 a.m. and no later than 5:30 a.m. and notifies parents via phone calls, emails, [www.rwps.org](http://www.rwps.org), and the district's [Facebook](#) page. A brief text message alerting people to the email also may be sent; message frequency varies and standard message and data rates may apply. (Reply STOP to cancel text notifications.) The district also will post closures, delays, or early releases on WCCO Channel 4, KSTP Channel 5, KMSP Channel 9 and KARE Channel 11.

**Individual Circumstances:** It is difficult to anticipate weather conditions in advance, and conditions may differ in different parts of the District. Do not send your child to school if it is unsafe. Call your school's attendance line to indicate your child is unable to attend due to severe weather or poor road conditions.

**Late Starts:** Generally, if school starts late due to poor weather or other emergency, the School District announces a two-hour late start. In that case, estimated bus pick-up times, entrance bells, and starting times for school will be two hours later than usual.

**Early Releases:** If there is a potentially dangerous storm arriving during the school day, school may be released early. It is important for all students to know what to do if school closes early. Please review procedures with your child and update your child's emergency contact card with contact information.

## Searches

**General Statement:** 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 [Policy 506](#), 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, lockers are School District property. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Inspection of a locker's interior 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 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, 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.

**Desks:** School desks are the property of the School District. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

**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.

**Vehicles:** 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. 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.

## **School-sponsored Media**

The School District may exercise editorial control over the style and content of student expression in school-sponsored media as defined in [Policy 512](#) and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

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

## Smudging

As outlined in Minnesota Statute 121A.08, an American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

## 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. See Policy

## Student Records / Directory Information

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. However, some information — called Directory Information — is public unless a parent directs the School District not to share the information. For more information, view [Policy 515](#) online or at the District Office.

Pursuant to applicable law, Red Wing gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information." "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

**Under federal law**, "directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s).

### Directory information does not include:

- a. a student's Social Security number;
- b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

**Under Minnesota law**, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

**Under Red Wing Public Schools [Policy 515](#)**, directory information includes but is not limited to a student's name, grade, photograph, teacher, and the school currently attended. Directory information may include sports or activities in which the student is involved and for which parents/guardians (or students age 18 and older) have signed documentation through the Activities Department registration portal at [gowers.com](#).

- f. The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.

- g. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
- h. In order to make any or all of the directory information listed above "private" (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
  - Name of student and parent, as appropriate;
  - Home address;
  - School presently attended by student;
  - Parent's legal relationship to student, if applicable;
  - Specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.

### **Information to Military Recruiters and Post-secondary Institutions**

Pursuant to applicable law, Red Wing Public Schools gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent/guardian of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

To refuse release of this information without prior consent, the parent/guardian or eligible student must make a written request to the responsible authority, building principal], by Sept. 15 each year. This written request must include the following information:

- Name of student and parent/guardian, as appropriate;
- Home address;
- Student's grade level;
- School attended by student;
- Parent/guardian's legal relationship to student, if applicable;
- Specific category or categories of information which are not to be released to military recruiters without prior consent;
- Specific category or categories of directory information which are not to be released to the public, including military recruiters.

[NOTE: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section above also must be followed. If you do not want your child's or eligible student's directory information (including a school district-provided email address) released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.]

### **Surveys of Students by the District**

Occasionally, the School District utilizes surveys to obtain student opinions and other information. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see the [Policy 520 Notice](#) online or in the Appendix. A complete copy of [Policy 520](#) may be obtained at the District Office or from the School District's website.



## Trespassing

1. Minnesota Statute 609.605 explains that a person must not enter or be found in a public school unless the person:
  - a. is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
  - b. has permission or an invitation from a school official to be in the building;
  - c. is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
  - d. has reported the person's presence in the school building in the manner required for visitors to the school.
2. A person may not be on the roof of a public school building unless the person has permission from a school official to be on the roof of the building.
3. A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has students on it, and who refuses to leave the bus on demand of the bus operator, is trespassing.

## Valuables

The School District strongly discourages students from bringing valuables to school. The School District is not responsible for lost or stolen items. If a valuable is lost or stolen, a report to the school office should be made promptly.

## Video and Audio Recording

School Buses: All school buses used by the School District may be equipped for the placement and operation of a video camera. The School District will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The School District may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses: 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. See [Policy 711](#) and [Policy 712](#).

## Visitors/Contractors

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 school office upon entering the building, with the exception of events open to the public. All visitors may sign in with a government-issued I.D. and should wear a "visitor badge" while in the building during the school day. If an I.D. is unavailable, visitors should wear a "visitor badge" and will be escorted to their destination. Visitors must sign out. 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.

## Volunteers

When allowed, parents/guardians and community members may volunteer to be classroom tutors, chaperones, speakers, etc. Interested individuals should contact the building secretary before the date of the volunteer activity. Depending on supervision levels, duration, and nature of the work, volunteers may be required to complete a Volunteer Application Form and/or criminal background check prior to their work. Volunteers must sign in at the office when entering the building and follow all visitor procedures.

## Withdrawing Students

If your child withdraws from school, please submit a note signed by a parent or guardian to the school office with updated contact information and the last date of enrollment. On their last day of school, the student will have teachers sign a withdrawal form, return textbooks and other materials, remove items from lockers and desk areas, pay all fees, and submit the completed form to the school office. Provide your child's new school with our school address, so they can request school records directly from us.



# Academics

## 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. Contact the District Office at 651-385-4501 for additional information.

## Assessments

Red Wing Public Schools administers standardized assessments in order to monitor student progress, achievement, growth, and to prepare students to be college and career-ready. These assessments include State Accountability Tests, District Standardized Tests, and National College and Career Readiness Tests. For more information: see the [District Assessment website](#).

## College Testing Accommodations

Students with a disability may qualify for accommodations for college entrance or placement exams, such as the Accuplacer, ACT, or SAT. For details, contact a high school counselor as soon as possible to make arrangements.

## Extended School Year Opportunities

The School District provides extended school year (ESY) 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. Contact your child's case manager.

## Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation; however, they may be asked to help contribute toward the costs of the transportation.

Students must be enrolled in the School District for at least 50% of their day to be eligible to participate on a field trip. A part-time student's coursework in the school must be relevant to the field trip.

## Flexible Learning Days

A Flexible Learning Day is a school day when students complete online instruction or prepared activities at home during inclement weather or other necessary circumstances.

Notification: The District will call, email or text families when a flexible learning day will be implemented. Announcements also will be made WCCO Channel 4, KSTP Channel 5 and KARE Channel 11.

Preschool and Elementary: Students in grades E-5 will complete a Flexible Learning Menu sent home and linked at [www.rwps.org](http://www.rwps.org) > Our District > Resources > [e-learning](#). These activities can be completed with or without technology. Due dates for work completion will be one week after the Flexible Learning Day, which allows students without Internet access at home to complete the work.

Middle and High School: Students will complete work that will be posted on Google Classroom by 9 a.m. Teachers, administrators, and other licensed professionals will be available for virtual office hours via Google Meets, email, or phone between 9-11 a.m. and noon to 2 p.m. Assigned work may require technology. Due dates for work completion will be one week after the Flexible Learning Day, which allows students without Internet access at home to complete the work.

## Grades and Report Cards

Student grades will be reported regularly during the year. Report cards are distributed to students, handed out at conferences, mailed to elementary parents/guardians, and/or available [online](#) if a parent account has been established. Directions on how to register for ParentVue are available online and through the school office.

## Graduation Requirements, Ceremony, and Honors

Students must meet all course credit requirements and graduation standards as established by the state and the school board. Graduation requirements are outlined in [Policy 613](#).

Participation in commencement is a privilege, not a right. Students who have completed the requirements are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the principal.

Students taking classes in Advanced Placement, PSEO, College-in-the-Schools, Concurrent Enrollment, World Language at level 3 or higher (excluding independent study courses), Honors and/or Pre-Advanced Placement have weighted grades using a 1.15 multiplier. Grade point averages (GPAs) are determined by dividing the total point value of course grades by the number of courses taken. Courses taken for a "P" (Pass) do not calculate in the GPA. Class rank will be reported on the transcript based on both the weighted GPA and the unweighted GPA. Graduation recognition is based on the students' cumulative weighted GPA after semester 1 of the senior year. Students are recognized by colored cords and will be identified in the commencement program. A student must complete a minimum of half of the required credits at Red Wing High School to be considered for graduating with Honors/Distinction/Highest Distinction:

|                                     |                     |
|-------------------------------------|---------------------|
| Graduating with HONORS              | 3.66 (weighted GPA) |
| Graduating with DISTINCTION         | 3.83                |
| Graduating with HIGHEST DISTINCTION | 3.93                |

## Homework

The amount of homework varies by teacher and subject area. Parents/guardians are encouraged to use [StudentVue](#), [ParentVue](#) or Google Classroom Reports to ensure their children complete homework thoroughly and promptly. Some courses such as Honors or AP might have summer reading assignments/suggestions.

## Incompletes

Students must complete all required work for a subject within two weeks after the issuance of the report card. Any exceptions to extend this deadline must be approved by the building principal. At the high school, students who receive an incomplete on their quarter or semester report card will have two weeks from the first day of the quarter or semester to address it. After that, the grade will be changed to an "F." Any exceptions to extend this deadline must be approved by the building principal.

## Postsecondary Enrollment Options

Students who will be entering 10th, 11th, or 12th grade may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

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 an application form and submit it to the high school counseling office by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. 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 high school counseling office.

## Professional Qualifications of Teachers

For information on staffing credentials, access Minnesota Department of Education websites to learn more about staffing profiles as well as view an individual teacher's license. If a parent/guardian requests it, the School District will provide information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

The School District will provide parents/guardians with information about their child's level of achievement on state academic assessments. A notice will be provided to parents/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

## 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/or parents/guardians feel that it is in the best interest of the student. The Superintendent's decision will be final. Contact your child's principal to obtain information about services available to help students succeed in school.

## Refusal for Student Participation in Statewide Testing

To opt your child(ren) out of taking statewide assessments, each year parents/guardians must complete the "Parent/Guardian Refusal for Student Participation in Statewide Assessments" form, which is included in the Appendix. Submit the form to the student's school no later than January 15. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment.

## Technology Responsible Use

The District offers Chromebooks to every student in grades K-12 and uses a variety of technology-related resources, including Google Apps for Education. Students should follow these responsible use guidelines:

- To maintain a positive learning environment, teachers will make reasonable efforts to monitor student conduct related to class content. All participants will respect the teacher's time and professionalism by supporting the same positive approach.
- Students will adhere to [Policy 524](#). All participants will be respectful in their postings and comments. No threatening comments, cyber-bullying; inappropriate language; personal insults; profanity; spam; racial, sexual or religious harassing or discriminatory remarks will be tolerated.
- All participants must protect their login and password information. If participants suspect that a password has been compromised, they must notify their teacher immediately. No participant may share their login information or information about the site. RWPS maintains the right to terminate the access and use of student and employee Google accounts when there is a reason to believe that violation of law or District policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in district policy and/or student handbooks.
- RWPS cannot and does not guarantee the security of electronic files used in Google Apps for Education. Google has a content filter; however, the District cannot ensure users will not be exposed to unsolicited information.

Contact a building principal with questions about Google Apps for Education or other technology-related issue. Find the [Student Data Privacy for Digital Tools](#) annual notification on the website.

## Vocational Opportunities Annual Notification

RWPS provides a variety of vocational opportunities through business, industrial technology, agriculture, and family & consumer science departments. This notice informs students, parents, employees, and the public that these opportunities are offered regardless of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, age, or sexual orientation, including gender identity and expression. The District also ensures a free appropriate public education for students with disabilities, including regular or special education and related aids and services. Admission in specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

The School Board annually designates people to carry out its responsibilities under Title IX of the Education Amendments Act of 1972. Find current designees' names and contact information at [www.rwps.org](http://www.rwps.org) > Our District > [Annual Notification, Health & Safety](#). The list also is available at [www.rwps.org](http://www.rwps.org) > Our District > [School Board](#), scroll down to policies.

# Attendance

## Importance of Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to a student's future.

## Mandatory Attendance Law

In accordance with the Minnesota Compulsory Instruction Law, Stat. §120A.22, students (including enrolled kindergartners) are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the School Board has excused attendance because the student has completed state and District standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

## Responsibilities

*Student's Responsibility:* It is the student's right to be in school. It is the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

*Parent or Guardian's Responsibility:* It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event a student is absent, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parents/guardians are encouraged to check on attendance records using [ParentVue](#).

*Teacher's Responsibility:* It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall, to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student and their parent/guardian to solve attendance problems.

*Administrator's Responsibility:* It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

## Procedures for reporting a student's absence

If your child cannot attend school, you must report it. Your options are to:

- leave a message on the day of absence;
- drop off a signed note before the absence or on the day your child returns to school;
- send an email;
- visit [www.rwps.org](http://www.rwps.org) home, click on the red Report an Absence button & follow the prompts.

In the message or note, please include:

- Parent/guardian's name
- Student's name and grade
- Student's classroom teacher if the student is at Colvill, Sunnyside, or Burnside or grade 5 at TBMS
- Reason for absence
- Date of absence (and exact time if absence will be a partial day)

|                             |              |  |
|-----------------------------|--------------|--|
| Colvill Family Center       | 651-385-8000 |  |
| Sunnyside Elementary School | 651-385-4580 | <a href="mailto:SESattendance@rwps.org">SESattendance@rwps.org</a>   |
| Burnside Elementary School  | 651-385-4715 | <a href="mailto:BESattendance@rwps.org">BESattendance@rwps.org</a>   |
| Twin Bluff School           | 651-385-4550 | <a href="mailto:TBMSattendance@rwps.org">TBMSattendance@rwps.org</a> |
| Red Wing High School        | 651-385-4660 | <a href="mailto:RWHSattendance@rwps.org">RWHSattendance@rwps.org</a> |

## Checking Students in at School

Elementary: Any elementary student who arrives after the beginning of the school day, regardless of the reason, must have a parent/guardian sign them in at the office before reporting to the classroom.

Middle school: Any middle school student who arrives after the beginning of the school day, regardless of the reason, must have a parent sign them in at the office before reporting to the classroom

High school: Any high school student who arrives at school after the beginning of the school day, regardless of the reason, must report to the office before reporting to the classroom.

## Checking Students out of School

Elementary: Any student leaving school before dismissal must be accompanied by their parent/guardian, who may be asked for identification and must sign out the student through the office. If a parent/guardian cannot pick up the student, contact the office to make special arrangements to ensure the safety of each student.

Middle school: Any student leaving school before dismissal must be accompanied by their parent/guardian. The parent/guardian may be asked for identification and must sign out the student through the school office. If a parent or guardian cannot pick up the student, contact the office to make special arrangements to ensure the safety of each student.

High school: Any student leaving school before dismissal must take a signed note from their parent/guardian before school to the office. A pass will be given to the student. The student will show the pass to their classroom teacher upon departure and then sign out through the office.

## Excused and Unexcused Absences

The building principal or their designee determines if an absence is excused or unexcused within the limits of [Policy 503: Student Attendance](#).

## Extracurricular Activities / School-sponsored On-the-job Training

Students may participate or attend school activities or programs (including games, practices, and school-sponsored on-the-job training) on a given day only if:

- The student does not have any unexcused absences from any class or advisory period on that day;
- The student is not suspended (in-school or out-of-school) from any class or advisory period on that day; and
- The student is in attendance at school for more than half of a normal school day unless exempted by the building principal or their designee.

## Family Vacations and Other Pre-arranged Absences

If there is a planned family vacation or other pre-arranged absence, parents/guardians should contact the school office at least one week in advance so that arrangements can be made to help the student academically during the absence. The building principal or their designee must approve of the absence.

## Hall Passes

Hall passes are issued to students to use the bathroom, visit the school office, meet with the student's case manager, or visit the building nurse. Hall passes for other reasons are at the teacher's discretion.

## Homework Request / Make-up Work

Elementary schools: If a student is absent for a single day, the student may obtain any make-up work from the teacher upon returning to school. If a student will be absent for multiple days, homework may be requested by calling the school office or contacting the classroom teacher directly. Homework may then be picked up in the school office when ready.

Middle school: If a student is absent for a single day, the student may obtain any make-up work from the teacher upon returning to school. If a student will be absent for multiple days, homework may be requested by calling the school office or by contacting the classroom teachers directly. Homework may then be picked up in the school office when ready.

High school: Students and/or parents/guardians are encouraged to contact their teachers directly via email to obtain their homework, class notes, and other information. However, if requested through the office,

homework can be collected from teachers so it can be picked up at the school office. High school students shall be given a minimum of two school days to make up missed work for each day's absence. Additional make-up time may be made in agreement with the student's teacher(s).

## **Illness or Injury during the School Day**

Any student who becomes ill or injured during the school day must report to the building nurse before going home. The nurse will assist the student in contacting their parent/guardian to determine if the student should remain in school, be picked up or leave independently (only if the student is in high school). Students will be marked with an unexcused absence if they call parents/guardians directly and leave school without following these procedures.

## **Returning to School after an Absence**

Elementary schools: Students returning to school after an absence may report directly to their classroom. Parents/guardians should contact the school attendance line or email address to excuse an absence. Excessive absences may affect the student's truancy status with Goodhue County.

Middle school: Students returning to school after an absence may report directly to their classroom. Parents/guardians should contact the school attendance line or email address to excuse an absence. Excessive absences may affect the student's truancy status with Goodhue County.

High School: Students should return directly to their first period class upon return from an absence. If a parent/guardian excused the absence, the teacher will admit the student to class. If the student did not have an excused absence, the student will report to the high school office to address the absence. The student is responsible for addressing unexcused absences in a timely manner; otherwise, the absence may affect the student's truancy status with Goodhue County.

## **Tardies**

General Statement: Students are expected to be in class and prepared to learn at the beginning of every day and at the beginning of every class period.

Sunnyside and Burnside Elementary Schools: Students late to school must enter Door No. 1 and visit the office to obtain a pass before proceeding to the classroom.

Twin Bluff Middle School: Students late to school must enter Door No. 18 and visit the office to obtain a pass before proceeding to the classroom.

Red Wing High School: Students late to school must enter Door No. 1 and sign in at the attendance desk.

## **Excessive Absences: Continuing Truant**

A child is considered to be a continuing truant child if they are absent from school, without valid excuse within a single year, for:

- Three days if the child is in elementary school; or
- Three or more class periods on three days if the child is in middle school or high school

[Policy 503](#) outlines responsibilities of the School District and parents/guardians when a child is considered to be continuing truant.

[Policy 506](#) outlines Student Discipline, including how it relates to truancy.

## **Excessive Absences: Habitual Truant**

A child is considered to be a habitual truant child if he/she is under the age of 17 years and is absent from attendance at school without lawful excuse for:

- Seven days per school year if the child is in elementary school; or
- One or more class periods on seven days per school year if the child is in middle school or high school.

Furthermore, a child who is 17 years of age is a habitual truant if he/she is absent from attendance at school without a lawful excuse for one or more class periods on seven days per school year and has not lawfully withdrawn from school.



A School District attendance officer shall refer a habitual truant child and the child’s parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A. This may include referral to the Goodhue County Attorney’s office for a Truancy Petition.

## Discipline Expectations

*Additional rules and discipline expectations are located in other portions of this handbook as well as policies, and procedures and regulations developed by site or district administrators. School Board policies are available at the District Office and at [www.rwps.org](http://www.rwps.org) > Our District > [School Board](#), then scroll down to Policies.*

### Backpacks and/or Book Bags

Students are encouraged to use their assigned locker or cubby but high school students may use backpacks and/or book bags to bring items to/from school and throughout the school day.

### Cell Phones and Other Electronic Devices

The School District’s cell phone policy is included in [Policy 524](#). Due to state law changes, a new policy is in progress. In general:

|   |
|---|
| Colvill Family Center   |
| Students are not allowed to bring cell phones or other electronic devices to school.  |
| Elementary Schools  |
| Students are prohibited from using personal cell phones and other electronic devices during the instructional day. These devices must be stored in silent or “off” mode from the student’s arrival at school until dismissal. A cell phone or other device used or visible during the instructional day will be confiscated and a parent will be expected to pick up the device. Other consequences may also be assigned. |
| Twin Bluff Middle School  |
| See the school’s supplemental student handbook: <a href="http://www.rwps.org">www.rwps.org</a> > Our District Resources > <a href="#">Handbooks</a> .   |
| Red Wing High School  |
| See the school’s supplemental student handbook: <a href="http://www.rwps.org">www.rwps.org</a> > Our District Resources > <a href="#">Handbooks</a> .   |

### Discipline Code and Consequences

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. See [Policy 506](#) for detailed information about the discipline code and consequences. Each school may have additional behavioral guidelines.

### Dress and Appearance

A student’s clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities of RWPS. When a student’s dress is deemed to violate policy, a parent or guardian will be notified. See [Policy 504](#) for detailed information.

### 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 use to a school location for personal use if the person has a physician’s prescription for the substance. Students who have prescriptions must comply with [Policy 516 Student Medicine and Telehealth](#). As appropriate, the School District will provide instructional programming on chemical abuse and the prevention of chemical dependency.

## **Electronic Information Resources**

All School District students have conditional access to the School District's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the School District's system is a privilege, not a right. Unacceptable use of the School District's computer system or the Internet may result in one or more of the following consequences:

- suspension or cancellation of use or access privileges
- payments for damages and repairs
- discipline under other appropriate School District policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Students are expected to understand and agree to abide by the policy as a condition of use of the School District's computer system. [See Policy 524](#) for detailed information.

## **Harassment and Violence Prohibition**

The policy of the School District is to maintain an educational, 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, disability, or sexual orientation, including gender identity and expression. See [Policy 413](#) for detailed information.

## **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the School District's "Student Discipline" policy. See [Policy 526](#) for detailed information.

## **Pupil Fair Dismissal Act**

Students have the right to receive a public education. When a public school dismisses a student from school, the district must provide due process protections to the student. Those protections are described in Minnesota's [Pupil Fair Dismissal Act](#), which includes information about suspensions, expulsions, and other disciplinary proceedings.

## **Tobacco-free Schools; Possession and Use of Tobacco, Tobacco-related Devices, and Electronic Delivery Devices**

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. Individuals 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. See [Policy 419](#) for detailed information.

## **Weapons Prohibition**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. See [Policy 501](#) for detailed information.

# **Resources and Support Services**

## **Goodhue County Health and Human Services**

The School District has a strong relationship with Goodhue County Health and Human Services, including its social services division. Direct individual, group, and family services may be available to qualifying students on Individual Education Plans (IEPs) by calling 651-385-3232. Crisis shelters and crisis foster homes are also available for severe crisis situations.

## **Instructional Media Center (IMC)**

Each school has an IMC that provides learning resources for students and staff members. The center may be available for student use before and after the instructional day. The IMCs are part of the Southeastern Libraries Cooperating System (SELCO) so resources are available from media centers throughout the



region. Because we are not able to review all items students read from SELCO, parents are encouraged to monitor resources obtained through SELCO at home. SELCO is available only at RWHS.

### **Mental Health Therapists**

The school district contracts with a local mental health therapy provider for school-linked mental health services for students at selected schools. School staff will contact parents if there is a concern about a specific student. After initial paperwork has been completed, the mental health therapist will contact parents to arrange an intake session.

### **School Resource Officer**

In collaboration with the Red Wing Police Department, a school resource officer (SRO) works in the district to primarily serve as a resource for students, staff members, and community members. The officer also investigates behavior that could lead to criminal charges. See [Policy 507.5](#).

## **Health Services**

### **Contact Information for Nurses**

| <b>Building</b>                | <b>Contact Information</b>                       |
|--------------------------------|--|
| Colvill Family Center          | No nurse on site. See the Licensed School Nurse. |
| Sunnyside Elementary           | 651-385-4577                                     |
| Burnside Elementary            | 651-385-4704                                     |
| Twin Bluff School              | 651-385-4535                                     |
| Red Wing High School           | 651-385-4611                                     |
| District Licensed School Nurse | 651-385-4509                                     |

### **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/guardian suspects that their child has a communicable or contagious disease, the parent/guardian 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.

### **First Aid**

The nurse's office in each building 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) in each building. Tampering with any AED is prohibited and may result in discipline.

### **Hearing and Vision Screening**

Kindergarten, first, and third graders are screened for hearing in the fall. Kindergarten, first, third, fifth, and seventh grade students are screened for vision in the fall. If any concerns are detected, a referral letter is sent to parents/guardians. If questions, please contact a building nurse.

## Homebound Instruction

School-age children who are unable to attend school because of a prolonged illness or physical handicap are provided with homebound instruction. A certified teacher will visit your child at home, hospital, or other location to provide the instruction. If homebound instruction is needed, contact the school office.

## Illness or Injury at School

Students who become ill or injured at school are expected to report to the building nurse who will contact a parent/guardian. Transportation home and medical care are provided by parents/guardians or designees. If you cannot be contacted, emergency contacts will be called, so it is important to update phone numbers and other information for your emergency contacts.

## Immunizations

State law mandates that every student attending school shall have immunizations up to date and verified, so your child will not be allowed to be in school without proper immunizations. Parents may request an exemption based on medical needs or conscientious objection. To obtain a list of immunizations needed or to obtain an exemption request, visit [www.rwps.org](http://www.rwps.org) > Our District > Departments > [Health Services](#).

## Medications During the School Day

To allow disbursement of medications during the school day, parents/guardians are required to deliver a note signed by a physician, directions for administering the medication, and medicine in the original container labeled by a pharmacist. A release form must also be signed. No child is allowed to bring medication to school to take on their own. Over-the-counter medicine such as cough drops or pain medication also requires parental permission.

See [Policy 516 Student Medication](#) & [Policy 516.5 Overdose Medication](#).

Students are not allowed to carry medicine unless the building nurse approves an exemption for:

- Prescription asthma medications administered with an inhaler pursuant to School District procedures;
- Medications administered as noted in a written agreement between the School District and parent/guardian;
- Medications 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).
- Students are allowed to carry Epi-Pens after receiving authorization from the building nurse. The building nurse will need a doctor's order and parent permission.

# Transportation Services

## Overview

The School District provides free transportation to Sunnyside and Burnside elementary students who live at least one mile from their school, Twin Bluff middle school students who live at least one and a half miles, and the Red Wing High School students who live two miles or more from the school. The School District contracts with First Student. to provide transportation for K-12 public and approved parochial and Charter students as well as early childhood special education students in the School District. Students attending Tower View Alternative Learning Center do not receive transportation services.

## FirstView App to Track Buses

The free "FirstView" app allows parents/guardians to track the progress of their child's bus each day. You may find information about FirstView at [www.rwps.org](http://www.rwps.org) > Our District > Departments > [Transportation](#).

## Contact Information

If you have questions or concerns about transportation services, please contact:

| Questions about:                                    | Contact Person  | Email and Phone  |
|---|---|--|
| Routing<br>Address changes<br>Waivers               | Transportation company  | <a href="mailto:transportation@rwps.org">transportation@rwps.org</a><br>651-385-4795   |
| A bus<br>A bus drivers<br>FirstView App             | First Student Bus Company   | 651-388-8244   |
| Behavior at bus stops<br>Behavior walking to school | Trisha Perau<br>SES Student Support Coordinator<br><br>Jordan Flynn<br>BES Student Support Coordinator<br><br>Bobbi Seleski<br>TBMS Assistant Principal<br><br>Mandy Stokes<br>RWHS Assistant Principal | <a href="mailto:tmperau@rwps.org">tmperau@rwps.org</a><br>651-385-4570<br><br><a href="mailto:jfflynn@rwps.org">jfflynn@rwps.org</a><br>651-385-4700<br><br><a href="mailto:baseleski@rwps.org">baseleski@rwps.org</a><br>651-385-4530<br><br><a href="mailto:amstokes@rwps.org">amstokes@rwps.org</a><br>651-385-4600 |

## Routing Rules and “No Bus” Zones

Criteria: The School District provides free transportation to Sunnyside and Burnside elementary students who live at least one mile from their school, Twin Bluff Middle School students who live at least one and a half miles, and the Red Wing High School students grades 8-10 who live two miles or more from the school. Because so many students in grades 11 and 12 choose alternative transportation to school, their parents/guardians must opt-in for them to ride a bus.

Calculation of Distances: A school bus routing software system is used to calculate distances from the student’s home to the closest school boundary (not the front entry of the school building). This is the official distance calculation tool. Google Earth and similar software programs generally show distances from the home to a particular point on school property, so they are not used to calculate distances from homes to the school.

### Reasons for Possible Exceptions to “No Bus” Zones

1. Individual Education Program (IEP) requirements: If authorized by the child’s IEP, students may receive special education transportation services.
2. Medical needs: Students may receive special transportation services if they have particular medical needs that are verified in writing by a medical doctor. To request special transportation for medical reasons, parents/guardians must submit a signed doctor’s note describing the reasons for special transportation. The Section 504 team will review the information with regard to transportation, recess, physical education coursework, and after-school activities.
3. Hazardous routes: Transportation will be provided to students who are unable to walk to school without using a “hazardous route.” Hazardous routes include the railroad tracks, Highway 58, stretches of Highway 58 and Highway 61.

Private Childcare: If a child’s home and daycare are different, you must complete a Transportation form. This form can be found on our district website, or you may contact our District Office Student Services at 651-385-4500.

Address Limitations: Parents must select **ONE** address for transportation pick up and drop off between home and school.

Private Property: Except when there are special circumstances as determined by the router and bus company, buses are not allowed to be routed on private property, including rural driveways. A liability waiver signed by the property owner may be required.

Process for Exception Requests: Contact the transportation department at [transportation@rwps.org](mailto:transportation@rwps.org) or 651-385-4795 to request an exception to the “no-bus” zones. Parents/guardians must include their name, contact information, student names and grades, and specific reasons for the request. The transportation department will review requests and construct a waiting list in case “no-bus” zones are changed.

## Bus Stops

Criteria for Determining Bus Stops: Bus routing is designed for buses to travel on main roads so students can be picked up and dropped off at central locations called “neighborhood bus stops.” Bus stops are generally located at corners or intersections when possible. There are exceptions, especially with rural routes and house stops on very busy roads or mid-way on long streets. Older students are expected to walk or ride their bike further to/from bus stops.

Why are Bus Stops Near Corners or Intersections: Bus stops are generally placed near corners or intersections to enhance safety and efficiency:

1. Students should cross at corners rather than the middle of the street.
2. Traffic controls such as stoplights and signs are located at corners. Motorists expect school buses to stop at corners, slow down at corners, tend to be more cautious as they approach intersections, and are less likely to pass buses at corners than along a street.
3. In the winter, salting and sanding are usually done at corners, providing safer stopping for buses and cars.
4. Buses use their eight-way light system and stop arm when picking up and dropping off students. Corner stops allow ample time for the driver to activate the yellow warning lights before reaching the stop.
5. Bus drivers, especially substitutes, can see corner stops more easily than house numbers, especially in bad weather, before dawn, and after dusk.
6. Ride times for students are shorter if buses are kept on main roads and there are fewer stops. Route changes for students can be more easily accommodated when stops are at corners.

Other Bus Stop Considerations: When determining bus stop locations, our router also reviews the volume of traffic during bus pick-up and drop-off, if the stop is on a residential street or arterial road, length of walk to the stop, whether or not students need to cross a busy street to get to the stop, age of the student, and whether or not a turn-around is needed at the stop.

Criteria Not Considered for Adding a Stop or Making a House Stop:

1. Bus stops are not necessarily within the line of sight of a home or daycare. We encourage parents to be out at bus stops to promote proper pedestrian and bus stop behavior.
2. To minimize the length of bus rides, buses do not stop at every house along the bus route.
3. A bus stop is not necessarily made because there may be only one student at a stop. Other students may be assigned to the stop but ride infrequently. Also, stops made at corners are safer and accommodate other students who may move into a neighborhood.
4. Bus stops are not made within cul de sacs because of the frequent need to backup and because they usually do not provide enough space for safe access, particularly in the winter and when cars are parked there.
5. Daylight and weather conditions are not part of the criteria for a bus stop change.

*Other Routing Considerations:* The order of pick-up and drop-off is designed to be the most efficient and within the shortest possible time. Students who board the bus first in the morning are not necessarily dropped off first in the afternoon if it is less efficient overall. The length of the bus ride depends on distance and the number of bus stops, so we minimize the number of stops and place bus stops at corners.

*Bus Stop Change Requests:* Bus drivers are not allowed to make bus stop changes without approval from the transportation department, and bus stop changes are not made during the first three weeks of school except to accommodate new students or those with daycare changes. If you would like to request a bus stop change, please complete a “Bus Stop Change Request” and return it to the transportation department. Include information about unique or unusual circumstances regarding your child’s current bus stop. After reviewing your request, the transportation department will contact you as soon as possible.

## **Short-term Transportation Requests for Students**

To request special transportation due to a temporary medical disability, submit a request that includes a physician’s statement of need defining reasons for the request and the length of time special transportation is needed. This information must be provided to the Special Education Coordinator.

## **Hiawatha Transit Option**

Students, including preschool students attending Colvill preschool programs, may request transportation services through Hiawatha Transit. There is a cost for this service. Contact 1-866-623-7505 for additional information.

## **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.

## **Emergency Bus Passes**

In non-recurring emergency situations only, parents/guardians may request an emergency bus pass allowing their child to ride home on a different bus. The request will only be considered if the parent submits a request in advance by notifying the school office via email or written note.

Parents/guardians should also notify their child’s teacher about any changes regarding after school transportation routines. Staff will not alter students’ after school transportation routine without notification from the parent. Refer to “End of Day Changes” for additional information.

## **Timing of Bus Pickup**

Parents/guardians are provided with an estimated bus pickup time. Unless there are extenuating circumstances (such as inclement weather), students are expected to be prepared to board the bus at any time 5 minutes before or after the scheduled time. If buses arrive more than five minutes before the scheduled time, they will wait at the stop until 5 minutes before the scheduled time before leaving for the next stop. Families may track their student’s bus using the FirstView app. Learn more [here](#).

## **Behavior Expectations at the Bus Stop**

1. Get to your bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.
11. Other school rules and regulations apply.

## Behavior Expectations on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the bus.
11. Other school rules and regulations apply.

## Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The School District's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. Consequences for school bus/bus stop misconduct will be imposed by the School District under adopted administrative discipline procedures, and serious misconduct may be reported to local law enforcement. See [Policy 707](#).

# Nutrition Services

## Overview and Information

Breakfast and lunch are available daily – at no cost to students – at all E-12 sites. Students may bring a prepared lunch from home and purchase milk for 60 cents, but they may not leave the building during lunch or order food for delivery to school. All food and drink must be consumed in designated areas.

To purchase a la carte items including milk, a student must have a positive balance in their food account. To deposit money, create an account at [School Cafe](#).

The [Nutrition Services](#) webpage includes relevant information and forms. If you have questions or concerns, contact Jess Pena, Director, at [japena@rwps.org](mailto:japena@rwps.org) or 651-385-4583.

To purchase a la carte items including milk, a student must have a positive balance in their food account. To deposit money, create an account at [School Cafe](#).

## Application for Educational Benefits

District leaders highly recommend that all families complete an Application for Educational Benefits. Although an application is no longer required to receive school meals, completing the paperwork still benefits qualifying families and the district.

With a signed waiver or approved eligibility letter, your child could be eligible for reduced or free rates on:

- School activities and athletics registration.
- Chrome Care insurance coverage.
- Home internet subscription.
- Academic tests such as college admission and scholarship exams.
- College applications.
- Red Wing Water Park season passes.
- Dental exams at school.
- Rental of school-owned instruments.

The district also benefits, because our schools qualify for additional state and federal funds based on the number of families who qualify for Educational Benefits. This funding helps the district provide necessary support for all students through:

- instructional materials.
- digital learning and technology.
- literacy programs.

- additional support staff.
- summer meal programs for all students 18 and under in Red Wing.

The application form is available online through [School Cafe](#) in English and Spanish.

## Snacks and Other Food in Classrooms

To prevent a possible allergic reaction, parents/guardians are discouraged from providing snacks to children other than their own. Teachers are discouraged from providing snacks for children in their classrooms. For special events, teachers may order individually packaged snacks by contacting the head cook at their respective site.

Classroom snacks should be a healthy selection of whole-grains, low-fat dairy, fruits, and/or vegetables that are compliant with the Healthy Hunger-Free Kids Act of 2010. Snacks that fit this criteria offer smaller amounts of calories and more vitamins and minerals. See [Smarts Snacks](#) for additional information.

## Special Diet Restrictions

If your child has special dietary restrictions (such as the need for a gluten-free diet), please contact your child's school nurse so that an Individualized Health Plan (IHP) can be developed and implemented. If your child requires a special diet, based on their disability, please fill out the [Special Diet form](#) (also available at [www.rwps.org](http://www.rwps.org) > Our District > Departments > [Nutrition Services](#)). This form will need to be signed by a Medical Doctor or Doctor of Osteopathic Medicine.

If a child has been determined by a physician to have a disability and the disability prevents the child from participating in the meal service, modifications or substitutions can be made as prescribed by the physician at no additional charge to the student. Contact Jess Pena, Nutrition Services Director, [japenarwps.org](http://japenarwps.org) or 651-385-4583 for additional information and ideas.

## USDA Nondiscrimination Annual Notification

Annual notification is given of the District's compliance with United States Department of Agricultural civil rights regulations. The full notice can be found in the Appendix and [online](#).

# Health and Safety

## Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse or office. 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 parents/guardians.

## Air quality

### Indoor air quality

Notification: RWPS maintains an Indoor Air Quality Management Plan that is reviewed annually. Learn more at [www.rwps.org](http://www.rwps.org) > Our District > [Annual Notifications, Health and Safety](#).

### Fragrance-Free Products

Strong scents and fragrances can contribute to poor indoor air quality. Many people experience unpleasant physical effects from scented products, and there is a growing number of people who suffer more severe reactions to these types of chemicals.

Students and staff should not bring cleaning products, deodorizers, or other personal care products into the classroom unless they are identified as fragrance-free. In addition, cleaning products with strong scents are used after school hours. If a student or employee is affected by a specific scent, school staff will eliminate the cause of the odor.

The School District also requests that all students and staff refrain from wearing excessive amounts of perfume, cologne, and other personal fragrances, and prefer you use unscented personal care products to promote a fragrance-free environment.

Red Wing Public Schools reserves the right to take action on a case-by-case basis. Exceptions to this policy are reviewed on a case-by-case basis and must be approved in advance by Alan Gaylor, the Director of Buildings and Grounds.

## **Asbestos Management**

The school district has developed an asbestos management plan. A copy of this plan can be found in the District Office and is available at [www.rwps.org](http://www.rwps.org) > Our District > [Annual Notifications, Health and Safety](#).

## **Crisis Management / Prairie Island Nuclear Incident Plan**

The Red Wing Public Schools 256 Safety & Emergency Action Plan addresses a range of potential situations and includes general procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The District follows the Standard Response Protocol created through the I Love U Guys Foundation (Appendix A).

The School District will conduct annual lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Because school buildings are located within ten (10) miles of the Prairie Island Nuclear Generating Plant, the District also has a Prairie Island Nuclear Incident Plan that outlines evacuation and sheltering-in-place procedures.

## **Lead in Water Testing**

Notice: Testing for lead in drinking water is conducted by the School District in accordance with Minnesota Statute 121A.335 and the Minnesota Department of Health's "Reducing Lead in Drinking Water." Learn more at [www.rwps.org](http://www.rwps.org) > Our District > [Annual Notifications, Health and Safety](#).

## **Pesticide and Herbicide Application Notice**

Pesticides: Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. All pest control materials are chosen and applied according to label directions per Federal law. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

The pest control service program consists of inspection and monitoring to determine whether pests are present and whether any treatment is needed; recommendation for maintenance and sanitation to help eliminate pests without the need for pest control materials; utilization of non-chemical measures such as traps, caulking, and screening; and application of EPA-registered pest control materials when needed.

Pesticides are scheduled to be applied during the third week of every month (15<sup>th</sup>-21<sup>st</sup>), weather permitting). In addition, they may be applied during Thanksgiving break, winter break, Good Friday, and Memorial Day. Exterior treatment to control beetles, bees, box elder bugs and other pests will be on an "as-needed" basis and will be applied during non-school hours. at [www.rwps.org](http://www.rwps.org) > Our District > [Annual Notifications, Health and Safety](#). Parents/guardians may request to receive, at their expense, prior notification of any application of a pest control material on a different day.

Herbicides: Herbicides will be applied by a professional firm and/or district personnel on an "as-needed basis" at [www.rwps.org](http://www.rwps.org) > Our District > [Annual Notifications, Health and Safety](#). Parents/guardians may request to receive, at their expense, prior notification of any application of an herbicide on a different day.

Contact: Alan Gaylor, Buildings and Grounds Manager, at [avgaylor@rwps.org](mailto:avgaylor@rwps.org) or 651-385-4524.



# Athletics and Activities

## Offerings

We encourage students to participate in athletic and activity programs, which provide valuable learning experiences. See [www.gowingers.com](http://www.gowingers.com) and [Community Education & Recreation](#) for more information.

## Attendance Expectations

These attendance expectations apply to all students involved in any extracurricular activity schedule either during or outside the school day..

1. School-initiated absences will be accepted and participation permitted.
2. A student must be in attendance for more than half a normal day to participate in a sport (games or practices) or activity.
3. A student may not participate in any sport (games or practices) or activity if that student has an unexcused absence from any class during the day.
4. If a student is suspended from any class, that student may not participate in any activity or program (games, practices, or activities) that day.
5. If a student is absent from school or becomes ill during the school day due to medical reasons, that student must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

## Academic Expectations

Regulations concerning eligibility for co-curricular activities including athletics, music, speech, robotics, and drama are based on the Minnesota State High School League rules and Red Wing Public Schools Academic and Discipline Policy. Progress reports of students with failing grades are sent to each head coach or advisor by the Activities Office. The head coach/advisor will communicate with the student and inform them to contact their teacher to resume progress in that class. Grade checks take place three times per quarter/six times per semester.

See the academic eligibility policy at [www.gowingers.com](http://www.gowingers.com).

## Behavior Expectations

1. Make a strong classroom effort. They must also have positive attitudes and good attendance. These qualities are expected both in-season and off-season.
2. Behave in a proper manner before, during, and after their sport or activity.
3. Behave properly in the community at all times.

Participants may be suspended from a sport or activity for violations of these expectations using the same steps outlined in the mood-altering chemicals policy of the MSHSL. Misbehavior in a sport or activity can also lead to additional school disciplinary consequences.

## Participation by Students in Alternative Learning Programs

Students participating in alternative learning programs may participate in activities at Red Wing High School. Students need to notify the Activities Secretary if they are interested. A meeting will be scheduled with the Activities Director to review eligibility and make an application. The student must follow policies and rules established by the Minnesota State High School League and Red Wing High School.

## Participation by Students in Homeschools

Students participating in homeschools may participate in activities for grades 7-12 if they meet eligibility requirements. At the end of each grading period, the person responsible for the student's education in a homeschool must notify the Activities Director if the student is not meeting the academic expectations outlined in this section.

# Parking and Driving Regulations

## Overview

Parking a motor vehicle on school property during the school day is a privilege. The School District allows limited use and parking of motor vehicles by students in designated School District locations, by permit, subject to School District policies and regulations. The School District may tow an unauthorized vehicle at the expense of the owner or operator. The School District may also suspend or revoke parking privileges.

See the Red Wing High School supplemental student handbook.

## Parking and Driving Rules

1. All student vehicles parked on campus must have a Red Wing High School permit with the vehicle licensed to the student and/or parent/guardian listed on the permit application.
2. Motor vehicles driven on school grounds must conform to the regulations of the State of Minnesota, City of Red Wing, Red Wing High School, and Red Wing Public Schools.
3. Students are to maintain accurate vehicle registration and promptly notify the office of any changes.
4. Students are to be respectful to school personnel.
5. Students are to park only in the student parking lot using only one space.
6. Parking is prohibited: Bus loading zones, sidewalks, lawns, loading zones, staff parking, fire lanes, no parking zones, visitor spaces, administrator parking spaces, River Bluff Education Center's parking area, and handicapped spaces unless properly permitted.
7. Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day. Students are not permitted to use motor vehicles during the school day in any School District locations unless an emergency occurs and permission has been granted to the student by a school administrator.
8. Students are not to drive recklessly. Minnesota Motor Vehicle Code 169:13 Subdivision 1. Reckless Driving: "Any person who drives any vehicle in such a manner as to indicate either a willful or wanton disregard for the safety of a person or property is guilty of reckless driving." For example, speeding, exhibition driving, driving on the grass, pulling in front of other drivers, not yielding to a pedestrian, revving an engine, screeching tires, sliding on the ice, etc.
9. Students are not to transport other students to or from campus during the school day.
10. Students are not to use vehicles to leave campus unexcused.
11. Students may not transfer or sell their permits to other students nor may students use their names to buy permits for other students.
12. Permits must be displayed on the vehicle's rearview mirror.
13. Students may not drive another student's vehicle.

## Accidents

Students drive and park on campus at their own risk. Any accident or damage that occurs should be reported to the School Resource Officer or to the Red Wing Police Department.

## Car Boots

At the discretion of supervisory personnel and/or a school administrator, students who violate parking rules, or park without a permit, are subject to the use of a car boot to prevent moving the vehicle until the student meets with a school administrator. A ticket will be placed under the driver side wiper blade to alert the driver that it is unsafe to move the vehicle.

## **Patrols and Searches**

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.

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.

If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to [Policy 506](#).

## **Suspension and Revocation of Permits**

When a student's parking permit is suspended or revoked, the student and the vehicle are both banned from parking at Red Wing High School during the school day. A school administrator will meet with students with suspended or revoked permits and will notify parents/guardians via phone or mail. Students who drive or park in Red Wing High School parking lots without a permit, or with a suspended or revoked permit, may have a care boot placed on the vehicle and may be suspended from school. Students with revoked permits cannot bring any vehicle to school for any reason.

## **Valuables**

The School District is not responsible for vandalism, injury, theft (including stolen permits), or damage to vehicles or items in the school parking lot.

## APPENDIX A

# IN AN EMERGENCY TAKE ACTION



### **HOLD! In your room or area. Clear the halls.**

#### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



### **SECURE! Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

| <b>Hazard</b> | <b>Safety Strategy</b>   |
|---------------|--------------------------|
| Tornado       | Evacuate to shelter area |
| Hazmat        | Seal the room            |
| Earthquake    | Drop, cover and hold     |
| Tsunami       | Get to high ground       |

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# APPENDIX B

## Student Surveys Annual Notification

Independent School District No. 256 gives notice to parents/guardians of students currently in attendance in the school district, eligible students currently in attendance, and students currently in attendance of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
  - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
  - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
    1. political affiliations or beliefs of the student or the student's parent;
    2. mental and psychological problems of the student or the student's family;
    3. sex behavior or attitudes;
    4. illegal, antisocial, self-incriminating, or demeaning behavior;
    5. critical appraisals of other individuals with whom respondents have close family relationships;
    6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    7. religious practices, affiliations, or beliefs of the student or the student's parent; or
    8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
  - c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
    1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
    2. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
    3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
  - d. This notice does not preempt applicable state law that may require parental notification.
  - e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
  1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
  2. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
  3. Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue SW  
Washington, DC 20202-8520

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to:

Director of Teaching & Learning Emily Seefeldt  
District Office  
2451 Eagle Ridge Drive  
Red Wing, MN 55066

[easeefeldt@rwps.org](mailto:easeefeldt@rwps.org), 651-385-4508

Ms. Seefeldt will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

## **APPENDIX C**

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



# APPENDIX D



## Statewide Assessments:

### Parent/Guardian Participation Guide and Refusal Information

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

#### Assessments Connect to Standards

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

#### Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and WIDA Alternate ACCESS for English Learners

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

### Statewide Assessments Help Families and Students

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

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

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

### Taking Statewide Assessments Helps Your Student’s School

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

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

### Student Participation in Statewide Assessments

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



## Consequences of Not Participating in Statewide Assessments

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

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

([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing)



### Additional Information

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

---

## Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_ Student ID Number (if known): \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

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

MCA/MTAS Reading

MCA/Alternate MCA Science

MCA/MTAS Mathematics

ACCESS/WIDA Alternate ACCESS

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

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