



**Garfield Elementary**

*Brainerd Public Schools*



**2023-2024**

**Student Handbook**

## Garfield Elementary School 3R Behavior Chart

3Rs	Respect	Responsibility	Relationships
<b>Classroom</b>	<ul style="list-style-type: none"> <li>● Listen</li> <li>● Follow Directions</li> <li>● Raise your hand/Take turns speaking</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time/Be prepared</li> <li>● Do your own work</li> <li>● Participate/Stay on Task</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind</li> <li>● Work cooperatively with others</li> </ul>
<b>Hallway/Locker Area</b>	<ul style="list-style-type: none"> <li>● Respect others' space</li> <li>● Appropriate language</li> <li>● Appropriate voice level</li> </ul>	<ul style="list-style-type: none"> <li>● Keep area clean</li> <li>● Walk/Stay to the right</li> <li>● Manage your time</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind</li> <li>● Report bullying</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● Wait your turn</li> <li>● Use good manners</li> <li>● Appropriate voice level and language</li> </ul>	<ul style="list-style-type: none"> <li>● Make healthy choices</li> <li>● Know your pin number</li> <li>● Clean your space</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind</li> <li>● Share your table</li> <li>● Report bullying</li> </ul>
<b>Recess/Gym</b>	<ul style="list-style-type: none"> <li>● Listen to staff</li> <li>● Take turns/Share</li> <li>● Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>● Dress appropriately</li> <li>● Follow area rules</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind</li> <li>● Include everyone</li> <li>● Report bullying</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>● Value others' privacy</li> <li>● Appropriate voice level and language</li> </ul>	<ul style="list-style-type: none"> <li>● Flush and Wash</li> <li>● Keep the area clean</li> <li>● Manage your time</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind</li> <li>● Report bullying</li> </ul>
<b>Media Center/Computers</b>	<ul style="list-style-type: none"> <li>● Appropriate voice level</li> <li>● Treat equipment/materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Follow District Policy</li> <li>● Return books and materials</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind</li> <li>● Report bullying</li> <li>● Report misuse of technology</li> </ul>
<b>Bus Area/Parking Lot</b>	<ul style="list-style-type: none"> <li>● Wait your turn</li> <li>● Be in your assigned area</li> <li>● Appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>● Follow District Safety Policy</li> <li>● Keep area and bus clean</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind</li> <li>● Report bullying</li> </ul>
<b>Activities/Special events</b>	<ul style="list-style-type: none"> <li>● Support the speaker/event</li> <li>● Keep words and actions positive</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time</li> <li>● Keep your area clean</li> <li>● Enjoy the experience</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind</li> <li>● Report bullying</li> </ul>

# WELCOME

## WELCOME TO GARFIELD ELEMENTARY SCHOOL

The Garfield Elementary staff and I would like to extend a warm welcome to all students and families. Our Garfield Elementary staff consists of 55 highly qualified educators and EAs who work together daily to make sure your child's learning experience is rewarding and memorable! We believe that each learner is unique, works at their own pace, and is capable of learning. To meet student needs, we offer opportunities that enhance and support learning experiences and help them grow to their fullest potential.

Our partnership with our families is central to our success. Garfield Elementary offers families a variety of ways in which they can be involved in their child's learning experience: classroom or event volunteering, parent/guardian engagement activities, and parent-teacher conferences, and membership in our PTO (Parent Teacher Organization) are just a few. In addition to supporting classroom and school events, we encourage families to participate daily in their child's learning by talking with them during the evenings to find out how their day went, to encourage them to get work completed, and to help them get the rest needed to be successful learners!

Our recent construction project helps us enhance the innovative learning experiences offered to students: we expanded small group learning areas, created additional large group meeting areas, enlarged Kindergarten classrooms, installed new flooring and lockers, and refreshed classrooms with new carpet and paint. We are excited for you to come see the changes and be a partner in helping our students grow!

This handbook will provide you the basic information about policies adopted by the Brainerd Public Schools. Our handbook will also share the rules and procedures set forth by Garfield Elementary School. Please use this document as a guide and be sure to call if you have any questions. We assure you that we will do our best to grow your child's academic, physical, and personal skills as well as their social-emotional well-being. With your help and cooperation, we will have another exceptional school year.

Thank you for entrusting your child to our care,

Principal Kennedy

## DISTRICT VISION

Brainerd Public Schools, in partnership with the community, will ensure all students achieve their individual potential by providing the highest-quality programs and resources to prepare learners for an ever-changing global society.

### DISTRICT PRIORITIES:

**STAFF QUALITY:** We will systematically attract, develop, and retain quality teachers, leaders, and employees for the support of all learners.

**STAKEHOLDER RELATIONSHIPS:** We will develop stronger communication and relationships with students, parents/guardians, staff, and community.

**LEARNER EXPECTATIONS:** We will develop and clearly communicate strong, district-wide expectations for academic achievement, engagement, and student behavior.

**21<sup>st</sup> CENTURY TECHNOLOGY AND INNOVATION:** We will increase effective and meaningful use of technology in all learning environments and throughout our organization while staying current with rapidly changing systems and products.

**STEWARDSHIP:** We will use financial resources effectively, responsibly and transparently.



## GARFIELD ELEMENTARY SCHOOL

1120 NE 10<sup>TH</sup> Avenue

Brainerd, MN 56401

218-454-6450 218-454-6451 (fax)

Principal	Jodi Kennedy	454-6452
Secretary	Jennifer Simota	454-6495

Garfield Staff directory available upon request.

If you wish to speak to your child's teacher over the telephone, please call before school is in session in the morning or immediately after school. Teachers are in school from 7:45 a.m. until 3:45 p.m. Classes are in session from **8:15 a.m. until 2:50 p.m.** Calls received between these times interrupt classroom time. Individual teachers may also let parents/guardians know if there are times during the school day when they can take calls without interrupting their class. Please limit your messages to emergency calls only! Your cooperation in this matter is appreciated.

As an alternative to the telephone, all teachers have email. This is an easy way to share "non-urgent" information with your child's teacher. Please check with your child's teacher for their email address, or go to the Garfield Elementary website for a Staff Directory.

For more information about Brainerd Public Schools

go to [www.isd181.org](http://www.isd181.org),

Click on the tab: Families

You will find Calendars, Directory, Family Access to Student Records, Menus, Policies and much more.

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**STUDENT CHOICE AND BEHAVIOR**

Our school staff works hard on a daily basis to create a positive learning environment where all students have the opportunity to learn. If a student makes a poor choice and breaks a school policy or procedure, it is our intent to use the situation as a “teachable moment” with the intent on teaching the appropriate behavior. We believe an effective discipline program incorporates the following steps:

Students acknowledge that a behavior is inappropriate.



- Students self-evaluate that behavior.
- Students take ownership of their actions.
- Students need to develop a plan for improvement so they learn from the situation and so the inappropriate behavior is not repeated.

## PART I – INFORMATION

### ARRIVAL AND DISMISSAL HOURS

We ask the cooperation of all parents/guardians regarding the time that children arrive at school each day. Please do not send your children to school before 7:30 a.m., as there is no one to supervise before this time. The first bell rings at 8:05 a.m. School starts at 8:15 a.m.; students arriving after 8:15 a.m. will be marked tardy or absent.

All entrances to Garfield except the front doors will be locked. Our rationale for locking doors is the safety of our students and monitoring visitors to our school. Please be sure to sign in at the office and pick up a visitor's badge if visiting or volunteering during school hours.

Garfield school dismisses at 2:50 p.m. During this time, students load the buses. Walkers will report to the small gym and will be dismissed by authorized staff. Students being picked up should report to the large gym and must be picked up on 11<sup>th</sup> Avenue (backside of the school) by 3:00 p.m.

### BACKGROUND CHECKS

Brainerd Public Schools will seek criminal history background checks for all applicants who receive an offer of employment with Brainerd Public Schools. Brainerd Public Schools also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Brainerd Public Schools, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. Brainerd Public Schools may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. (District Policy #404)

### BRAINERD PUBLIC SCHOOL GUIDELINES FOR STUDENT DIRECTORY INFORMATION AND PHOTO/VIDEO OPT OUT

Brainerd Public Schools complies with state and federal laws, which require us to release this information upon request. However, you have the right to deny the release of directory information, except to school officials or as provided under federal law.

Organizations and/or any member of the public can request information about students attending Brainerd Public Schools. "Directory information," as it is known, is defined by Brainerd Public Schools as the student's name, parent/guardian name, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent educational instruction attended by the student.

In addition, this includes both the internal and external publication of pictures/videos for district-approved publications, district-approved webpages, district-approved social media, local media, and local cablecasts. Parents/guardians may choose to limit the use of their child's photo. When a child enrolls in the Brainerd Public Schools, the parent/guardian(s) have the choice to sign a photo opt-out form indicating the desire for internal or external publication on photos/videos of their child.

- **Internal Publications** are considered as all of the following: yearbook; class pictures (Lifetouch), hallway pictures, assembly videos, concert videos, etc.
- **External Publications** are considered as all of the following: local newspapers, local television, school social media accounts (Facebook, Twitter, Instagram), etc.

To make directory information private and/or opt out of photo/video publications, parents, legal guardians, or students of legal age should complete this form and mail it to Washington Educational Services Building, (804 Oak Street, Brainerd MN 56401) or the student's school office by **Monday, October 2, 2023**. Please complete a form for each student. This request will remain in effect for your student's tenure with Brainerd Public Schools or unless modified or rescinded via the Directory Rescind form available at your student's school. (District Policy #515)

**(Non-release of Student Directory Information and Photo/Video Opt Out Form – see page 31)**



## CALENDAR

The school calendar is adopted annually by the school board and can be viewed on Brainerd Public School's website at <http://www.isd181.org> or on the inside back cover of this handbook.

## BRAINERD PUBLIC SCHOOLS CHILD CARE PROGRAMS

### PREK PLUS CHILD CARE PROGRAM

**Locations: Warrior Early Learning Center (Baxter) and Nisswa Elementary**

Brainerd Public Schools Community Education is proud to offer PreK Plus, a unique collaboration between CHILD CARE and SCHOOL READINESS PRESCHOOL. Children will spend part of their day in PreK Plus Child Care and the other part in a School Readiness classroom during the school year. Summer all day care is available. Space is limited. Must be 3 years old to attend. For more information call 218-454-5428.



### SCHOOL-AGE CARE PROGRAM - FUN & FRIENDS

**Locations: Riverside Elementary, Harrison Elementary, Baxter Elementary, and Nisswa Elementary**

Quality care for children in Kindergarten-8<sup>th</sup> grade. The program offers a variety of fun activities, arts and crafts, gym, outdoor play, and field trips.

**For more information, call the Fun & Friends office at 218-454-6956.**

- **Before School Program:** Opens at 6:30 a.m. Monday through Friday and is held at Riverside Elementary, Baxter Elementary School and Nisswa Elementary School. Riverside Fun & Friends serves Garfield, Harrison, Lowell, Riverside, and Forestview Middle School students. Students will be picked up at Riverside Elementary and bused to their home school.
- **After School:** Dismissal – 6:00 p.m. Monday through Friday on days that school is in session and held at Riverside, Harrison, Baxter, and Nisswa Elementary schools. Harrison Elementary serves Garfield, Harrison, and Lowell students. All locations serve Forestview Middle School students.
- **All-Day Programming:** Held on student vacation/break days from 6:30 a.m. – 6:00 p.m. at Riverside, Harrison, Baxter, and Nisswa Elementary schools. Meals and afternoon snacks provided.
- **Summer:** Open from 6:30 a.m. – 6:00 p.m. Monday through Friday at Baxter, Nisswa, and Riverside Elementary schools. Breakfast, lunch and an afternoon snack provided.

## ENROLLMENT

Under the existing school policy, a child must be five years of age on or before September 1 of the present school year before enrolling in kindergarten. A child must be six years of age on or before September 1 of the present school year before enrolling in the first grade. The Student Enrollment Center is located in the Washington Educational Services Building.



## **FAMILY ACCESS-SKYWARD**

Family Access is an informational resource made available to every family. Access real-time information about grades, attendance, report cards, schedules, purchases and payment/balance information.

Family Access offers

- Student information (restricted by a secure username and password)
- Online fee management payment
- Email alerts
- Grades/Parent Request Attendance/Conference Scheduling
- Much more!

**Download the free Skyward  
Family Access mobile app!**

If you're new to Brainerd Public Schools or have forgotten your password to obtain a Family Access username and password, please fill out an online application at [www.isd181.org/FAMILIES/Skyward](http://www.isd181.org/FAMILIES/Skyward) Family Access Information. Please be sure to include your first and last name, the name of your eldest child in Brainerd Public Schools, and a daytime phone number. If you are unable to access this site, please contact our Helpdesk at [helpdesk@isd181.org](mailto:helpdesk@isd181.org) or 218-454-6940.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

***\*Please Note- If you wish a restriction on your students' data see the section regarding Opt Out.***

***If no change is needed no form needs to be submitted to the district office***

The *Family Educational Rights and Privacy Act* ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Brainerd Public Schools ("District") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal, or principal's designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an

attorney, or an auditor for the period of his or her performance as an employee or contractor. A school official may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of PII from education records. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –
  - To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
  - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
  - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
  - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## FOOD DELIVERIES

Students may not receive food deliveries at school. This includes whether the order was placed by students, parents or guardians. Violations may result in disciplinary action.

## FOOD SERVICE PROCEDURES FOR BREAKFAST & LUNCH

All meals for students in grades Pk-12 grade receive one free breakfast and one free lunch as part of MN universal free meals. Milk with cold lunch must be purchased À la carte. Pop and high sugar items are discouraged with cold lunches. (District Policy #533). Second meals and snackline items are also available for purchase. There must be money in the account or cash in hand for extra milk, second meals or snack line items.



To make payments (Visa, Discover, or MasterCard), or to find out the balance in your child's account, go online to the Brainerd Public Schools Website at <http://www.isd181.org>, click on the For Parents tab. To receive a login and password please fill out an online form at the same location.

Applications for Free and Reduced meals are available at Washington Educational Services Building, Room 203, 804 Oak Street, Brainerd, or may be picked up at any schools within Brainerd Public Schools. You can also apply for free/reduced meals online and through family access. You may apply at any time throughout the school year. If you have questions or concerns you may call your child's school food service kitchen or call the Food Service Office at 218-454-6936.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

(2) **fax:** (833) 256-1665 or (202) 690-7442; or

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

This institution is an equal opportunity provider.

## LEGAL CUSTODY AND GUARDIANS

If there is a situation pertaining to legal custody or guardianship of your child, you must have a copy of your current court order on file with the school office. Please notify the school of any changes in legal custody.

## LOCKERS AND/OR PERSONAL POSSESSIONS

According to state law, school lockers are the property of Brainerd Public Schools. At no time does Brainerd Public Schools relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. (District Policy #502)

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

## LOST AND FOUND

Every day children forget, misplace, and lose clothing and other items. Found items are located in a designated cabinet by the main office. Jewelry, glasses, etc. are kept in the office. Lost and Found items will be donated at the end of each month so please check regularly for your child's lost items.



## MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited. If you are calling about a change in where your child goes after school, you must call the school office as early as possible.

## **NONDISCRIMINATION**

Brainerd Public Schools is committed to inclusive education and providing an equal educational opportunity for all students. Brainerd Public Schools does not discriminate based on race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. (District Policy #521 and #522)

## **PARENT/GUARDIAN CONFERENCES**

Parent/guardian and teacher conferences are held in the fall. Spring conferences are by teacher and/or parent/guardian request.

## **PARENT TEACHER ORGANIZATION (PTO)**

We have an extremely active PTO that meets monthly. All parents/guardians are invited and encouraged to join this group and lend their support in making our school a pleasant and productive place.

## **PARENT/GUARDIAN VOLUNTEERS**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. Volunteer forms will be sent home for parents/guardians to fill out indicating where they would like to volunteer and hours they would be available. Volunteers will work under the direct supervision of staff in conjunction with policies and procedures of the building.

## **PLEDGE OF ALLEGIANCE**

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. 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. (District Policy #531)



## **SCHOOL CLOSING PROCEDURES**

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Phone calls and/or emails will be sent out via the School Districts Skylert Information System and announcements will be broadcast over the following:

- Brainerd Public Schools Website – <http://www.isd181.org>
- Skylert Information System – phone calls and/or emails
- TV: KARE 11, KMSP 9, KSTP 5 (KSAX/KRWF Alexandria), WCCO 4
- Radio: WJYY (106.7 FM), 3Wi (1270 AM), KFGI (103.5 FM), KTIG (102.7 FM), KLIZ (1380 AM or 107.5 FM), KAUL (103.5), KKIN (930 AM or 94.3 FM)

## **SNACKS AND TREATS**

All snacks should be nutritious and commercially purchased. Homemade snacks and treats are not allowed. Non-food items may be used as rewards for behavior and learning efforts by faculty and staff. Due to the increasing number of food allergies, please check with your student's teacher for a pre approved list of snacks. (District Policy #533)



## **SPECIAL SERVICES**

Several programs are available to assist in meeting individual student needs.

**AREA GIFTED AND TALENTED EDUCATION (AGATE) ACADEMY** is a district wide, full-time gifted and talented program. This school-within-a-school model is housed at Lowell Elementary and serves students in grades 1-4. Qualification for this program begins with district wide screening assessment of all kindergarten students. A smaller pool is then identified and given closer consideration with a full battery, cognitive assessment and then a portfolio review. Older students may be recommended for identification by teachers or parents/guardians, as well as results from district and state formative assessments.

***Elementary AGATE Placement:***

**Step 1: Kindergarten Screening**

- All Kindergarten students enrolled in ISD 181 will be assessed with the CogAT 7 Screener.

**Step 2: Full Battery Assessment**

- All Kindergarteners who rank in the 85th percentile or higher on the CogAT 7 Screener will be assessed with the full battery of CogAT 7. Students ranking below the 85th percentile may be included in the full battery assessment if recommended by their teacher. Students who qualify for Free/Reduced Priced meals (FRP) and who rank in the 80<sup>th</sup> percentile or higher are included.

**Step 3: Portfolio Review**

- Any student ranked in the 90th percentile or higher on the full battery of the CogAT 7 will participate in portfolio review for placement into the AGATE program.
- Students ranking below the 90th percentile but above the 85th percentile may be included in the portfolio review process if recommended by their teacher.
- Any FRP students ranked in the 85th percentile or higher on the full battery of the CogAT 7 will participate in portfolio review for placement into the AGATE program.
- Portfolio Elements
  - Report Card--Indicator of achievement on district common summative assessments
    - Literacy
    - Math
  - Renzulli Checklist--Teacher observed behaviors of gifted and talented potential
  - Parent Checklist--Parent/guardian observed behaviors of gifted and talented potential
  - Text Level--On the Fountas and Pinnell scale
  - CogAT Form 7 Full Battery--Indicator of cognitive ability score
- Appeal for entry into portfolio review
  - At the request of a parent or guardian, denial of placement in the portfolio review may be appealed with the submission of a cognitive ability assessment, such as, but not limited to, the Naglieri Nonverbal Ability Test (NNAT), the Woodcock Johnson, Otis-Lennon, Henmon-Nelson, Raven's Progressive Matrices, or Matrix Analogies Test, conducted by a licensed psychologist. The reassessment will occur at the parent's or guardian's expense. The percentile cut scores will remain the same regardless of which assessment is submitted.

**Step 4: Student Placement**

- Based upon the results of the portfolio review, students will be placed in one of the following tiers:
  - Tier 1, The Area Gifted and Talented Education program at Lowell Elementary
  - Tier 2, Differentiation in the regular-education classroom
  - Tier 3, Building level enrichment opportunities as determined by each site

**Appeal of decision of the Portfolio Review Committee**

- Pursuant to District Policy 650, the placement decision of the portfolio committee may be appealed to the Superintendent at the request of a parent or guardian if the request is made in writing within thirty (30) days of notification of the portfolio committee's decision.

## Exit Criteria

- Parent/guardian may request at any time or
- Two out of four required for removal:
  - MCA score in either Math or Literacy of Partially Meets Proficiency or lower (3rd and 4th Grade only)
  - Does not make annual growth targets relative to grade level on fall to spring FastBridge assessments
  - Report card in either Math or Literacy not showing progress towards grade level proficiency for three consecutive trimesters
  - Teacher recommendation

## Selection Process for Grades 2-4 and Students New to Brainerd Public Schools after Kindergarten

- The selection process for grades 2-4 or those students coming from out of district remains essentially the same. The process for grades 2-4 and students new to Brainerd Public Schools is only for first time applicants. At parent/guardian or teacher request a student may be assessed on the CogAT 7 or comparable assessment if the CogAT 7 was administered in the previous year. With a full battery score in the 90th percentile or higher (85%ile for FRP students), the student will enter portfolio review and follow the same process as First Grade placement. The cut score for Grades 2-4 and students that are new to Brainerd Public Schools, placement is based upon their portfolio review score and will be set by the review committee based upon space available in the program at that time.

## COLLABORATIVE SERVICE WORKERS

Collaborative Service Workers work to reduce gaps and barriers for families to access resources and services. The Collaborative Service Team works closely with school staff to assist children and families by connecting them with the strategies and resources they need. This could include connecting a family with food assistance, providing support during a crisis, or offering more intensive behavioral or socioemotional group and individual skill development. Each building, except for Lincoln Education Center due to other supports in place at that site, has a Collaborative Service Worker that families can reach out to for more information.

**PREFERRED NAME & GENDER CHANGE FORMS** are available by request at each site. In accordance with state and federal guidance, if a student consistently identifies as a name and/or gender other than their legal name and/or gender, that student (with parent/guardian approval) may request their preferred name and/or gender identity be changed within Brainerd Public Schools systems such as Skyward and email. Legal name changes may also be done through official court documentation. At the elementary level, students and families should reach out to the principal for more information. At the secondary level, students and families should reach out to the school counselors.

**SECTION 504** is a part of the Rehabilitation Act of 1973, which is a civil rights law that prohibits discrimination on the basis of disability in programs and activities, public and private, which receive federal financial assistance. A Section 504 Accommodation Plan may be created for students with disabilities who qualify after an evaluation and demonstrate a need for program changes beyond the interventions available to all students. It is intended to ensure that persons with disabilities are able to access the education program like typical peers. At the elementary level, students and families should reach out to the principal for more information on the 504 process. At the secondary level, students and families should reach out to the school counselors.

**SPECIAL EDUCATION** services are provided for students who are identified and qualify for services under state and federal guidelines. Services are provided to students who range in age from birth through age 21. The purpose of special education services is to “ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.” IDEA 601(d)(1). At the elementary level, students and families should reach out to the principal for more information on the special education process. At the secondary level, students and families should reach out to the Special Education Lead Teacher or school counselors.



**TITLE I** is a federally funded program that provides financial assistance to school districts, in order to assist schools in ensuring that all children are provided with fair, equitable and significant education opportunities to obtain a high quality education. Garfield, Harrison, Lowell, Riverside, Lincoln Education Center, and the Brainerd Learning Center qualify for Title I funding and have implemented Schoolwide Title I programs. A Schoolwide Program is a comprehensive school improvement effort designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. The emphasis in schoolwide program schools is on serving all students, improving all structures that support student learning, and combining all resources, as allowed, to achieve a common goal.

## **STUDENT PUBLICATIONS AND MATERIALS**

### **GENERAL STATEMENTS OF POLICY**

- The First Amendment rights of students in public schools are to be applied in light of the special characteristics of the school environment. Brainerd Public Schools will not allow a student to use a school-sponsored publication or production as a vehicle for speech or expression that is inconsistent with the basic educational mission of Brainerd Public Schools.
- Brainerd Public Schools will exercise editorial control over student speech and expression in school-sponsored publications and productions for reasons that are related to legitimate pedagogical concerns.
- No school-sponsored publication or production is to be considered a public forum. All school-sponsored publications and productions are intended to provide students with guided instructional experiences and an opportunity to build skills under the supervision of Brainerd Public Schools representatives in areas such as reporting, writing, editing, and understanding responsible journalism. (District Policy #512)

### **TECHNOLOGY INFORMATION**

**While Brainerd Public Schools Google logins provide a basic level of safety measures, please be aware that when a Brainerd Public Schools issued device is being used on a home or public internet network, any filtering of content will be provided by that home or organization; the school content filters only work within the schools.**

Students have access to Google Educational Suite of Productivity Tools. Students may use these applications during class time and they can be used at home by logging in with their ISD181.org account.

- K-4 students are limited to sending and receiving email only from other Brainerd students and staff.

**K-8th grade ISD181.org accounts restrict access to social media sites and gaming sites as much as can be reasonably maintained. Brainerd Public Schools reserves the right to install any and all apps and extensions deemed appropriate for student educational use. If you have questions or concerns regarding an installed program or site access on your students' school issued device please contact our technology department at [helpdesk@isd181.org](mailto:helpdesk@isd181.org) or by calling 218-454-6940.**

**Students may be charged for repair and replacement of school-issued devices upon administrative decision of the cause of device damage. Damage will be communicated with families through email initially and also through mail, if needed. Damage fees will be charged through Skyward Fee Management.**

Cyber bullying/Internet etiquette issues are discussed throughout the year as students use the services in labs and classrooms. Expectations and requirements will be updated as needed as all internet tools change frequently. Please refer to the technology use section in part three of this handbook for additional information on expectations of student use.

*The Brainerd Public Schools technology policy and usage handbooks are available in full form on the Brainerd Public Schools website at [www.isd181.org](http://www.isd181.org) then click on the "families" button.*

## **TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

### **BUS TRANSPORTATION**

Transportation will be provided on all regularly scheduled school days or make-up days (District Policy #707, #708 and #709). If there are ANY changes to your student's transportation needs, including pick-up or drop-off location, phone number, home address, please contact the Transportation Office located in the Washington Educational Services Bldg. Welcome Center at 218-454-6900.



### **BUS ZONE**

Every student who lives more than three tenths of a mile from school is inside the "bus zone." Brainerd Public Schools will provide transportation, at the expense of Brainerd Public Schools, for all resident students that live in the bus zone.

### **BUS CARDS**

Brainerd Public Schools Transportation Office will mail a bus card to each registered rider in mid-August prior to the beginning of the school year. After school starts your building secretaries will issue new bus cards. Intermittent checking of bus cards is conducted by the bus drivers. Students need to have bus cards at all times in order to be prepared to ride the bus. Lost bus cards may be replaced in the Main Office of your school. Students are to ride their assigned bus only.

### **PARENT/GUARDIAN DROP OFF & PICK UP INFORMATION**

You may park in front of the school if you are just coming to drop off/pick up something in the classroom or office (5-10 minutes) and it is not before 8:30 a.m. or after 2:00 p.m. However, if you are staying to volunteer in a classroom or see a program, please do not park in front of the school. We have buses that come during the day and they need to be able to load and unload students. Side street parking is always available.

How to ensure your child's safety to and from school: Observe school traffic signs, signals, and safety patrols! Have your child enter and leave a car on the side of the street next to the school so that no one crosses the street in the middle of the block. If you must park across the street, children will be required to cross at a corner or crosswalk.

### **SKATEBOARDS/BICYCLES**

Students are permitted to ride skateboards/bicycles to school. Bicycles are to be parked in the bike rack with a security lock attached. Bike riding and skateboarding are not allowed on the school playground before, during or after school.



### **WITHDRAWAL AND TRANSFER**

Parents/guardians who plan to move from the community or transfer their children to another school should notify the office one week prior to the withdrawal. This allows the school time to properly complete the transfer form.

## PART II — ACADEMICS

### ACADEMIC INTEGRITY

Brainerd Public Schools values honesty, fairness, responsibility, and respect in regards to academic achievement. Dishonesty, such as cheating on assignments and tests, plagiarizing, and forging or falsifying documents for academic gain, may result in loss of credit for that assignment and other consequences as deemed appropriate by school administration.

### ACCELERATED AND INTENSIVE PLACEMENT (EFFECTIVE BEGINNING IN SCHOOL YEAR 2018-2019)

Forestview Middle School offers students of high ability and high achievement Accelerated Mathematics and Intensive Language Arts programming for grades 5-8. The purpose of the Accelerated Math and Intensive Language Arts programs are to provide academic opportunities in which students will be most challenged. Students successfully completing 8th grade in one or both of the offerings are considered ready for Honors, AP/CIS and Advanced coursework at Brainerd High School.

#### Placement Process:

Brainerd Public Schools identifies 4th grade students of high ability and high achievement with the review of a portfolio of student data which includes MCA performance in Mathematics and Literacy, STAR growth data, report cards, teacher recommendation and the CogAT Form 7 cognitive ability assessments in quantitative reasoning and verbal reasoning.

#### Intensive Language Arts Placement Criteria

- Grade 5 Language Arts Portfolio
  - 4th Grade CogAT Form 7--indicator of cognitive ability
  - 4th Grade MCA Percentile Rank--indicator of achievement relative to standards
  - Fall to Spring FastBridge percentiles for 3rd and 4th Grade--indicators of history of levels of growth
  - 4th Grade report card assessments--indicator of achievement on district common summative assessments
  - 4th Grade teacher recommendation
- Grades 6-8 Language Arts Portfolio
  - Current grade's MCA Percentile Rank--indicator of achievement relative to standards
  - Fall to Spring FastBridge percentiles for previous 2 grades--indicators of history of levels of growth
  - Current grade's report card assessments--indicator of achievement on district common summative assessments
  - Teacher recommendation

#### Intensive Language Arts Exit Criteria: Two out of four required for removal

- MCA score of *Does Not Meet Proficiency*
- Does not make annual growth targets relative to grade level on fall to spring FastBridge assessments
- Report card grade of F for two consecutive trimesters
- Teacher recommendation

#### Accelerated Mathematics Placement Criteria

- Grade 5 Mathematics Portfolio
  - 4th Grade CogAT Form 7--indicator of cognitive ability
  - 4th Grade MCA Percentile Rank--indicator of achievement relative to standards
  - Fall to Spring FastBridge percentiles for 3rd and 4th Grade--indicators of history of levels of growth
  - 4th Grade report card assessments--indicator of achievement on district common summative assessments
  - 4th Grade teacher recommendation

- Grades 6-8 Mathematics Portfolio -- 8 pts Total
  - Current grade's MCA Percentile Rank--indicator of achievement relative to standards
  - Fall to Spring FastBridge percentiles for previous 2 grades--indicators of history of levels of growth
  - Current grade's report card assessments--indicator of achievement on district common summative assessments
  - Teacher recommendation

**Accelerated Mathematics Exit Criteria:** Two out of four required for removal

- MCA score of *Does Not Meet Proficiency*
- Does not make annual growth targets relative grade level on fall to spring FastBridge assessments
- Report card grade of F for two consecutive trimesters
- Teacher recommendation

**Appeals Process**

Pursuant to District Policy 650, the placement decision of the portfolio committee may be appealed to the Superintendent at the request of a parent or guardian if the request is made in writing within thirty (30) days of notification of the portfolio committee's decision.

**Contact Information:**

Principal Jonathan Anderson  
[Jonathan.Anderson@isd181.org](mailto:Jonathan.Anderson@isd181.org)  
 218-454-6000

**CURRICULUM**

Brainerd Public Schools curriculum is aligned with state standards and state testing. The standards are listed in grade level standard brochures that describe the educational program for Early Childhood and grades K-8. Each year several subject areas undergo a major examination and are revised as needed. The subjects are reviewed according to the District Curriculum Cycle. As a result, Brainerd Public Schools is continually updating the curriculum to provide a rigorous and relevant educational program for all students. Please contact your school office for standards brochures or go online to <http://www.isd181.org> and click on the Teaching & Learning tab. (District Policy #601 & 603)

**FIELD TRIPS**

Field trips are offered to enhance student learning. Some field trips may be optional and, if so, students who participate may be charged. If a student displays behavior concerns, the team of teachers will meet with the parents/ guardians to determine the proper interventions needed in order to make the field trip a positive experience. (District Policy #610)

All school rules and policies apply to field trips.

**HOMEWORK**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. Parents/guardians are encouraged to support their child(ren) to complete homework thoroughly and promptly.



Teachers understand that students have many opportunities to be involved with community and family activities outside the school day. We also know that homework helps build individual responsibility and offers more practice on essential skills. Homework is an extension of the instructional day. Students are first instructed and then followed by both teacher-guided practice time and individual practice time before homework is assigned. If you have questions about homework, contact your child's teacher. Parents/guardians are encouraged to provide a quiet work area at home, have adequate supplies available and limit distractions to support their child's learning.

## LEARNING MATERIALS

Learning materials include textbooks, library books, iPads, Chromebooks, computers, etc. Students are responsible for providing adequate care for their learning materials. Students who lose or damage learning materials must pay for the cost of repair or replacement.

## PHYSICAL EDUCATION

Elementary students are required to participate in the physical education program. If your child is unable to participate in physical education due to an illness or injury, a written statement from the doctor should be filed with the school nurse. If, for any other reason, your child needs to be excused from physical education, a written statement from the parent/guardian to the teacher is required. Students are required to have tennis shoes for their physical education classes. Please send them to school with your child as soon as possible, marked clearly with your child's name.

## PROGRAM OF INSTRUCTION

### KINDERGARTEN-GRADE 4

In Kindergarten through grade 4, Benchmark Literacy is our reading curriculum that includes Readers Workshop, Writers Workshop, and Word Study. Math Expressions is the math curriculum. FOSS (Full Option Science System) science units are taught at every grade level. These hands-on units provide instruction in life, physical, and earth science. Benchmark Literacy reading selections are used in social studies and science instruction. In addition, Junior Achievement is part of the social studies curriculum. [Other instructional experiences are provided in social studies (history, geography, and government), health, art, music, physical education, and computer/media/library skills.]

## REPORT CARDS

Standards-based reporting describes the grade level content area skills and knowledge students are learning based on state standards and benchmarks. The standards-based report card is designed to keep parents/guardians informed about their child's progress towards these standards and benchmarks.

Standards-based reporting also supports greater consistency in determining scores. Teachers work together and across grade levels to develop common assessments and establish clear descriptions of what proficiency means.

At the elementary level, there are three reporting periods. Students are evaluated based on their progress toward end-of-year standards. In other words, students will not receive a mark of 3 before meeting year end grade level expectations. Students making good progress towards meeting grade-level standards may receive a 2 or 1 during the first two reporting periods. Elementary students are scored on the following scale:

- 4 EXCEEDS year end standards for this grade level
- 3 SECURE understanding of year end standards
- 2 DEVELOPING understanding of year end standards
- 1 BEGINNING understanding of year end standards

## TESTING

Testing data provides valuable information about a student's academic growth and helps Brainerd Public Schools monitor curriculum. Please be sure your students are well rested and at school during these important testing periods.

### CogAT

Kindergarten students take the CogAT for the purpose of gifted and talented identification. Results, along with additional student data, are used to identify levels of gifted and talented programming for students.



## **BENCHMARK ASSESSMENT**

Teachers in grades K-4 assess students using the Observation Survey. The Observation Survey tests measure a child's growth in letter and sound identification, concepts about print, hearing and recording sounds in words, high frequency words, and text level. Teachers use the test results to differentiate literacy instruction and plan interventions for students.

## **MINNESOTA COMPREHENSIVE ASSESSMENT (MCA) - Testing window: March to May**

Students in grades 3-8 and 10 are required to take the MCA Reading assessment and grades 3-8 and 11 are required to take the MCA Mathematics assessment. The MCA Science Test is administered in grades 5, 8 and high school. The purpose of the MCA testing program is:

- To measure student achievement against the Minnesota Academic Standards,
- To measure the proficiency of Minnesota graduates, and
- To measure academic progress over time.

### **(Parent/Guardian Refusal for Student Participation in Statewide Assessments form – 28-29)**

## **FastBridge - Testing Timeline: September, January, May**

Students in grades K through high school will be taking the FastBridge tests in reading and mathematics.

The purpose of FastBridge testing is:

To measure academic progress of all students in reading and mathematics by benchmark testing three times per year, and to provide a progress monitoring system that tracks students progress, as needed, for academic interventions.

**For more information about Brainerd Public Schools**

go to [www.isd181.org](http://www.isd181.org),

**Click on the tab: Families**

*You will find Calendars, Directory, and Family Access to Student Records, Menus, Policies and much more.*

## PART III – RULES AND DISCIPLINE

### ATTENDANCE POLICY

It is essential that students attend school on a regular basis. Attending school regularly helps children feel better about school and stay on track for reaching learning milestones. Students can fall behind even if they miss just one or two days every few weeks.

Parents/guardians who do not require their children to attend school on a daily basis are in potential violation of Minnesota State Statute 120A.22. Schools are required to report 3 days and 7 days of unexcused absences to Crow Wing County under state law. Chronic absenteeism, defined by the U.S. Department of Education as missing more than 15 days of school for any reason, has significant impacts on student achievement including:

- Children who are chronically absent in preschool, kindergarten, and first grade are much less likely to read at grade level by the third grade. Students who cannot read at grade level by the end of third grade are four times more likely than proficient readers to drop out of high school.
- A seven-fold increase in the likelihood of dropping out of high school, which leads to poor outcomes later in life from poverty to involvement in the criminal justice system.

### What You Can Do to Help

- Talk about the importance of showing up to school every day.
- Help your child maintain daily routines, such as finishing homework, storing electronic devices at night, and getting a good night’s sleep.
- Try not to schedule medical appointments during the school day.
- Take vacations and trips during scheduled school breaks instead of during school time.

More information on school attendance requirements can be found in Board Policy 503: Student Attendance and Minnesota Statute 120A.22 Compulsory Instruction.

### Types of Absences

Absence Type	Examples <small>Note: Examples are not meant to be exhaustive but to provide ideas about the types of items that fall into each category</small>	Skyward Family Access	Excused or Unexcused
Guardian Request	<ul style="list-style-type: none"> <li>● Vacation</li> <li>● Fishing</li> <li>● Hunting</li> <li>● College visits</li> <li>● Cultural or religious observances</li> <li>● Non-district-related competitions or events</li> <li>● Weather</li> <li>● Funerals for individuals not in the student’s immediate family</li> <li>● Family emergencies</li> <li>● Physical emergencies such as fire, flood, storm, etc.</li> <li>● Religious education activities not to exceed an aggregate of three hours in any week per MN</li> </ul>	Yes	<p>10 days maximum of absences in this category are considered excused.</p> <p><b>Any additional absences beyond 10 days in a school year will be marked as unexcused.</b></p>



	statute 120A.22		
Bus Issue	<ul style="list-style-type: none"> <li>School transportation issues such as a canceled bus</li> </ul>	Yes	Excused
Court	<ul style="list-style-type: none"> <li>Court ordered appearances</li> </ul>	Yes	Excused with documentation
Medical	<ul style="list-style-type: none"> <li>Medical appointments (doctor, dentist, orthodontic, counseling, etc.)</li> <li>Ongoing treatment for a mental health diagnosis</li> </ul>	Yes	Excused with documentation from a licensed health care provider or mental health professional
Illness	<ul style="list-style-type: none"> <li>Illness</li> <li>Sent home sick from the school nurse</li> <li>Serious illness in the student's immediate family with documentation from a licensed health care provider</li> <li>Death in the student's immediate family</li> </ul>	Yes	Excused  <b>Illness for 3 or more consecutive days or more than 10 days cumulative in a school year without documentation from a licensed health care provider will be considered unexcused</b>
Suspension	<ul style="list-style-type: none"> <li>In-school suspension</li> <li>Out-of-school suspension</li> </ul>	No	Excused
School Related	<ul style="list-style-type: none"> <li>Participation in school-sponsored athletics and activities</li> <li>Field trips</li> <li>Support from school staff such as counseling or accessing the resource room</li> </ul>	No	Excused
Truant	<ul style="list-style-type: none"> <li>Skipping school</li> </ul>	No	Unexcused
Unexcused Absence or Tardy	<ul style="list-style-type: none"> <li>Oversleeping or need to sleep</li> <li>Babysitting</li> <li>Work or volunteering (unless under a school-sponsored program)</li> <li>Keeping a lonely parent/guardian company</li> <li>Did not want to come to school today / school refusal</li> <li>Missed bus, family vehicle issue, car trouble</li> <li>Studying at home</li> <li>Arriving to class late or tardy</li> <li>No reason provided</li> <li>No call or note from the parent/guardian verifying the absence</li> </ul>	No	Unexcused

### ABSENCE REPORTING PROCEDURES

The following procedures should be followed when a student is absent from school:

- A parent or guardian should call the attendance office (218-454-6450) on the day of the absence or report absence through Skyward Family Access Attendance.
- If it is not possible to call, a written excuse from a parent or guardian giving the name, date of absence, and reason for the absence should be brought to the attendance office on the morning that the student returns to school. ALL ABSENCES THAT ARE NOT REPORTED WITH A PHONE CALL OR NOTE UPON ARRIVAL

BACK TO SCHOOL WILL BE CONSIDERED UNEXCUSED.

- **A phone call or note does not guarantee that the absence will be marked as excused, as some absences do not meet criteria to be excused by school officials. (Example: Excessive absences)**

A phone call from the parent/guardian to the attendance office in the morning of the absence is preferred. If the attendance office is not notified you may be called inquiring about your child's absence. All absences must be confirmed/excused through the attendance office. **Do not have your student use their personal device to call or text when they are sick. Students leaving school for illness must go through the Nurse's Office.**

Habitual truancy is referred to Crow Wing County Collaborative Services and the Crow Wing County Attorney. (District Policy #503)

Students will be recorded as tardy if they show up to class after the bell rings.

### **BULLYING/CYBER BULLYING PROHIBITION**

Brainerd Public Schools is committed to providing a safe and respectful learning environment for all students. Acts of physical bullying or verbal bullying in any form including texting, postings on social media sites, and instant messaging by either an individual student or a group of students is prohibited on Brainerd Public Schools property or at school-related functions. All reported acts of school-related bullying/cyber bullying will be thoroughly investigated by administration. (District Policy #514)



### **BUS DISCIPLINE**

Riding the school bus is a privilege, not a right. Brainerd Public Schools general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. Brainerd Public Schools will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the bus driver. In addition, all school bus/bus stop misconduct will be reported to the Brainerd Public Schools Transportation Office. Serious misconduct may be reported to the local law enforcement agency. (District Policy #707, #708, and #709)

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students
- Respect the property of others while waiting at the bus stop
- Keep your arms, legs, and belongings to yourself
- Use appropriate language
- Stay away from the street, road, or highway when waiting for the bus
- Wait until the bus stops before approaching the bus
- After getting off the bus, move away from the bus
- 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
- No fighting, harassment, intimidation, or horseplay
- No use of alcohol, tobacco, or drugs



While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times
- Remain seated facing forward while the bus is in motion
- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus

- Keep arms, legs, and belongings to yourself and out of the aisle
- No fighting, harassment, intimidation, or horseplay
- Do not throw any object
- No eating, drinking, or use of alcohol, tobacco, or drugs
- Do not bring any weapons or dangerous objects on the school bus
- Do not damage the school bus

## CELL PHONES

Students may bring cellphones to school, if used appropriately. All cell phones must be turned off during school hours, unless directed by the teacher or school personnel.

Students are prohibited from using a cell phone to engage in conduct prohibited by Brainerd Public Schools policies including, but not limited to, cheating, bullying, harassment, gang activity, photography, recordings, etc. If Brainerd Public Schools have a reasonable suspicion that a student has violated a school rule or law by use of a cell phone, Brainerd Public Schools may search the device. The search of the cell phone will be reasonably related in scope to the circumstances justifying the search. Students who use a cell phone during the school day and/or in violation of Brainerd Public Schools policies may be subject to disciplinary action pursuant to Brainerd Public Schools discipline policy. In addition, a student's cell phone may be confiscated by school personnel and, if applicable, provided to law enforcement. Cell phones that are confiscated and retained by the school personnel will be returned in accordance with school building procedures. Confiscated cell phones will be returned to parents/guardians only. (District Policy #540)



## DISCIPLINE

The school discipline policy intends to protect and nurture the rights of our students to physical, social, mental, and emotional growth. (District Policy #506)

Actions of individual students will not be allowed to limit one's own or the educational growth of others. Maintaining an effective learning environment requires the combined effort and partnership of students, parents/guardians, teachers, school administrators, and others involved in the educational process. All of these persons are citizens in our school community.



The staff at Garfield Elementary School work very hard, on a daily basis, to create positive learning environments where all students have the opportunity to learn. If a student makes a poor choice and breaks a school policy or procedure, it is not our intention to punish the student for the behavior, but rather to use the situation as a "teachable moment," with the intent on teaching the appropriate behavior. We believe that an effective discipline program incorporates the following steps: 1. Students must acknowledge that their behavior is inappropriate. 2. Students must self-evaluate that behavior. 3. Students must take ownership for their actions. 4. Students need to develop a plan for improvements so they learn from the situation and it does not repeat itself. The responses to poor behavior may include but are not limited to those actions detailed here.

If poor behavior choices are made by students during the school day, their behavior will be recorded and determined to be "minor" or "major." A minor infraction will be handled within the classroom. A major infraction will be handled immediately through the office. Consequences for a 1st major is a warning; 2nd offense—loss of recess and parent/guardian notification; 3rd offense—loss of 2 recesses and parent notification. Should the behavior be judged severe by the building principal or designee, immediate suspension from school activities may be utilized until a parent/guardian conference is held. This may include ISS (in school suspension), out of school suspension, local police involvement, etc. A copy of the behavior plan will be sent home early in the school year. Parents/guardians are encouraged to review and discuss the plan with their child(ren) along with their own expectations for good behavior at school.

## FRAMEWORK FOR INCREASING EQUITY IN SCHOOL DISCIPLINE

### Prevention

1. Supportive relationships
2. Bias-aware classrooms and respectful school environments
3. Academic rigor based on the standards
4. Culturally relevant
5. Opportunities for learning and correcting behavior

### Intervention

6. Data-based inquiry for equity
7. Problem-solving approaches to discipline
8. Inclusion of student and family voices on conflicts' causes and solutions
9. Reintegration of students after conflict or absence

### Prevention and Intervention

10. Multi-tiered system of supports

## DRESS AND APPEARANCE

Students are required to be dressed appropriately for school activities.

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

- Clothing appropriate for weather.
- Clothing that does not create a health or safety hazard.

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

- Clothing that is disruptive to the learning environment.
- Apparel promoting products or activities which are illegal for use by minors.
- Any apparel or footwear that would damage school property.



## 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. Brainerd Public Schools will discipline or take appropriate action against anyone who violates this policy.

Brainerd Public Schools policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with Brainerd Public Schools "Student Medication" policy. Brainerd Public Schools will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency. (District Policy #418)

## HARASSMENT POLICY

### RACIAL, RELIGIOUS, SEXUAL AND VIOLENCE

Everyone in Brainerd Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy (District Policy #413) to prevent religious, racial, or sexual harassment and violence of any kind.

- We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
- A harasser may be a student or an adult.
- Harassment may include the following when related to religion, race, sex or gender: name calling, jokes or rumors, pulling on clothing, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, administration, or the Title IX Coordinator, Angie Bennett, 218-454-6960.

- You may also make a written report. It should be given to a teacher, counselor, administration, or the Title IX Coordinator.
- Brainerd Public Schools will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
- Your right to privacy will be respected as much as possible.

**PETS AND SERVICE ANIMALS IN SCHOOL**

Because many students have allergies, anxieties or conditions which can be exacerbated by the presence of some animals, the principal has sole discretion in approving requests to bring pets to school. If students wish to share their pets as a part of a school experience, they may bring them only after arrangements have been made well in advance with the classroom teacher and principal. Parents/guardians should plan to bring the pet and remain to take the pet home. Inquiries about service animals should be made to the principal.

**TECHNOLOGY USE**

**RESPONSIBLE USE OF ELECTRONIC DEVICES, GOOGLE EMAIL/APPS AND INTERNET USE**

Brainerd Public Schools holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Many devices are capable of creating and transmitting email, pictures, videos, and text messages and these capabilities shall be used with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. Brainerd Public Schools is not responsible for broken, lost or stolen personal devices.



- Each student has been provided access to the Google Educational Suite, which includes email, websites, word processor, presentation software, spreadsheets, and much more. Usernames and passwords are provided for all students beginning upon enrollment in Brainerd Public Schools. This username and password will stay with them throughout their years at Brainerd Public Schools. Parents/guardians and students will understand that the ownership of this account stays with Brainerd Public Schools and has limited privacy rights.
- Inappropriate use of a student’s Gmail account may result in restriction and/or termination of the student’s Gmail account.
- Students will not photograph or videotape other individuals at school or at school sponsored activities or email, post, or electronically transmit said images/video without their knowledge and consent.
- Students are prohibited from using any electronic device for cheating, bullying, harassment, gang activity, etc.
- Students will not disclose their personal contact information or personal information about another student via email, internet, or other electronic venues.
- Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
- Students will agree not to meet someone they have met online.
- Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.
- Brainerd Public Schools will not be responsible for financial obligations arising through unauthorized use of Brainerd Public Schools system, the internet, or lost/stolen/damaged personal devices.

**CONSEQUENCES FOR MISUSE**

Students who do not comply with Brainerd Public Schools guidelines for acceptable use may lose network privileges. Other disciplinary action may be necessary depending upon the severity of the infraction. Technology abuse will be dealt with the same as vandalism. Devices that are confiscated will be returned in accordance with school building procedures. (District Policy #524 & #540)

The Brainerd Public Schools technology policy and usage handbooks are available in full form on the Brainerd Public Schools website at [www.isd181.org](http://www.isd181.org) then click on the “families” button.

## **TOBACCO-FREE SCHOOLS**

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 carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices 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, (District Policy 419).

A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony (Minn. Stat. § 144.4165). An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law (District Policy 419).

## **VANDALISM**

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

## **WEAPONS PROHIBITION**

No person will possess, use, or distribute a weapon when in a school location except as provided in Brainerd Public Schools policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; stun guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. Brainerd Public Schools takes a “zero tolerance” position concerning the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to Brainerd Public Schools discretion on a case-by-case basis. (District Policy #501)

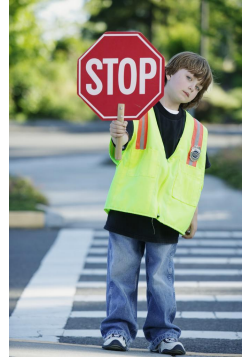
For more information about Brainerd Public Schools go to [www.isd181.org](http://www.isd181.org).  
Click on the tab: Families  
You will find Calendars, Directory, Family Access to Student Records, Menus, Policies and much more.



## PART IV – HEALTH AND SAFETY

### \*\*\*EMERGENCY CONTACT INFORMATION

Parents/guardians must provide updated contact and emergency information annually or upon changes. To update information, please call the building secretary or go online to the -Brainerd Public Schools Website at <http://www.isd181.org>, click on the Families tab, then click on Family Access and update accordingly.



### ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the health 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 Brainerd Public Schools leader will call 911 or seek emergency medical treatment and then contact the parents/guardians.

### COMMUNICABLE ILLNESSES

Students infected with a contagious illness should not be in school to protect the health of others. If a parent/guardian suspects that his/her child has a communicable or contagious illness, the parent/guardian should contact the building nurse or principal so that other students who might have been exposed to the illness can be alerted. If your student has any illness and you are uncertain about school attendance, please contact Brainerd Public Schools nurse.

### CRISIS MANAGEMENT

The Crisis Management policy addresses a range of potential crisis situations in Brainerd Public Schools and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. Brainerd Public Schools will conduct 5 ALICE drills, 5 fire drills, and 1 severe weather drill annually. Building plans include classroom and building evacuation procedures. Each school building has its own building-specific crisis management plan. (District Policy #806)

### STUDENT SAFETY DRILLS

The learning process can be impaired when students do not feel safe at school. When staff are confident about emergency procedures, children in their care are more calm, cooperative and trusting. Each year, staff and students practice fire, tornado, and lockdown drills. Though one can never prepare for every specific twist or detail of an emergency, we know that rehearsing emergency plans and discussing possible scenarios helps make our reaction to a real emergency more organized and safe for all.

On the day of a drill, a message will be broadcast over our intercom to students and staff that we are practicing a drill. Teachers calmly talk through the drill with students ahead of time so they know exactly what to do. We take great caution to not cause fear among children during drills, but do stress the importance of listening, moving quickly, and not talking. Parents/guardians are asked to discuss this issue with their child so they can better understand the importance of these drills.



### HEALTH INFORMATION

School health records will be maintained electronically. It is important to update this information as often as necessary to ensure your child's needs are being met while in school. Current emergency phone contacts are important in the event a student is injured or becomes ill in school. Be sure the emergency contact knows you have them listed as a contact resource for the school.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.



## **HEALTH SCREENING**

Students in grades 1, 3, 5, 7 and 9 have their vision and hearing checked each fall. If a child does not pass the screening, you will receive a referral in the mail from Brainerd Public Schools Health Office.

## **HEAD LICE**

Lice are a nuisance only. If a student has lice and they are detected at school, parents/guardians will need to pick up their child, apply medicated shampoo, and remove all nits before returning to school. Head lice are common in children in childcare and school settings. Anyone can get head lice – it is not a sign of being dirty. Please check your child weekly and after every sleep over. If lice are found, please notify your child's contacts, including building nurse, daycare provider, friends' parents/guardians, etc. If you have questions, call Brainerd Public Schools School Nurses' Office 218-454-6945 or Crow Wing County Community Services 218-824-1080.

## **HOMEBOUND STUDENTS**

A teacher can be provided for homebound students upon notification that a pupil is not able to attend formal classes for 15 or more consecutive days due to illness or injury. When written notification is received from the medical professional that the pupil can be provided instruction at home, the principal will then arrange for a homebound teacher. The homebound teacher will contact the student's classroom teachers for assignments, books and other materials. The guide to effective home teaching of students lies in the cooperation between the classroom teacher, the home teacher and the parents/guardians.

## **FIRST AID**

The Student Health Services Office in each building is equipped to handle minor injuries requiring first aid. If the health 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.



## **IMMUNIZATIONS**

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. Brainerd Public Schools will maintain a file containing the immunization records for each student in attendance at Brainerd Public Schools for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the Student Health Services Office at 218-454-6945. (District Policy #530)

**Students will not be allowed to start school in the fall until they have had the required immunizations.**

## **MEDICATION POLICY**

The Brainerd Public Schools medication policy provides that "the administration of medication to pupils shall be done only in exceptional circumstances where the child's health may be jeopardized without it." If your physician feels that a child's medication needs to be administered at school, please call the Student Health Services Office 218-454-6945 to discuss building procedures regarding dispensing medication. (District Policy #516)

### **Administering Medication in School**

It is not the responsibility of the school or its employees to prescribe drugs, medications, or home remedies. Medications should be administered at home under the supervision of the parent or guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day.

In those situations, the following procedure will be followed:

- Medication to be administered to a student during the school day must be brought to school by the parent/guardian and left with the designated school representative.

- Before any medication will be dispensed by, anyone affiliated with Brainerd Public Schools, a Physician Order for Medication and Parent Authorization form, or Physician and Parent Authorization for Self-Administration of Medication form which has been signed by the physician and parent/guardian of the student must be on file with the designated school representative. This authorization must include all of the following: name of the student, name of the medication, dosage to be given, the time or frequency that the medication is to be given, a diagnosis or reason the medication is needed, and a signature from the physician and parent or guardian.
- The Physician Order for Medication and Parent Authorization form or Physician and Parent Authorization for Self-Administration of Medication must be submitted at the start of the school year or when the medication becomes necessary. Self-administered prescriptions would include, but are not limited to, such medications as inhalers, epi-pens, insulin, or other emergency medications. (The prescription from the physician must specifically state that the students are to carry the medication on their person and administer the medication themselves.) Controlled substances (i.e. Ritalin) may not be self-administered.
- Prescription medications must be provided to the designated school representative in a duplicate bottle, which has been appropriately labeled by a pharmacist. Prescription medications brought to school in any other container will not be administered. Prescription medications will only be administered to a student if the designated school representative is provided a written statement from a doctor, a prescription bottle with a current, accurate label; and an authorization as discussed above.
- Before any over-the-counter medication will be dispensed by anyone affiliated with Brainerd Public Schools, an Authorization of Administration of Non-Prescription Medication form, which has been signed by a parent/guardian of the student, must be on file with the designated school representative. Over-the-counter medications must be provided to the designated school representative in the original labeled container. An over-the-counter medication will only be administered to a student according to the written directions on the bottle, unless contrary written directions from a physician are provided. If there is no specific age-appropriate dosage on the bottle, the medication will not be administered, unless contrary written directions from a physician are provided to the school.
- Aspirin or aspirin-containing products will only be administered upon written direction from a physician.
- Brainerd Public Schools reserves the right to review the continued use of any over-the-counter medication, which has been prescribed by the parent/guardian. Brainerd Public Schools may require a physician's order for continued use of any over-the-counter medication.
- When use of a medication has ceased, or is no longer needed by the student, the parent/guardian is responsible to retrieve unused medications from the school. Any unused medications that have not been picked up will be disposed of properly.

### **TEMPERATURE/FEVER GUIDELINES**

A student shall be excluded from school for a body temperature of 100 degrees Fahrenheit. A student must be temperature free, without taking medication such as Tylenol or Ibuprofen, for 24 hours before returning to school. A student shall be excluded from school for any body temperature elevation if he/she is exhibiting signs or symptoms of illness such as vomiting and diarrhea, excessive coughing or flu-like symptoms. Any student that is unable to participate in routine activities, or requires more care than can be provided by staff due to illness, shall also be excluded. A student who is prescribed antibiotics for illness must use the medicine for 24 hours before returning to school.



## **NOON HOUR RECESS**

We have supervisors who are on duty each day on the playground. Play on the playground is free play and the children choose playmates and games to satisfy themselves. Children will play outdoors during the noon hour regularly, so please dress them with this in mind.

The decision to have outside recess during the cold weather depends on the temperature, wind-chill and conditions of the playground. Students go outside unless the temperature is below zero, and/or the wind chill is more than 10 degrees below zero. Parents/guardians are expected to have their children dressed appropriately. To stay safe and warm, students should have the '5 Essentials' of hat, mittens/gloves, warm coat, snow pants, and boots.

## **SAFETY**

Brainerd Public Schools has implemented a proactive security policy in an attempt to make our schools a safer place for all our students. Buildings will be implementing more controlled access. In the morning, only designated doors to the building will be unlocked allowing access into the building. (District Policy #806)

### **BUILDING ACCESS AND ENTRY**

For the security of students and staff, all doors are locked until 7:30 a.m. each morning. The front and back doors will be unlocked from 7:30 a.m. to 8:15 a.m. for student drop off. Students arriving by bus will enter the front doors, students being dropped off by parents/guardians will use the back doors by the big gym. After 8:15 a.m., parents/guardians, visitors, and volunteers will need to press the buzzer located at the main doors, identify themselves and state their reason for entering the building. Upon admittance to the building all parents/guardians, visitors and volunteers must sign in at the office and wear a visitor sticker, they must also sign out in the office before they leave.

Students will be instructed on how to perform learning activities and experiments in the safest possible manner. Personal protective equipment will be provided to students, where necessary, for science, art and industrial technology classes. Students are required to follow the safety guidelines and rules set forth by instructors. (District Policy #807)

If a student or parent/guardian has any questions regarding the safety of the school or curriculum, they should contact the school principal or school safety specialist.

## **SCHOOL INSURANCE**

The school does not provide insurance coverage for accidents. In most cases, your family health insurance policy provides coverage for accidents that may happen at school. You may want to check your policy to be sure. Information regarding optional student accident insurance is available in the main office of all Brainerd Public Schools.

## **VISITORS IN BRAINERD PUBLIC SCHOOLS BUILDINGS**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitor's badge" while in the building during the school day. 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 Brainerd Public Schools procedures or if the visit is not in the best interest of students, employees, or Brainerd Public Schools.

For more information about Brainerd Public Schools  
go to [www.isd181.org](http://www.isd181.org),  
Click on the tab: Families  
You will find Calendars, Directory, Family Access to  
Student Records, Menus, Policies and much more.

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## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

### Assessments Connect to Standards

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

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

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

#### **ACCESS and Alternate ACCESS for English Learners**

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

### Statewide Assessments Help Families and Students

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

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

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

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

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

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

### Student Participation in Statewide Assessments

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

## Consequences of Not Participating in Statewide Assessments

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



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

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

### Additional Information

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

(Note: This form is only applicable for the 20<sup>23</sup> to 20<sup>24</sup> school year.)



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

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

### Student Information

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

Date of Birth: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_

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

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

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

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading     | <input type="checkbox"/> MCA/MTAS Science        |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

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

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## Student Directory Information and Photo/Video Opt Out

Brainerd Public Schools policy complies with state and federal laws, which require us to release this information upon request. However, you have the right to deny the release of directory information, except to school officials or as provided under federal law.

Organizations and/or any member of the public can request information about students attending Brainerd Public schools. "Directory information," as it is known, is defined by Brainerd Public Schools as the student's name, parent/guardian name, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent educational instruction attended by the student.

In addition, this includes both the internal and external publication of pictures/videos for district-approved publications, district-approved webpages, district-approved social media, local media, and local cablecasts. Parents/guardians may choose to limit the use of their child's photo. When a child enrolls in the Brainerd Public Schools, the parent/guardian(s) have the choice to sign a photo opt-out form indicating the desire for internal or external publication on photos/videos of their child.

- **Internal Publications** are considered as all of the following: yearbook; class pictures (Lifetouch), hallway pictures, assembly videos, concert videos, etc.
- **External Publications** are considered as all of the following: local newspapers, local television, school social media accounts (Facebook, Twitter, Instagram), etc.

To make directory information private and/or opt out of photo/video publications, parents, legal guardians, or student of legal age should complete this form and mail it to Washington Educational Services Building, (804 Oak Street, Brainerd MN 56401) or the student's school office by Monday, October 2, 2023. Please complete a form for each student. This request will remain in effect for your student's tenure with Brainerd Public Schools or unless modified or rescinded via the Directory Rescind form available at your student's school.

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**Non-Release of Directory Information and Photo/Video Opt Out**

By signing this form, I am requesting that:

- Brainerd Public Schools NOT release Directory Information for ANY use (including the school yearbook) except to school officials or as provided under federal law.
- Brainerd Public schools NOT use my child's photo in ANY Internal Publications.
- Brainerd Public Schools NOT use my child's photo in ANY External Publications.
- I would like to rescind my signature on the FERPA form allowing my child's photo/media to be used both internally and externally.

Student First and Last Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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# 2023 - 2024 APPROVED CALENDAR

1/9/2023

(Red = No School)

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-23 OS Testing

24 Gr. 5 Orientation/FMS

24-25 Kindercamp (1/2 day)

29 Open House-Forestview

30 Open House-Elementary, Brainerd High School, LEC

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 No School – President’s Day/Snow Makeup Day

SEPTEMBER 2023						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 No School - Labor Day

5 First day of school Grades K-12

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School – District Inservice

11-15 Spring Break

18 School Resumes

29 No School – Spring Holiday

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 No School – District Inservice

19-20 No School – EM Conference

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 No School – District Inservice/Snow Makeup Day

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

23-24 No School – Thanksgiving

27 No School – District Inservice

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 No school – Memorial Day

30 Kindertfriend Day

31 Last Student Day Gr 1-11th

31 High School Graduation

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/22 – 1/1 No School – Winter Break

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 No School – District Inservice

3 School Resumes

15 No School – District Inservice

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



## **WARRIORS**

We are building a community of respectful,  
Responsible, resourceful learners.

We strive to:

Act in a safe and healthy way.  
Respect property: your, mine and others.  
Respect the rights and needs of others.  
Be responsible learners who work towards  
the educational purpose in each task.