



Independent School District 511

Adrian, Minnesota

Parent/Student Handbook

**Elementary
Middle School
High School
2024 – 2025**

Approved by the Adrian Board of Education August xxxx

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[*] Notice required by statute

[**] Notice required by policy

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[*] Notice required by statute

[**] Notice required by policy

Policy Information

District policies are located on the district's webpage (www.isd511.net) under the District tab. Several policies are required to be reviewed annually. Revisions and new policies may be added as needed and recommended by the MSBA according to MN State Statutes.

[*] *Notice required by statute*

[**] *Notice required by policy*

Introduction

Welcome to the Adrian School District. It is the hope of the faculty and staff that you will have a pleasant and profitable educational experience while enrolled here. We believe that learning is a process that involves the combined efforts of the students, staff and parents. It is our goal to provide the learning necessary to prepare students for their next set of learning experiences and adult living.

In the fall of 2022, the district and community underwent a strategic planning process to evaluate the current status of our district and establish the vision, mission, and priorities of the district. The district's vision is developing creative problem-solvers who are prepared to face real life challenges in an ever-changing world.

The strategic planning committee also found three priorities:

1. To increase student opportunities with a real world focus and application,
2. To strive for financial stability while facing decreasing enrollment, facility needs, staffing, and student opportunities, and
3. Expand opportunities for social, emotional and cultural learning.

Our Mission: To ensure excellence in academics, athletics, and activities through a safe, supportive learning environment allowing all students to reach their full potential.

This handbook has been developed to provide information on policies and procedures that will assist you in having a good school experience. Ultimately, school policies are established to provide guidance and set expectations in an effort to ensure a positive and safe learning environment for all students.

We encourage students at Adrian Public School to make use of the opportunities to become a well rounded person. The academic, social, athletic, and fine arts programs exist for that purpose. Use them to your best advantage.

Thank you for your trust and best wishes for a successful year.

Mrs. Molly Schilling
Superintendent

Mrs. Cate Koehne
6-12 Principal

Mr. Randy Schettler
PK-5 Principal

About Our District:

The size of the Adrian School District is approximately 12 miles by 21 miles. It contains 179 ½ square miles. A board of seven members, elected by the people for four-year terms, governs District 511. The central administrative office of the school district is located in the secondary building on the west side (410 Indiana Ave.).

About Our Schools:

Our elementary school is located one block east of Maine Street at 515 Oklahoma Ave and houses Preschool-5th grade. The middle/high school is located two blocks west of Maine Street at 415 Kentucky Avenue and houses grades 6-12. Our PK-12 enrollment is roughly 600 students.

[*] Notice required by statute

[**] Notice required by policy

PART I – INFORMATION

Arrival and Dismissal Hours

Adrian Middle/High School is open from 7:30 - 4:00. The student day begins at 8:05 with the attendance taken in their first period class at 8:10. Dismissal on a typical school day is 3:15.

Adrian Elementary 7:30 - 4:00.

Procedures For Students Who Walk To and From School

The East and South Entrance will be considered the main entrances for students who get dropped off by family. School crossing guards will be in place from 7:50-8:05 and at 3:20-3:30 each day. Students will be expected to follow the directions of these crossing guards. They will be located at the following intersections:

Site #1: Highway #91 and 5th Street (AM and PM)

Site #2: Nevada and 5th Street (AM and PM)

Site #3: Nevada and Oklahoma (PM only)

Site #4: Nevada and 6th Street (AM and PM)

Bus Drop Off and Pick Up Procedure

The streets directly West (Nevada Avenue One-Way) and North (5th Street) of the elementary building serve as the bus lane. For the safety of our students, parents are asked to comply with the following directions:

1. Parents are not allowed to use Nevada Avenue (West side of school) to drop off or pick up their children in the AM or PM. This is a bus pick up/drop off area.
2. Parents are not allowed to park on 5th Street from 2:30-3:30 daily, as this is a bus-loading zone, and the street is closed to through traffic.

Parent Drop Off and Pick Up Procedure

Parents/guardians may drop off and pick up children at the following locations:

***East 6th Street:** This is the street that is south of the Elementary Building. This is a great location as there is not a lot of traffic congestion. Please pull up to the curb and please do not allow your child to exit the vehicle on the street side. Students can enter and exit from the South entrance from 7:30-8:10 AM and from 3:15-3:30 PM.

***Oklahoma Avenue:** This is the street that is east of the Elementary Building. Again, this is a great location as there is not a lot of traffic congestion. Please pull up to the curb and please do not allow your child to exit the vehicle on the street side. Students can enter and exit from the South entrance from 7:30-8:10 AM and from 3:15-3:30 PM.

***The parking lot on the East side of the Elementary Building.** This is a swing through parking lot. No one is allowed to park along the curb running in front of the Elementary building. It is painted yellow as a reminder that this is a no-parking zone. This has

become a very unsafe area as parents are parking their vehicles along the curb, and children are allowed to exit the vehicle into the traffic lane. Many times, vehicles are swinging around a parked vehicle, greatly increasing the possibility of a tragic accident. If you have a need to come into the building at any time please park in the parking lot. This is a busy spot before and after school, so parents are encouraged to park in the lot, or to utilize 6th Street and Oklahoma Avenue as drop off and pick up areas.

Please Note: The drive through feature of the East parking lot is closed down each afternoon beginning at 3:10 to create a safe environment for children to leave the school building. Please do not pull into this area and attempt to back out. This will be considered a safety hazard and will result in a notification from the principal.

Student Release Policy

Making sure that your child is safe and accounted for during the school day is of the utmost importance. This includes transporting your child to and from school. If your child will not be going home the way they normally do, please send a note to school with your child that includes the name of the student, specific information on how they are going home, including phone numbers and parent/guardian signatures. We ask that parents take the time to write this note rather than call the school if possible. In the event that you need to change how your child will go home and you did not provide a note with the information provided above, please call the office by no later than 2:00 PM. This will provide adequate time to get the new information to the classroom teacher and/or Adrian Bus Company, so we can ensure that your child gets on the correct bus or is sent home with the correct person, so your child arrives at their destination safely.

Please Note: If there is no note or phone call made by 2:00 PM, the student will go home the usual way. The only exception to this policy is if an emergency arises after 2:00 PM that requires a change to the normal transportation routine. Our expectation is that a note will be sent or a call will be made by 2:00 PM.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found *in the appendix* and on the school district's website at *isd511.net*.

Class Assignments/Student Schedules

Student's class assignment and schedules will be distributed in the school packet, which is available to parents in early August. Teacher/classroom requests are not accepted by the district.

Complaints

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

E Learning/Flexible Learning Day Plan

Purpose: In an effort to minimize disruptions to academic progress and provide a reasonable plan to utilize technology and blended learning opportunities, Adrian Public Schools will implement flexible (e-Learning) learning days for the first five (5) emergency closures.

Implementation:

Adrian Elementary: The students will engage in activities as outlined in their e-learning day packets sent home by teachers. Packets will be stored in student's backpacks and updated to maintain relevant instructional materials.

Adrian Middle/High School: Students will utilize Google Classroom, Google email and Apps to complete e-Learning tasks. All assignments will be posted by 10:00 am. Students will submit evidence of completing e-Learning tasks. Directions and tasks will also be given for students who do not have Internet access at home.

Kids Connection Preschool: Preschool will not be in session.

E-LEARNING TASKS: We want to ensure our students have high quality e-learning opportunities.

High quality e-Learning experiences:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Google Classroom Google Drive, SeeSaw apps).
- c. Include formative assessment and feedback.
- d. Provide opportunities for peer interaction.
- e. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- f. Include the option for the class to meet "synchronously via video chat like Google Hangouts, Skype, or Facetime." (Plaman, Minnesota Department of Education 20 July 2017)

The following steps and procedures will occur on a Flexible Learning Day

- Teachers will provide a timely course plan, posting work for the day in Google Classroom by 10:00 am.
- Teachers will design flexible learning day assignments with realistic expectations, timelines and consideration regarding students' workload.
- Teachers will be available via email and phone during the Flexible Learning Day from 10:00am-3:00pm.
- Students are encouraged to complete all work on the Flexible Learning Day if possible. However, all student work will not be due to the classroom teacher until five school days after the Flexible Learning Day.

Attendance:

The teacher must take attendance and records of attendance must be kept for each class/class period. If a student does not complete the e-Learning task(s) before the fifth class period

following the e-Learning day, that student will be counted absent. “Students who do not participate in planned activities are considered absent for those class (es) and should be reported as absent as if they were not present for an on-campus class.” (Plaman, Minnesota Department of Education 20 July 2017)

“Attendance could be verified by:

- a. Logging in to class page(s) on the district’s/school’s learning management system (LMS).
- b. Email exchange/ text exchange /phone call with teacher.
- c. Parent verifies attendance; a documentation process is developed and retained by the school as part of the student’s attendance record.
- d. Activity in classes (pages accessed, discussion participation, formative assessments completed).
- e. Work submitted during the e-Learning day (evidence of learning or preparation for learning—reading or video with notes).” (Plaman, Minnesota Department of Education 20 July 2017)

Teachers will notify the office of student absences (missing/incomplete work from the e-Learning day) after the fifth day following the e-Learning event.

E-learning days will be reported as regular instructional days on the MARSS A School File. Students enrolled on an e-learning day will generate one day of membership. The length of the school day will be reported as the same length that was originally scheduled had the students attended at the school site.

Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.

Students who do not have sufficient access to the Internet will have an alternative method to use to complete the e-Learning task (i.e., physical textbook at home, additional time to complete the task). Teachers will work towards accommodations in unforeseen circumstances with students, such as timing of closure of school in conjunction to a holiday in order to submit tasks.

Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student’s Individualized Education Program (IEP)/504 plans. Students will complete e-Learning tasks specific to his or her IEP.

Access to teachers via telephone and online during normal school hours.

Teachers will be available via telephone and online during normal school hours (10:00a.m. -3:00 p.m.). Students needing to contact their teacher are to call the teacher's direct telephone line and leave a return phone number. Direct phone lines access the school's voicemail to email system, which immediately notify teachers of the message. Teachers will promptly return the telephone call to assist the student.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

ADMINISTRATIVE STAFF

Superintendent
6-12 Principal
PK-5 Principal
Activities Director

Mrs. Molly Schilling
Mrs. Cate Koehne
Mr. Randy Schettler
Mr. Joe Kruger

OFFICE STAFF

District Secretary/Community Ed Sec.
Payroll/Human Resources
Elementary Secretary
Middle/High School Secretary
Technology Coordinator
Elementary School Counselor
High School Counselor

Mrs. Renee Bullerman
Mrs. Megan Wolf
Ms. Traci Carlson
Mrs. Tory Bohlke
Mr. Caleb Schmidt
Mr. Jordan Pater
Mrs. Sharyn Story

TEACHING STAFF

Pre-School and Early Childhood SPED	Mrs. Ali Dinger
Transitional Kindergarten	Mrs. Taylor Kramer
Kindergarten	Mrs. Brittany Larson
Grade 1	Mrs. Megan Herrig
	Mrs. Ivy Kruse
	Mrs. Brianne Einck
	Mrs. Amanda Engelkes
Grade 2	Mrs. Lexi Lynn
	Mrs. Lindsay Lonneman
Grade 3	Mrs. Kim Vander Lugt
	Mrs. Monica Horn
Grade 4	Mrs. Connie Vreeman
	Mrs. Kelsey Diekmann
Grade 5	Mrs. Devyn Christians
	Mrs. Susan Bullerman
Title I/ADSIS Interventionists	Miss Sara Wiertzema
	Mrs. Jolene Henning
Grades K-5 Physical Education	Mrs. Summer Phelps
Elementary Special Education	Mrs. Alyson Gunnink
	Mrs. Jessica Frodermann
	Mrs. Heidi Klingenberg
	Mrs. Carissa Franken-Spaar
Adaptive Physical Education	Mr. Gregg Nelson
Agriculture 6-12	Mr. Josh Johnson
Art 6-12	Miss Megan Sauer
ELL/ESL	Ms. Hannah Kruse
Family Consumer Education	Ms Kristie Happeny
Media/Technology Specialist	Miss Sherrilyn Klaassen
Music K-5	Miss Rachel Snyder

Musis 5-12
MS/HS Health & Physical Education
Social Studies/History

Industrial Arts
Language Arts

Mathematics

Sciences

Spanish
Special Education

Speech/Language Pathologist

Ms Lauren Wright
Mr. Gregg Nelson
Mr. John Ackerman
Mr. Nathan Overgaard
Mr. Tim Bertrand
Mrs. Lindsey Block
Mr. Heath Harding
Mrs. Megan MacCormac
Mr. Joe Kruger
Mr. Robert Remme
Mr. Daniel Lichter
Mrs. Lindsey Bonnett
Mrs. Ann Thier
Mrs. Theresa Steve
Ms. Hannah Kruse
Mrs. Sara Henning
Mrs. Kelly Klosterman
Mrs. Patrice Odens
Mrs. Terri Vollink

NON CERTIFIED STAFF

Para Professionals

Miss Hailey Behrens
Mrs. Kim DeBeer
Ms. Kristina Cauwels
Ms. Kim Everson
Mr. Kody Heideman

Ms. Macey Karnoff
Mrs. Tammy Vaske
Mrs. Linda Loonan
Ms. Kristina Cauwels
Mrs. Carla Osornio

Mrs. Mary Peterson
Mrs. Kim Ruppert
Miss Rachel Snyder
Mrs. Courtney Scharping
Mrs. Cindy Voss
Mrs. Stacey Turner
Mrs. Brooke Klaassen
Mrs. Vicki Leinen
Mrs. Michele Loosbrock
Mrs. DJ Luethje

Custodians

Mr. Mike Cook
Mr. Dale Klosterman
Ms. Amy Shunkwiler

Mrs. Diane Honermann
Mr. Brian Reese
Mrs. Tammy VanHorsen

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district 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 the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect

to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

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

Fees

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

Superintendent, Molly Schilling. A full list of fees for the school year will be found in the appendix.

Food in the Classrooms

Based on student health needs, the classroom teacher will direct appropriate food and beverage options for the classroom. Homemade goods are discouraged for health reasons.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the ***principal***. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal. To be eligible to participate in graduation ceremonies, a student must have accumulated at least 19.25 credits or have successfully completed the requirements of their IEP. Students eligible to walk must be ISD 511 students or taking classes through either the ELC, ALC, or STARRS through ISD 511. **Students who have earned at least 19.25 credits but have failed to meet state requirements for graduation will not receive a signed diploma.**

Holiday Celebrations and Parties

Class Parties

All elementary classes will have class parties during the year. These parties are under the direction of the classroom teacher. The principal must approve all other special occasions that would warrant a celebration in the classroom. Students/parents have the right to excuse themselves from the celebration.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library and Media Center

The library/media center is open **8:00-3:15**. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lunch

ADRIAN ISD 511 FOOD SERVICE POLICY

Adrian ISD 511 will be participating in Minnesota's universal free meals program during the 2024-2025 school year. Families are still encouraged to apply for the educational benefits (free and reduced lunch application) as this data collection produces revenue for special programs in the district such as our title reading program. Adrian ISD 511 utilizes a contracted vendor to provide multiple nutritious entree options with a full salad bar daily. Seconds in the salad bar area are free. Second entrees and milk are fee based and included in the appendix.

All outstanding balances from the previous year must be paid in full before the start of the new school year. Failure to do so will prevent your family from making charges to the food service account system in 2024-25. Students that start the year with an outstanding balance will be allowed to purchase a la carte or second entrees on a daily basis for cash only.

Student Lunch Accounts are set-up on a prepay basis.

1. Each student has an individual account number that they should memorize.
2. Food Service account money must be received and deposited for students in the family account prior to purchasing additional items.
3. One check may be written to cover all students in the household. Student's name and/or family account number should be clearly written on the check to ensure proper credit. **REMINDER that cash payments must be labeled with student/household name to ensure proper credit.**
4. If an insufficient fund check has been written to the school, only cash or a cashier's check will be accepted for future lunch account deposits.

In order to prevent outstanding balances, the following procedures will be followed.

1. Whenever the food service account is \$15.00 or below an email, letter or phone call will be made to parents indicating they have a low balance.
2. **A student may not make charges to an account that has a zero or negative balance.** Students may purchase a la carte items on a cash only basis until such time that they have a positive lunch account balance.
3. If an account has a negative balance then any cash that is received for the lunch account that exceeds the cost of the item purchased will go as a payment against the outstanding balance.
4. Parents and/or students can check their account balance by going to the Infinite Campus Portal parent on the District Web Site at www.isd511.net or by calling the elementary or MS/HS office.

Seconds.

1. Students wishing to purchase a **Second or A la Carte** item must go to the Cashier before going through the lunch line and charge or purchase a ticket for seconds.

2. The ticket must be presented to the line cook before a second or A la Carte is placed on their tray.
3. Students with a negative balance will not be allowed to charge or purchase a Second or A la Carte.

Free and Reduced Application for free or reduced breakfast and lunch.

1. Parents are encouraged to fill out the application for free and reduced breakfast and lunch. The application is in your school packet and it only takes a few moments to see if you qualify.
2. The school is not required to provide a free second entrée or free ala carte items for students in the free and reduced program. These items can be purchased with cash or charged to the account only if it has funds in that account.

Your participation in the free and reduced program qualifies the District to receive additional state and federal funds that benefit the entire school.

Breakfast and Lunch Serving Times

Breakfast is served from 7:30-8:00 daily at the Elementary and 7:40-8:10 at the Middle/High School Buildings. Students who use the lunchroom for the breakfast and noon meal are reminded of their responsibility to help keep it clean. Plates, silverware, napkins, etc., must be picked up and returned to the wash area after the meal. Students unwilling to extend this reasonable courtesy will face school consequences as determined by the principal and school discipline policy.

Closed Noon Hour & Sack Lunches

Noon hours are closed by the School Board directive. Students in grades K-12 must remain on Campus in their designated lunch areas for lunch. **The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student's breakfast or lunch.** Furthermore, the District does not allow parents to bring in a purchased or special meal for an individual student or a group of students. Students are allowed to bring a sack lunch from home if they choose not to eat school lunch. Sack lunches must be eaten in the cafeteria and are not allowed in the hallways. Sack lunches should consider nutritional items to be packed. The School District does not provide a microwave for students to use for reheating a food item brought from home. Parents, please don't excuse your child from leaving school to purchase lunch at a vendor such as Subway, Kum & Go, Harder's Saloon on 91, etc.

Lunch is to be eaten in designated areas only. Lunch times vary by school and classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

Open Lunch - Seniors

Open lunch may be requested to the school board by the senior class for the second semester of the year. Adrian High School Open Lunch Policy allows seniors to leave the school campus during their lunch period. During this OPEN LUNCH TIME, seniors who leave campus are responsible for leaving at the designated time, returning to school on time for the beginning of class, and maintaining exemplary behavior while off campus.

Open lunch is a privilege that may be revoked at any time to an individual, a group, or the entire class.

Seniors who are late from open lunch may lose this privilege (be taken off open lunch) for a period of time regardless of reason or excuse (i.e flat tire, car problems etc.) It is important to note that students must be present for the entire 5th period to be able to participate in after school activities, per our activities' handbook. Open lunch may be revoked for a set period of time for those students in jeopardy of academic failure.

Guidelines/Expectations for Open Lunch include:

- Maintaining Passing Grades for **ALL** Classes (No F's) each week
- Not on Deficiency List (loss of privilege for one full week, then checked weekly until next grading period)
- Be without disciplinary action in the week
- Following School Sign-Out and Sign-In Procedures in the high school office
- Returning to School **before the Beginning of Period 5 (12:38)**
- Others as determined necessary by the administration
- Students may not be excused from the advising period by their parents to extend open lunch periods

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 prohibited.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated ***Mrs. Cate Koehne, 6-12 Principal, MS/HS office: 415 Kentucky Ave, Adrian, MN 56110, phone: 507-483-2232*** as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

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

Parent and Teacher Conferences

Parent and teacher conferences will be held two times per year, in the fall and in the spring. The fall conferences are open to all students and families. Spring conferences in the elementary are by invitation. Parents are able to request a conference with their student's teacher(s) at any time. For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the ***building principal or superintendent***. To volunteer in the school building or classroom, parents/guardians should contact the ***building principal***. Parents/guardians who visit the school should sign in at the ***office*** before entering a classroom. For more information, contact the ***Superintendent Molly Schilling***.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America ***one time per week***. 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.

Schedule

Elementary School Daily Schedule

7:30-8:00 Breakfast is served
8:10 Attendance is taken
8:15 Classes begin
3:20 Dismissal

Middle/High School Daily Schedule

7:30 Breakfast Opens

Middle School		High School	
Period	Time	Period	Time
Passing Bell	8:05 – 8:10	Passing Bell	8:05 – 8:10
Period 1	8:10 – 9:05	Period 1	8:10 – 9:05
Period 2	9:09 – 9:58	Period 2	9:09 – 9:58
Period 3	10:02 – 10:51	Period 3	10:02–10:51
MS Lunch	10:51 - 11:21	HS Period 4	10:55 - 11:44
MS Period 4	11:25 – 12:14	HS Lunch	11:44 – 12:14
Period 5	12:18 – 1:07	Period 5	12:18 – 1:07
Period 6	1:11 – 2:00	Period 6	1:11 – 2:00
Period 7	2:04 - 2:53	Period 7	2:04 - 2:53
Study Period	2:57 - 3:15	Flex Period	2:57 - 3:15

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The *Adrian* School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact *the Activities Director*.

School Closing Procedures

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. If it becomes necessary to start late, close school, use a flexible learning day, or dismiss early due to inclement weather conditions, parents and staff will be notified with a phone call, text message, an email at the numbers and email addresses each family has posted in our student information system.

Please Note: If we implement a Late Start, school will always open 2 hours later than normal. In addition, the Adrian Preschool morning session will run 10:15-12:15 and afternoon session will run 1:15-3:15.

School closing announcements will be broadcast over *Keloland and Dakota News Now stations, as well as radio stations KUSQ (95.1 FM) KWOA (730 AM & 104.3 FM), KITN (93.5 FM), and on KQAD (K101.1FM) in Luverne. Social media will also be used to announce any closings.*

Searches

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

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students’ convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

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

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students’ convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student’s Person

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

Vehicles on Campus

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor

vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Student Publications and Materials

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

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy.

School-Sponsored Student Publications

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

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;

- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

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

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*linked in Appendix*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at www.isd511.net under District policy.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix linked*). A complete copy of the school district's "Student Surveys" policy may be obtained at www.isd511.net under District Policy.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. Bus transportation is a privilege, not a right. This privilege can be suspended for misconduct, and it then becomes the responsibility of the parent to transport students to and from school. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardians. The bus ride is an extension of the school day and students who ride the bus must follow basic rules and conduct themselves in a responsible manner to help make their bus ride safe for everyone.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the

district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Recording

School Buses

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

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning options is available on the district's website at *isd511.net*. Students and parents/guardians with questions about these programs should contact the *principal or high school counselor at (507) 483-2232*.

Cheating and Plagiarism

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

Class Rank/Academic Standing

To be eligible for the "A" or "B" honor roll, students must have the minimum GPA as listed below with at least 5 subjects carrying letter grades (A through F), and no incompletes or failures. All subjects in which letter grades (A through F) are given are included in the determination of honor roll eligibility, with the exception of band and choir. Band and choir are graded with a letter grade, but the grade is not figured into the cumulative GPA and therefore will not be used for determination of honor roll status.

For "A" Honor Roll, a GPA of at least 3.66

For "B" Honor Roll, a GPA from 2.66-3.65

At the end of the year, a scholastic honor award will be presented to students who have maintained their position on the "A" or "B" Honor Roll. The "A" or "B" Honor Roll will be based on the cumulative GPA. AHS seniors who have developed a final cumulative grade point average of 3.60 or higher, at the end of their senior year, will receive the honor medallion for graduation exercises. **Note: GPA's slightly below 3.60 will not be rounded for the purpose of achieving this honor.**

Extended School Year Opportunities

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

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

At the middle/high school, Students' grades will be reported **quarterly** during the year. Report cards will be **posted to the student and parent portals** for review. Online grade reports may be reviewed at <https://mncloud3.infinitecampus.org/campus/portal/adrian.jsp>. Students earning any grade below a C- will have their report cards mailed to their parent/guardians. Parents may request a paper copy of the report card at any time.

At the elementary school, Students' grades will be reported **every trimester** during the year. Report cards will be **sent home with students at the end of the trimester** for review.

Primary (Grades K-2) and Specials (Grades K-5 PE, Music, Technology and Library Media) Grading Information: Students in grades K-2 will receive the following letter grades on their report cards:

M = Meets Standards	E = Exceed Standards
P = Progressing	N = Needs More Time and Help

In addition to these letter grades, subject specific checklists are utilized to show growth in Reading, Mathematics, and Social Growth and Development.

Intermediate Grading Information (Grades 3-5): Students in grades 3-5 will receive the following letter grades on their report cards.

A+ = 100%	A = 93-99%	A- = 90-92.9%
B+ = 87-89.9%	B = 84-86.9%	B- = 80-83.9%
C+ = 77-79.9%	C = 74-76.9%	C- = 70-73.9%
D+ = 67-69.9%	D = 64-66.9%	D- = 60-63.9%
F = 0-59.9%		

Graduation Requirements [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from **Adrian High School**. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 3* and returning it to the school district office.

Course Credits Required

To receive a diploma, students must successfully complete at least **24** credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.
Social Studies	3.5	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	7.5	

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12

Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards

All students will satisfactorily complete the following school district elective standards in the classes of their choice:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, contact the building principal.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Elementary Homework Policy:

All students in grades K-5 will be assigned homework throughout the school year. The amount of homework will vary according to the grade level. On average a 5th grade student can expect to have up to an hour of homework 3-4 days per week, and a first grade student 10-15 minutes of homework 3-4 days per week. The primary purpose of homework is to provide students an opportunity to gain further practice on a skill they are learning in school. This is also an opportunity for parents to observe what their child is learning in school.

A. Types of Homework: Typical homework assignments will include reading, math activities, spelling words, etc. In addition, students are sometimes assigned a project that they have to complete over a period of time.

B. Homework Assignment Due Dates: In most cases, an assignment is due the next day. Exceptions to this rule include the following:

*Longer term projects, such as State Reports, that the classroom teacher has provided specific information regarding due dates, etc.

*Illness: Students who are ill will have one additional day for each day they are ill to turn in their work.

**Late work procedures will be handled by the individual teacher's policy listed in the syllabi.

Promotion and Retention

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

Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the school counselor by May 30 and/or October 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the school counselor.

Policies and procedures regarding the PSEO options are governed by the school board and the most recent legislation. Up to date information and district requirements can be found on the District website: isd511.net under academics.

Summer School

The school district may provide summer school learning opportunities. For more information, contact the building principal.

Parent Right to Know [*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PART III — RULES AND DISCIPLINE

Attendance []**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” policy (*Appendix linked*).

Bullying Prohibition [*]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district’s “Bullying Prohibition” policy (*Appendix linked*).

Buses – Conduct on School Buses and Consequences for Misbehavior []**

Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

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 pick up 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.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Electronic devices, Music, Telephones, Cell Phones, Headphones, iPods, e-Readers, etc.

General Guidelines

- Cell Phone Use: Students may NOT use cell phones during class time. Students may use their device before and after school and during passing time. High School students may use their device during lunch. Middle School students will be allowed to use their cell phones the last 10 minutes of lunch at the supervisor's discretion.
- Device Storage: It is strongly suggested that all electronic devices be kept off and in a locker or out of site during school hours.

Confiscation and Consequences

- Unauthorized Use: If any electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member.
- First Infraction: The device will be taken to the office and the student will pick it up at the end of the school day.
- Second Infraction: The device will be taken to the office; the student will pick it up at the end of the school day and be required to call the parents with school staff.
- Third Infraction: The device will be taken to the office, a parent/guardian must pick up the device, and additional consequences may be assigned.
- Fourth Infraction: The device will be taken to the office. Cell phone plan created. Phone may be held by administration during days or not allowed on site. Parents/ Guardians devise a plan together with school administration.

Specific Restrictions

- Locker Rooms and Bathrooms: Devices with photo-taking capabilities are NOT allowed in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.
- Lockdowns and Fire Drills: Phone usage during lockdown and fire drills is prohibited.
- Unauthorized Recording: Students who take pictures or videos of others without permission in any school setting, including the bus, will face disciplinary actions.
- Earbuds and Headphones: Earbuds and headphones may not be worn in the hallways or cafeteria.

- Smartwatches used inappropriately may be considered in violation.

Investigations and Inspections

- **Device Disabling:** Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.
- **Device Inspection:** The school reserves the right to inspect a student's electronic device, through proper legal channels, if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.

School Responsibility

- **Lost, Stolen, or Damaged Devices:** The School is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

Additional Rules

- **Recording and Posting:** Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual or individuals that are the subjects of the recording.
- **Phone Calls:** Students are not to use their phones to call or text individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies.

Compliance

By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines and refusals to school employees regarding violations will result in disciplinary actions as described above considered insubordination.

At the Elementary, students will be required to put their cell phones, smart watches, and electronic hand-held devices away when they enter the elementary school, and they are not allowed to use them until after school. Teachers will have a designated place in the classroom for students to store their cell phones and electronic hand-held devices during the school day. If an ECD becomes a distraction, it may be required to be placed in the office for the day. The school is not responsible for lost or stolen ECD's.

Respect for educational environment:

1. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
2. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas---such as near lockers or the lunchroom/commons area— or outside on school grounds.
3. Cellular phones and other devices may NOT be used in testing centers and during fine arts performances, assemblies. The use of cell phones for text messaging of answers and other sensitive class material is considered cheating. All parties involved will receive no credit for work and will face additional disciplinary action as outlined below.

4. The use of ECD's or cell phones to harass, bully or threaten any individual is strictly prohibited and will result in consequences outlined in the policies on bullying, harassment and threats.
5. The use of an ECD to share or transmit images that are inappropriate, lewd or pornographic is strictly prohibited.
6. Students are NOT allowed to use an ECD or cameras to record, videotape or take pictures of any student or staff person without their consent.
7. Headphones/earbuds may be used with the permission of the classroom instructor only. Headphones/earbuds items will not be permitted to be worn or used in hallways to improve students' ability to hear and respond to staff and other situations that may arise.

Respect for privacy rights:

1. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena, such as sporting event or public performances.
2. Students shall not e-mail, post to the Internet/Social Media or otherwise electronically transmit images of other individuals taken at school without their expressed written or verbal consent.
- 3. Restrooms, locker rooms and changing rooms are prohibited from capturing images (photo or video) at any time.**

Assuring Academic Integrity:

Students shall not use cellular phones or other electronic devices (SMART watches, tablets, etc.) in any way that may cause a teacher or staff member to question whether the student may be cheating on test or academic work or violating copyright policy.

Discipline [*]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix linked*).

Dress and Appearance

Students are encouraged to be dressed suitably for school activities and in keeping with community standards.

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

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and

ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason. *Teachers have the right to ask a student to remove their headwear during instructional time.

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

- Revealing garments may not be worn and are considered inappropriate. Students wearing clothing that “materially and substantially disrupts or interferes with” the educational process will be addressed.
- Clothing bearing a message that is lewd, vulgar, obscene, or commonly known to imply or be associated with lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment, weapons, and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property or present a safety hazard.

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

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment onto a school location for personal use if the person has a physician’s prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district’s “Student Medication” policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

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

on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix linked*).

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix linked*).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available at (*Appendix linked*).

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the

school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs or permission has been granted to the student by the high school/district office staff;
- Students are permitted to use motor vehicles on the high school campus only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix linked*).

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction []**

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. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy,

see *Appendix links*. Contact the principal if you have questions or wish to report violations.

Vandalism

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

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow 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. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the District Office.

PART IV — HEALTH AND SAFETY

Accidents

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

Asbestos Management Plan [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district’s website.

Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Parents are required to complete emergency contact information forms upon initial enrollment. Parents are responsible to keep contact information up to date with the school. (ie: change in phone numbers, address, eligible contacts, etc.)

Health Information

First Aid

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in middle/high school: east gym entrance and nurses office elementary: near preschool/office entrance and nurses office. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

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

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

Health Service

The student health office is staffed by a trained registered nurse and/or school support staff that work under the direction and supervision of a licensed school nurse.

Students who become sick at school should notify school staff and report to the nurse's office. In the event of an emergency, care will be given as needed and parents will be notified. Parents/guardians are expected to arrange transportation for their student in a timely manner.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please contact the building office to report any absences due to illness.

Children in grades Kindergarten (males screened for color blindness), 1, 3, 5, 7, and 10 have their hearing and vision screened. Screening is also done when there are parent or teacher concerns and for any new students.

Immunizations

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

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana

is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Suicide Prevention Information

988 - National Suicide and Crisis Prevention mobile and text line

If you or a loved one is in crisis, please text [MN to 741741](https://www.988lifeline.org/) or call [1-800-273-8255](https://www.988lifeline.org/)

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting *Mike Cook, head custodian, via the district office.*

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

All school building doors are locked shortly after arrival time. A video doorbell system is in place to identify students/parents/visitors prior to letting them into the building. All visitors are required to sign in to the office and wear a visitor pass in the building. Security cameras are also strategically placed within the District facilities. The City of Adrian police department and Nobles County Sheriff's officers are welcome to visit the building and routinely drive the perimeter.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the principal's office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

APPENDIXES

1. School District Policy Cross Reference Table

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2. School Meals Policy [*] [Policy 534]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the balance reaches zero, a student may not charge additional a la carte or seconds unless paying with cash. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. Families may make electronic payments to the student's individual meal account through Infinite Campus or pay at the school office with cash or a check. Cash payments must be submitted with the student's name so proper credit is given to the student account.

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

- B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- C. Each school that participates in the free school meals program must:
 - (1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - (2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.
- F. If the school receives an "insufficient funds check" from a family for the student's individual meal account the following things will occur:
 1. Any cost the school may incur from processing an "insufficient funds check" will be added to the student's individual meal account.
 2. The school will not accept any additional checks from a person who wrote an "insufficient funds check."
 3. Payments to the student's individual meal account can then only be made by credit card or cash.
- G. If a student's individual meal account reaches zero or becomes negative the student will not be allowed to charge meals or a-la-carte items until additional money is deposited in the student's individual meal account.
- H. A student with a negative individual meal account balance will be allowed to purchase an al-a-carte item if the student pays cash. Cashiers do not make change at the point of sale so any change from a purchase will be applied the students lunch account. i.e. A student has \$5 and purchases an item for \$1.25, the change, \$3.75 will be applied to the students lunch account.
- I. Students wishing to purchase a second meal or an al-a-carte must first go to the cashier before going through the lunch line and purchase a "seconds/a-la-carte" ticket. The ticket must be presented to the line cook before a seconds/al-a-carte item is place on their tray. **Students with a negative balance in their individual meal account will not be allowed to charge a second or a-la-carte.**
- J. Under Minn. Stat. § 124D.111, the school district makes breakfast and lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance. **The school district is not required to provide free seconds or free a-la-carte items for students in the free and reduced program.** Students in the free and reduced program can purchase seconds or an al-a- carte item with cash or may charge that item to their individual meal account only if the account has funds in that account.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified twice a week by email or letter when the student's individual meal account has \$15 or less in it.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.
- D. Parents and/or students can check their individual meal account balance by going to the Infinite Campus Portal parent on the District Web Site at www.isd511.net or by calling: Renee Bullerman at 483-2266 or by emailing r.bullerman@isd511.net

IV.

UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families are encouraged to apply for free and reduced-price meals for their children.
Renee Bullerman, District Secretary can assist families with the application process. Free and reduced application forms are included in the student registration packet and are also available on the District Web Site at www.isd511.net
- B. The school district will make reasonable efforts to work with families collect unpaid meal charges classified as delinquent debt. Payment plans and other arrangements can be made with Renee Bullerman, District Secretary, as part of on going efforts by the district to collect on delinquent debt.

Negative balances not paid prior to *June 30 of each year*, will be subject to collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law

- C. All outstanding balances to an individual's prepaid meal account from the previous year must be paid in full before the start of the new school year. Failure to do so will prevent your family from using the individual prepaid meal account system in the new school year. Students that start the year with an outstanding balance will be allowed to purchase meals on a daily basis for cash only.
- D. Families are still responsible to pay for all charges made to individual's prepaid meal account before they qualified for free/reduced lunch.

V. CLOSED NOON HOUR

Noon hours are closed by School Board directive. Students in grades K-12 must remain on Campus in their designated lunch areas for lunch. **The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student's breakfast or lunch.** Furthermore, the District does not allow parents to bring in a purchased or special meal for an individual student or a group of students. Students are allowed to bring a sack lunch from home if they choose not to eat school lunch. Sack lunches must be eaten in the cafeteria and are not allowed in the hallways. The School District does not provide a microwave for student to use for reheating a food item brought from home. Parents are not permitted to excuse their child to leave school to purchase a lunch at vendor such as Subway, Kum & Go, The Sports Page, etc.

VI. BREAKFAST & LUNCH SERVING TIMES

Breakfast is served from 7:40-8:10 daily at the Elementary and 7:30-8:10 at the Middle/High School Buildings. Students who use the lunchroom for the breakfast and noon meal are reminded of their responsibility to help keep it clean. Plates, silverware, napkins, etc., must be picked up and returned to the wash area after the meal. Students unwilling to extend this reasonable courtesy will face school consequences as determined by the principal and school discipline policy.

VII. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

3. Parent/Guardian Refusal for Student Participation in Statewide Assessments [*]



Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

Minnesota Comprehensive Assessments (MCA)

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

ACCESS and WIDA Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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

Explore the
[Statewide
Testing page](#)
for more
information.

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

Additional Information

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

Statewide Assessment: Parent/Guardian Decision Not to Participate

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

First Name: _____ Middle Initial: _____ Last Name: _____
Date of Birth: _____ Current Grade in School: _____ Student ID Number (if known): _____
School: _____ District: _____
Parent/Guardian Name (print): _____
Parent/Guardian Signature: _____ Date: _____
Reason for Refusal: _____

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

- | | |
|---|---|
| ☐ MCA/MTAS Reading | ☐ MCA/Alternate MCA Science |
| ☐ MCA/MTAS Mathematics | ☐ ACCESS/WIDA Alternate ACCESS |

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

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

4. Breakfast and Lunch Prices for 2024-25

School Year Prices for 2024-2025	Regular Price	Reduced	Free
PK-12: Breakfast Prices	FREE	FREE	FREE
Extra Breakfast Entrée	\$1.50	\$1.50	\$1.50
Extra Cereal Entrée	\$1.00	\$1.00	\$1.00
Extra Toast Slice	\$0.50	\$0.50	\$0.50
Extra Juice	\$0.75	\$0.75	\$0.75
PK-12 Lunch Prices	FREE	FREE	FREE
Extra Milk	\$0.55	\$0.55	\$ 0.55
Extra Entrée	\$2.25	\$2.25	\$2.25
MS/HS Extra Specialty/Pizza Ranch Pizza	\$2.50	\$2.50	\$2.50
Adult Breakfast/Visiting student	\$2.40		
Adult F&V Bar Only	\$3.00		
Adult Lunch/Visiting Student	\$5.00 (rate determined by USDA)		

- 1:1 Chromebook users in grades 9-12 will need to pay \$45 annually for the Adrian Chromebook Use & Protection Plan (students qualifying for free or reduced lunch fee is \$25). - Family cap of \$90
- Dragon Adventures: \$5/evening/child *A \$60 family cap per week
- Preschool - \$120 MWF & \$90 TTH

Activity Admissions/Gate Passes

Student Admission (Grade K-12)	\$5.00
Adult Admission	\$7.00
Individual Student Season Pass	\$25.00
Family Pass Card	\$175.00
Adult 10 Punch Card	\$60.00
Senior Citizen Pass (Age 65)	FREE
-A free will donation for admission to band and choir events.	
-Prom Grand March Admission: Students & Adults	\$2.00

Extra-Curricular Participation Fees

\$50 for each athletic activity grades 7-12.
 \$15 for each academic activity grades 6-12.
 \$200 - Family CAP

Driver's Education Instruction + Behind the Wheel -	\$365
Driver's Education Behind the Wheel only or Instruction only -	\$190

Copy Charges, Cost per Black/White	\$0.10
Copy Charges, Cost per Color	\$0.20
Lamination per running foot	\$1.35

2024-2025 Calendar

July 2024

S	M	T	W	T	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			

TC= 0/0

August 2024

S	M	T	W	T	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 Floating Work day
26-29 All Staff PD
28-Open House/Elem. conference
29 - ½ PD day
TC= 5/5

September 2024

S	M	T	W	T	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					

2 - Labor Day No School
3- First Day of School
30 - Prof. Dev. - No school
SC 19/19 TC 20/25

October 2024

S	M	T	W	T	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		

16 - Early Release PD
17-18 MEA Break - no school
SC – 21/40 TC - 21/46

November 2024

S	M	T	W	T	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 - End Qtr 1 (41 days)
4 & 7 Conferences 3:30-6:30
8 - Early Release PD
26 - End 1st Trimester - ½ work day
27 - Staff PD - no school
28-29 Thanksgiving Break
SC – 18/58 TC – 19/65

December 2024

S	M	T	W	T	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				

23- 3 Christmas Break - No School
SC - 15/73 TC - 15/80

January 2025

S	M	T	W	T	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- New Year Holiday
3 - Staff PD (No School)
6- School Resumes
17-Early Release – ½ Teacher Workday
17- End of 2nd Quarter/Sem 1 (42 days)
SC – 20/93 TC – 21/101

February 2025

S	M	T	W	T	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	1

14 - No School
17 - President's Day - No School
SC - 18/111 TC 18/119

March 2025

S	M	T	W	T	F	S
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					

7 - End of 2nd Trimester
7- Early Release ½ work day
21 - End Qtr 3 (43 days)
25 - Conferences 5:00 - 6:30
SC – 21/132 TC – 21/140

April 2025

S	M	T	W	T	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			

18 - Good Friday - No School
21 - Comp day - No School
SC – 20/152 TC – 21/161

May 2025

S	M	T	W	T	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

23 – End Qtr 4 (43 days) Last day
23 – Early Release –½ work day
23 - Graduation -
26 - Memorial Day -
SC – 17/169 TC – 17/178

June 2025

S	M	T	W	T	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					

169 Student Days
Days

- Early out dismissal times -12:20 MS/HS and 12:30 Elementary
- Work days: 1 prior to Aug. 26, ½ days: Nov. 26, Jan. 17, Mar 7, May 23
- April 21 comp day counts as one teacher contract day in order to make-up for parent teacher conferences. (May be used as a snow make up day with Union approval)
- The first 5 snow days will be flexible learning days.

Student hours = 1,114.6 (if 169 days - 4 hrs for additional late starts) hours; Staff hours = 1,424

178 Teacher Contract