

TRITON MIDDLE SCHOOL

STUDENT HANDBOOK

2025-2026



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www.triton.k12.mn.us

#WeAreTriton

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Triton Middle School Mission Statement

We the students, parents, and staff of Triton Middle School will maintain a safe, caring, respectful and exciting educational environment that meets the needs of individual students.
Our commitment to education will develop a community of creative, responsible and independent lifelong learners.

TRITON MIDDLE SCHOOL STAFF

Luke Lutterman	Superintendent	Haley Rossi	Language Arts Teacher
Tanisha Fox	Principal	Ashley Bermea	Language Arts Teacher
Tricia Johnson	Dean of Students	Marit Lang	Math Teacher
Brandon Neseth	Activities Director	Paul Sohlstrom	Math Teacher
Diane Meyer	School Counselor	Patrick Floryance	Math Teacher
Marisa Starkson	Administrative Assistant	Elizabeth Neseth	Social Studies Teacher
		Joe Hansen	Social Studies Teacher
Anthony Bendickson	Special Education/CTE Teacher	Olivia Jans	Science Teacher
Ryan McCabe	Special Education Teacher	Mark Evjen	Science Teacher
Caroline Otto	Special Education Teacher	Brady Essig	Health/Physical Education
John Hager	Special Education Teacher	Zak Hanegraaf	Health/Physical Education
Traci Gray	Special Education Coordinator	Amber Fieck	ELL Teacher
Kelli Yankovich	Evaluation Manager	Robert Ickler	Vocational Education Teacher
		Oksana Wheeler	World Language Teacher
Kayla Kunz	Paraprofessional	Tanya Klug	Spanish Teacher
Laura Laplander	Paraprofessional	Andrew Wotherspoon	Vocal Music Teacher
Carla Marquette	Paraprofessional	Morgan Coy	Instrumental Music Teacher
Kristi Tottingham	Paraprofessional	Sarah Allen	Library Paraprofessional

Introduction

Welcome to To Triton Middle School,

Each school year is a unique journey and we are thrilled to partner with you this school year. As we navigate the school year together, we want to emphasize the importance of ongoing trust and communication. We want what is best for each one of our students and when schools, families, and communities can work together, great learning opportunities can take place.

This handbook is organized using four different parts.

1). GENERAL INFORMATION

2). ACADEMICS

3). RULES AND DISCIPLINE

4). HEALTH AND SAFETY

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the Board of Education, school administration, and faculty. Complete Policies may be viewed online at www.triton.k12.mn.us, or copies may be requested at the middle school office.

HOUR	REGULAR	EARLY OUT HOMEROOM	2 HR LATE <i>(Due to Weather)</i>
Homeroom	n/a	8:05-8:29	n/a
1ST HOUR	8:05-8:52	8:33-8:58	10:05-10:35
2ND HOUR	8:56-9:43	9:02-9:27	10:39-11:09
3RD HOUR	9:47-10:34	9:31-9:56	11:13-11:43
4TH HOUR	10:38-11:25 <i>(Lunch 11:25-11:55)</i>	10:00-10:25	<i>(Lunch 11:47-12:17)</i> 12:17-12:47
5TH HOUR	11:57-12:42	10:29-10:54	12:51-1:22
6TH HOUR	12:46-1:31	10:58-11:03	1:26-1:57
7TH HOUR	1:35-2:20	11:07-11:37 <i>(Lunch 11:39-12:09)</i>	2:01-2:33
8TH HOUR	2:24-3:09	12:12-12:45	2:37-3:09

PART 1 - GENERAL INFORMATION

1.1 Announcements

Our primary method for announcements will be done via the Homeroom Website. School staff may also make verbal announcements as needed to share important information. Please provide all announcement information to Mrs. Fox or Mrs. Johnson.

1.2 Arrival and Dismissal

Our School building will open each morning at 7:30 AM. Students should feel free to come to school early to complete school work or to connect with teachers/staff members. Students should depart at the end of the school day unless they are staying for a scheduled school activity. All students are requested to be out of the building 15 minutes after the conclusion of their school day. This excludes students under the supervision of teachers, participants in athletics or organizations, students in the weight room.

Office hours for student assistance are 7:45 AM - 3:15 PM

1.3 Calendar

The school calendar is adopted annually by the school board. A copy of the calendar can be found at www.triton.k12.mn.us and click on the calendar tab. A direct link is also available [here](#).

1.4 Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to Triton Middle School. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint. The Principal/Dean of Students will respond in writing to the complaining party regarding the school district's response to the complaint.

1.5 Counseling Services

School counseling services are available for every student in Triton Middle School. These services include assistance with academic, personal/social, and career development.

1.6 eLearning Day

Triton Middle School will follow the following procedures for eLearning Days.

1. Students will submit their attendance via their Infinite Campus Portal one time per day.
2. Homework assignments will be posted on the LMS Google Classroom by 10 AM
3. Teachers will list contact information for the eLearning Day

1.7 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.

1.8 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.

1.9 Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to students. Students are expected to provide their own consumable materials including pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including but not limited to...

- Admission fees or charges for extracurricular activities
- Cost for materials for a project that exceeds minimum requirements
- Security depository for the return of materials, supplies, equipment
- Technology user fees when school board approved
- Physical Education and athletic apparel and equipment
- Items of personal use that a student has the option to purchase
- Supplementary field trips
- Voluntarily purchases student accident insurance

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

1.10 Food In Classrooms

Students should not bring food or treats into classrooms unless the food is pre-approved by the classroom teacher. Students are permitted to drink water in classrooms.

1.11 Fundraising

All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interest of the students and to represent the school, the student organization, and the community in a responsible manner.

The advisor is ultimately responsible for the fundraising activity and the collection and accounting of monies. These monies shall be turned in to the office as soon as possible after the event.

1.12 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. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

1.13 Library and Media Center

The library will be open during certain class periods when supervision is available. There are times where the library will be used for staff meetings before school. Students are encouraged to use the media center for reference work. If a book or any other library property is lost or damaged beyond repair, the student is responsible for the replacement cost. Students should have the appropriate pass and permission to use this space.

The media center is not a lounge and should be used for schoolwork. If you are not working, you may disturb those trying to work and may be asked to leave.

1.14 Lunch

Lunch is to be eaten in the cafeteria only. Students that receive permission may eat in different locations if approved by the administration. Lunch is scheduled from 11:25-11:55 AM.

Students may receive lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home. Students can receive one lunch and one breakfast free of charge.

Extra milk and ala-carte items will be available in the lunchroom on a cash basis. The school lunch program is computerized and family accounts are set up. Deposits are to be made only before school directly to the food service department or in the appropriate drop box located in the middle school office.

Parent(s)/guardian(s) may block unwanted ala Carte items by contacting the food service director at 418-7531.

1.15 Messages to Students and Cell Phone Use

Office telephones are not for students' personal use but can be used for emergency communications. Our goal with this practice is to model appropriate cell phone use and to create an environment that is conducive to teaching and learning. Cell phones, earbuds, and headphones are not to be used during class unless directed by the teacher. Cell phones, earbuds, and headphones are to remain in the student's locker unless directed by a teacher. Students may check their cell phones in their lockers during passing periods. If these items are seen by the teacher the following protocol will be put in place.

1. First Offense - Teacher takes and brings device to the office, student picks up at the dismissal bell.
2. Second Offense - Teacher takes and brings device to the office, parent picks device up.
3. Third Offense - Student must check device in at the beginning of the day and pick up after the dismissal bell.

Students sent to the office for behavior referrals and/or investigations will turn their cellphones in to the administrative assistant upon arriving in the office.

Anyone who takes pictures or video of any school event may be subject to discipline and/or legal action. All cell phones are prohibited from ANY use in all Locker Rooms. When students are involved in a school investigation they may be asked to leave their cell phone with the school principal/dean of students. The principal/dean of students will return the student's cell phone at his/her discretion.

1.16 Nondiscrimination

Triton School 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 Luke Lutterman as the district's human rights officer to handle inquiries regarding nondiscrimination for Triton High School. If you believe you are the subject of offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building Principal, verbally or in

writing. Reporting forms are available in your building office. Students always have the option of reporting to any responsible adult in the building. You may also report to the Superintendent of Schools. The Triton School District will investigate all complaints.

Luke Lutterman – Principal, llutterman@triton.k12.mn.us, (507) 418-7520

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times (Triton School District #2125 Policy #526 and MSHSL Bylaw 209.00).

1.17 Notice Of Violent Behaviors by Students

Triton Middle School 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.

1.18 Parent and Teacher Conferences

Parent and teacher conferences will be held three times per year. Twice in the fall during November and once in the spring during March. For more information please visit the district calendar handbook item 1.2.

1.19 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/Dean of Students, and teacher of that particular class. Parents/guardians who visit the school should sign in at the school office before entering a classroom. Parents that are chaperoning overnight trips and certain field trip experience will be required to complete a district background check. Please consult the building Principal/Dean of Students with questions.

1.20 Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America as directed at school programs. 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.

1.21 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.

Triton 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 Activities Director, Brandon Neseth at bneseth@triton.k12.mn.us, (507) 418-7520.

Assembly programs will be scheduled from time to time by student groups and/or staff members. Students are reminded to be attentive and courteous during assembly programs. Pep-fests will be held periodically throughout the year for varsity athletic events. Varsity cheerleaders will be in charge of getting permission from their advisor and Principal. Student participation is a must if these are to be successful. Courtesy and good manners are expected at all times.

Triton Middle School offers the following clubs and organizations for all students:

Social Events

Social Events may be scheduled throughout the school year by any organization after permission is granted through the advisor and Principal/Dean of Students. The organization will be responsible for securing the proper number of chaperones and staff members. Once a student leaves the event he/she will not be readmitted.

Student Council

The student council is an organization through which the students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. The council tries to promote leadership, initiative and self-control among its members. If a student council member is not in good standing due to the lack of participation or poor citizenship they may be asked to resign their position on the council for the rest of the year.

WEB – (Where Everyone Belongs)

This is a program that is designed to develop a welcoming environment for all of our new and sixth grade students. Web leaders will be chosen by a committee based on applications and possible interviews. Students that are chosen as WEB Leaders will be expected to participate in activities before and during the school year. If a student is not able to fulfill the necessary obligations they may be asked to resign their duties as a web leader.

Social House Program

Our goal through social connections is to build a sense of community within each House. This will increase the interaction amongst students in various grade levels and allow students to get to know other staff members in the building. The students will be assigned to a House at the beginning of the school year and we will meet in these House groups at various times throughout the school year.

FFA

Triton FFA's official website is located at www.tritonffa.org Please visit our official website for information, calendar, pictures and much more! Our FFA chapter offers a dynamic youth program that prepares our members for premier leadership, personal growth and career success through agricultural education.

Academic Triathlon

U.S. Academic Triathlon is a creative thinking team competition that teaches and rewards creative and divergent thought processes, cooperative brainstorming, general intellect, leadership and a "flare" for the dramatics. Five-person teams compete in three distinct events at a USAT meet.

Cribbage/Chess Club

Triton Middle School Cribbage Club meeting day/time will be determined by the supervising teacher. Don't worry if you don't know how to play cribbage, we'll teach you! The annual TMS Cribbage Tournament is held traditionally in January each school year and then we switch to playing the game of chess at the beginning of second semester.

Geography Bee

The Geography Bee is run through the National Geographic Society. The purpose of the Geography Bee is to help students become interested in geography. All TMS students participate in the preliminary rounds.

I Love To Read Month

"I Love to Read Month" is held here at Triton Middle School during the month of February each school year. Many fun reading activities will take place here at the Middle School during February. Look for more information to come in the future. Don't forget...the best way to get better at reading is to read, read and then read some more!!!

Spelling Bee

The top four or five spellers from the 6th, 7th and 8th grade Language Arts classes will be competing in this school-wide event.

Technovation

A female club where the group creates and markets an application to solve a community based problem.

ZED Creative Writing Contest

The Zumbro Education District will once again be offering the annual ZED Creative Writing Contest for all students of TMS. Please see your Language Arts Teachers if you are interested.

Triton offers the following Minnesota State High School League athletic programs.

FALL	WINTER	SPRING
Cheerleading	Basketball	Baseball
Cross-Country	Dance	Golf
Football	Gymnastics	Softball
Soccer	Hockey	Track
Volleyball	Wrestling	Trap

Eligibility

The expectation at Triton is that academics are a priority, and achievement must be at a certain level to be eligible to participate. Students who participate in extra-curricular or co-curricular activities are expected to maintain a passing semester grade in each class at scholastic check periods.

Grades are posted on the learning management system, and biweekly scholastic check periods will occur at the end of the day on Tuesdays. If a student has a failing semester grade (F) for any class, the student will become ineligible on Wednesday. Scholastic check periods will also occur at the end of each quarter. If a student receives a failing semester grade (F) for any class, the student will become ineligible at the start of the new semester. A failing grade for the second (spring) semester will result in ineligibility the following fall for the first week. Eligibility can be regained for second (spring) semester Fs without penalty if the

course with a failure is made up and a passing grade is earned during summer school. If a student has an incomplete semester grade, they are ineligible until the incomplete changes to a passing grade.

Students may become eligible before the next scholastic check period if they complete an eligibility form. Teachers are given 48 hours from the time make-up work is submitted before they are expected to enter the grade(s) and sign the student's eligibility form. The eligibility form must be turned in and signed by the athletic director then given to the coach or advisor. Students who participate without a signed form are in violation and could cause a forfeiture for their team.

During any ineligible period, the student will be able to practice, but will not be able to participate in any organized events. A member of a school play may perform during his/her FIRST ineligibility only. The student WILL NOT be allowed to perform in any play during any subsequent failing quarter grade.

Physicals, eligibility forms, parent permit forms, insurance forms, and user's fees must be submitted to the Head Coach, Advisor, or Athletic Director before students will be permitted to practice or participate in any extra-curricular or co-curricular activity. Lists of pre-requisites for all Triton activities, clubs/organizations, and athletics are on file in the Athletic Director's office.

A student must be in attendance every class period and in school by 8:30 a.m. in order to participate or practice in an extra-curricular or co-curricular activity. Students who are absent because of an excused absence, such as dentist or doctor appointments, college visits, etc., will be allowed to participate or practice. Medical appointments must be cleared through the office with a statement from the doctor or dentist indicating your attendance.

It is the responsibility of the athlete to report to his/her coach all injuries that have been sustained while participating either in practice or contests. Any student receiving an injury or having an illness serious enough to warrant medical attention, must present the "Participation after Major Surgery, Serious Illness, or Injury" form provided by the MSHSL before he/she will be permitted to practice or participate in any activity. These forms may be obtained from the Head Coach, Athletic Director, Advisor, or office.

Students are not allowed to drive themselves to any extra-curricular or co-curricular activities, except for prior approval from parents and administration. Special Circumstances frequently arise concerning students who use our co-curricular transportation system. Therefore, this policy is written to avoid confusion, misunderstandings, and ill feelings between school personnel and the public we serve. Students being transported to co-curricular events or practice sessions will be picked up and dropped off only at the school designated locations. Exceptions to this general rule will be as follows:

- A parent or guardian may take responsibility for personally transporting their student to and from a co-curricular event or practice session if they make that request ahead of time, or in person, at the time of the request.
- A student will not be allowed to go to, or return from a co-curricular event or practice session with someone other than his/her parent or guardian unless the following conditions exist and the following arrangements are made in advance.
- Special circumstances exist that would accommodate a need of the parent or student.
- Parent or guardian personally makes the request to the supervisor of activity.

- Written request is received by the supervisor the day before the event in question, so that the authenticity of the request can be verified.

The Minnesota State High School League penalties for use of mood altering chemicals is listed below.

Penalties For Category I Activities

Definition – Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of

League-sponsored tournaments:

- Athletic Activities:
- Fine Arts Activities:
 1. Debate
 2. Speech Activities including One Act Play – when a school schedules a season of interscholastic contests.

First Violation Penalty:

The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Second Violation Penalty:

The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third Violation Penalty:

The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

A student who becomes a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

1. The student is assessed as chemically dependent, and
2. enters treatment voluntarily, and
3. the director of the treatment center certifies that the student has successfully completed the treatment program.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

Subsequent Penalty:

The student may lose all eligibility of Category I, Category II, & any or all school activities.

Penalties For Category II Activities

Definition – Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

- Fine Arts Activities:
 1. Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
 2. Music Activities
 3. Visual Arts Activities

The first violation the student shall lose eligibility for the next event or contest. Second or subsequent violations the student may lose eligibility for all activities, events and contests. Any disciplinary action will be determined by administration.

The term “good standing” shall mean that the student is eligible of all the conditions and eligibility requirements of that school as well as the eligibility requirements of the MSHSL Bylaw 206.00. A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education.

Each participant who meets the requirements for a letter in an activity will receive a six-inch letter the first time he/she earns it. A participant must complete the season and have the recommendation of the coach or advisor. Anyone, after qualifying for a letter, who is found in violation of the MSHSL Rules shall forfeit his/her right to letter. Coaches for each respective activity set the qualifying letter criteria.

No refund of participation fees will be given following the first contest. Extenuating circumstances may be considered upon written request to the activities director.

1.22 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.

1.23 Substitute Teachers

A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and courteous as you would be to your regular teacher.

1.24 Student Insurance

The school does not cover any students for accidents that occur while the student is in school, going to and from school, or participating in a school sponsored activity. Students have the option of purchasing a group accident and dental plan. Every family with students in high school is urged to have insurance coverage for accidents.

1.25 Title IX Information

Title IX Coordinator - Mr. Luke Lutterman

llutterman@triton.k12.mn.us, (507) 418-7530

813 W Hwy St Dodge Center, MN 55927

1.26 Vehicles on Campus

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.

Students are to park their cars in the north lot (if full the west lot is the overflow lot for students). Those parking in prohibited areas will lose the privilege of having their cars on school property for a period of time set by the Principal, or will have their car towed at the owner's expense. Students are not to access their vehicles during the school day unless they obtain permission and check out in the office prior to doing so. There shall be no use of student vehicles during the day unless cleared through the office. Violation of this policy may result in disciplinary action and may be referred to law enforcement. Reckless, careless, or inappropriate use of a vehicle may result in loss of driving privileges and/or referral to law enforcement.

1.27 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. Non School-sponsored publications may not be distributed without prior approval.

1.28 School-Sponsored Student Media

The school district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisors shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school sponsored media and participating in school activities will be under the supervision of a student media advisor and the school principal. Expression in school sponsored media or school-sponsored activity is prohibited when the material:

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

Expression in school sponsored media 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 media may be distributed at reasonable times and locations.

1.29 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.

The principal shall be responsible for maintaining and securing the privacy and/or confidentiality of private educational data and student records. Student records may be reviewed only by written permission of the parent or the student (if the student is 18 years of age or older) except under the following circumstances:

1. When school officials have a legitimate educational interest in the student's records.
2. When student records are forwarded to other schools or post-secondary institutions to which the student transfers, applies for admission, or enrolls.
3. When the student's records are in connection with financial aid for which the student has applied or received.
4. When it is for educational research, with the permission of the superintendent, researchers may review records and report information, which does not identify individual students.
5. To federal, state, and local authorities when such information is specifically required by law.

The school district may release, on an individual basis, what is termed student public "Directory Information" which includes the following student information: student's name, address, telephone number, date of birth, gender, participation in officially organized activities and sports, weight and height, picture, dates of attendance, grade levels completed. A reasonable fee may be charged for the release of this public data.

If any parent, guardian or student (18 years or older) **does not** want this directory information to be released without prior written consent, they must notify in writing the middle or high school office. The following information must be included:

1. Name of student
2. Home address
3. Parent's legal relationship to student
4. Specific categories of directory information that will not be made public without the parent's prior written consent.

1.30 Release of Information

According to the Federal and Minnesota Privacy Act the school may release student's names periodically in newspaper articles and various newsletters. Some of those articles include honor roll for each quarter, athletics, student activity programs, etc. M.S. 13.32 subd. 5A requires schools to release names, addresses, and home phone numbers of juniors and seniors to military recruiting officers.

1.31 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 the Triton Board Policy 520 on student surveys at www.triton.k12.mn.us.

1.32 Transportation

School transportation is a service that must be performed in a manner that provides the greatest benefit for the greatest number and to this end the entire school district is totally committed. This policy defines the rules, student behavior, and discipline procedures for the students riding the school bus.

The school district will provide transportation, at the expense of the school district, for all resident students who qualify for transportation based on residence location to 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. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Student behavior while being transported in the district furnished vehicles is to conform to the same standards and expectations required in the classroom. The bus operator is delegated the same responsibility and commensurate authority delegated to all employees of the school district. Safety is the concern of the school district while transporting students and the cooperation from all members of the school district community-students, parents, bus operators, and school personnel is expected. School transportation is a privilege not a right.

The school district is allowed the following discipline and defense:

Reasonable Force

Allows use of reasonable force by a teacher or school employee to restrain a student or prevent bodily harm or death or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58 nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

Civil Liberty

Provides a defense against civil action for damages under M.S. 123B.25 when reasonable force is used within the lawful authority of a teacher, school employee, school bus driver, or other agent of the school district.

Criminal Prosecution

Provides for a defense against criminal prosecution under M.S. 609.06, subd. 1, when reasonable force is used within the lawful authority of a teacher, school employee, school bus driver, or other agent of the school district.

Supplementary Rights and Defense:

Supplementary Rights and Defense:

Provides that any right or defense in this section supplements those specified in M.S. 121A.58, 121A.67, 123B.25, 609.06 Subd. 1.

All parties are expected to make a serious effort to resolve difficulties before they reach a proportion that will require removal of a student from the bus. The transportation of pupils to and from school is a most demanding task. Obviously, the most important goal is the safety of the passengers. The school is responsible for that safety and attempts at all times to maintain a high level of safety on the buses. The district rules for bus conduct have been adopted by the Board of Education and should be adhered to at all times. The following procedures will be followed to handle discipline problems on the bus.

Minor Infractions - Grades K-12

Description of behavior failure to...

1. Immediately follow directives of the driver.
2. Remain seated, facing forward in a moving bus.
3. Speak in a quiet voice.
4. Keep hands, feet and belongings to yourself.
5. Respect others' property.
6. Follow bus safety rules.

Consequences

*Severity of the behavior infraction may determine the level of discipline.

Level 1: Verbal warning by the driver, no written report filed.

Level 2: Student warned by driver. Student assigned a seat. Report filed in the transportation office. Report mailed to parents/guardians.

Level 3: Student warned by driver. Permanent seat assigned. Report filed in the transportation office. Report mailed to parent/guardian. Up to a 5-day suspension of riding privileges is applied.

Level 4: Student warned by driver. Permanent seat assigned. Report filed in the transportation office. Report mailed to parent/guardian. Up to a 10-day suspension of riding privileges is applied.

Level 5: Student warned by driver. Permanent seat assigned. Report filed in the transportation office. Report mailed to parent/guardian. Up to a 15-day suspension of riding privileges is applied.

Level 6: Termination of riding privileges for the remainder of the year.

Major Infractions

1. Consumption and/or Possession of tobacco/alcohol/drug.
2. Harassing, intimidating, fighting, physical aggression.
3. Foul/abusive/profane language/obscene gestures.
4. Show disrespect for the driver.

5. Damage to the bus.
6. Behavior causing immediate danger.
7. Possession of any weapon.

Consequences

*Severity of the behavior infraction may determine the level of discipline.

Level 1: Up to a 15-day suspension of riding privileges. Report mailed to parents and filed in the transportation office. Law enforcement may be notified.

Level 2: Up to a 30-day suspension of riding privileges. Report mailed to parents and filed in the transportation office. Law enforcement may be notified.

Level 3: Termination of riding privileges for the remainder of the year.

Damage to the School Bus

Behavior resulting in damage to the bus equipment will result in financial remuneration for damages, 30-day suspension from the bus, and other dispensation at the discretion of the Principal.

Parent and Guardian Communication

The school district will supply the parents and students with a copy of this transportation policy. The bus operator is responsible for maximum safety on the bus. In the pursuit of this goal, all passengers are expected to obey the directives of the bus operator. Parents are encouraged to call the transportation supervisor should they have any concerns about the quality of service or safety on the bus. All parties are expected to make a serious effort to resolve difficulties before they reach a proportion that will require removal of a student from the bus.

1.33 Video and Audio Recordings

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.

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.

PART 2 - ACADEMICS

2.1 Add-Drop Procedure

At the beginning of a semester, students may change their class schedules during the first five days.

1. No student may add or drop a class without first going through the Principal/Dean of Students.
2. Changes require parental approval.

2.2 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. Parents/guardians may contact Mrs. Tanisha Fox, Middle-High School Principal, with questions regarding alternative educational opportunities.

Any student choosing to attend any school other than Triton will be financially responsible for all costs incurred. Triton Middle School will not be responsible for any payments to any school for make-up work or credits taken from other schools. Any work or credits must be sent to the Triton Middle School office for approval in order to be considered or transferred to a Triton Middle School transcript. All decisions on any of the above are at administration discretion.

2.3 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. Academic fraud situations should be reported to the principal. In some instances, students will be provided an opportunity to re-do the assignment to make up the credit.

2.4 Extended School Year

Triton 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 SPED Coordinator, Traci Gray at tgray@triton.k12.mn.us or (507) 418-7520.

2.5 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.

2.6 Grades

Student grades should reflect the level of learning and application in each course of study. Grades will be reported eight times per year, at each quarter and each quarter mid term.

Report cards will be mailed after each quarter. Parents or students may access their grades online through the learning management system.

The following grading standards have been adopted for all Triton students.

A 100-93	C+ 79-77	D- Sufficient learning but not 60%
A- 92-90	C 76-73	F Insufficient learning and less than 60%
B+ 89-87	C- 72-70	
B 86-83	D+ 69-66	
B- 82-80	D 65-60	

The school does not have weighted grades for reporting purposes.

2.7 Homeschool Grading

Home school instruction will follow the education policy of Triton Public Schools (policy number 611) and Minnesota State Law. Credit will be given for classes taken, but not grades. Grades are given to all students and to all transfer students from any public or private accredited secondary school. Home schooled students will receive a “P” for Pass and “NP” for No Pass. This will only allow for credit.

2.8 Honor Roll

The honor roll will be released for publication the week following the grading period. Students wishing that their name not be included in the publication must notify the Principal’s office. ‘A’ Honor Roll means the student has at least a 3.667 average on a 4.000 scale for the grading period. ‘B’ Honor Roll means the student has maintained a 3.000–3.666 average on a 4.000 scale for the grading period.

2.10 Promotion and Retention

All students are expected to maintain satisfactory progress toward graduation. 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.

2.11 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. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
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 does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

2.12 Testing

All students are required to take standardized tests given by the State of Minnesota or Triton Middle School. Students must have parental /guardian permission to opt-out of MCA testing.

2.13 Transferring to Another School

Students who transfer to another school must check out with the middle school office and return all technology equipment and books. If items are not returned they will be invoiced for the balance due.

PART 3 - RULES AND DISCIPLINE

3.1 RIGHTS AND RESPONSIBILITIES OF A TRITON MIDDLE SCHOOL STUDENT

Rights	Responsibility
I have the RIGHT to learn in the classroom.	It is my RESPONSIBILITY to listen to instructions, work quietly, at my desk and to raise my hand if I have a question, concern, or need to leave.
I have the RIGHT to hear and be heard.	It is my RESPONSIBILITY not to talk, shout, or make loud noises when others are speaking.
I have the RIGHT to be respected in this classroom.	It is my RESPONSIBILITY not to tease or bother other people, or to hurt their feelings.
I have the RIGHT to be safe.	It is my RESPONSIBILITY not to threaten, kick, punch, or physically harm anyone.
I have the RIGHT to privacy and to my own personal space.	It is my RESPONSIBILITY to respect the personal property of others, and to accept their right to privacy.

3.2 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 important to the future of the student. Attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. School administration has legal authority to excuse pupils from attendance. Parental permission is not enough to excuse an absence. It is the student's responsibility to request any missed assignments due to an absence. Students are REQUIRED to attend all assigned classes unless the student has been excused.

Excused Absences

The following constitute examples of excused absences:

1. Illness
2. A death in the student's immediate family or of a close friend or relative.
3. Medical, dental, or orthodontic treatment, or a counseling appointment.
4. Court appearances occasioned by family or personal action.

Please notify the office if your student will be absent prior to a family trip to excuse the absence. Excessive excused absences will require a parent meeting to try to resolve the attendance issue. Documentation may be needed to excuse absences.

Unexcused Absences

1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
3. Vacations with family that are not approved prior to absence.

Consequences of Unexcused Absences or Excessive Absences

1. LEVEL 1 Truancy – (Up to 3 unexcused absences or 10 excused absences) A letter will be sent home after each unexcused absence. A student with three unexcused absences is identified as a Continuing Truant. A letter will be sent home requiring a conference with the parent. An intervention will be put in place which will include one or more of the following:
 - a. Referral to other school staff for assistance.

- b. Weekly meetings with counselors or school administration to track attendance.
- c. Lunch detention
- d. Outside agency support
- e. Communication with teaching staff as needed to provide additional support.
- f. Review of academic and behavior needs.

2. Level 2 Truancy – A student with seven unexcused absences or continued excessive absences without documentation is identified as a Habitual Truant. A certified letter will be sent to the parents requiring a meeting with the Attendance Review Board (ARB). Failure to meet this obligation may subject the parent to prosecution under Minnesota State Statute §120A.34.

3. Level 3 Truancy – Continued unexcused absences or failure to appear for the ARB Meeting

Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Tardiness at the beginning of the school day will result in an office detention after 3 unexcused occurrences. In addition; 3 unexcused tardy events will be the equivalent to one unexcused absence and will result in following the unexcused absence procedure. If a student is tardy from a class as a result of being held after by a teacher for an excusable reason, the student should secure a pass from that teacher and present it to the next period teacher. If a student is tardy three times in a quarter it will be equal to an absence for the class and result in a detention. If the tardiness is excessive, 6 or more tardies, the student will be referred to the office.

Permission to Leave School

In order to leave the school building during school time, the student must secure proper permission from the office. When the student returns to school, he/she must report to the office before returning to class. Students must present medical or dental appointment slips or a parental note in order to obtain permission to leave during the school day. If possible, have your parents call the office prior to your leaving school.

What to Do if You Are Absent

A student who has been absent from school should follow this procedure:

- 1. Have a parent or guardian call the school; there is someone available to answer the phone beginning at 7:30 A.M. or an answering machine during the other times for your convenience.
- 2. The Principal will determine whether the absence would be excused or unexcused in accordance with board policy. Even if a student does receive an unexcused absence, he will be expected to make up the work. The student must bear in mind that work not completed at the end of a marking period will result in an incomplete.
- 3. Students must contact the teacher for their missed assignments and return their make-up work in order to earn the missed grade.
- 4. Students are generally given two school days to complete make-up work for each day of absence. However, if an assignment was given several days in advance and the teacher feels adequate time has elapsed, he/she may request immediate completion.
- 5. It is up to the student to see that make-up work is completed on time. Should a student fail to complete the work within the prescribed time, no credit will be given.

Leaving the Building

Students are not allowed to leave the building during the time school is in session unless excused from the office. Students will be required to sign out of the building on a sheet provided in the office. (This pertains to leaving without teacher supervision.) A pass must be signed by the instructor whose class you are leaving, and by an administrator. Acknowledgement by parents of the request to leave the building is required by note or telephone before you leave the building. Both parents of a child have the legal right to remove the child from school unless there is a Family or Juvenile Court documentation filed with the office, that specifies who may/may not have access to the child.

3.3 Backpacks

Students are permitted to use backpacks, string bags, purses, etc. to carry books and supplies to and from school. Backpacks should remain in the student's locker if they are not allowed in the classroom.

3.4 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 #514 at www.triton.k12.mn.us

3.5 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.

The Triton School discipline policy states that any students who are referred to the office will serve detention if deemed appropriate by the Principal/Dean of Students and teacher. If they are involved in any extracurricular event they may not be allowed to participate in the next contest. It is the responsibility of the referring staff member to contact the student(s) parent(s)/guardian(s). All students must cooperate with all disciplinary investigations or face consequences.

3.6 Detention

If a student is assigned a detention in the office they are obligated to keep this appointment. If a student fails to keep this appointment without notifying the office, progressive discipline will be in place.

3.7 Removal From Class

A teacher may send a student from the classroom for disruptive behavior. When this occurs, the student will report directly to the office. The teacher may choose to arrange a conference with the student and an Administrator at the earliest possible opportunity that day. Students may be removed from the classroom at the discretion of the Administrator in consultation with the teacher. Students shall be returned to the class upon completion of the terms of the removal established at the consultation (informal administrative conference), including but not limited to the completion of assignments and any make-up work.

3.8 In School Suspension

If a student is assigned to ISS they must complete their time successfully in order to be released to the regular classroom. A student who is not successful may have to serve more time in the ISS room. Students can expect to notify their parents if they are sent to ISS to explain the situation.

3.9 Suspension and Expulsion Procedures

The State Law of Minnesota requires that you be informed of the procedures involved in complying with "The Pupil Fair Dismissal Act". You are responsible for reading these procedures. Students who are suspended will normally be given their assignments to complete during the suspension. Additional time and teacher assistance may be necessary upon student's return to school to complete the assignments.

Suspension

1. The student is informed of the charge by an administrator at an administrative conference, including the specific acts that support the charge, and that he/she is suspended. In suspensions, the student may be sent home for no longer than ten school days.
2. The parents or guardians are notified by telephone whenever possible prior to the suspension and are informed as to the reasons for the dismissal. When parents cannot be contacted, the decision to send the student home, to allow him/her to remain on school premises, or to refer him/her to proper authorities must be made with consideration of the student's age, safety, maturity, and the nature of the misconduct that caused the suspension.
3. A letter is mailed to the parents or guardians with a copy of the "The Pupil Fair Dismissal Act", stating the time, date, charge and specific acts that support the charge(s) for the suspension. Procedures for reinstatement should be included in the letter.
4. School district board shall provide students suspended under emergency conditions with the above suspension procedure as soon as the emergency condition has passed. These procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is serious risk that substantial harm will occur if suspension does not take place immediately.

Expulsion & Exclusion

A school district board shall not expel or exclude a student without a hearing, unless he/she and his/her parents/guardian waive, in writing, the right to a hearing. By waiving the right to a hearing, the student and his/her parents agree to abide by the findings of the school board. Expulsion hearings shall contain provision for the following:

1. The student is notified in writing of the specific charge or charges, the right to a hearing, and his/her right to be represented by counsel.
2. A notice shall also be sent to the parent or guardian by certified mail citing the charges, and the specific acts that support the charge or charges and a copy of the "Pupil Fair Dismissal Act." The notice shall state recommendation of action pending investigation for possible expulsion or exclusion, the right to a hearing, and the right to representation.
3. The student shall be permitted to have a representative present at the hearing to advise him. The representative may be an attorney, parent, or guardian.
4. The student shall be afforded the right to present evidence, including expert psychological or educational testimony. The pupil may not be compelled to testify in the proceedings.
5. The student shall be permitted to hear the evidence presented against him/her.
6. The hearing officer shall determine the facts of each case on the evidence presented at the hearing. He/she shall submit to the board his/her recommendation as to the facts and whether or not the pupil charged is guilty of the facts, and whether or not the pupil charged is guilty of the conduct alleged, and his/her decision of disciplinary action, if any, including the duration of any expulsion or exclusions. The above recommendation shall be made available in identical form and at the same time to the board and the student and his/her parents.
7. Strict rules of evidence shall not apply to the proceedings; however, this provision shall not limit the hearing officer's control of the hearing. He shall have the power to issue subpoenas and administer to Triton High School.
8. The hearing officer shall make a record of the hearing at the expense of the school district.
9. The local district board shall review the decision of the hearing officer and may affirm, modify, or reverse his decision.
10. Expulsions or exclusions shall not extend beyond the end of the current school year.
11. An exclusion or expulsion decision may be appealed to the Commissioner of Education.

12. The School Board shall report each exclusion or expulsion within thirty days of the effective date to the Commissioner of Education.

13. The decision of the Commissioner of Education shall be subject to judicial review in the District Court.

3.10 Local, State, or Federal Law

The violation of any state or local laws or the violation of any federal law is unacceptable behavior and will be reported to the proper authorities.

3.11 Criminal Activity

It shall be the duty of the administration to report any criminal activities to the local authorities. Some examples of criminal activities are theft, vandalism, dangerous and harmful drugs (including tobacco), and physical assault.

3.12 Assault

Physical force, obscene gestures, and swearing directed at any School District employee or student may carry a three (3) to ten (10) day suspension from classes. During this time, the suspension will be reviewed by administration. Additional suspension of up to fifteen (15) days may be assigned pending a board hearing. A parent conference will be required upon return to the classroom. Any other insubordination will be dealt with by the recommendation of expulsion to the Board of Education. Repeated discipline referrals may result in a suspension from classes and/or a required parent conference.

3.13 Dress and Appearance

Students should be dressed appropriately for school activities and in keeping with community standards. Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

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

1. Clothing that bears a message which is lewd, vulgar, or obscene.
2. Apparel promoting products or activities that are illegal for minors.
3. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a minority group or which connotes gang membership or that approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
4. Clothing that does not provide adequate coverage is not keeping with community standards.
5. Any apparel or footwear that would damage school property.
6. Students will not be permitted to carry and use blankets during the school day.
7. Students may not wear or transport flags or capes.
8. Face paint may not be worn during the school day.

Headgear, including hats or head coverings, cannot be worn.

Selection of clothing should be done in accordance with good taste, decency, safety and health. Bare feet are considered in bad taste, unhealthy, and a safety hazard to the individual. The final judgment as to whether or not a specific mode of dress is appropriate must be made by the administration. If deemed inappropriate, appropriate clothing will be provided for the student to wear for the rest of the school day. Exceptions to this policy may be made for "special dress" days sponsored by organizations or by classroom teachers to accommodate heating problems.

3.14 Drug-Free School and Workplace

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products 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 use 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.

3.15 Harassment and Violence Prohibition

Triton 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.

Triton Schools will not allow harassment. Incidents of harassment are to be reported to the Principal or designee for investigation and possible disciplinary action.

3.16 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.

3.17 Internet Acceptable Use and Technology Chromebook Use

In order for a student to use the Triton's School District's Internet connection, network, and school-issued chromebook, every user agrees to respect and protect the rights of every other user in our community and on the internet. Triton Public School's students and employees are expected to act in a responsible, ethical, and legal manner when accessing and using these forms of technology. Access to Triton Public School's technology is a privilege provided to students enrolled at the school and to the employees working in this facility. All technological services are the property of Triton Public Schools and are provided to help enable the mission to better our students' education. Triton Public Schools reserves the right to monitor, restrict, or remove access at any time without notice to technological services and/or equipment if anyone utilizing these resources is acting in an inappropriate manner.

Triton provides innovative programming to address the changing learning strategies of today's learners and new outcomes for future competitiveness. We will continue to work together to ensure that students are well prepared for postsecondary and career experiences.

By putting the needs of our students first, we want to consider the financial realities of the future and also recognize the importance of providing relevant and technology-based instruction.

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 Chromebook User Form.

For the 2025-2026 school year, Triton will be continuing a 1:1 Chromebook program. All students should be using the school issued device and not a personal computer while at school. Requests for exceptions should be made by contacting the building principal.

Student Responsibilities

Students/families are responsible for signing the user agreement before receiving a chromebook.

1. Students are expected to use their device for educational purposes only.
2. The device may ONLY be used by the student to whom it was assigned or by the parents/guardians of the student. The student may not loan it to another student.
3. Breakage or damage that occurs as a result of inappropriate care or procedures will result in non-replacement from the District until damage fees have been resolved. Families will be charged the replacement cost.
4. Students are encouraged to have their device present and fully charged at school each day.
5. Students are permitted to download any content approved or assigned by their instructors. If a family does not have appropriate internet access at home, they should request an internet hotspot from the school.
6. The presence of inappropriate music, photos or software may result in the loss of the device and/or other disciplinary action.
7. Students are responsible for saving all work to other sources as needed.
8. Students are to alert Administration immediately if the device is malfunctioning. Students are not to reconfigure the devices or software on the devices.
9. Students will use their school-assigned password for their device. Students are not to share their device account password.
10. All email communication will go through the school Google account or Schoology account assigned to the student.
11. For security and safety reasons, students will leave their device in a locked locker when they are not being used for educational reasons. If a locked locker is not an option, students should leave the device in a secure place. The device should not be left unattended.
12. All District policies apply even when off campus. (i.e. After school sports and activities.)

13. Students must be given permission to take pictures and/or video by the students and staff involved. Students may not post photos or videos to Social Media (For Example: Schoology, Facebook, Twitter, Snapchat) without the consent of the students and staff involved. Please respect the privacy of other students and staff.
14. The device is subject to inspection at any time without notice and remains the property of ISD 2125. Students must not circumvent any managed settings, hack, or otherwise attempt to inappropriately access the network or misuse a device.

Parent/Guardian Expectations

1. Supervision is the parent's/guardian's responsibility when their child's Internet use is not in a school setting.
2. The District asks for parent/guardian support to communicate proper electronic device use while at home.
3. Parents/guardians are encouraged to become familiar with the technology their child is using.
4. Parents/guardians must assist their child in completing any forms needed to report theft or damage.

Terms of the Device Loan

1. Parents/Guardians are required to read the handbook and consent to the contained policies, by completing the necessary form, in order for their child to receive the device.
2. Legal ownership of the device remains with the District. The use of the device is a privilege extended to the students and is conditioned upon compliance of this handbook, Acceptable Use Policy and all other District policies and guidelines.
3. All devices will be returned at the end of the current school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any reason must return their individual school device on the date of termination. If a student fails to return the device and all accessories (cord, charging block, etc.) at the end of the school year or upon termination of enrollment, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. The student and/or his/her parent/guardian will also pay the replacement cost of the device. Failure to return the device within ten days will result in a theft report being filed with the Police Department.
4. The District reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this agreement. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
5. The devices will be subject to routine monitoring by teachers, administrators and/or technology staff at any time. Users have no expectation of privacy when using District owned devices.
6. If technical difficulties arise with the device, or non-conforming content is discovered, the device will be restored by the Technology Department. If the device needs to be restored, the District is not responsible for loss of any content put on the devices by the student such as software, music, video, photo, documents, etc.
7. The use of the device during instructional time is governed by the classroom teachers.
8. Each device has an identifying label which must not be removed or altered. The device must remain free of all other writing, drawings, stickers or labels.

General Care Instructions

1. Screens on all devices should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on any device.
2. Students should not put weight on the device. They should not be stacked or wedged tightly into a backpack.
3. Liquids, food, and other debris can damage the devices. Devices should be kept away from such material at all times.

4. Devices should not be exposed to extreme temperature conditions. Students should not leave a device in an area that would have temperatures below freezing or above 95 degrees.
5. Battery life is shortened by using WiFi, Bluetooth, a high screen brightness and video. Students are encouraged to learn to manage these settings to help improve battery life.
6. All repairs must be completed through the Triton Technology Department. Due to warranty guidelines, students and/or their families should not complete or arrange for any repairs.

Damage, Theft, and Repair

1. Damage or hardware issues must be reported immediately. For instances of hardware failure or accidental damage, a temporary device will be provided, if available, for the student throughout the repair/replacement process.
2. Any device that malfunctions or is damaged must be reported to Administration.
3. The school district will be responsible for repairing the device.
4. Breakage or damage that occurs as a result of intentional user induced damage will result in non-replacement by the School District until the damage fees have been resolved. Families will be charged the replacement cost of device and items damaged or not returned.

Security and Theft Protection

1. The device may ONLY be used by the student to whom it was assigned. The student may not loan it to another student.
2. The student is responsible for the security of the device at all times. The device should never be left unsecured. When not with the student, the devices should be secured or stored in a locked location. During after school activities and/or away events, students are responsible for securing the device.
3. It is the responsibility of the student to keep his/her information secure.
4. Theft must be reported immediately. High School Office: (507) 418-7520 (Mr. Lutterman or Deputy Dave Skadson).
5. The devices may contain software that may assist in tracking and recovering devices. The District will coordinate with law enforcement to track and locate missing devices when possible.

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

Students shall not knowingly possess, use, transmit, or be under the influence of any CBD product, tobacco, alcohol, controlled substances or other mind-altering chemical on the school grounds, at a school function (home or away) or school event. This includes tobacco related devices, or carries or uses an activated electronic delivery device. Electronic delivery device includes any component or part of the product. Students will be subject to disciplinary action including suspension or expulsion.

3.19 Social Media

The Triton administration is well aware of the widespread student use of social media. As a result, this policy has been designed to protect the integrity of our school district, personnel and students. Students should be aware that postings on social media sites are viewable by media, faculty, future employers, and college officials. Inappropriate material found by third parties affects the perception of our school district in general and our student body in particular. Examples of inappropriate and offensive behaviors in online communities can include depictions of the following, though this list is not meant to be all inclusive:

- Photos, videos, tweets, retweets, comments, or posts showing the personal use or possession of alcohol, drugs, tobacco, and paraphernalia.
- Photos, videos, tweets, retweets, Snaps, Instagram comments or posts that are of a sexual nature. This includes links to websites exhibiting pornography and other inappropriate material.
- Content posted online that is unsportsmanlike, derogatory, demeaning or threatening to any individual or entity. Examples include: comments about our school, another school, coaches, teammates, opponents, and those of differing socio-economic background, gender and race.

- No posts should depict or encourage illegal, violent or unacceptable activities such as hazing, sexual harassment/assault, full or partial nudity, fighting, vandalism, academic dishonesty, gambling, drug/alcohol use.

Remember, everything you post is public information and can become out of your control the moment it is placed online – even if you limit access to your site. Once you post to a social networking site that photo or comment becomes the property of that site and may be searchable even after you remove it.

If you are ever in doubt as to the appropriateness of a post, consider whether it reflects positively on you, your family, school, and community. Protect yourself by maintaining a self-image that you can be proud of for years to come!

Last but not least, understand that freedom of speech is not unlimited and does not equal freedom from consequences. For those students engaged in our extra-curricular and co-curricular activities any violation of this policy will be treated like a MSHSL “code of conduct” violation which would be a minimum of 2 weeks/2 contests or a longer suspension at the discretion of the administration.

3.20 Study Hall/Academic Study Expectations

1. Bring work to study halls.
2. Maintain a study-like atmosphere.
3. You will not leave the study hall without a pass from the teacher.
4. Return to the study hall before the end of the hour.
5. Follow the teachers’ classroom rules.

3.21 Public Displays of Affection

Students are to refrain from displays of affection beyond hand holding. Violations of this policy will result in consequences as determined by the Administration.

3.22 Vandalism

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

3.23 Weapons Prohibition

It is the policy of the school district to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in our schools, except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building Principal or designee. School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses, rented or owned; and school bus stops. Anyone found to be in possession of a weapon in the area defined in this policy before, during or after school hours, is subject to administrative and/or legal action.

Possession

Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area subject to one’s control, handle, transmit or use any instrument that is considered a weapon or a “look-alike” weapon in any of the school environments listed above.

Student Reporting

Student Reporting

Students who see or become aware of a weapon at school must not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

Weapons

“Weapons” means any firearm whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike, terrorize, or cause bodily harm or death.

1. Category I: Weapons The district takes a position of “Zero Tolerance” on the following objects:

- a. All firearms, whether loaded or unloaded, etc.
- b. Other guns of all types including pellet, B-B, stun, look-alike and non-functioning guns that could be used to threaten others.
- c. Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.
- d. Artificial knuckles or other objects designed to be worn over the fist or knuckles.
- e. Blackjacks, clubs, nunchucks, throwing stars, etc.
- f. Explosives.
- g. Poisons, chemicals or substances capable of causing bodily harm.
- h. Bow and arrows, sling shots, etc.
- i. Any other device or instrument used to intimidate, threaten, or inflict harm.

2. Category I: Violation by Student. The procedure for violations is:

- a. Confiscation of weapon (if it can be done safely,) or call 911 and request assistance, if needed.
- b. Notification of Superintendent or designee(s).
- c. Hold an administrative hearing with student(s) which will include:
 1. Notification of parent/guardian.
 2. Initial suspension from school for up to five days.
 3. Involvement of the police with recommendation to charge.
 4. Recommendation to the Superintendent regarding expulsion.

3. Category I: Violation by Other Triton School and Adults, Including Employees

- a. Immediate police involvement with recommendation to charge.
- b. Employees will also be subject to district investigation and application of relevant district policies.

4. Category II: Weapons-Possession of Object Which May or May Not Be Considered Weapons. While this policy represents a “no tolerance” position on weapons, there are several objects which are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The Administrator may use his/her discretion when interpreting use and intent with such objects. Such potentially dangerous objects may include, but are not limited to:

- a. Small pocket knives
- b. Fireworks, firecrackers and smoke bombs
- c. Throwing darts
- d. Nuisance items and toys
- e. Unauthorized tools
- f. *Mace (*Although Mace is considered a potential weapon under this policy, parents of a student may make special arrangements with the building Principal if a student needs to carry Mace for defensive purposes outside the school setting. Such arrangements shall be made in advance of the student to check the Mace into the school office. Employees may make special arrangements with the building Principal (or designee.)

5. Category II: Violations by Students. The procedure for student offense is:

- a. Confiscation of object or weapons (if it can be safely done)
- b. Notification of parent/guardian.
- c. Hold an administrative hearing with the student(s) which may include:
 1. Initial suspension from school for up to five days.
 2. Involvement of police with recommendation to charge.
 3. Recommendation to the Superintendent regarding expulsion.

6. Category II: Violations by Other Triton School and Adults, Including Employees: Administrative decision on police involvement with recommendation to charge.

- a. Employees may also be subject to district investigation and application of relevant district policies and discipline procedures.

Administrative Discretion Regarding Possession

- a. K-12: a student who finds a weapon on the way to school, on school property or in the school building and takes the weapon immediately to the Principal's office shall not be considered in possession of a weapon.
- b. K-6: While this policy is a "no tolerance" position on weapons possession on school property and on or at those places or vehicles listed above and is intended to prohibit all weapons for any reasons, there could be a very rare occasion when a weapon is inadvertently brought onto school property or is in one's possession. If such an occasion is clearly the case, the building Principal, after a thorough investigation, may use discretion. In determining the appropriateness of applying "Category II" consequences for a "Category I" violation.

Authorized Instructional and Work-Related Equipment and Tools

While this policy represents a "no tolerance" position, weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

Exceptions: This policy pursuant to Minnesota Statutes provides for the following exceptions:

- a. Licensed peace officers, military personnel or students participating in military training, who are performing official duties.
- b. School district approved firearms safety courses or activities conducted on school property.
- c. School district approved possession and use of dangerous weapons by ceremonial color guard.
- d. School district approved gun and knife show held on property.
- e. School district approved possession and use of a starter gun for athletic contests.
- f. Possession of dangerous weapons with prior written permission of the building Principal.
- g. A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat., Section 624.714.

Students with Disabilities

The Minnesota Pupil Fair Dismissal Act, MN Stat. 121A.40-121A.56 applies to all pupils. Accordingly, all students, regardless of disability, will be suspended from school for one to five days, pending further investigation of the weapons policy violation. If the alleged violator is a "student with a disability" pursuant

to Minnesota and Federal Law, special due process procedures are required. Within five days of a suspension, a team meeting shall occur. The team shall determine whether the weapons policy violation is related to the disability. If the team determines that the misconduct is unrelated to the student's disability, the student will be disciplined in the same manner as students without disabilities. The disabled student who violates the weapons policy will not be expelled if the assessment team determines that the misconduct is related to the student's disability. If the misconduct is related to the student's disability, and if following suspension and readmission to the school the student continues to violate this policy; and if the parent or guardian will not agree to more restrictive placement, school officials may seek court assistance to expel the student.

PART 4 - HEALTH AND SAFETY

4.1 Accidents

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

4.2 Asbestos Management

The school district has developed an asbestos management plan. A copy of this plan can be found in Policy 807 at www.triton.k12.mn.us or linked [directly here](#).

4.3 Crisis Management

Triton schools have developed a "Crisis Management" plan. We have adopted the Standard Response Protocol "SRP". Students will receive ongoing education and training on our building specific SRP Plans.

Our Standard Response Protocol 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.

4.4 Emergency Contact Information

In the event of an emergency situation, the school notification system will send a text message and automated phone call to each student's emergency contact stored in the student management system.

4.5 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 our emergency action plan will be put in place, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

Triton is equipped with automated electronic defibrillators. These are located in the Activities Entrance by the Elementary Office and Elementary Gym. Tampering with any AED is prohibited and may result in disciplinary action.

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.

4.6 Health Service

A school nurse is available either directly or on call. The nurse's primary responsibilities are:

1. Monitor student illness and injury.
2. Maintenance of health records (including immunizations).
3. Health screening.
4. Health related counseling.
5. Health education resource and classroom presentations.
6. The following health screening is provided each year: Vision and hearing screening grade 10; Immunizations; health update forms.

The school district employs the services of a nurse that is accessible on a full-time basis. Students are encouraged to benefit from the nurse's services. The nurse will inform staff members regarding students who have specific medical/health problems early in the school year.

The nurse's office is available for students who become ill during the school day. A student who claims illness must obtain a pass from his/her classroom teacher (except in an emergency) and then report to the office. Students who fail to report to the office and students whose location cannot be determined will be treated as skipping school and will be subject to detention. Students should only remain in the sick room for one class period and then report back to class or request permission to go home.

4.7 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 Triton Health Office at apossehl@triton.k12.mn.us or reference the board policy #530 at www.triton.k12.mn.us or [linked here](#).

4.8 Medication Administration

In the event that a student needs to take medication during school time, all medications are dispensed from the nurse's office by authorized school personnel. Parents are responsible to see that their children do not take medication on their own during school hours, and use the following procedure.

Prescription Medication will be given with the following requirements:

1. Parents must send a written authorization; specifying name of medication, amount to be given, time to be administered, and reason for its use (see Triton Medication Authorization Form).
2. Medication must be in the appropriate pharmacy labeled container.
3. The physician must sign an authorization form in order for medication to be given at school on a long-term basis (example: Ritalin daily for Attention Deficit). The physician may sign the school form OR sign a form from the doctor's office.
4. In case of an Asthmatic student needing to carry an inhaler, a parent signed, and M.D. signed Triton Medication Authorization Form must be on file. The inhaler must be labeled with the pharmacy label. The student must demonstrate to the nurse they are knowledgeable about their medication use. Forms are available in the High School Office.

4.9 Suicide Prevention Information

The overall health and safety of our students will continue to be our number one priority. Students will have access to the suicide prevention crisis lifelines via phone and text. Students also have tip reporting and assistance available via the district gaggle services.

4.10 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 Dave Hagen at dhagen@triton.k12.mn.us. Pesticide notification takes place in the Triton Times.

4.11 Visitors in Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the Office upon entering the building, with the exception of events open to the public. All visitors will be required to 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.

Please access the link [here](#) to find out additional information from the MN Commissioner of Education on statewide testing practices and procedures.

Consequences of Not Participating in Statewide Assessments

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

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



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

Additional Information

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

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



Statewide Assessment: Parent/Guardian Decision Not to Participate

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

Student Information

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

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

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

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

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

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