

# Student Handbook



**BOLD Elementary School**  
**2018-19**

Dear families and students:

Welcome to the 2018-2019 school year! We believe that a strong partnership between family and school is essential for student success. We hope that this handbook provides you with information you need to partner with us this year.

We also would love your help! All community members are encouraged to volunteer their talents, time and knowledge, to support our school's endeavors, and to assist us in setting and reaching our goals. This handbook contains pertinent information you need to join us on this journey.

Again, on behalf of all the staff of BOLD Elementary, welcome to the beginning of an excellent year!

Sincerely,

Ann Dettmann, Principal  
BOLD Elementary School

“United to achieve excellence and expecting the best -- Be BOLD!”

### USEFUL CONTACT INFORMATION

Secretary: KaySe McNeil	320-365-3551 extension 4100	<a href="mailto:kay.mcneil@bold.k12.mn.us">kay.mcneil@bold.k12.mn.us</a>
Secretary: Julie Gass	320-365-3551 extension 4101	<a href="mailto:julie.gass@bold.k12.mn.us">julie.gass@bold.k12.mn.us</a>
Principal: Ann Dettmann	320-365-3551 extension 4102	<a href="mailto:ann.dettmann@bold.k12.mn.us">ann.dettmann@bold.k12.mn.us</a>
Cafeteria: Margaret Flemming	320-523-1031 extension 4156	<a href="mailto:margaret.flemming@bold.k12.mn.us">margaret.flemming@bold.k12.mn.us</a>
Bus: Superior Transportation	320-523-1224	<a href="mailto:joe@superiortm.com">joe@superiortm.com</a>
District website	<a href="http://www.bold.k12.mn.us">www.bold.k12.mn.us</a>	

### VISION, MISSION, AND BELIEFS

#### DISTRICT VISION STATEMENT

United to achieve excellence and expecting the best – Be BOLD.

#### THE MISSION STATEMENT OF BOLD SCHOOLS

The mission of the BOLD school district is to:

Provide all learners in the BOLD community an education designed to develop the creativity, character, and confidence necessary to flourish in a changing global society.

#### BELIEF STATEMENTS

We believe:

1. in fostering an environment in which all staff, students, parents and community members treat each other with respect and act in an appropriate manner;
2. that education requires effective leadership, high expectations, teamwork, and the responsible utilization of financial resources;
3. that collaboration between the home, the school, and the student has a positive impact on the community;
4. in student accountability;
5. that students excel in an environment in which they feel safe, valued, and respected;
6. that relationships are essential for student success;
7. that the school community should exhibit high moral character at all times.

## Table Of Contents

ARRIVAL	LIBRARY/MEDIA
ATTENDANCE	LOCKERS
BACKGROUND CHECKS	MUSIC LESSONS
BICYCLES	PETS
BIRTHDAY TREATS	PLEDGE OF ALLEGIANCE
BULLYING	PHYSICAL EDUCATION -- EXCUSES
BUS	REPORT CARDS
CAFETERIA	REQUESTING TEACHERS
CALENDAR	SCHOOL PATROL
CLOTHING	SCHOOL SUPPLIES
COLD WEATHER POLICIES	SNACKS
CONFERENCES	SNOW DAYS
DISCIPLINE	SOCIAL SECURITY NUMBER
ELECTRONIC DEVICE USAGE	SPECIAL DAYS AT BOLD ELEMENTARY
EMERGENCY PROCEDURES	VISITING OUR SCHOOL
FIELD TRIPS	VOLUNTEERING
FIRE ALARMS AND FIRE EXTINGUISHERS	WARRIOR WAY
GRADES	WARRIOR WAY MATRIX
HEALTH SERVICES	
INSURANCE	



### ARRIVAL

School patrol begins at 7:55. Students should arrive no earlier than 7:55 a.m. and no later than 8:20 a.m. Students arriving by car should be dropped off at the corner of 9th and Ash Streets or 10th and Ash Streets with the drivers staying in the vehicle. If the driver needs to leave the vehicle, the vehicle should be parked in a parking spot; please do not leave your car in the drop off spot.

Late students should be brought into the office by the parent/guardian so the office staff can discuss the reason for the tardiness with the parent and provide any needed support.

If there is a windchill advisory or windchill warning, the school patrol will not be sent out due to the possibility of frostbite. Any student drop offs should be done to avoid crossing the street since there is no school patrol.

### ATTENDANCE

Minnesota State Law states that every child between the ages of seven and sixteen shall attend school the entire time the schools of the district are in session, unless excused by the Board of Education. At BOLD Elementary, we believe all students should attend school whenever possible. Being at school consistently helps children achieve and succeed.

Students with a prolonged illness will receive homebound instruction if there is a doctor's diagnosis and recommendation; these students may be exempt from absence policies.

#### REPORTING ABSENCES/TARDINESS:

Parents/guardians of students must report student absences or tardiness to the office. There are two ways to do this.

- Call the school office. This can be done any time of day or night. Leave a message if no one answers.
- Send a note to the office prior to the absence. The note should list the date(s) the student will be absent and the reason.

If the office is not told of the absence before 9 am, the office will call home to ensure the safety of students. Absences not reported before the end of the school day will be marked as unexcused absences.

#### EXCUSED AND UNEXCUSED ABSENCES

If a student is absent and the school is not given the reason on that day or prior to the absence, the absence will be unexcused. Also, certain reasons for absence are considered unexcused. An unexcused absence is considered truancy.

#### ABSENCE/TARDY REASONS THAT ARE GENERALLY EXCUSED ABSENCES, WITH SCHOOL NOTIFICATION

1. Student illness up to 15 days per year, with a parent note and/or doctor's note
2. Student illness after the 15<sup>th</sup> day total for the year, with a doctor's note
3. Serious illness in the student's immediate family
4. Death, wake or funeral in the student's immediate family, or of a close friend or relative
5. Medical, dental, orthodontic, or counseling appointments (Please attempt to get these appointments after school, if possible.)
6. Court appearances for family or personal actions
7. Religious instruction not to exceed three hours in any week
8. Physical emergency (fire, flood, storm, etc.)
9. Out of school suspension
10. Family emergencies
11. Impassable road because of weather
12. Observance of religious holiday
13. Pre-approved family vacations

An excused absence may be granted for other reasons if arrangements are made with the office in advance. The principal reserves the right to turn down such requests for excused absences when the number of days the student will be out is excessive or when the student's work is such that the loss of school time is not advisable.

#### ABSENCE/TARDY REASONS THAT ARE GENERALLY UNEXCUSED

1. Oversleeping
2. Missing the bus
3. Student illness more than 15 days total for the year without a doctor's note
4. Absences not reported to the office on the date of the absence
5. Skipping school
6. Family vacations that were not pre-approved
7. Tardies -- 3 unexcused tardies equal one unexcused absence

#### PARTICIPATION IN EVENING AND EXTRA CURRICULAR ACTIVITIES

- Students with unexcused absences and students who were in out of school suspension may not participate in any activity or program that day.
- Students who were out due to medical reasons must present a doctor's note clearing the student for participation that day. The note must be presented to the person in charge of the activity/program before the student participates in the activity or program.

#### RETURNING TO CLASS AFTER TARDINESS OR ABSENCE:

Students must complete work missed when they were absent from class. Students with overdue make-up work will lose class privileges and be withheld from activities until the work is completed. In addition, a student may be asked to stay in during recess or stay after school to finish work that is overdue.

#### BACKGROUND CHECKS See Minnesota State Law, MS 123B.03

Our school district completes background checks on all employees.

#### BICYCLES

Children are allowed to ride their bicycles to school. The school does not assume responsibility for them, except to provide a parking area with bicycle racks.

A child who rides a bike to school is to park it immediately in the racks and not move it again until he/she is ready to go home. It is recommended that locks be used when parking bikes in the bike rack. Bicycles are not to be used on the playground during school hours. Students will walk their bicycles in the bus loading zone when buses are loading and/or unloading.



#### BIRTHDAY TREATS

Each grade level and/or teacher sets the guidelines regarding birthday treats. While we know students enjoy celebrating their birthdays with their friends at school, teachers may regulate which items are permitted due to things such as allergies, mess, or time constraints. Please check with your child's teacher before planning to send a birthday treat.

## BULLYING

Bullying has four parts:

1. Threatening or hurting someone or someone's belongings with actions or words in a way that most people would say is wrong.
2. The threats or hurts are repeated or make a pattern.
3. The person or people who are bullying are or seem to be more powerful than the person or people being bullied
4. The threats or hurts have a big impact on how the person or people being bullied are doing or acting at school.

Bullying is

- Not allowed at school, at school events, or on school transportation.
- Not allowed online anywhere at any time.
- Never tolerated by any of the adults at school.
- Something that adults will watch for and will act on if seen or suspected.
- Something that children need to report to adults.

If it seems that someone might be bullying someone:

- The student that knows about it should fill in the report form, either the paper copy or the online version.
- If a teacher hears about or sees something, he or she may do some investigating, may report it to the principal, or may have the student(s) fill in the report.
- The principal will then start investigating within one day of getting the report. The principal will investigate and will keep notes on what is discovered.

## BUS

### RIDING THE BUS

- Superior Transportation provides transportation for our district. Busing service for students living within the 1-mile limit and outside of the Hazardous Crossing Areas can be arranged for by families contacting Superior Transportation.
- If a student needs to ride a bus that is not his/her regular bus, the student's family must call Superior Transportation to inform them and must send a written note to school listing the change. The family or student should show the note to the classroom teacher and then to the bus driver.

### BEHAVIOR ON THE BUS

Students riding the bus are required to conduct themselves in the Warrior Way, found in the back of this handbook.

When a student does not conduct himself/herself properly on a bus, the bus driver will try to resolve the issue on the bus.

If the issues continue or if the behavior is severe, the bus company will fill out a "Bus Incident Report" and will get this to the principal. The building principal and/or bus company will inform the parents/guardians of the misconduct and request their cooperation in checking the student's behavior.

According to BOLD policy for grades K through 6, the following consequences apply:

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

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

If a student has his/her riding privileges suspended the parents/guardians of the child are responsible for arranging transportation to and from school.

## CAFETERIA

### BEHAVIOR

Students are expected to act the "Warrior Way" in the cafeteria. Please see the table near the end of this handbook. Those choosing not to meet or exceed expectations may have consequences within the cafeteria such as being moved to another table. They also may be referred to the office to meet with the principal regarding the behavior.

### BREAKFAST

Breakfast is available to all students. Students may enter the school beginning at 8 a.m. to have breakfast in the cafeteria each morning.

### MEAL PRICES

- Breakfast:
  - For students who qualify for free/reduced priced meals is free
  - For all other students is \$1.70
- Lunch:
  - For students who qualify for free/reduced priced meals is free
  - For all other students is \$2.50
- Extra costs for breakfast and/or lunch:
  - All students -- including students who qualify for free/reduced priced meals -- must pay for additional milk and/OR juice. The cost is an additional \$.55
  - All grade 5 and 6 students -- including students who qualify for free/reduced priced meals -- must pay an additional \$1.75 if they wish to have an extra entrée.
  - All students -- including students who qualify for free/reduced priced meals-- must pay for additional a la carte items.
  - All students are allowed free seconds on canned fruit, canned vegetables and sliced bread. All other items are to be charged as an a la carte item.
  - Families may contact the office to have the ability to purchase extra items turned off for their child if they wish.
- Milk Break/Snack:
  - Kindergarten students receive milk for free for their milk break.
  - All students in grades 1, 2, and 3 -- including students who qualify for free/reduced lunch -- must pay for milk at milk break.



### PAYING FOR MEALS

Our lunch payment system is a pre-paid system, meaning that meal charging is not allowed. Meals are paid for by depositing money into the family lunch account. Breakfast and lunch costs are taken from the family account daily as are any other meal purchases such as extra milk, extra juice and a la carte items.

It is the responsibility of the parent/guardian to ensure there is sufficient money in the family lunch account before meal time. Funds can be deposited in the family lunch account by bringing cash or a check to the school office or by using our

online payment system. In addition, students may bring cash to pay for their meal(s) that day. When a positive balance exists in a family's food service account at the end of the school year, the balance will be carried over to the family's account for the following school year.

The School Food Service considers a \$10.00 family lunch account balance a "low family balance". Each day that the family account balance is lower than \$10.00 the student will be reminded by the Food Service Clerk that their account is low when they go through the lunch line. Parents/Guardians may call school on any school day to access this information, or it may be found by logging in to the Skyward system. Student lunch account balances are updated daily.

If a family lunch account reaches a negative balance, the following will occur.

- If the family is enrolled in the e-mail system, a low balance notification will be sent.
- A Food Service Clerk will notify the student.
- The student may be given one peanut butter or cheese sandwich and one milk.

An applications for free or reduced meals may be obtained from the school office and is included in the back to school information folder.

If remaining negative balances are outstanding for a period of six months or more, further legal action may be taken. Parents/guardians are responsible for payment of the Food Service account.

#### ALLERGIES AND INTOLERANCE TO FOOD

- If a student is lactose intolerant, a note may be written by the child's parent/guardian stating this. The school is required to provide lactose free milk.
- Students with other dietary restrictions due to medical needs must have a statement from their doctor explaining what substitutions are required and how their special needs affect their diet. The written documentation will be kept on file.
- The Food Service Department is not required to provide substitutions for students unless they have a life-threatening allergy or disability.
- Please call 320-523-1031 extension 4156 with any food service questions.

#### POP IS NOT ALLOWED

Due to state requirements, pop will not be allowed in the cafeteria. Please do not send pop in your child's lunch. Students may purchase milk to have with home lunches if you wish.

#### CALENDAR

The BOLD Schools calendar is available on the website. You also are welcome to ask the office staff to print one for you. This calendar lets you know which days students will not be in session. Also, dates scheduled in case of snow days are on the calendar.

#### CLOTHING

We expect students to wear appropriate clothing and be neat and clean each day. Footwear must be worn each day. Also, children need a pair of tennis shoes for physical education class. These shoes are not to be worn outside as they track dirt and sand into the gym which can be a safety issue.

Please do not wear clothing or hairstyles that:

1. disrupt the learning process within the school



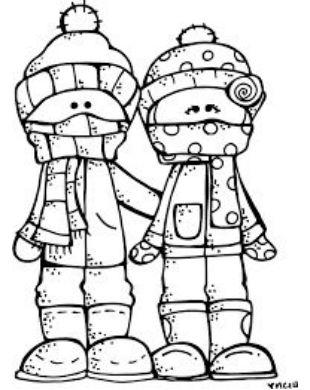
2. create a health or safety hazard to anyone
3. result in undue school maintenance problems, such as shoes that cause excessive floor marking, or
4. show or refer to drugs, alcohol, tobacco, or obscene phrases.

The final decision on what is considered appropriate clothing is at the discretion of the building principal.

### OUTDOOR CLOTHING RULES

Except for extreme weather conditions, children will be outdoors before school and during recess each day. Please be sure that your child is dressed for the weather so he or she is able to enjoy these outdoor times.

- When temperatures are above 50 degrees, including the windchill, students are permitted to wear shorts.
- When it is below 50 degrees, jackets or coats must be worn, along with long pants.
- When it is 40 or below, winter coats are required, along with long pants and/or snow pants.
  - During winter, boots, mittens, hats, and snow pants are a good idea to keep clothing dry and to keep warm.
  - Boots and snow pants will required on snowy or grassy areas. Students without these may be required to be on the tar or the sidewalk.



### COLD WEATHER POLICIES

If the temperature with the wind chill is below zero before school begins, the students will come into the building starting at 7:55 a.m. If the temperature with the wind chill is below zero during recess time, students will stay inside and have recess in the gyms. If medical reasons require a student to stay indoors beyond these policies, the parent/guardian must provide a note from the doctor stating that.

### CONFERENCES

Conferences are scheduled after the first quarter and third quarter. A conference is an excellent way of discussing the progress of your child, problem solving, and celebrating successes. Because the conference is so important, we will reach out and reschedule any missed conferences.

If you have any concerns outside of these scheduled conference times and would like an additional conference, contact your child's teacher, and one will be set up.



### DISCIPLINE

Students need a safe and orderly environment in which to grow and learn. Most of our students recognize this need. We encourage our parents and guardians to emphasize this as well. To provide a safe and orderly school environment for all children, we have adopted these discipline policies.

#### CLASSROOM DISCIPLINE

- All of the classrooms follow the Warrior Way expectations. These will be posted in each classroom and are in the back of this handbook.
- Each teacher establishes a classroom discipline plan with rules and with consequences for students choosing not to follow the rules. Teachers will share this with students and parents in the first week of school.
- Each teacher also has positive rewards, either for individual children or the whole class for good behavior.

## OFFICE REFERRALS FOR DISCIPLINE

Should your child choose to break any major school rules he/she will be sent to the office. These major infractions include damage or theft, fighting, threats, weapons, insubordination, and possession of substances not allowed at school (drugs, alcohol, tobacco). In addition, smaller incidents that are repeated may result in an office referral.

Whenever possible, consequences are specific to the situation. For example, misbehavior during recess may result in missing recess for a few days. Misbehavior in the cafeteria may result in the child eating in the office for a certain number of days.

## ELECTRONIC DEVICE USAGE



We should not see or hear students' cell phones, electronic game systems, iPods, or other personal electronic devices between 8:00 AM and 3:00 PM. While we understand the need for some families to supply their children with cell phones for safety and communication purposes, students must turn cell phones off during the school day. Students needing to use a phone during the school day should ask the teacher to use the classroom phone or come to the office to use a phone. Parents/guardians needing to contact their child during the school day should call the office. Electronics that are seen or heard between 8 and 3 may be confiscated and returned at the discretion of the teacher and/or principal.

## EMERGENCY PROCEDURES

Our school practices a number of emergency procedures throughout the school year to prepare staff and students for the unlikely event of an emergency. These include fire drills, tornado drills, and lockdown drills. We ask that parents/guardians talk to their children regarding the importance of these drills.

## FIELD TRIPS

School sponsored field trips are a privilege, not a right. Those students, who have not exhibited the appropriate behavior and academic progress may not be able to participate. Arrangements will be made for those students to be supervised during the event on school grounds.

Students shall return in the same vehicle taken to the location unless the school employee in charge has granted special permission. This permission will only be granted when a written note from the parent/guardian has been given to school personnel in charge.

## FIRE ALARMS AND FIRE EXTINGUISHERS

Students must not tamper with fire extinguishers or fire alarms. If a student tampers with these safety devices, there will be consequences. In some cases a law enforcement officer may be called in to investigate.

## GRADES

Student grades can be checked by parents and guardians whenever you wish. Here are the steps to see your child's grades in our Skyward management system.

1. Go to the BOLD website at [www.bold.k12.mn.us](http://www.bold.k12.mn.us)
2. Click on the Skyward short cut.



3. Enter the username and password. If you do not know your username and password, call the office for help.
4. At the top left corner, select your student.
5. A menu on the left side of the screen , select “Gradebook.”
6. Click on “Display Options.”
7. Select “Show Assignments” to display scores for each assignment.

### HEALTH SERVICES

Students who become ill during the school day should report to the office. If there is a necessity to go home, the office will inform the parents/guardians. An adult must pick up all students being dismissed before the end of the school day in the office.

MEDICATIONS IN SCHOOL (see Policy 516 on the BOLD website)

Prescription and Over-the-Counter medications are not to be carried by the student (except on a case by case basis, decided by the nurse and parent/guardian). They will be left with the appropriate school district personnel. The administration of medication at school requires a completed request from the student’s parent/guardian and physician’s documentation.

- A written statement from the physician shall be required for prescription and over-the-counter medication to be administered with a medical diagnosis.
- Parent/guardian and physician must fill out a form for over-the-counter medications.
- Administration will review individual cases as appropriate.



### INSURANCE

BOLD Public Schools have arranged with Student Accident Insurance Company for parents/guardians who choose to purchase student accident insurance. Information and registration forms are available in the office. This insurance company also handles insurance for students participating in athletic events. The school does not provide any type of health or accident insurance for student injuries that occur at school.



### LIBRARY/MEDIA

The library plays an important part in the education of each student. To insure that all students have the opportunity to use these materials, certain regulations regarding the circulation of the materials must be followed.

Book check out rules are:

- Books may be checked out for two weeks. They may be renewed for two additional weeks. All books must be brought to the library to be renewed.
- Students are not be allowed to check out materials for someone else.

- There will be no fines imposed for overdue materials. If a student has overdue library materials, a letter will be sent home to the parents. When enough time has passed, the book will be considered lost.
- Lost or damaged books must be paid for at replacement value. A bill will be sent home.

### LOCKERS

Lockers used by the students are to be considered property of the school, and the school reserves the right to inspect them at any time. It is inappropriate for students to enter another student's locker.

### MUSIC LESSONS

Students are not allowed to miss class time for private music lessons. Provisions will be made for students who have lessons during recess and lunch times. Students may be excused for no more than one hour per week for these lessons. These absences need prior approval of the principal. Such absences will not be counted against earning perfect attendance awards.

### PETS

If your child wants to bring his/her pet to school, please contact the teacher and set up a suitable day and time. The parent/guardian should bring the pet to school and take it home.



### PLAYGROUND RULES

The rules for the playground are posted in the matrix, towards the end of this document. In addition to those rules, the following rules are in place for winter:

- Do not throw snow.
- Do not push on the snow hill or anywhere.
- Do not put snow on the slides.
- Do not jump off the snow hill.
- No making of snow tunnels or caves.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is said every morning at BOLD Elementary school. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may let staff know of this wish and then sit or stand silently during the Pledge. The other students and staff members must respect the right to make that choice.

### PHYSICAL EDUCATION -- When student will not participate

Just like all classes, students are expected to participate in physical education class. If a student is ill or injured, a doctor's note must be given to the physical education teacher to exempt the student from participation. If a note is not presented, the student is expected to participate.



www.shutterstock.com - 78424915

### POP

USDA Nutritional Guidelines do not allow schools to serve carbonated beverages throughout the school day. Do not send pop to school with your student. Thank you!

## REPORT CARDS

Report cards are issued four times a year. Report card will be given to parents when they come for a scheduled conference at the end of the 1st and 3rd quarters. Report cards for the 2nd and 4th quarters will be sent home with the students.

Special reports may be sent to parents or guardians at the middle of each marking period for all classes. These reports may be for commendable as well as failing work. Failing reports will also be sent as needed by instructors.

## REQUESTING TEACHERS

Each spring, one of the biggest jobs our staff completes is preparing the class lists for next year. A great deal of thought goes into this lengthy process. Classroom teachers meet several times with the special education teacher, the social worker, the physical education teacher, music teacher, and principal to discuss the placement of students for the following year. Things we feel are very important to consider as we construct those class lists include, but are not limited to:

- A balance of boys and girls
- A blend of all ability levels
- Careful consideration of student personalities and behaviors
- A mixture of students from all classrooms
- Placing students together who work well academically

As you can tell, a great deal of time, thought, and effort goes into the formation of class lists each year. We want you to know that all BOLD Elementary teachers are highly qualified and exceptional teachers with whom you can put your trust.

Most parents/guardians do not put in any teacher requests, but we respect the fact that some parents/guardians may want to contribute their thoughts to the class placement process. For those wishing to contribute thoughts, we ask that you follow the steps below.

1. Stop by the BOLD Elementary Office to pick up a form to complete. This form is short and will ask you to describe your child and the type of learning style your child has. No teacher name should be put on the request. Teaching assignments are not known for next year when forms are due, and teachers may change over the summer.
2. Please complete a separate form for each child. Only these forms will be accepted.
3. Return the form(s) to the BOLD Elementary Office by May 5.

The information on completed forms will be added to the information of the staff to determine placement of each child. Once posted, the class lists are not subject to change.

## SCHOOL PATROL

The School Patrol is an organization of students in the 6<sup>th</sup> grade who help children cross streets safely. Patrol members serve every day that school is in session unless temperatures fall into the frostbite range (-15 degrees F with windchill). The School Patrol members use their flags to help students cross Ash Street. They are on duty from 7:55 -8:15 a.m. and 2:55-3:10 p.m. In the interest of safety, we ask everyone to cooperate with the School Patrol.



### SCHOOL SUPPLIES

School supply lists are available on our website. If you are unable to afford school supplies, contact Tom Kroes for help.

### SNACKS

Teachers decide if snack times will be part of their class schedule and will communicate their expectations regarding type of snacks to bring. There may be restrictions due to preference of the teacher as well as classroom allergies.

### SNOW DAYS

Please do not call the bus service or the school to inquire about a late start or early dismissal. The information is available in several places.



- School closings due to extreme weather will be announced over local radio stations K100, WCCO , KWLM, Q102, K95.3, KDJS, KLGR, KLGR, The River, KDJS, KKLN, KDUZ/KARP, and KNUJ/SAM.
- It will also be on local television stations including KARE 11 TV, WCCO TV, KSTP TV, and KMSP TV.
- Information is also posted to the BOLD web site.
- The school district will also have an automated call sent out. Be sure your phone numbers are updated in Skyward so you receive these important notifications.

### SPECIAL DAYS AT BOLD ELEMENTARY

There are many days that are special at our school. Here are some of them. Be sure to watch the BOLD Times for even more!

- Family Time: This occurs on the last Friday of September through April at 2 pm. Family members are welcome to join us in the big gym as we celebrate some of the great things happening at our school. This event is also streamed live on Facebook and is available on Facebook to watch later for those who cannot attend.
- Winter Concert: Held in December on an evening, students sing for all. The band plays, too!
- Picnic: Each May, family members are invited to eat a picnic lunch at school. The band has a concert the same day!
- Field Day: One day each May is reserved for fun field events for our students.
- Awards Day: The last day of school for students features a morning of awards! This takes the place of May Family Time.

### STATEWIDE TESTING (In compliance with Minnesota Statutes, section 120B.31, subdivision 4a)

#### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

#### Why does participation matter?

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

- Students who do not participate will receive a score of “not proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

What are academic standards?

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

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

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

<p>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> <li>● Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.</li> <li>● Majority of students take the MCA.</li> <li>● MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> <li>● Based on the WIDA English Language Development Standards.</li> <li>● Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li> <li>● Majority of English learners take ACCESS for ELLs.</li> <li>● Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>
---	--

Why are these assessments effective?

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

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

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do. Because test content represents the academic standards as completely as possible, preparing

for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form is posted in the end of this document and on our website, and it includes an area to note the reason for the refusal to participate. Your student's district may require additional information. A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

VISITING OUR SCHOOL

As part of our school security, between 7:30 a.m. and 3:10 p.m., all visitors must enter through the "Main Entrance" doors on the south side of the building and must report to the Principal's office. Visitors will receive a sticker to wear while visiting; the sticker lets all staff members know that the visitor has checked into the office.

Occasionally we have requests to bring other children to visit school. We discourage this type of visit and ask that parents/guardians cooperate. Each child who visits places an added burden on the teacher.

VOLUNTEERING

Volunteers help children succeed. There are opportunities to volunteer at school during the school day, and there are opportunities to do projects in the evenings and even at home. Each fall we send home a sheet with ways you can volunteer. Also, feel free to contact your child's teacher to volunteer. We love volunteers!

WARRIOR WAY

At BOLD Elementary we use the "Warrior Way." This is part of our Positive Behavior Interventions and Support (PBIS) Program. Students are taught the rules in our grid (see following page). These are consistent throughout our school. Students that are showing the Warrior Way can receive tickets that they save up for prizes. Students not meeting expectations receive additional teaching and support to live "The Warrior Way."



## BOLD Elementary School Warrior's Way

	Show Respect	Take Responsibility	Expect the Best	Positive Attitude
Classroom	<ul style="list-style-type: none"> <li>● Be prepared to learn</li> <li>● Move safely and slowly</li> <li>● Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>● Communicate my needs</li> <li>● Meet or exceed expectations</li> </ul>	<ul style="list-style-type: none"> <li>● Be proud of my best work</li> </ul>	<ul style="list-style-type: none"> <li>● Be happy</li> <li>● Be kind</li> <li>● Have a can-do attitude</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>● Wash hands after each bathroom visit</li> <li>● Return directly to class</li> </ul>	<ul style="list-style-type: none"> <li>● Use a quiet voice</li> <li>● Flush the toilet</li> <li>● Remain in my own stall</li> <li>● Give other students their privacy</li> </ul>	<ul style="list-style-type: none"> <li>● Keep the walls and floors clean</li> <li>● Use the bathroom safely</li> <li>● Put paper towels in trash containers</li> </ul>	<ul style="list-style-type: none"> <li>● Be happy</li> <li>● Be kind</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>● Walk in the hallways</li> <li>● Take the most direct route</li> <li>● Carry a pass</li> </ul>	<ul style="list-style-type: none"> <li>● Walk in a single-file line on the right</li> <li>● Turn off my voice</li> <li>● Keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>● Keep my hands and feet away from walls</li> <li>● Pick up litter</li> </ul>	<ul style="list-style-type: none"> <li>● Be happy</li> <li>● Be kind</li> <li>● Smile and acknowledge each other</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>● Take needed items</li> <li>● Eat my own lunch slowly</li> <li>● Stay seated</li> <li>● Walk quietly from table to garbage</li> <li>● Throw items on tray away nicely</li> </ul>	<ul style="list-style-type: none"> <li>● Use expected line and table manners</li> <li>● Talk quietly</li> <li>● Hold my tray towards the server</li> <li>● Say "Thank you!"</li> </ul>	<ul style="list-style-type: none"> <li>● Keep food on my tray</li> <li>● Clean up around my tray and table area</li> <li>● Throw garbage away neatly</li> <li>● Scrape and stack my tray</li> </ul>	<ul style="list-style-type: none"> <li>● Be happy</li> <li>● Be kind</li> <li>● Show appreciation</li> </ul>
Bus	<ul style="list-style-type: none"> <li>● Face forward</li> <li>● Keep my feet out of the aisle</li> <li>● Keep my whole self inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>● Talk quietly</li> <li>● Use kind words and actions</li> <li>● Listen and follow the driver's directions</li> <li>● Sit in my own seat</li> </ul>	<ul style="list-style-type: none"> <li>● Keep my hands, feet and belongings to myself</li> <li>● Leave other people's belongings alone</li> <li>● Keep my feet on the floor during the bus ride</li> <li>● Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>● Be happy</li> <li>● Be kind</li> </ul>
Playground	<ul style="list-style-type: none"> <li>● Play within the boundaries.</li> <li>● Use climbing and all equipment safely.</li> <li>● Line up when the signal is given.</li> </ul>	<ul style="list-style-type: none"> <li>● Play tag on the ground</li> <li>● Follow the playground staff's directions</li> <li>● Include others in games and activities</li> </ul>	<ul style="list-style-type: none"> <li>● Use balls away from the building</li> <li>● Put litter in trash containers</li> <li>● Return balls and equipment to containers</li> </ul>	<ul style="list-style-type: none"> <li>● Be happy</li> <li>● Be kind</li> </ul>



## Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date \_\_\_\_\_

Student's Legal First Name \_\_\_\_\_

Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_

Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_

Grade \_\_\_\_\_

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

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides a Parent/Guardian Guide to Statewide Testing on the MDE website (Students and Families > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will receive a score of "not proficient" and waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

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

Parent/Guardian Signature \_\_\_\_\_

**To be completed by school or district staff only.** Student ID or MARSS Number \_\_\_\_\_