



Student Handbook Policy

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Three Rivers Montessori Student Handbook 2020-21

Welcome

Our goal is to provide Montessori education to the children according to the principals of Dr. Maria Montessori.

- To cultivate the child's own desire to learn by making use of the sensitive periods and the absorbent mind.
- To develop self-discipline in a child by allowing freedom of activity and maturity.
- To educate parents about the Montessori Method.

Dear Parents,

Welcome to Three Rivers Montessori! We are excited that you have enrolled your child in our program. We want you to be a partner in your child's education. We ask that you read the parent handbook and keep it at home for future reference.

The purpose of the parent handbook is to provide an organized source of detailed information specifically related to ways that families can partner with the Three Rivers Montessori School to ensure a high-quality experience for everyone involved in the education of your child. The school has policies concerning the program and the classroom practices. These guidelines have been developed to comply with state licensing standards.

We encourage parents, grandparents, or other family members to visit our classroom, participate in special events, or share special talents with our students. Your child's classmates truly enjoy hearing a story read by someone "new", learning a new song, or just having an extra pair of hands to help them in a craft activity. Try to spend some time in your child's class this year. We think you will enjoy it as much as the children do!

We hope your experience at Three Rivers Montessori is positive and that you will feel secure leaving your child in our care. We invite each family to become actively involved in all aspects of our program. We look forward to working with you!

Sincerely,

TRM Director, Staff and Board Members



Student Handbook

Our Mission

“Empowering students to reach their full potential through authentic Montessori learning”

Our Vision

“Through the Montessori method of education and rich outdoor experiential education, Three Rivers Montessori School educates students to be curious and reflective, skilled and creative, empathetic and compassionate.

TRM commits to continuous learning and self-development in seeking best practices to cultivate student success while holding true to proven Montessori methods.

Arrival/Departure

Children should arrive and be picked up on time. If an emergency occurs, and a parent/guardian cannot pick up their child, contact the office at **TBD**. ***Children can be released only to parents or adults on the Student Information Form unless the instructor is notified by the parent/guardian that there is another arrangement for pick up.***

Birthdays

We will help children celebrate their special day with photographs of each year of their life. If your family does not celebrate birthdays, please let staff know. Please do not bring cake, cookies, cupcakes, or other sugar heavy foods. Please refer to the homemade food and snacks details on page 7.

Clothing

Children should wear comfortable, washable play clothes and shoes. Paint shirts are provided by the program and worn for messy activities. Please label personal items: backpacks, mittens, hats, and boots.

Toilet accidents are minimized when children can easily unbutton or pull down pants. Clothing that is easily managed by children encourages self-help and independence.

Aftercare Program

Parents/guardians are expected to pick up children on time. If you will be late, call the school office to let them know.

- The first late pick up occurrence will result in a warning.
- Additional late pick-ups will result in a fee of \$1.00 per minute. Staff will issue a late pick up invoice at the time of pick up. It is the responsibility of the parent/guardian to pay the staff when they pick up their child or on the child's next school day.
- Continued late pick up may result in termination from the program.
- If parent/guardian has not notified staff of lateness:
 - After 20 minutes emergency phone numbers will be called.
 - If child is not picked up by the time staff are scheduled to leave, police will be phoned for assistance.



Separation

The first days of school can be uncomfortable for some children. It is normal for children to cling to parents and not want to separate. Talk with your child about all the fun things they can do at school. Please talk with staff if you have questions or concerns about separation.

It also helps to talk about what you are planning to do while your child is at school. “While you are at school, I am going to pick up a few groceries. When I come to pick you up I’ll give you a big hug and you can tell me all about your day at school.”

If your child is crying when entering the school, a staff member can come and help with the separation. The children are usually ready to play in a short time. Having your child bring a favorite stuffed animal, family photo or special object in his or her backpack can help this transition.

Attendance

Regular attendance in school is essential to the success of our students. As parents and guardians, you play the most important role in your child’s education. Making sure your child arrives at school every day rested, well fed and ready to learn is a great contribution to your child’s education. Children who are well should be at school every day that school is in session. Students who are ill should not be in school. Generally, children don’t miss more than six days of school a year from illness. If there are chronic health concerns keeping your child out of school, please consult your school’s nurse.

Safety Drills

Staff are sensitive to the potential anxiety children may have during these practices. They plan carefully to make the drill practices a positive experience for the children. Talk with your child’s teacher if you have any questions about these drills.

- Crisis plans are reviewed and updated yearly.
- Drills will be practiced throughout the school year.
- An alarm sounds and/or an overhead announcement is made.
- Everyone in the building participates.

Fire Drill

Staff, children and parents/guardians leave the building through designated exits and gather in a predetermined location.

Lockdown

- No one is allowed to enter or leave the building until an “all clear” is issued.
- If a drill occurs during drop off, keep your child with you in your car until building doors are unlocked.
- In an actual emergency, staff will follow the direction of law enforcement.

Tornado Drill

- Staff, children and parents/guardians move to a designated shelter area.
 - Children and adults sit on the floor with their head and neck covered with their hands.
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Compulsory Education Law.

Under the compulsory education law, students between the ages of seven and 17 are required to receive instruction each year. Children under age seven who are enrolled in kindergarten or a higher grade are also subject to the law. Minnesota statutes, section 120A.22 – Compulsory instruction

Subdivision 1. Parental responsibility. The parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

Subdivision 5. Ages and terms. (a) Every child between seven and 17 years of age must receive instruction unless the child has graduated. Every child under the age of seven who is enrolled in a kindergarten program shall receive instruction. Except as provided in subdivision 6, a parent may withdraw a child under the age of seven from enrollment at any time.

Subdivision 6. Children under seven.

(a) Once a pupil under the age of seven is enrolled in kindergarten or a higher grade in a public school, the pupil is subject to the compulsory attendance provisions of this chapter and section 120A.34.

(b) In a district in which children under seven are subject to compulsory attendance under this subdivision, paragraphs (c) to (e) apply.

(c) A parent or guardian may withdraw the pupil from enrollment in the school for good cause by notifying the district. Good cause includes, but is not limited to, enrollment of the pupil in another school, as defined in subdivision 4, or the immaturity of the child.

(d) When the pupil enrolls, the enrolling official must provide the parent or guardian who enrolls the pupil with a written explanation of the provisions of this subdivision.

(e) A pupil under the age of seven who is withdrawn from enrollment in the public school under paragraph (c) is no longer subject to the compulsory attendance provisions of this chapter.

Absent or Late to School

If your child will be absent, arrive late, or leave early, please call the school office at **TBD**. You can call 24 hours a day and leave a message. If a child is not at school, and the school has not received notice of an absence, by 10:00 a.m. the school will call a parent or guardian. If we don't hear from you by 10 a.m., your child's absence will be recorded as **unexcused**. Absence due to weather concerns will be excused only if reported by a parent or guardian.

Absence Guidelines:

Grades K-8

- A student is considered tardy if he or she arrives up to 60 minutes late.
- A student is considered absent for a half day if he or she arrives more than 60 minutes late up to half of the school day.
- A student is considered absent for a full day if he or she arrives to school and is picked up within 90 minutes.
- A student is considered absent for a full day if he or she misses four or more hours of the school day.

Early Dismissal





Early dismissals are discouraged. Students leaving a few minutes early often miss important last-minute instructions and/or reminders. Interrupting classes to call students to the office also distracts other students and interrupts end of the day classroom routines. Early dismissals should occur only in rare circumstances and requests must go through the school office. Please make every effort to schedule

appointments outside of school hours. * Students leaving within an hour of the end of the school day will be marked as tardy*.

Unexcused Absences and Tardies

Regular attendance is a crucial part of success in school. There are consequences when students are continually absent from school. If a student is absent three days within a single school year; without excuse that student is considered a “continuing truant,” according to state law (section 260A.02). The school is required by law to notify a parent when a child is a “continuing truant” and if the child continues to be truant there may be juvenile court proceedings. Once a child is considered “continuing truant”, parents and guardians are given an opportunity to explain their child’s absences. When an student is absent seven or more days from school within a single school year; or a secondary student is absent from one or more class periods on seven days within a single school year without excuse, that student is considered a “habitual truant,” according to state law (section 260C.007).

Attendance letters will be sent home when absences or tardies become excessive so families can take corrective action and address the issue. If a student will not be attending school due to cold weather or other concerns, a parent or guardian must call the school to report the absence or the student will be counted as absent. Absence due to weather or other concerns will be excused if reported by a parent

or guardian.

Late Arrival/Leaving Early

Students will only be released to persons other than legal parents or guardians if a note is received from the parent/guardian and a valid photo ID is presented - **verbal requests and phone calls cannot be honored**. If a student arrives late or leaves early, parents/guardians must sign their students in or out at the office. Please check in at the office when picking up your child – **do not go directly to your child’s classroom**.

Dropping off Items

If you are dropping off an item such as lunch, homework, or textbooks, go to the office and a school staff member will deliver the item to the classroom, or call the child to the office at an appropriate time.

Cancellation of School

School is canceled only in extraordinary circumstances such as extreme winter weather, equipment failure or public crisis. In regards to extreme winter weather, Three Rivers Montessori will follow the Elk River School District. If Elk River cancels, TRM will as well. School staff, district administration and the School Board are aware of the difficulties created by an abrupt cancellation of school. The district will post information about school closings/delayed start times through a variety of communication vehicles. The quickest ways to learn of cancellations include:

- District email and/or REMIND text notifications.
- District and school social media pages (Facebook), and local television stations.

Weather Questions and Answers

The following questions and answers have been developed in response to common questions about the operation of school on cold days.



How cold does it have to be to close school?

The safety of all our students is our first priority when determining if schools should stay open in extreme winter weather. In making this decision, district officials use the National Weather Service's Release of students: warning system. If the National Weather Service issues a "wind chill warning" stating that exposed skin can become frostbitten in less than 15 minutes, then the district will likely make a

decision to close. If a "wind chill advisory" is in effect, students who are properly dressed for the weather should be able to walk to school or wait for the bus without risking frostbite. The decision to close school is a serious one, and it affects many working families who would have to take a day off of work or find day care on short notice. Some families do not have these options and their children may be left home alone. Often, children are more at risk when we close school.

What if I am concerned about the weather and school is in session?

In cases of extreme winter weather, parents and guardians have the final decision on whether to send their children to school. If school is open, students are expected to attend. However, if parents and guardians feel their children would be in danger, they may choose to keep them home. The absence will be excused if the parent or guardian calls to report it prior to the start of school. If the school is not contacted, the student will not receive an excused absence. Students who are already in school will not be excused if they choose to go home.

Does the district lose money if school is closed?

No. The district does not lose state aid if school closes for weather or other emergencies. State revenue is based on the number of students enrolled in school, not on the number of days in school.

Will elementary students be allowed outside when it is 25 below?

No. The guideline for keeping children inside for recess is 0 degree temperature or 10 degrees below zero wind chill. Accommodations for children with special medical needs can be made with the Health Services office; written documentation from a doctor will be required.

Tips on Appropriate Dress for Cold Weather

- Wear several layers, the layer of air between each piece of clothing acts as extra insulation.
- Wear clothing that insulates, shields and breathes. Wool and polypropylene are good insulators.
- Outer layers should be wind and waterproof.
- Wear wool socks and well-fitting waterproof boots.
- Wear a hat to prevent heat loss.
- In most cases, mittens are warmer than gloves.
- In extreme cold, cover all areas of exposed skin.

What if my morning bus is late? If the school bus is more than 15 minutes late, students should return home and call VISION Bus company at **TBD**

In a School Emergency

During an emergency, or threat of emergency, school officials and law enforcement take specific, planned steps to keep students safe. School and district administration understand that parents and guardians may wish to take their children out of school during these times. Unfortunately, parents' desire to take their child may create situations that further complicate an emergency. If parents or guardians choose to come to school during an emergency, they will not have the kind of access to the school and



their students that they are used to.

Here is what parents should know:

- Parents should refrain from coming to campus during an emergency, unless asked to do so. The school may close the campus and parking lot to everyone except police, emergency workers and school officials.
- The presence of additional people on or near campus makes it more difficult for police, emergency workers and school staff to do their jobs. Parents who do come to school will have to wait until district and law enforcement officials are certain the situation is safe.
- Until all students and the school building are safe and secure, schools generally do not release students.
- If there is an evacuation of school, all students are moved to a secure, safe location away from school under the supervision of teachers and administrative staff.
- Because of the need to maintain order, school staff may not release students even if parents or guardians have told their children to leave. Students are safer under the supervision of school staff than on their own. During an emergency, our district puts a priority on providing accurate, timely information as it becomes available. Information is shared via the district website, school websites, social media (Facebook), e-newsletters, phone calls, and local news media. School closings and instructions to parents will be provided through these outlets. The school office at **TBD** also will provide as much information as possible.

Field Trips

Teachers may schedule field trips during the year to enhance the educational experience. The classroom teacher or school office will communicate information regarding any organized field trip. Parent consent is needed for a student to attend field trips. If a student is not able to attend a field trip, when possible an alternate educational experience will be provided. If you are unable to fund your child's field trip cost, please contact the school office to discuss a possible solution.

Breakfast, Lunch, and Snacks

Good nutrition is an essential part of a good education. It is also critical for proper childhood development. It starts with a good breakfast to give children energy and nutrition for the day. Eating breakfast and lunch makes it easier for students to concentrate on learning, think clearly and be on their best behavior. The cafeteria is an extension of the classroom. Students are expected to behave properly and obey cafeteria staff. Thank you for your patience as we work to develop our food service program.

Homemade Food and Snacks

There may be special occasions for students to share snacks with the class. **Please send only pre-packaged snacks to school for class events**; an ingredient list must be available if needed. **Homemade food cannot be handed out to children.** Schools may serve students only foods obtained from sources approved and inspected by federal, state or local regulatory authority.

Providing Healthy Food Options to Classrooms:

Three Rivers Montessori promotes nutritious choices for any food that students may encounter during the school day, from the cafeteria to the classroom. To meet the goals of the district's wellness policy, parents and guardians should think of healthy options when they want to bring food to a classroom. Ultimately, we want our students to have more choices than just sweets.



Regular exposure to nutrient rich foods makes it easier for children to learn how to make healthy choices. We want to teach children that the healthy

choice is the better choice. Here is a list of suggestions for healthy snacks to provide to TRM'S classrooms. **Check with your child's teacher or the school office before bringing food with nuts or other potential allergens.** Pre-packaged, individual portions of the foods listed below also are great snacking ideas anytime.

- Instead of soft drink/pop: 100 percent juice, low-fat or non-fat plain or flavored milk.
- Fresh fruit assortment.
- Dried fruit and 100 percent fruit snacks.
- Vegetable portions with low-fat dip.
- Whole-grain crackers with cheese.
- Pretzels, popcorn, rice cakes, bread sticks, graham crackers and animal crackers.
- Low-fat pudding, low-fat yogurt.
- Breakfast or granola bars (look for brands low in sugar, too).
- Trail mix or cereal mix (whole-grain, low sugar cereals with dried fruits, etc.).

Staying Healthy and Safe

Make sure your child is immunized. The Minnesota School Immunization Law (MN Statute 121A.15) requires all students to provide proof of childhood immunizations. Please consult with your medical provider with regard to immunizations required before entering kindergarten. Private medical providers may give the immunizations. The Health Service office at your student's school needs proof of the month, day and year your student's immunizations were given. The state law does allow a process for parents or

guardians to file a legal exemption to immunizations for medical reasons or conscientiously held beliefs. The exemption must be notarized and turned into the student's Health Service office at his/her school. Please contact the school office at your student's school if you would like help with the exemption process.

Early Childhood Screening

In Minnesota, all children are required to complete early childhood screening before they enter kindergarten. Ideally, the screening should be completed prior to a child turning four years old, and must be completed before the child attends public kindergarten. Screening is a FREE, simple check of a young child's health and development. It does not determine kindergarten readiness. Screening includes:

- A development assessment.
- Vision and hearing checks.
- Height and weight measurement.
- An immunization and health history review.

Please contact your local school district to schedule your child's early childhood screening.

Is My Child Well Enough for School?

Parents are frequently concerned about when students should stay home from school because of illness. It is important to have a child care plan for the days your child is ill and must stay home from school. Here is some information that can help you decide if your child should stay home:

- If a student has had a fever of 100 degrees or more, the student must stay home for 24



hours after the temperature returns to normal.

- If a student has vomited or had diarrhea, the student must stay home until 24 hours after the last episode.
- If a student has had any rash that may be disease-related or the cause is unknown, check with a family physician before sending the student to school.
- If a student is ill, please call the school daily to report the illness.
- If your student has a chronic health disease that causes the symptoms of fever, vomiting, diarrhea and/or rash please check with the school nurse to discuss parameters for keeping your student home. Remember that a child who is ill with an infectious disease can spread the disease when in contact with others in the family and community.

Frequent handwashing is one of the best ways to limit spread of disease. Set a good example by washing your hands often and helping your child develop good hand washing habits. If you have questions about these guidelines or your child's illness, please call your school nurse or family physician.

Medication

Prescription medication may be given with medical provider and parent permission. Only FDA approved medications can be administered to students through Health Services. Herbal, dietary supplements, essential oils and alternative medications will need to be administered to students outside of the school day at home. All medications administered at school must be provided by the parent or guardian.

1. The parent or guardian shall bring all prescription medicines to the school's front office.
2. If this is not possible, the following procedure must be followed:
 - a. Parent or guardian must count the number of pills in the prescription labeled bottle.
 - b. The parent or guardian must seal the medicine bottle with tape and write the number of pills on the tape, or
 - c. After counting the pills, the parent or guardian must place the prescription labeled bottle of medicine in an envelope, seal it, and write the number of pills on the envelope.
 - d. If the medication is in liquid form, the parent or guardian must draw a line indicating the level of liquid medicine in the bottle.
 - e. Parent or guardian will send the medicine to school with the student, instructing him/her to take the medicine to the front office upon entering school. Parent **MUST** call ahead to let front office know the student is bringing in medicine.
 - f. The front office personnel will count the medicine upon its arrival in the front office; if there is a question, the parent or guardian will be contacted.
3. All discontinued medication must be picked up by the parent or guardian from the front office or it will be disposed of appropriately.

Field Trip Medication Procedures

Schools also follow district procedures for administering medication to students while they are on field trips. School personnel and teachers work together to ensure that students receive regular daily as well as emergency medication if needed while on field trips. For more information on this, please call the school office.

Can my student take medication during an after-school activity?





TRM Health Service personnel are not available to give medications after school hours during activities. Therefore, medications, including inhalers, are not accessible to students or staff after school hours. If students participating in after-school activities anticipate the need to use inhaler medicine before, during or after the activity, they may take their inhalers from the front office at the end of school and return them the following day. Students may also bring their inhalers from home when they return to school for evening activities.

Latex Allergies and Balloons

Because some individuals are allergic to latex, TRM strives to minimize use of latex containing products that commonly cause allergic reactions. Latex, a milky fluid produced by rubber trees, is processed into a wide variety of products, including latex balloons. Balloons are common causes of allergic reactions in persons sensitive to latex. The severity of the reaction depends upon the degree of sensitivity of the person. In rare instances, exposure to latex particles released when a balloon pops can include life-threatening symptoms, such as shock, severe breathing difficulties or loss of blood pressure. Due to possible allergic reaction to latex, most balloons are not allowed in school. However, Mylar balloons, which can be recognized by their silver material, are allowed in school. If you are uncertain of the material in a particular balloon, do not bring it to school. Please notify an administrator or the office staff if your child is allergic to latex.

Pesticide use Notification

Schools that apply pesticides must maintain an estimated schedule of pesticide applications and make the schedule available to parents and guardians for review or copying at each school office. The state law also requires that families be told that the long-term health effect on children from application of pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the school's estimated schedule or for other indoor air quality questions, please contact the TRM office.

Asbestos Notification

TRM will monitor asbestos in the building and respond in a cautious and proactive manner. The district will continue with the on-going Operations and Maintenance (O&M) program including the periodic surveillance of all asbestos containing materials as to ensure that the material remains in good condition and that appropriate precautions are followed whenever the material is disturbed.

Lead in the Water Management Plan

The 2017 Minnesota Legislature passed "Lead in School Drinking Water" legislation that requires districts across the state to test for lead in water used for drinking and food preparation every five years.

Scooters, Skateboards, In-line Skates, and Roller Tennis Shoes

Students may not use in-line skates, roller skates, skateboards or scooters on school property. Students who use any of these to travel to school must not use them once they reach school property. Parents are strongly encouraged to have their children wear a helmet when riding or wearing these items. Students who wear roller shoes (tennis shoes with wheels) cannot use the wheels during the school day or on school property because of the safety hazard they pose to the wearer and to other students. The school is not responsible for lost, stolen or damaged items that are worn or ridden to school. Items that pose a nuisance to the school environment may be confiscated and returned at a later time.

Nuisance and Hazardous Items (toys, electronic devices, etc.)





For health and safety, and to maintain an appropriate environment for learning, the possession or use of items judged by school staff to be hazardous or a nuisance are not allowed on school property and at school-sponsored events. Examples of such items vary by school, but may include, and are not limited to:

- electronic devices
- toys
- trading cards
- or other items deemed disruptive by school staff.

If you have a question about whether an item should be brought to school, contact school administration. The school is not responsible for lost, traded, stolen or damaged items that should not be in school according to this guideline. Items that pose a nuisance may be confiscated and returned at a later time. There may be additional discipline as determined by school administration. Special notice regarding electronic items: With the growing popularity of mobile phones and other electronic devices, parents and guardians should be aware that schools are not responsible for lost, stolen or damaged items – no matter how expensive. *Students who choose to bring these to school do so at their own risk.* Keep in mind that elementary schools do not have lockable lockers, and that any item causing a disruption may be taken away at the teacher's (or other staff member's) discretion to be returned at a later time.

Searching lockers and desks

Student lockers and desks are property of the school and school district and therefore can be searched by school personnel.

Dress Code

In brief, dress and grooming must meet standards of safety, health and decency. Clothing, attire or personal grooming that disrupts the educational process or that violates common standards of decency as they apply to a school setting are not permitted. Upon approval of school administration, head coverings and hats may be worn for special events, medical or religious reasons. For physical education, elementary students must wear tennis shoes. Because of safety concerns slip-on tennis shoes are not permitted. Also, jewelry, accessories and certain other apparel may be prohibited for reasons of safety during physical education as well as lab classes. Elementary students go outside for recess, so in the winter months it is important to dress your child in warm winter wear, such as winter coats, hats, scarves, gloves or mittens, and boots. See "Cold weather questions and answers," on page 5.

Special Education

Special education services are provided for students who have been evaluated and determined as meeting one of the 13 disability categories identified by federal law.

- Developmental delays (birth to age seven).
 - Autism spectrum disorders.
 - Blind/visually impaired.
 - Deaf-blind.
 - Deaf and hard of hearing.
 - Developmental cognitive disabilities mild-moderate.
 - Developmental cognitive disabilities moderate-severe
 - Emotional or behavioral disorders.
 - Other health disabilities.
 - Physically impaired.
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- Specific learning disabilities.
- Speech or language impairments.
- Traumatic brain injury.

The district offers a full continuum of services for students identified as meeting special education criteria. An Individual Education Planning (IEP) meeting is held following a special education evaluation. District staff work with the student's parents/family to determine what goals and objectives are appropriate to meet the child's needs. The team determines what specialized instruction is required and what related services might be appropriate. Students who are identified as having special education needs will receive

instruction from a special education teacher. Some students may require additional support in the area of motor, speech/language, vision or hearing needs.

Section 504

Some students who have a disability may not qualify as being in need of special education services. These students may qualify for support under Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based upon disability. Section 504 is an antidiscrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met. If a student has a mental or physical impairment that may be impacting him in the school setting, parents should contact their child's teacher or principal regarding their concerns.

Parents, Visitors, and Volunteers

Visitors parents, guardians and visiting guests are welcome. For everyone's safety, visitors must sign in with a valid state issued ID at the office, receive and wear a visitor badge at all times. Visitors not displaying a visitor badge will be referred to the office. Upon leaving, we ask that visitors, parents and guardians sign out in the office. Classroom visits by parents and guardians can inform them about the learning materials and strategies used in their child's school. Arrangements should be made with the school in advance as to the date and length of visit. This will ensure that visits are informative for parents and guardians and do not disrupt learning activities, tests, and other classroom schedules and routines.

Volunteers

Volunteers help in a wide variety of ways, both in and out of the classroom. They assist students with reading and math, judge science fairs and other academic competitions, chaperone field trips, perform clerical work, serve on school and district committees, and much more.

- All volunteers are required to complete a volunteer application and a criminal record history release form for each school, and school year before they start their volunteer assignment.
- Volunteers must sign in at the office and wear a volunteer badge at all times.

Procedures for Concerns, Complaints

We hope that your family's experience with Three Rivers Montessori is positive and meets the needs of your child(ren). If you are unhappy, we invite you to express your concerns or complaints. Through experience we have learned that the person best able to address a concern is generally the person closest to it. With that in mind, we suggest that you start at the top of the list below. If you are not satisfied, then move to the next step and so on.



Expressing a concern

- If you have a concern or complaint, please talk first with your child's teacher or coach.
- If your child's teacher or coach is not able to handle the issue, please contact the director
- If you feel the concern was not handled satisfactorily, you may share your concern or complaint with the School Board.

Student Information

Guidelines for use of student photos: TRM staff, volunteers, representatives of the news media and others occasionally photograph, audio and/or video record students (including participants in Community Education activities). The photos, audiotape and videotape may be used in school, district and community newsletters, e-newsletters, newspapers, activity programs, yearbooks, brochures, educational videos, podcasts, websites, social media sites and television, and for other appropriate uses. Parents or

guardians may choose to limit the use of their child's photo.

State and District Test Information

Tests and assessments are one part of the educational program provided by TRM. Students take a variety of tests, from those given by individual teachers, to district and state standardized tests. Each test has a specific purpose designed to give the teacher, student and parent/guardian information about the academic performance and progress of the student. Explained briefly below are a few of the tests given to all TRM students. TRM educators and students are expected to behave in a manner that supports

academic integrity. Staff are expected to follow policies and procedures to maintain test security during classroom testing throughout the year including during standardized testing for which training is provided annually. The student code of conduct for all standardized testing promote ethical test taking procedures expected throughout the year. Students are reminded that they should do their own best work to show what they know and can do. They should not accept help finding answers to test questions, give answers to other students, or tell others what is on the test. There may be consequences if students do not follow directions or if they behave dishonestly or are involved in cheating. Students take standardized tests throughout the school year.

The Minnesota Comprehensive Assessments (MCA) are given to all students in grades 3-8, 10 and 11 in the spring.

The Assessing Comprehension and Communication in English State-to- State for English Language Learners (ACCESS for ELLs) is a test that is given in grades K-12 to students qualifying for language acquisition services in winter.

For students with the most significant cognitive disabilities, alternate assessment(s) are available. Eligibility is based on specific criteria and IEP team determination.

MCA and alternate assessment The Minnesota Comprehensive Assessment (MCA) in reading, mathematics and science help districts and schools measure their student's progress toward proficiency on the state's academic standards. Students take these in the spring and results are mailed home in September. The reading and mathematics test is given in grades 3-8. Science MCAs are given in grades 5.

ACCESS for ELLs and alternate assessment The ACCESS for ELLs is given each year to English learners to monitor their progress in acquiring social and academic English. The test assesses the four language domains of listening, speaking, reading and writing. Test items are derived from five content areas of the English Language Development standards: social and instructional language, language arts, mathematics, science and social studies. Test results are mailed to families in the fall.

Testing tips Here are some general tips on preparing for tests:

- Get a good night's sleep and a nutritious breakfast before taking each test.



- Become familiar with the directions and the test format by taking any practice tests that are available.
- Participate in any school-provided practice tests.
- Provide your child with a clean, quiet study area.
- Encourage your child to read daily. Discuss with your child what he or she is reading.

Ask questions like: 'What was the main point of the book or article? What were some important details that supported the main point?'

- Encourage your child to use math every day. Some common math activities might include: balance a checkbook, figure the miles per gallon of your car, determine the best buy among grocery items, calculate the amount saved when an article in a store is discounted, double a recipe, compute a baseball batting average or football passing rate.

Minnesota Department of Education parent/guardian guide and refusal for student participation in statewide testing The Minnesota Department of Education has published a document that provides information to help parents/guardiansher workload.

