



Student & Family Handbook  
2022 - 2023

***“The child is both the hope and promise for mankind.”  
-Maria Montessori***

Dear Parents and Students,

Welcome to Three Rivers Montessori (TRM)! We are excited to accompany you on your child’s journey in Montessori education.

Parents and guardians, we ask that you read the student/family handbook carefully and keep a physical or electronic copy for reference.

The purpose of the student/family handbook is to provide an organized source of detailed information related explicitly to ways families can partner with TRM to ensure a high-quality experience for their children.

Please also take some time to review the school policies listed on our [website](#) and any correspondence from teachers concerning individual classroom practices. These guidelines have been developed to comply with state licensing standards and the Montessori philosophy.

We invite each family to participate in all aspects of our program actively. Opportunities exist in-classroom volunteer opportunities, involvement with the Board of Directors or subcommittees, and the Parent Committee. We look forward to connecting with you to ensure the long-term success of Three Rivers Montessori!

Sincerely,

*Antonio Kuklok and the TRM Staff*

Three Rivers Montessori Charter School  
17267 Yale St. NW  
Elk River, MN 55330  
763-595-1213  
threeriversmontessori.org

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# Arrival/Departure

**School Hours | 8:10 AM - 2:30 PM**

Children should arrive and be picked up on time. If an emergency occurs and a parent or guardian cannot pick up their child, the guardian should contact the office as soon as possible by calling 763-595-1213. Unless the office is notified of a pick-up change before 1:30 pm, the child's typical routine will be followed (bus or car pick-up).

## Release of a Student

Children can only be released to parents or adults on the [Parent Permission for Child Pickup](#) form unless the office is notified by the parent/guardian that there is another arrangement for pick up. Individuals receiving children should always have a photo ID available for verification. Students will only be released to persons other than legal parents or guardians if an email is obtained from the parent/guardian and a valid photo ID is presented at pick up - verbal requests and phone calls cannot be honored.

## Signing a Student In and Out

Parents/guardians must sign their students in or out at the front desk if a student arrives late or leaves early. There is a computer where you will enter information to sign your child in or out.

## Dropping off Items

If you are dropping off an item such as lunch, clothing, or classroom work, report to the front desk and a school staff member will deliver the item to the classroom at the appropriate time.

## Drop Off Procedures

**Drop off 7:50 am - 8:05 am**

All cars need to arrive at school via HWY 10 utilizing 171st Avenue. Do not use the access road on HWY 10 located on the north side of TRM, 173rd Avenue; this causes unsafe backups on HWY 10 and dramatically slows the drop-off process.

1. **Beginning at 7:50 AM**, cars may enter the drive alley near the playground (turn right off Yale near the lower level lot and follow the drive alley toward the upper-level side door). **Please do not park and walk your child up to the building.**
2. Cars should **utilize both lanes** and pull forward as far as possible.
3. **A TRM staff member will approach your car** to assist your child out of the vehicle and into the building. **Please do not get out of your vehicle.** The only expectation is to help your child with a car seat.
4. Exiting the drive alley: All vehicles should leave the driveway by turning **left onto Yale Street** and heading back toward HWY 10.

Reminder: The bus procedure requires us to close the drive alley at 8:05 am.

## **Drop off beginning at 8:05 am**

If you arrive at 8:05 am, you must park in the upper-level lot and walk your child into the building.

## **Drop off beginning at 8:10 am**

If you arrive at or after 8:10 am, you must park in the upper-level lot, walk your child into the building, and sign in with a TRM staff member.

## **Pick-up Procedures**

### **Pick-up 2:35 pm - 2:55 pm**

#### **Important: Do not arrive before 2:35 pm**

All cars must come to school via HWY 10 and then utilize the road 171st Avenue. Do not use the access road on HWY 10 located on the north side of TRM, 173rd Avenue; this causes unsafe backups on HWY 10 and slows the drop-off process dramatically.

1. After 2:40 pm, you may enter the drive alley. Again, utilize both lanes and pull forward as far as possible.
2. Please have your TRM-provided pick-up sign on your front dashboard or hold it up to make it visible to staff.

A TRM staff member will:

3. Approach your car if needed to ask who you are picking up.
4. Call the classrooms to request your child come to the side door.
5. Walk your child to your vehicle.

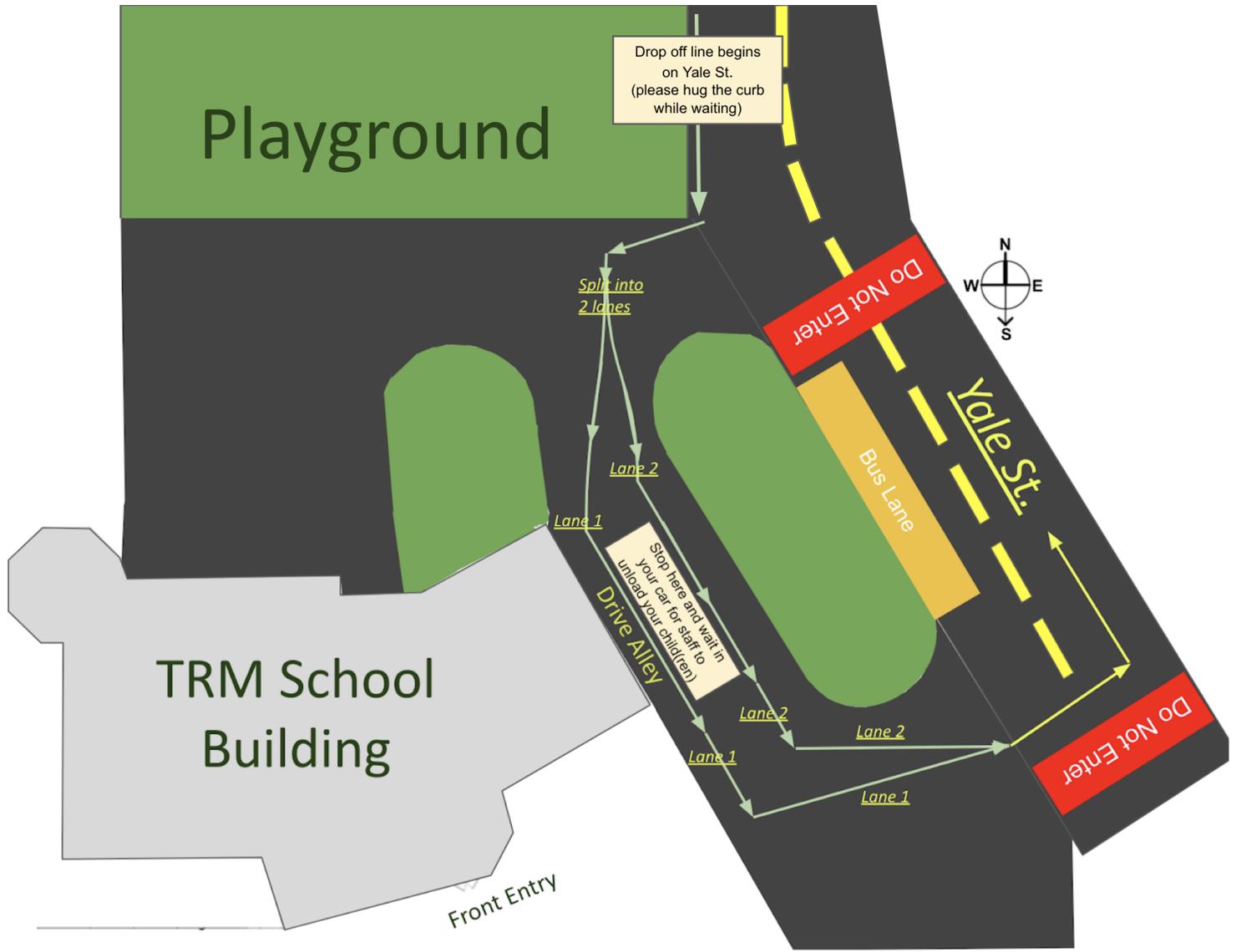
**Please do not get out of your vehicle.** The only exception is to assist your child with a car seat.

### **Pick up after 2:55 p.m.**

Students remaining after 2:55 pm will be held in the front office for pickup. If the authorized individual does not arrive by 3:05, a phone call will be made to the parent/guardian. If there is a further delay or we cannot reach anyone, your child will be placed in our Pathfinders child care program, and you will be charged.

### **Separation on the first day or following a break**

It is usual for children to cling to their parents and not want to separate. Before the child leaves home or on the way to school, you may talk with your child about their favorite things in the classroom, teachers, friends, and lunch. Please speak with your child's teacher if you have questions or concerns about separation so a plan can be formed to support the child.



# Attendance

Attendance Contact: [attendance@threeriversmontessori.org](mailto:attendance@threeriversmontessori.org)

## TRM Attendance Policy

All parents/guardians should review the TRM Attendance Policy.

The TRM Attendance Policy is available on the school's website policy section or printed upon request. Regular attendance is essential to our students. Ensuring your child arrives at school every day rested, well-fed, and ready to learn is an excellent contribution to your child's education.

## Compulsory Education - [MN Statute 120A.22](#)

Under compulsory education law, students between the ages of seven (7) and 17 must receive instruction each year. Children under age seven who are enrolled in kindergarten or a higher grade are also subject to the law.

## Absent or Late to School - Notifying the School

If your child will be absent, arrive late or leave early, please email Operations via the attendance email ([attendance@threeriversmontessori.org](mailto:attendance@threeriversmontessori.org)) as soon as possible. The school will contact a parent or guardian if a child is not at school and has not received notice of an absence by 8:15 am. If we don't hear from you on the **same day** by **9:00 a.m.**, your child's absence will be recorded as **unexcused**.

## Recording Excused Tardies and Absences

- A student is considered tardy if they arrive after 8:00 am until 10:15 a.m.
- A student is considered absent for half a day if they arrive at school any time after 10:15 a.m. or if they leave school before 1:15 p.m.
- A student is considered absent for a full day if they miss three or more hours of the school day.

# Pathfinders Child Care Program

**Before School Care 6:30 am - 7:50 am**

**After School Care 2:30 pm - 6:00 pm**

**Pathfinders Child Care Program Contact:** [pathfinders@threeriversmontessori.org](mailto:pathfinders@threeriversmontessori.org)

## Pathfinders Child Care Handbook

Please see our website for completed details regarding TRM's Pathfinders Child Care Program program. In addition, the handbook (must be signed before the first day of attendance) and online registration is available here: <https://forms.gle/ph7PZE9u5LVyKvjp9>.

## Late Pick-Up Fees

Please communicate with the staff on-site if you anticipate any significant changes in your "usual" schedule. Chronic late pick-ups or extreme lateness can result in other penalties, including exclusion from the program.

When a late pick-up occurs:

- A late pick-up fee of **\$1 per minute** that your child remains at school past **6:05 pm** will automatically apply to your childcare account.
- Families will be contacted by **6:10 pm** to inquire about the late pickup.
- Any child remaining after **6:15 pm** requires staff to call the non-emergency number and notify the police of the failure to pick up the child.

Repeated late pick-ups:

1. The first late pick-up occurrence will result in a warning.
2. Additional late pick-ups will result in a fee of \$1.00 per minute.
3. Continued late pick-up may result in termination from the program.

# Safety Drills

Staff is sensitive to children's potential anxiety during a fire, tornado, and lockdown drills. However, teachers and administrators do their best to make drill practices a positive experience for the children. Please talk with your child's teacher or administration if you have any questions about these drills.

Additional provisions surrounding safety drills:

- Crisis plans are updated and reviewed yearly with staff as well as all new hires
- Drills are practiced throughout the school year: five (5) fire drills, five (5) lockdown drills, and one (1) tornado drill.
- An announcement is made during each drill.
- Everyone in the building participates.

## Fire Drill

Staff, children, and parents/guardians leave the building through designated exits and gather in a predetermined location per the evacuation map. Administration times the evacuation and strives to get quicker the more everyone practices.

## Lockdown Drill

Staff, children, and parents/guardians move to their designated shelter area. No one can enter or leave the building until an "all clear" is issued during a drill. If a drill occurs during drop-off, keep your child with you in your car until building doors are unlocked. In an actual lockdown situation, staff will notify and follow the direction of law enforcement. TRM now implements the A.L.I.C.E. protocols, and additional information on this procedure can be found here:

<https://www.alicetraining.com/our-program/alice-training/k12-education/>

## Tornado Drill

Staff, children, and parents/guardians move to the designated shelter area. Children and adults sit on the floor with their heads and neck covered with their hands.

## In a School Emergency

During an emergency or threat of emergency, school officials and law enforcement take steps to keep students safe. Parents and guardians may wish to take their children out of school during these times. However, they will not have access to the school and their students during an emergency,

Requests for Parents/Guardians During an Emergency:

1. Parents should refrain from coming to campus during an emergency unless asked. The school may close the campus and parking lot to everyone except police, emergency workers, and school officials.
2. The presence of additional people on or near campus makes it more difficult for police, emergency workers, and school staff to do their jobs. In addition, parents who do come to school will have to wait until district and law enforcement officials are confident the situation is safe.
3. In a school evacuation, students are moved to a secure location under the supervision of teachers and administrative staff.

4. Schools do not release students until all students and the school building are safe and secure. During an emergency, TRM prioritizes providing accurate, timely information. Information is shared via text/email, Facebook, website, phone calls, and the local news media.

## **Cancellation of School**

School is canceled only in extraordinary circumstances such as extreme weather, equipment failure, or public crisis. Regarding extreme winter weather, TRM will do its best to follow the Elk River School District. If the Elk River School District (ISD728) cancels or delays school, TRM will also. School staff, district administration, and the School Board are aware of the difficulties created by the abrupt school cancellation. The district will post information about school closings/delayed start times through various communication vehicles. The quickest ways to learn about cancellations include:

1. TRM text and email notifications
2. TRM Facebook Page
3. Local television stations

## **Cold Weather**

Our first priority is the safety of all our students 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, the district will likely decide 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, affecting 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 the school.

### **Parent Determination of Attendance Related to Cold Weather**

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 before the start of school. The student will not receive an excused absence if the school is not contacted. Students already in school will not be excused if they choose to go home.

### **Guideline for Recess in Cold Weather**

The guideline for keeping children indoors for recess is 0 degrees or 10 degrees below zero wind chill. Accommodations for children with special medical needs can be made with administrative approval. Written documentation from a doctor will be required.

### **Cold Weather Clothing Recommendations:**

1. Wear several layers, the layer of air between each piece of clothing acts as extra insulation.

2. Wear clothing that insulates, shields, and breathes. Wool and polypropylene are good insulators.
3. Outer layers should be wind and waterproof.
4. Wear wool socks and well-fitting waterproof boots.
5. Wear a hat to prevent heat loss.
6. In most cases, mittens are warmer than gloves.
7. In extreme cold, cover all areas of exposed skin.

## School Bus Delays

If the school bus is more than 15 minutes late, students should return home and call Vision Transportation at 763-441-4420.

## Clothing

Children should wear weather-appropriate, comfortable, washable play clothes and shoes. Paint shirts are provided by the school and worn for messy activities.

**Please label personal items:** backpacks, mittens, hats, and boots.

Toilet accidents are minimized when children can quickly unbutton or pull down pants. In addition, clothing that children easily manage encourages self-help and independence.

## Field Trips

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

## School Nutrition

### Meal Plan Fees

School meals are an essential part of each child's school day. TRM partners with Lisa's Catering, a local company, to provide breakfast and lunch daily. Meals can be purchased as follows: \$2 for breakfast and \$4 for lunch (\$5 for gluten-free/vegetarian). We know that the costs can seem high, but please know that the cost of breakfast and lunch is directly related to the fees we pay Lisa's catering, and no profit is made on any meals. We encourage every family to fill out a free and reduced lunch application as this supports the school financially beyond meal reimbursements.

**Meal Plan Contact:** [foodservices@threeriversmontessori.org](mailto:foodservices@threeriversmontessori.org)

### Breakfast and Lunch

Good nutrition is an essential part of a good education. Eating breakfast and lunch makes it easier for students to concentrate on learning, think clearly, and make choices. TRM caters to Lisa's kitchen and provides a hot, cold, and vegetarian option for school lunch.

## Free & Reduced Lunch

TRM asks all families to complete the **Application for Educational Benefits** each school year regardless of socioeconomic status: [Application for Educational Benefits](#)

## Ordering Lunch

Families must denote their lunch order each month by utilizing the menu and order form on the TRM website: [Lunch Menu and Order Form](#).

## Homemade Foods 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 from sources approved and inspected by federal, state, or local regulatory authorities.

Three Rivers Montessori promotes nutritious choices for any food students may encounter during the school day. Regular exposure to nutrient-rich foods makes it easier for children to learn how to make healthy choices. We want to teach children that a healthy choice is the better choice. **Check with your child's teacher or the school office before bringing food with nuts or other potential allergens.**

- Instead of soft drink/pop: 100 percent juice, low-fat or non-fat plain or flavored milk

## Birthdays

Each classroom has unique birthday celebration traditions! Please inform your student's teacher if your family does not celebrate birthdays. Also, please do not bring cake, cookies, cupcakes, or other sugar-heavy foods unless otherwise approved by the classroom teacher.

# Health & Wellness

## Immunization

The Minnesota School Immunization Law (MN Statute 121A.15) requires all students to provide proof of childhood immunizations or for the parent/guardian to sign and notarize the exemption form. Please consult with your medical provider about the immunizations required before entering kindergarten. Private medical providers may give the immunizations. In addition, the administration needs proof of the month, day, and year your student's immunizations were given.

State law does allow a process for parents or guardians to file a legal exemption to immunizations for medical reasons or conscientiously held beliefs. However, the exemption must be notarized and turned in to the school.

## Early Childhood Screenings

In Minnesota, all children must complete early childhood screening before entering kindergarten. Ideally, the screening should be completed before a child turns four years old and must be met 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:

1. A development assessment
2. Vision and hearing checks
3. Height and weight measurement
4. An immunization and health history review

## Illness and Staying Home from School

Parents are frequently concerned about when students should stay home from school because of illness. Having a child care plan is important for the days your child is ill and must stay home from school.

Your student should remain at home in the following circumstances:

1. 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 without the use of medication.
2. If a student vomited or had diarrhea, the student must stay home until 24 hours after the last episode.
3. 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.
4. If a student is ill, please call the school daily to report the illness.
5. If your student has a chronic health disease that causes fever, vomiting, diarrhea, or rash symptoms, please check with the school nurse to discuss the 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.

## Handwashing

Frequent handwashing is one of the best ways to limit the 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 and over-the-counter medication may be given with medical provider and parent permission. Only FDA-approved drugs can be administered to students through TRM. Herbal, dietary supplements, essential oils, and alternative medications will need to be administered to students outside of the school day at home. The parent or guardian must provide all drugs to be administered at school.

To provide medication to be administered at school:

1. Complete the Medication Administration Form, which is available in the front office.
2. The parent or guardian shall bring all prescription medicines to the school's front desk.

3. The parent or guardian provides an updated Medication Administration Form when applicable.
4. The parent or guardian picks up all discontinued medication 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 on field trips. In addition, school personnel and teachers work together to ensure that students receive regular daily and emergency medication if needed while on field trips. For more information on this, please call the school office.

## **Latex Allergies**

Because some individuals are allergic to latex, TRM strives to minimize the use of latex-containing products that commonly cause allergic reactions. Latex, a milky fluid produced by rubber trees, is processed into various products, including latex balloons. Balloons are common causes of allergic reactions in persons sensitive to latex. The severity of the response 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 reactions to latex, most balloons are not allowed in school. However, Mylar balloons, which their silver material can recognize, are permitted 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 applying pesticides or the class of chemicals they belong to may not be fully understood. If you would like to be notified before pesticide applications are 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**

TRM will monitor asbestos in the building and respond cautiously and proactively. The district will continue with the ongoing Operations and Maintenance program, including the periodic surveillance of all asbestos-containing materials 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.

# School Guidelines

## 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 utilize 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 helmets when riding or wearing these items. Students who wear roller shoes (tennis shoes with wheels) cannot use them during the school day or on school property because of the safety hazard they pose to the wearer and other students. The school is not responsible for lost, stolen, or damaged items 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 things vary by school but may include and are not limited to:

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

**Contact school administration if you have a question about whether an item should be brought to school.** According to this guideline, the school is not responsible for lost, traded, stolen, or damaged items that should not be in school. Items that pose a nuisance may be confiscated and returned later. There may be additional discipline as determined by the 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 bring these items to school do so at their own risk.* Also, keep in mind that elementary schools do not have lockable lockers. Therefore, any item causing disruption may be taken away at the teacher's (or other staff member's) discretion to be returned later.

## Dress Code

In brief, dress and grooming must meet safety, health, and decency standards. Clothing, attire, or personal grooming that disrupts the educational process or violates common standards of decency as they apply to a school setting are not permitted.

For physical education, elementary students must wear closed-toed tennis shoes. Also, jewelry, accessories, and other apparel may be prohibited for safety during physical education and lab classes.

Elementary students go outside daily for recess. Therefore, it is essential to dress your child in warm winter wear, such as winter coats, hats, scarves, gloves or mittens, and boots in the winter months.

## Special Education

Special education services are provided for students 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
- Specific learning disabilities
- Speech or language impairments
- Traumatic brain injury

TRM offers a full continuum of services for students who meet 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 the appropriate goals and objectives to meet the child's needs. The team determines what specialized instruction is required and what related services might be right. Students identified as having special education needs will receive instruction from a special education teacher. Some students may require additional support in motor, speech/language, social work, vision, hearing, or other areas of need.

## Section 504

Some students who have a disability may not qualify as needing special education services. However, these students may be eligible for support under Section 504 of the Rehabilitation Act of 1973, prohibiting discrimination based upon disability. Section 504 is an anti-discrimination 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. Parents should contact their child's teacher or principal regarding their concerns if a student has a mental or physical impairment that may impact him in the school setting.

## Visitation

For the safety of all students and staff at TRM, visitors must sign in with a valid state-issued ID at the front desk. Likewise, visitors must sign out at the front desk upon leaving.

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 regarding the date and length of the 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 are what make TRM possible for the Elk River community area! Volunteers may assist students with reading or other academic subjects in the classroom, present on a topic, chaperone field trips, perform clerical duties, and more.

TRM also welcomes volunteers to the School Board, board sub-committees, and the Parent Committee. Please see the TRM website for additional information:

<https://threeriversmontessori.org/board-%26-meeting-schedule>

## Background Checks

**All volunteers must complete a background check through Three Rivers Montessori at their own cost of \$20. This cost covers your background check requirement for three (3) years.**

*Please note that Three Rivers Montessori conducts background checks of potential and current employees, volunteers, contracted workers performing service on school grounds, and Board members in accordance with state and federal laws, including, but not limited to, Minnesota Statutes, section 123B.03 (as amended), Minnesota Statutes, Chapter 364 (as amended), and the Fair Credit Reporting Act. All such individuals are required to complete a background authorization form truthfully. The failure to complete a background authorization form or the submission of any false or misleading information in an applicant's background check documents or application may result in the denial of an application for employment or volunteer status, as well as discipline, including, but not limited to, immediate dismissal from the School.*

*Appointment to a position is contingent upon a complete and acceptable background check. The results shall be used to assess the employee's suitability for employment. Individuals will be notified if they cannot be on-site due to the background check.*

*To the extent permitted by law, TRM may accept background checks done by outside companies or contractor firms if the background check complies with TRM's requirements and the background check is shared with TRM. Otherwise, a separate background check may be required.*

## Concerns & Complaints Procedure

TRM invites you to express your concerns or complaints. Through experience, we have learned that the person best able to address a problem is generally the person closest to the situation. With that in mind, we ask 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

1. If you have a concern or complaint, please talk with your child's teacher first.
2. If your child's teacher cannot handle the issue, please contact the Executive Director.
3. If you feel the concern was not handled to your satisfaction after administration has been contacted and follow-up has been completed. In that case, you may share your concern or complaint with the School Board.

## Student Photographs & Videos

TRM staff occasionally photographs, audio, and video record students. These items may be used in school newsletters, e-newsletters, social media posts, yearbooks, educational videos, the school's website, and other appropriate uses. Parents or guardians may limit their child's photo use by completing the **Photo Release Form** found in the student's enrollment packet or available at the front office.

## State & District Testing

Assessments are one part of the educational program provided by TRM. Students take a variety of assessments from those given by individual teachers to district and state standardized tests, including FastBridge math and reading growth, the MEFS to assess Executive Functioning skills, and the MCAs for Reading and Math (3rd-6th grade) as well as 5th grade Science.

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 are explained briefly below.

**Testing dates for the 2022-2023 school year:** [TRM Testing Schedule](#)

### FastBridge

TRM utilizes FastBridge to monitor every student's academic growth during the school year. FastBridge testing helps staff identify which individual students are meeting the academic standards per the child's grade level (on track) and those children who may need supplemental interventions and instructional support to meet educational goals.

Progress monitoring may also be used as an additional resource within FastBridge to set goals for learning growth. By utilizing progress monitoring, teachers can quickly and frequently assess each student's academic performance, get a precise measure of improvement and determine the effectiveness of the instruction.

Kindergartners and 1st graders take earlyReading and earlyMath; 2nd through 6th graders take aReading/aMath.

### Executive Functioning

TRM administers tests of executive functioning to assess the whole child. Skills such as attention, inhibitory control, working memory, and organization and planning are assessed using the MEFS (Minnesota Executive Function Scale). TRM believes assessing these skills

leads to a better understanding of how the child functions in the classroom and helps determine what additional support may be needed to lead to further academic success.

The Executive Functioning assessment is administered twice a year for all students K-6.

## **Minnesota Comprehensive Assessments (MCAs)**

The Minnesota Comprehensive Assessments (MCAs) are given to all students in grades 3-8, 10, and 11 in the spring. The MCAs in reading, mathematics, and science help districts and schools measure student progress toward proficiency on the state's academic standards. Students take these in the spring, and the results are mailed home in September.

The reading and mathematics test is given in grades 3-8. Science MCAs are given in grades 5 and 8.

## **ACCESS for ELLs**

The Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs) is a test given in grades K-12 to students qualifying for language acquisition services in winter. The ACCESS for ELLs is presented yearly to English learners to monitor their progress in acquiring social and academic English. The test assesses the four language domains: 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.

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

## **Testing Tips for Students**

Here are some general tips on preparing for tests:

- Get a good night's sleep and eat a nutritious breakfast before taking each test
- Become familiar with the directions and the test format by taking any available practice tests.
- Participate in any school-provided practice tests.
- Design an uncluttered, quiet study area.

## **How Adults Can Support Student Academic Success**

1. Encourage your child to read daily. Discuss with your child what they are reading.
2. Ask questions like: "What was the book's main point or article?" "What were some important details that supported the main point?"
3. Encourage your child to use math every day. Some everyday math activities might include: determining the best buy among grocery items, calculating the amount saved when an article in a store is discounted, doubling a recipe, compute a baseball batting average or football passing rate.

## **Conduct for Testing**

TRM educators and students are expected to behave to support academic integrity. Staff is 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 promotes ethical test-taking procedures expected throughout the year. Students are reminded to do their 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 behave dishonestly, or are involved in cheating.