



Student Handbook  
2021-2022

*“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 parent handbook carefully and keep a physical or electronic copy for reference.

The purpose of the student/parent handbook is to provide an organized source of detailed information specifically related 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 become actively involved in all aspects of our program. 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,

*The TRM Board of Directors*

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 | 8:00AM - 2:30PM**

Children should arrive and be picked up on time. If an emergency occurs, and a parent/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

If a student arrives late or leaves early, parents/guardians must **sign their students in or out at the front desk.**

## 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 7:40 a.m. - 7:55 a.m**

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 northside of TRM, 173rd Avenue; this causes unsafe backups on HWY 10 and dramatically slows the drop-off process.

1. **Beginning at 7:40 AM:** Cars may enter the drive alley near the playground (turn right off of Yale near the lower level lot and follow the drive alley up 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 assist your child with a car seat.
4. Exiting the drive alley: All vehicles should leave the driveway by turning left onto Yale Street heading back toward HWY 10.

Reminder: The bus procedure requires us to close the drive alley at 7:55am.

## **Drop off after 7:55 a.m.**

If you arrive after 7:55 am, you need to park in the upper-level lot walk your child into the building.

## **Drop off after 8:00 am**

If you arrive after 7:55 am, you need to 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 2:40 p.m. - 2:55 p.m**

**Important: Do not arrive before 2:40 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 northside 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. 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.**

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

It is normal for children to cling to parents and not want to separate. Before the child leaves the 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 talk 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 in school is essential to the success of our students. As parents and guardians, you play the most crucial role in your child's education. Making sure your child arrives at school every day rested, well-fed, and ready to learn is an excellent 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.

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

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.

## Absent or Late to School - Notifying the School

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

## Recording Excused Tardies and Absences

- A student is considered **tardy** if they arrive after the start of the school day until 10:15 a.m.
- A student is considered **absent for a half-day** if they miss more than 60 minutes but less than 4 hours of the day.
- A student is considered **absent for a full day** if they miss more than 4 hours of the day.

# Extend Child Care Program

Before School Care 6:30 am - 7:40 am

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

Extend Child Care Program Contact: [beforeandaftercare@threeriversmontessori.org](mailto:beforeandaftercare@threeriversmontessori.org)

## Extend Child Care Handbook

Please see our website for full details regarding the before and after care program at TRM. The handbook (must be signed before the first day of attendance) and registration information are available here: <https://threeriversmontessori.org/before-and-after-care>.

## Late Pick-Up Fees

The after school care program ends at 6:00 p.m. A late pick-up fee of \$1 per minute that your child remains at school past 6:05 p.m. will be automatically applied to your childcare account. Please communicate with the staff on-site if you anticipate any major changes in your "usual" schedule. Chronic late pick-ups or extreme lateness can result in other penalties, including exclusion from the program.

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.
4. If parent/guardian has not notified staff of lateness:
  - At 6:05pm the parent/guardian(s) will be called followed by the emergency contacts for the student.
  - If the staff member cannot reach any parents, guardians or emergency contacts regarding the child's pick up by 6:15pm, police will be called.

## **Safety Drills**

Staff are sensitive to the potential anxiety children may have during fire, tornado and lockdown drills. Teachers and administrators 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 will be practiced throughout the school year: 5 fire drills, 5 lockdown drills and one 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.

### **Lockdown Drill**

No one can 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 lockdown situation, staff will notify and 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 heads and neck covered with their hands.

### **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 access to the school and their students during a typical school day.



## Requests for Parents/Guardians During an Emergency:

1. 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.
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. Until all students and the school building are safe and secure, Schools generally do not release students. This is because students are safer under the supervision of school staff than on their own. During an emergency, TRM prioritizes providing accurate, timely information as it becomes available. 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 winter weather, equipment failure or public crisis. In regards to extreme winter weather, TRM will follow the Elk River School District. If the Elk River School District (ISD728) cancels or delays school, 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:

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

## Cold Weather

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.

### 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 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.

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

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 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 easily unbutton or pull down pants. Clothing that is easily managed by children 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 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.

## **School Nutrition**

**Lunch Contact:** [lunch@threeriversmontessori.org](mailto:lunch@threeriversmontessori.org)

## Breakfast and Lunch

Good nutrition is an essential part of a good education. It is also critical for proper childhood development. Eating breakfast and lunch makes it easier for students to concentrate on learning, think clearly and make appropriate choices.

*Breakfast and lunch are provided free of charge for the 2021-2022 school year. Items are catered and served in classrooms.*

## 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 are required to order lunch 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 obtained from sources approved and inspected by federal, state or local regulatory authority.

Three Rivers Montessori promotes nutritious choices for any food that 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 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

## Birthdays

Each classroom has unique birthday celebration traditions! If your family does not celebrate birthdays, please inform your student's teacher. 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 the parent/guardian signed and notarized exemption form. Please consult with your medical provider with regard to immunizations required before entering

kindergarten. Private medical providers may give the immunizations. 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. The exemption must be notarized and turned into the school.

## **Early Childhood Screenings**

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:

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. It is important to have a child care plan 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.
2. If a student has 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 the symptoms of fever, vomiting, diarrhea 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.

## **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 medication may be given with medical provider and parent permission. Only FDA approved medications 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. All medications administered at school must be provided by the parent or guardian.

The parent or guardian shall bring all prescription medicines to the school's front desk and complete the **Medication Administration Form**.

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.

## Medication Administration Before or After School Hours

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

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 reactions 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

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 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 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.** 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 choose to bring these items to school do so at their own risk.* Also, keep in mind that elementary schools do not have lockable lockers. Any item causing disruption may be taken away at the teacher's (or other staff member's) discretion to be returned later.

## Searching lockers and desks

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

## 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.

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 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 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
- 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 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 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 being in need of 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. 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.

## **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. Upon leaving, visitors, parents and guardians must also sign out at the front desk.

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 are what make TRM possible for the Elk River community area!

In the classroom, volunteers may assist students with reading or other academic subjects, present on a topic, chaperone field trips, perform clerical duties and more.

TRM also welcomes volunteers to the School Board, board sub-committees and/or the Parent Volunteer Committee.

Please see the TRM website for additional information:  
<https://threeriversmontessori.org/board-%26-meeting-schedule>

Note: All volunteers are required to complete a background check through Three Rivers Montessori.



# 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 concern 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 first with your child's teacher first.
2. If your child's teacher is not able to handle the issue, please contact the School Leader
3. If you feel the concern was not handled satisfactorily after administration has been contacted and follow-up has been completed, you may share your concern or complaint with the School Board.

# Student Photographs & Videos

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

# 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 2021-2022 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 academic 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 the academic performance of each student, get a clear 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 as a means of assessing 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 the assessment of 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 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 that is given in grades K-12 to students qualifying for language acquisition services in winter. 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.

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 main point of the book 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 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 promotes 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 behave dishonestly, or are involved in cheating.