



Date: August 11, 2025

To: Dr. Jon Graff  
Saint Peter School Board

From: Darin Doherty

Re: Student/Parent Handbook Revision for  
2025-26 SY

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In preparation for the 2025–2026 school year, North Elementary has made several targeted updates to the Student/Guardian Handbook to improve clarity, align with district policies, and support safe and consistent expectations for students, families, and visitors. Below is a summary of the key changes:

### **Handbook Revisions:**

**1. Page 9 – Volunteer Background Checks:**

Language was added to clarify that if parents, guardians, or community members wish to volunteer regularly during the school day or at school-sponsored activities, a background check will be required.

**2. Page 9 – Visitor Check-In Procedures:**

Visitors are now required to sign in at the front office via Door 1 during instructional hours (8:00 a.m. – 3:00 p.m.), present a valid state-issued ID, and wear a provided name badge before entering the main building.

**3. Page 15 – Daily Attendance Tracking:**

A new section details North Elementary's attendance procedures. Attendance is taken between 8:00 and 8:15 a.m. Students arriving between 8:00 a.m. and 8:15 a.m. will be marked tardy. Students arriving after 8:15 a.m. will be marked absent. All attendance is based on total instructional minutes missed, including early pickups and late arrivals.

**4. Page 17 – Student Expectations at High School Athletic Events:**

We have clarified expectations for elementary students attending St. Peter High School athletic events. Students are expected to attend with an adult and behave according to the same behavioral expectations in place during the school day. Students who do not meet these expectations may be asked to leave or stay with their accompanying adult.

**5. Page 17 – Building-Wide Student Assessments:**

A new section was added describing the assessment practices in place at North Elementary. All students in grades 2 through 4 participate in fall, winter, and spring screening assessments to monitor progress in reading, math, and social-emotional learning. In addition to these screeners, curriculum-based measures (CBMs) are administered in reading fluency, phonics and morphology knowledge, and math fluency during each of the three assessment windows. These tools allow educators to identify students in need of additional support or enrichment and to adjust instruction accordingly. Students in grades 3 and 4 also participate in the Minnesota Comprehensive Assessments (MCA) for reading and math in the spring. Parents and guardians who wish to opt their child out of MCA testing may do so using the official form provided by the Minnesota Department of Education, with a link included in the handbook. For students

who receive services through an Individualized Education Program (IEP), decisions about assessment participation and accommodations are made in consultation with the IEP team.

6. **Appendix - Policy:** The appendix has been expanded to include additional district policies as required or recommended.

These changes aim to enhance communication, safety, and clarity for our North Elementary community. Please review the [updated handbook](#) and reach out if you have any questions.