



**Math and Science Academy
Student and Parent Handbook 2024-2025**

Table of Contents

NOTICE OF COPYRIGHT	5
Introduction	5
PART I – INFORMATION	11
Arrival and Dismissal Hours	11
Calendar	11
Class Schedules	11
Complaints	11
Eighteen-Year-Old Students	12
Employment Background Checks [*]	12
Equal Access to School Facilities	12
Fees [*]	13
Fundraising	13
Gifts to Employees	13
Graduation Ceremony	14
Interviews of Students by Outside Agencies	14
Lunch	14
Messages to Students	14
Nondiscrimination [*]	14
Parent and Teacher Conferences	15
Parent Volunteers	15
Pledge of Allegiance [*]	15
School Activities	15
School Closing Procedures	16
Searches	16
Lockers and Personal Possessions Within a Locker [*].....	16
Desks.....	17
Personal Possessions and Student’s Person.....	17
Vehicles on Campus [**].....	17
Patrols and Inspections.....	17
Search of the Interior of a Student’s Motor Vehicle.....	17
Student Publications and Materials	17
Distribution of Non School-Sponsored Materials on School Premises [**].....	18
School-Sponsored Student Media.....	18
Student Records [*]	19
Student Surveys [*]	19
Transportation of Public School Students	19

[*] Notice required by statute

[**] Notice required by policy

Extracurricular Transportation.....	19
Video and Audio Recording.....	20
School Buses.....	20
Places Other Than Buses.....	20
PART II — ACADEMICS.....	21
Alternative Educational Opportunities.....	21
Cheating and Plagiarism.....	21
Early Graduation.....	21
Extended School Year Opportunities.....	21
Field Trips.....	21
Grades.....	22
Graduation Requirements [*].....	22
Minnesota Academic Standards.....	23
Math and Science Academy Required and Elective Standards.....	23
Homework.....	24
Promotion and Retention.....	24
Postsecondary Enrollment Options.....	24
Parent Right to Know [*].....	24
PART III — RULES AND DISCIPLINE.....	26
Attendance [**].....	26
Bullying Prohibition [*].....	26
Buses – Conduct on School Buses and Consequences for Misbehavior [**].....	26
Cell Phones and Other Electronic Communication Devices.....	27
Discipline [*].....	27
Dress and Appearance.....	28
Drug-Free School and Workplace.....	28
Harassment and Violence Prohibition [*].....	28
Hazing Prohibition [*].....	29
Internet Acceptable Use.....	29
Parking on School District Property.....	30
Students.....	30
Visitors.....	30
Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [**].....	30
Vandalism.....	31
Weapons Prohibition.....	31
PART IV — HEALTH AND SAFETY.....	32
Accidents.....	32

[*] Notice required by statute

[**] Notice required by policy

Asbestos Management Plan [*]	32
Crisis Management	32
Emergency Contact Information	32
Health Information	32
First Aid.....	32
Communicable Diseases.....	33
Health Service.....	33
Immunizations.....	33
Medications at School During the School Day.....	34
Suicide Prevention Information	34
Pesticide Application Notice [*]	34
Safety	34
Visitors in Math and Science Academy Buildings	35
APPENDIXES	35
1. Math and Science Academy Policy Cross Reference Table.....	36
2. Student Records [*] [Note: See Policy 515].....	36
3. Student Surveys [*] [Note: Policy 520].....	39
4. Student Discipline [*] [Note: See Policy 506].....	42
5. Student Attendance [**] [Note: See Policy 503].....	69
6. Bullying Prohibition [*] [Note: See Policy 514].....	78
7. Harassment and Violence Prohibition [*] [See Policy 413].....	88
8. Hazing Prohibition [*] [Note: See Policy 526].....	99
9. Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [**] [Note: See Policy 419].....	105
10. Parent/Guardian Refusal for Student Participation in Statewide Assessments [*].....	109

[*] Notice required by statute
 [**] Notice required by policy

NOTICE OF COPYRIGHT

This handbook is based on the MSBA Model Student Handbook and is protected by copyright. The Minnesota School Boards Association (MSBA) wants school districts to make the best use of this Model Student Handbook but must also protect its copyright. With these goals in mind, MSBA authorizes the copying and use of its materials in the following contexts:

1. School districts that have purchased this Model Student Handbook may use, copy, download, and incorporate any portion of these materials in the development of their own handbooks.
2. Distribution of any portion of these materials to other school districts, entities, or persons who have not purchased the Model Student Handbook is strictly prohibited.
3. Student handbooks are public documents in the hands of a school district and must be made available for inspection to members of the public upon request. Copying and use of these materials by the public, however, is subject to the copyright laws and these materials cannot be reproduced or used, except as outlined above, without permission from MSBA.

If you wish to copy and use this Model Student Handbook in ways not authorized above, you must obtain permission from MSBA. Call MSBA at 507-934-2450 or 800-324-4459 for more information. Failure to receive such permission is a violation of our copyright.

All authorized copies must reflect MSBA's notice of copyright.

[*] *Notice required by statute*

[**] *Notice required by policy*

Introduction

Welcome to the Math and Science Academy. We appreciate the opportunity to partner with you in providing a world class education. This handbook serves as a guide to the policies that impact student life. Many of our procedures are now found on our website in addition to the full policy manual. As always, we welcome your questions. Please feel free to call the main office with questions or comments.

Thank you for your trust,

Dr. Kate Hinton
Executive Director

Our vision is to be an innovative, sustainable model of academic excellence for all students that creates well-rounded, lifelong learners and global citizens.

Our mission is to provide accelerated and inclusive curricula and instruction in all subjects, with an emphasis on math and science.

Land Acknowledgement

We would like to acknowledge that the land on which we gather is the land of the Ochéthi Šakówin (pronounced “oh-CHEH-tee shaw-KOH-we,”) The People of the Seven Council Fires and the Wahpekute Band (pronounced “wah-PEH-koo-tay”). It is within MSA’s responsibility as an academic institution to disseminate knowledge about Indigenous peoples, and their history with this land. MSA works to build relationships with Native American students and families through academic pursuits and historical recognition.

Core Values

Honesty: MSA’s community exhibits fairness, cooperation, integrity, and honesty. MSA students and staff take responsibility for their actions.

Community: MSA maintains small class sizes and a small school feel.

Respect: MSA’s community respects others and their views, while fostering a safe environment where every voice is heard, and individuals are free to take risks.

Teamwork: MSA encourages networking, collaboration, and open communication between all members of our community. MSA encourages students, their families, and staff to invest their time and resources to serve the MSA community.

Excellence: MSA continuously evaluates and improves programs to ensure the highest quality in teaching and learning. MSA empowers students to develop independence through organization, time management, and self-discipline.

[*] Notice required by statute

[**] Notice required by policy

Focus on Equity:

MSA celebrates diversity and welcomes all students. Staff are expected to embrace equity and adhere to our equity policies.

Policy 102 Equal Educational Opportunity

Policy 102.1 Racial Equity and Inclusion

Policy 102.2 Gender Diverse, Nonbinary, Transgender, and Sexual Orientation Equity

Policy 102.3 Disability Rights, Inclusion, and Access

Strategic Priorities

- Success for all students
- Facilities and infrastructure to MSA Mission and Vision
- Organizational support to support MSA Mission and Vision

The Math and Science Academy Student Handbook is comprised of four parts:

- 1) Information;**
- 2) Academics;**
- 3) Rules and Discipline; and**
- 4) Health and Safety.**

Topics within these categories are alphabetized.

Policy Information

A full listing of Math and Science Academy policies can be found on our website at [Math and Science Academy :: Policies](#).

Hours for School Buildings and Facilities *

9:00-4:30 on school days

The buildings are closed on holidays and weekends. Summer hours will be posted on the website.

[*] Notice required by statute

[**] Notice required by policy

Regular Day Schedule

Period	Start Time	End Time
1	9:20 AM	10:40 AM
Advisory	10:45 AM	11:15 AM
2	11:20 AM	1:05 PM
Lunch 1	11:15 AM	11:40 AM
Lunch 2	11:42 AM	12:07 PM
Lunch 3	12:10 PM	12:35 PM
Lunch 4	12:40 PM	1:05 PM
3	1:10 PM	2:30 PM
4	2:35 PM	3:55 PM

Assembly Day Schedule

Period	Start Time	End Time
1	9:20 AM	10:30 AM
2	10:35 AM	12:20 PM
Lunch 1	10:30 AM	10:55 AM
Lunch 2	10:57 AM	11:22 AM
Lunch 3	11:25 AM	11:50 AM
Lunch 4	11:55 AM	12:20 PM
3	12:25 PM	1:35 PM
4	1:40 PM	2:50 PM
Advisory	2:55 PM	3:55 PM

[*] Notice required by statute

[**] Notice required by policy

Staff Directory and Contact Information ***Main School Numbers**

Attendance Line	651-578-8061
Human Resource Requests	651-578-7507 ext 3502 or 651-353-2314
HR Requests Fax Line	651-300-0020
General Fax Line	651-578-7532
Student Records Fax Line	651-800-4600

Administrative Staff

Kate Hinton	Executive Director	khinton@mnmsa.org	651-578-7507 ext 3503
LyTou Lee	High School Principal	llee@mnmsa.org	651-578-7507 ext 3511
Steve Hoemann	Middle School Principal/Activities Director	shoemann@mnmsa.org	651-578-7507 ext 3507
Jillynne Raymond	Special Services Director	jraymond@mnmsa.org	651-578-7507 ext 3512
Robby Sanders	Dean of Students	rsanders@mnmsa.org	651-578-7507
Shauni Holt	District Operations Supervisor (Accounting/HR)	sholt@mnmsa.org	651-578-7507 ext 3502 FAX: 651-300-0020
Emma Tiedeman	Executive Assistant	etiedeman@mnmsa.org	651-578-7507 ext 3505
Amanda Stout	Building A Office Coordinator	amandastout@mnmsa.org	651-578-7507 ext 3500
Jenny Shelstad	Building B Office Coordinator	jschelstad@mnmsa.org	651-578-7507 ext 3501
Joell Pundsack	Student Data Coordinator	jpundsack@mnmsa.org	651-724-0562 FAX: 651-800-4800
Caitlin Bond	Enrollment Coordinator	cbond@mnmsa.org	651-578-7507 ext 3520

[*] Notice required by statute

[**] Notice required by policy

Justin Gehring	Technology Coordinator	justin@jrcorps.com	651-400-1024
Carly Smitkowski	Nurse Consultant	csmitkowski@mnmsa.org	
Emily Graveen	High School Counselor	egraveen@mnmsa.org	651-578-7507 ext 3508
Isaac Johnson	Middle School Counselor	ijohnson@mnmsa.org	651-578-7507 ext 3510

The **Full Staff Directory** is located on our website at [Math and Science Academy :: Our Staff](#).

[*] Notice required by statute
 [**] Notice required by policy

PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are 9:00-4:30 on school days.

School Day Hours

- **MSA opens at 7:30 a.m. for students.** Students who come to school before 9:00 a.m. must report directly to their activity or Building A study hall. Study Hall before school is available for a fee. The study hall fee for each student is \$150 per semester or \$10 a day for drop-ins with a \$300 maximum per semester. Students will sign-in when attending study hall.
- **School starts at 9:20 a.m.** Students need to be in their 1st period class by this time. Students are encouraged to arrive at 9:10 a.m. so that they have time to get organized before class begins.
- **MSA's school day ends at 3:55 p.m.** Bus riders will be excused at 3:55 p.m. Car riders or walkers will be excused at 4:00 p.m. When picking up your student, please arrive after 4:00 p.m. to help alleviate undue traffic congestion with the buses. Due to the bus staging locations, the buses will occupy all spots within the parking lot loop.
- **Students are expected to be out of the buildings and off the school campus by 4:30 p.m.,** unless meeting with a coach, teacher, or participating in a school sponsored program supervised by an adult.

Parent pick up/drop off instructions can be found on our website.

<https://www.mnmsa.org/parents2/parking-lot-safety/>

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in **Appendix A** and on the website at [School Calendar 24-25](#)

Class Schedules

Once students have been scheduled into classes, changes are very difficult to make. In general, changes will be made only when an error has been made, or the student has failed a course and needs to retake it. A student who has a schedule with an error should contact the Counselor. Students who fail a course will automatically have their schedule updated by August 1 for the following school year.

Complaint

Students, parents/guardians, employees, or other persons may report concerns or complaints to Math and Science Academy. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The

[*] Notice required by statute

[**] Notice required by policy

appropriate administrator will respond in writing to the complaining party regarding Math and Science Academy's response to the complaint.

E-Learning Day Plan

On e-learning days, students will receive an email from their teachers with a description of the e-learning assignment for the day and an e-learning posting on the teacher's Google Classroom by 10:00 am. Teachers will post their office hours along with how to contact them with any questions concerning the assignment(s). It is expected that students will complete the assignment(s) prior to the next day's class, or as described in the e-lesson.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in Math and Science Academy policy and this handbook.

Employment Background Checks [*]

Math and Science Academy will seek criminal history background checks for all applicants who receive an offer of employment with Math and Science Academy. Math and Science Academy also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Math and Science Academy, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. Math and Science Academy may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

Math and Science Academy has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. Math and Science Academy will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by Math and Science Academy employees or agents; employees or agents of Math and Science Academy will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within Math and Science Academy; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by Math and Science Academy.

[*] *Notice required by statute*

[**] *Notice required by policy*

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Field trips considered supplementary to the Math and Science Academy's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Use of musical instruments owned or rented by the Math and Science Academy.
- Math and Science Academy-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of Math and Science Academy.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than Math and Science Academy.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. Math and Science Academy may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the District Operations Supervisor.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Activities Director or Building Principal. Participation in non approved fundraising activities is a violation of Math and Science Academy policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees

Math and Science Academy recognizes that students, parents, and others may wish to show appreciation to school employees. The policy of Math and Science Academy, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia (MSA Policy 421).

[*] *Notice required by statute*

[**] *Notice required by policy*

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or Math and Science Academy officials, employees, and/or agents, except as provided by law and/or school policy.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time and location on the first day of school. Students may bring a meal from home or have it dropped off by a parent or guardian into either Building A or B front office. Students are not allowed to exit campus buildings to pick up food. Students and parents *cannot* use Doordash, UberEats, or any other food delivery service to send food to Math and Science Academy. Food will be obtained and discarded by administration.

Messages to Students

In the event that a parent needs to communicate with a student during the school day they should contact the main office. Emergency messages will be delivered to students as soon as possible. Office telephones are only available for student use in the event of an unusual event or emergency with permission. Students will not be called out of class to receive phone calls except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

Nondiscrimination [*]

Math and Science Academy is committed to inclusive education and providing an equal educational opportunity for all students. Math and Science Academy does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The Math and Science Academy school board has designated the Executive Director, Dr. Kate Hinton, 651-578-7507 ext 3503, Office C1, as the Math and Science Academy's human rights officer to handle inquiries regarding nondiscrimination.

[*] Notice required by statute

[**] Notice required by policy

Parent and Teacher Conferences

Parent and teacher conferences will be held twice annually. For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer at Math and Science Academy, parents/guardians should speak to the building principal. To volunteer in the school building or classroom, parents/guardians should contact the building principal. Parents/guardians who visit the school must sign in at the main office. If a parent wants to meet with a teacher they will need to arrange a time with the teacher directly. For more information, contact the building principal.

The PTO arranges several volunteer activities each year which parents/guardians are encouraged to participate in.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America if the school board does not waive the requirement. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

School Activities

Math and Science Academy provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is Math and Science Academy's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

Math and Science Academy is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. Math and

[*] *Notice required by statute*

[**] *Notice required by policy*

Science Academy will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director or refer to the activities handbook.

School Closing Procedures

School may be canceled when the Executive Director believes severe weather or other circumstances threaten the safety of students and employees. The Executive Director will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over WCCO, KARE11, and KSTP. We will send phone, email and text information using our automated system. In addition, school closings will be posted on our website and social media.

Searches

In the interest of student safety and to ensure that schools are drug free, Math and Science Academy authorities may conduct searches. Students violate Math and Science Academy policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by Math and Science Academy policy and/or law. If a search yields contraband, Math and Science Academy officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with Math and Science Academy’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]

Under Minnesota law, school lockers are Math and Science Academy property. At no time does Math and Science Academy relinquish its exclusive control of lockers provided for students’ convenience. Math and Science Academy officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students’ personal possessions within a school locker may be searched only when Math and Science Academy officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, Math and Science Academy officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or Math and Science Academy officials.

[*] *Notice required by statute*

[**] *Notice required by policy*

Desks

School desks are Math and Science Academy property. At no time does Math and Science Academy relinquish its exclusive control of desks provided for students' convenience. Math and Science Academy officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when Math and Science Academy officials have a reasonable suspicion that the search will uncover a violation of law or Math and Science Academy rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus []**

Patrols and Inspections

Math and Science Academy officials may conduct routine patrols of student parking lots and other Math and Science Academy locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a Math and Science Academy location may be searched when Math and Science Academy officials have a reasonable suspicion that the search will uncover a violation of law and/or Math and Science Academy policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a Math and Science Academy official's request.

Student Publications and Materials

Math and Science Academy's policy is to protect students' free speech rights while, at the same time, preserving Math and Science Academy's obligation to provide a learning environment that is free of disruption. All Math and Science Academy publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

[*] *Notice required by statute*

[**] *Notice required by policy*

Distribution of Non School-Sponsored Materials on School Premises []**

Math and Science Academy recognizes that students and employees have the right to express themselves on Math and Science Academy property. This protection includes distributing non school-sponsored material, subject to Math and Science Academy regulations and procedures, at a reasonable time and place and in a reasonable manner.

School-Sponsored Student Media

Math and Science Academy may exercise editorial control over the style and content of student expression in school-sponsored activities. Student media advisers shall supervise student writers to ensure compliance with the law and Math and Science Academy policies. Students producing school-sponsored media-and participating in school activities will be under the supervision of a student media faculty advisor and the Executive Director or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to Math and Science Academy editorial control over the style and content when Math and Science Academy's

[*] *Notice required by statute*

[**] *Notice required by policy*

actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see “Student Records” (*Appendix 2*). A complete copy of Math and Science Academy’s “Protection and Privacy of Pupil Records” policy may be obtained in Policy 515 on the school website.

Student Surveys [*]

Occasionally, Math and Science Academy utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see “Student Surveys” (*Appendix 3*). A complete copy of Math and Science Academy’s “Student Surveys” policy may be obtained in on the school website

Transportation of Public School Students

South Washington County Schools will provide transportation, at the expense of South Washington County Schools, for all resident students who qualify for transportation. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer break, except in certain circumstances. South Washington County Schools will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students’ parent(s) or guardian(s).

Extracurricular Transportation

Math and Science Academy may provide transportation for students to and from extracurricular activities. To the extent Math and Science Academy provides extracurricular transportation, Math and Science Academy may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

[*] Notice required by statute

[**] Notice required by policy

[Note: The school determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If Math and Science Academy does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

Video and Audio Recording

School Buses

All school buses used by South Washington County Schools or contracted by Math and Science Academy may be equipped for the placement and operation of a video camera. Math and Science Academy may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

Math and Science Academy buildings and grounds may be equipped with video cameras. Video surveillance may occur in any Math and Science Academy building or on Math and Science Academy property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the Executive Director.

[*] Notice required by statute

[**] Notice required by policy

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. Math and Science Academy provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the high school counselor.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment may be given a failing grade for that test or assignment and will be disciplined in accordance with Math and Science Academy’s “Student Discipline” policy (*Appendix 4*).

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in Math and Science Academy policy.

Extended School Year Opportunities

Math and Science Academy provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student’s IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Director of Special Services.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

[*] Notice required by statute

[**] Notice required by policy

Grades

Students' grades will be reported twice during the year. Report cards are posted in Skyward parent portal for review. Please refer to the Grading Guidebook posted on the website for more information.

Graduation Requirements [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Math and Science Academy. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in grade 6. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 10* and returning it to the Math and Science Academy office.

Course Credits Required

To receive a diploma:

- students (classes of 2025 and 2026) must successfully complete at least 21.5 credits,
- students in the class of 2027 must successfully complete 23 credits,
- and students in the class of 2028 and beyond must complete 25 credits

and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. Math and Science Academy requires students to earn one credit of Calculus or equivalent as approved by the Board of Directors.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one credit of earth science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science.

[*] Notice required by statute

[**] Notice required by policy

Social Studies	3½	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	7	Which shall include world language each year of high school or completion of the five year world language progression

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

Math and Science Academy Required and Elective Standards

All students must satisfactorily complete the following Math and Science Academy required and elective standards:

- Health (K-12);
- Math and Science Academy Standards, Career and Technical Education (K-12); and
- Math and Science Academy Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the Director of Special Services.

[*] Notice required by statute
 [**] Notice required by policy

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. Math and Science Academy asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The Executive Director's decision will be final. Math and Science Academy has a variety of services to help students succeed in school. For more information, contact the Director of Special Services.

Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course, or program that meets or exceeds a graduation standard, or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the High School Guidance Counselor by May 30 for enrollment the following school year. The application form must be signed by the student and their parent or guardian. Students wishing to take a PSEO course should contact the High School Guidance Counselor.

Parent Right to Know [*]

If a parent requests it, Math and Science Academy will provide information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

[*] *Notice required by statute*

[**] *Notice required by policy*

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, Math and Science Academy will provide parents with information as to the level of achievement of their child in each of the state academic assessments. Math and Science Academy will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

[*] *Notice required by statute*

[**] *Notice required by policy*

PART III — RULES AND DISCIPLINE

Attendance []**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” policy (*Appendix 5*).

Bullying Prohibition [*]

Math and Science Academy is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on Math and Science Academy property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see Math and Science Academy’s “Bullying Prohibition” policy (*Appendix 6*).

Buses – Conduct on School Buses and Consequences for Misbehavior []**

Riding the school bus is a privilege, not a right. South Washington County Schools provides Math and Science Academy’s transportation. South Washington County Schools will set general student behavior rules that are in effect for all students on school buses, including nonpublic and charter school students. South Washington County Schools will not provide transportation for students whose transportation privileges have been revoked.

South Washington County Schools and Math and Science Academy are committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow both South Washington County Schools and Math and Science Academy rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

[*] Notice required by statute

[**] Notice required by policy

- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by South Washington County Schools and/or Math and Science Academy under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the Math and Science Academy building principal. Serious misconduct may be reported to local law enforcement.

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by Math and Science Academy policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If Math and Science Academy has a reasonable suspicion that a student has violated a Math and Science Academy rule or law by use of a cell phone or other electronic communication device, Math and Science Academy may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of Math and Science Academy policies may be subject to disciplinary action pursuant to Math and Science Academy's discipline policy.

Students in grades 6-8 will not be allowed to have their cell phones on their person. They may keep their cell phones turned off and in their lockers. Students in grades 9-12 may have their cell phones on their person, but *must* have them turned off and put away during class. If a student has their phone out in class, it will be taken to the office for the remainder of the day. Students may pick up phones at the Building A or B front desks at the end of the school day (by 4:05 pm).

Discipline [*]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of

[*] Notice required by statute

[**] Notice required by policy

others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the “Student Discipline” policy (*Appendix 5*).

Dress and Appearance

Math and Science Academy believes that the responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians, and that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness, and to wear clothes that are suitable for the school activities in which they participate.

School-directed changes to a student’s attire or grooming should be the least restrictive and disruptive to the student’s school day. Any dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code will be gender neutral and consistent. Enforcement should not reinforce or increase marginalization or oppression of any group based on race, sex, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, body type/size, body maturity, or personal style. The Student Dress and Appearance Policy 504 can be found on the school website.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other Math and Science Academy location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. Math and Science Academy will discipline or take appropriate action against anyone who violates this policy.

Math and Science Academy policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician’s prescription for the substance except marijuana is not allowed on Math and Science Academy property even if prescribed. Students who have prescriptions must comply with Math and Science Academy’s “Student Medication” policy. Math and Science Academy will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

Math and Science Academy strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Math and Science Academy prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on

[*] Notice required by statute

[**] Notice required by policy

Math and Science Academy’s “Harassment and Violence Prohibition” policy is included in this handbook (*Appendix 7*).

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to Math and Science Academy’s “Student Discipline” policy. Please see Math and Science Academy’s “Hazing Prohibition” policy (*Appendix 8*).

Internet Acceptable Use

All Math and Science Academy students have conditional access to Math and Science Academy’s computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of Math and Science Academy’s system is a privilege, not a right. Unacceptable use of Math and Science Academy’s computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate Math and Science Academy policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of Math and Science Academy’s “Internet Acceptable Use” policy is available on our [website](#).

Within 30 days of the start of each school year, Math and Science Academy must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

Math and Science Academy must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

[*] Notice required by statute

[**] Notice required by policy

Students will receive a copy of Math and Science Academy’s “Internet Acceptable Use” policy and are expected to understand and agree to abide by the policy as a condition of use of Math and Science Academy’s computer system. All students who wish to use Math and Science Academy’s computer system must sign the Internet Use Agreement form annually.

Parking on Math and Science Academy Property

Students

Math and Science Academy allows limited use and parking of motor vehicles by students in Math and Science Academy locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the Building B Office Coordinator;
- Students are not permitted to use motor vehicles during the school day in any Math and Science Academy locations unless an emergency occurs and permission has been granted to the student by the high school principal;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on Math and Science Academy property may be towed at the expense of the owner or operator.

Math and Science Academy may conduct routine patrols of Math and Science Academy properties and inspections of the exteriors of the motor vehicles of students. Interiors of students’ vehicles in Math and Science Academy locations may be searched when Math and Science Academy officials have a reasonable suspicion that the search will uncover a violation of law and/or Math and Science Academy policy or rule. If a search yields contraband, Math and Science Academy officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to Math and Science Academy’s “Student Discipline” policy (*Appendix 5*).

Visitors

Visitors are permitted to park in designated Math and Science Academy visitor parking areas. Unattended vehicles left in other locations on Math and Science Academy property may be towed at the owner’s expense.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction []**

Math and Science Academy students and staff have the right to learn and work in an environment that is tobacco free. Math and Science Academy policy is violated by any individual’s use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in Math and Science Academy, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco,

[*] Notice required by statute

[**] Notice required by policy

tobacco-related devices, or electronic delivery devices in Math and Science Academy, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to Math and Science Academy discipline. For detailed information on Math and Science Academy's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 9*. Contact the Dean of Students if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school property as a part of a traditional Indian spiritual or cultural ceremony.]

Vandalism

Vandalism of any Math and Science Academy property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a Math and Science Academy location except as provided in Math and Science Academy policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. Math and Science Academy does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the Executive Director of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to Math and Science Academy discretion on a case-by-case basis. For a copy of the "School Weapons" policy, go on the Math and Science Academy website.

[*] Notice required by statute

[**] Notice required by policy

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at Math and Science Academy, at school-sponsored activities, or on school transportation should be reported to the Building A Office Manager. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other Math and Science Academy leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan [*]

Math and Science Academy was built after asbestos was banned as a building material. Therefore, we are not required to have an asbestos management plan.

Crisis Management

Math and Science Academy has developed a “Crisis Management” policy. Each Math and Science Academy building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in Math and Science Academy. Math and Science Academy has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. Math and Science Academy will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

In the event that Math and Science Academy needs to contact a parent or guardian regarding a student emergency, Math and Science Academy will first attempt to contact the student’s parent or guardian. If the parent(s) or guardian(s) are not available, then emergency contacts authorized by the parent(s) or guardians(s) provided will be contacted.

Health Information

First Aid

The nurse’s office in Building A and Building B are equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

[*] *Notice required by statute*

[**] *Notice required by policy*

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that their child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or Math and Science Academy employees. Math and Science Academy will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by staff trained and supervised by our contract school nurse.

Students who become sick at school should request to go to the office. In the event of an emergency, office staff will determine if the student is unable to continue the school day. The office staff will arrange for students who get sick at school to go home early.

A parent/guardian should notify Math and Science Academy if their child is unable to attend school because of illness. Parent/guardian should contact the attendance line at 651-578-8061.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. Math and Science Academy will maintain a file containing the immunization records for each student in attendance at Math and Science Academy for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the Director of Special Services or refer to Immunization Requirements Policy 530 found on the school website.

Medications at Math and Science Academy During the School Day

Math and Science Academy acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication

[*] *Notice required by statute*

[**] *Notice required by policy*

or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate Math and Science Academy personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to Math and Science Academy policy and procedures, medications administered as noted in a written agreement between Math and Science Academy and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on Math and Science Academy property even if prescribed. Math and Science Academy is to be notified of any change in administration of a student's prescription medication.

Suicide Prevention Information

Students experiencing suicidal thoughts and/or mental health crisis can get assistance from the 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text line, and the Washington County mobile crisis services.

Phone: 651-275-7400

Pesticide Application Notice [*]

Math and Science Academy may plan to apply pesticide(s) on school property. To the extent Math and Science Academy applies certain pesticides, Math and Science Academy will provide a notice by September 15 as to Math and Science Academy's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the District Operations Supervisor.

Safety

The safety of students on campus and at school-related activities is a high priority of Math and Science Academy. While Math and Science Academy-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in Math and Science Academy Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must

[*] *Notice required by statute*

[**] *Notice required by policy*

report directly to the Building A or Building B Office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the Building A or Building B Office and to wear a “visitors badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit Math and Science Academy, or such permission may be revoked, if the visitor does not comply with Math and Science Academy procedures or if the visit is not in the best interests of the students, employee, or Math and Science Academy. Students are not allowed to bring visitors to school without prior permission from the principal.

[*] *Notice required by statute*

[**] *Notice required by policy*

APPENDIXES

1. Math and Science Academy Policy Cross Reference Table

Topic	Model Policy Number(s)
Accidents	806
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Field Trips	610
Gifts to Employees	421
Graduation Requirements	613
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Nondiscrimination	102, 102.1, 102.2, 102.3, 401, 521, 522, 528
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620
School Activities	510
School Closing Procedures	806
Searches	502
Student Dress and Appearance	504
Student Records	515
Student Surveys	520
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506
Visitors in School District Buildings	903
Weapons Prohibited	501

[*] Notice required by statute

[**] Notice required by policy

2. Student Records [*] [Note: See Policy 515]

The Math and Science Academy shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. The Math and Science Academy shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

The Math and Science Academy shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

4. That the Math and Science Academy may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a

[*] Notice required by statute

[**] Notice required by policy

student and student health and welfare and the ability to respond to a request for educational data;

5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder. The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, S.W.
Washington, D.C. 20202-8520

[*] *Notice required by statute*

[**] *Notice required by policy*

3. Student Surveys [*] [Note: Policy 520]

Math and Science Academy gives notice to parents of students currently in attendance in the Math and Science Academy, eligible students currently in attendance in the Math and Science Academy, and students currently in attendance in the Math and Science Academy of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:

a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.

b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

- (1) political affiliations or beliefs of the student or the student's parent;
- (2) mental and psychological problems of the student or the student's family;
- (3) sex behavior or attitudes;
- (4) illegal, antisocial, self-incriminating, or demeaning behavior;
- (5) critical appraisals of other individuals with whom respondents have close family relationships;
- (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
- (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

[*] Notice required by statute

[**] Notice required by policy

c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.

(3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

d. This notice does not preempt applicable state law that may require parental notification.

e. The Math and Science Academy has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

f. The Math and Science Academy will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

g. The Math and Science Academy will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

(1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

(2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

(3) Any nonemergency, invasive physical examination or screening as described above.

[*] Notice required by statute

[**] Notice required by policy

[See consent/opt-out for specific activities attached hereto.]

Parents/eligible students who believe their rights have been violated may file a complaint with:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue SW
Washington, DC 20202-8520

The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law).

Date:

Grades: [see sample activity notices attached]

Activity:

Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the Executive Director. The Executive Director will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

[*] Notice required by statute

[**] Notice required by policy

4. Student Discipline [*] [Note: See Policy 506]

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with Math and Science Academy's expectations for student conduct. Such compliance will enhance Math and Science Academy's ability to maintain discipline and ensure that there is no interference with the educational process. Math and Science Academy will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The Math and Science Academy school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The Math and Science Academy school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Math and Science Academy can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of Math and Science Academy is that a fair and equitable Math and Science Academy-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the

Math and Science Academy school board, with the participation of Math and Science Academy administrators, teachers, employees, students, parents, community members,

[*] *Notice required by statute*

[**] *Notice required by policy*

and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of Math and Science Academy.

III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a Math and Science Academy administrator or Math and Science Academy administrator and a pupil's parent to withdraw a student from Math and Science Academy to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

A. The Math and Science Academy school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include non exclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of Math and Science Academy for the education of the pupil during the dismissal period.

C. Math and Science Academy is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

[*] *Notice required by statute*

[**] *Notice required by policy*

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in Math and Science Academy or is awaiting enrollment in a new charter school, Math and Science Academy's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. Math and Science Academy must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in Math and Science Academy under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new school; and

3. Math and Science Academy must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the Math and Science Academy website.

V. AREAS OF RESPONSIBILITY

A. The Charter School Board. The Math and Science Academy school board holds all Math and Science Academy personnel responsible for the maintenance of order within Math and Science Academy and supports all personnel acting within the framework of this discipline policy.

B. Executive Director. The executive director shall establish guidelines and directives to carry out this policy, hold all Math and Science Academy personnel, students, and parents responsible for conforming to this policy, and support all Math and Science Academy personnel performing their duties within the framework of this policy. The Executive Director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the Math and Science Academy school board for approval and shall be attached as an addendum to this policy.

[*] Notice required by statute

[**] Notice required by policy

C. Principal. The Math and Science Academy principals are given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final Math and Science Academy school board approval. The principal shall give direction and support to all Math and Science Academy personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising

their lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

E. Other Math and Science Academy Personnel. All Math and Science Academy personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Executive Director. A school employee, school bus driver, or other agent of a charter school, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A Math and Science Academy employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts

[*] Notice required by statute

[**] Notice required by policy

or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with Math and Science Academy authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. Math and Science Academy must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, Math and Science Academy must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

[*] Notice required by statute

[**] Notice required by policy

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local Math and Science Academy authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist Math and Science Academy staff in maintaining a safe school for all students;
- F. To be aware of all Math and Science Academy rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with Math and Science Academy staff as appropriate;
- J. To respect and maintain Math and Science Academy's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable Math and Science Academy policy;

[*] *Notice required by statute*

[**] *Notice required by policy*

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by Math and Science Academy. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all Math and Science Academy buildings, Math and Science Academy grounds, and Math and Science Academy property or property immediately adjacent to Math and Science

Academy grounds; MSA-sponsored activities or trips; Math and Science Academy bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for Math and Science Academy purposes; the area of entrance or departure from Math and Science Academy premises or events; and all school-related functions, school-sponsored activities, events, or trips. Math and Science Academy property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, Math and Science Academy does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of Math and Science Academy or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;

[*] *Notice required by statute*

[**] *Notice required by policy*

3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of Math and Science Academy's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of Math and Science Academy's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of Math and Science Academy's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of Math and Science Academy's Weapons Policy;

[*] Notice required by statute

[**] Notice required by policy

14. Violation of Math and Science Academy's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by Math and Science Academy;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of Math and Science Academy's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of Math and Science Academy's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or Math and Science Academy's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on Math and Science Academy property in such a manner as to endanger persons or property;

[*] Notice required by statute

[**] Notice required by policy

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of Math and Science Academy's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of Math and Science Academy's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of Math and Science Academy's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of Math and Science Academy by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other Math and Science Academy personnel;

[*] *Notice required by statute*

[**] *Notice required by policy*

36. Violation of Math and Science Academy's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other Math and Science Academy personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of Math and Science Academy's one-to-one device rules and regulations;
44. Violation of Math and Science Academy rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by Math and Science Academy, which are disruptive of the educational process or dangerous or detrimental to the student or other students, Math and Science Academy personnel or surrounding persons, or which violate the rights of others or which damage

[*] Notice required by statute

[**] Notice required by policy

or endanger the property of Math and Science Academy, or which otherwise interferes with or obstruct the mission or operations of Math and Science Academy or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

B. Math and Science Academy is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other ~~school~~ Math and Science Academy staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

C. Math and Science Academy must not use recess detention unless:

1. a student causes or is likely to cause serious physical harm to other students or staff;
2. the student's parent or guardian specifically consents to the use of recess detention; or
3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

D. Math and Science Academy must not withhold recess from a student based on incomplete schoolwork.

E. Math and Science Academy must require Math and Science Academy staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

F. Math and Science Academy must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. Math and Science Academy is encouraged to use the data in professional development promoting the use of non exclusionary discipline.

[*] Notice required by statute

[**] Notice required by policy

G. Math and Science Academy must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a charter school or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of Math and Science Academy is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of Math and Science Academy. At a minimum, violation of Math and Science Academy code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. Math and Science Academy shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by Math and Science Academy. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference or restorative conference with teacher, principal, counselor, or other Math and Science Academy personnel, and possible verbal warning;
- B. Confiscation by Math and Science Academy personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any Math and Science Academy policy, rule, regulation, procedure, or state or federal law. If confiscated by Math and Science Academy, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;

[*] Notice required by statute

[**] Notice required by policy

- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in charter school court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by Math and Science Academy.

XI. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive

student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other Math and Science Academy employee to

[*] Notice required by statute

[**] Notice required by policy

prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including Math and Science Academy employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which at the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

B. If a student is removed from class more than ten (10) times in a school year, Math and Science Academy shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. - J. must be developed and inserted by each charter school based upon individual charter school practices, procedures, and preferences. Charter schools may consider developing and inserting procedures identified in Sections K-N.]

C. Procedures for Removal of a Student From a Class.

[*] Notice required by statute

[**] Notice required by policy

1. If a teacher or other classroom staff determine it is necessary to remove a student from the classroom they need to call the main office with a description of the situation and assistance needed;
2. An administrator or designee will come and get the student or give directions as to where to send the student;
3. The teacher will send documentation of the event as soon as possible.

D. *Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)*

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. *Responsibility for and Custody of a Student Removed from Class.*

1. Student is to report to the main office;
2. Staff will come get the student or wait for them in the office based on directions given to the teacher at the time of the report;
3. If the administrator determines there is a safety risk the student will wait in the classroom for an escort to the office;
4. The student will remain with the administrative staff until the situation has been processed and is ready to return to class or go home.

F. *Procedures for Return of a Student to a Specific Class from Which the Student was Removed.*

1. The administrator or designee will return the student to class;
2. The student will have a plan for readmission upon returning to class.

G. *Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;*

1. The teacher and administrator will work together to make sure that parents/guardians are informed of the situation;

[*] Notice required by statute

[**] Notice required by policy

2. Parents/guardians will be notified of all significant behavior issues.

2. *Actions or approvals required, such as notes, conferences, readmission plans. H. Disabled Students; Special Provisions.*

1. The case manager will be included in all discussions of consequences for students with disabilities;
2. The administrator and case manager will give consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a student with a disability who is removed from class or disciplined; and
3. Staff will be alert to student needs to assess if they may have a disability that is impacting their behavior.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on Math and Science Academy Premises.

1. *Establishment of a chemical abuse pre assessment team pursuant to Minnesota Statutes, section 121A.26;*
2. *Establishment of teacher reporting procedures to the chemical abuse pre assessment team pursuant to Minnesota Statutes section 121A.29.*

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

XII. DISMISSAL

A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

Math and Science Academy shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

Math and Science Academy shall not dismiss any student without attempting to use non exclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the

[*] Notice required by statute

[**] Notice required by policy

student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable Math and Science Academy school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of Math and Science Academy personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including Math and Science Academy employees, or property of Math and Science Academy.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

- a. a preschool or pre kindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
- b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

[*] Notice required by statute

[**] Notice required by policy

1. “Suspension” means an action by the Math and Science Academy administration, under rules promulgated by the Math and Science Academy School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the executive director with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. Math and Science Academy administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a Math and Science Academy employee as a liaison to work

with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, Math and Science Academy shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan

[*] *Notice required by statute*

[**] *Notice required by policy*

must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. Math and Science Academy administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. Math and Science Academy administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where Math and Science Academy is in the process of initiating an expulsion, in which case Math and Science Academy administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must

occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another charter school or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation

[*] *Notice required by statute*

[**] *Notice required by policy*

standards under Minnesota Statutes, section 120B.02, although in a different setting.

7. Math and Science Academy administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After Math and Science Academy administration notifies a student of the grounds for suspension, Math and Science Academy administration may, instead of imposing the suspension, do one or more of the following:

- a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
- b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
- c. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.

9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

10. Math and Science Academy administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

[*] Notice required by statute

[**] Notice required by policy

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the MSA school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of Math and Science Academy's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and their parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the non exclusionary disciplinary practices accorded the student

[*] Notice required by statute

[**] Notice required by policy

in an attempt to avoid the expulsion proceedings; and inform the student and

parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. Math and Science Academy must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by Math and Science Academy, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. Math and Science Academy shall record the hearing proceedings at Math and Science Academy expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. Math and Science Academy shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The Math and Science Academy school board may appoint an attorney to represent Math and Science Academy in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by Math and Science Academy. The hearing shall be conducted in a fair and impartial

[*] Notice required by statute

[**] Notice required by policy

manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all Math and Science Academy records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any Math and Science Academy employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for Math and Science Academy.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the Math and Science Academy school board and served upon the parties within two (2) days after the close of the hearing.

17. The Math and Science Academy school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The Math and Science Academy school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the Math and Science Academy school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education
(Commissioner) of the basis and reason for the decision.

[*] *Notice required by statute*

[**] *Notice required by policy*

18. A party to an expulsion or exclusion decision made by the Math and Science Academy school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the Math and Science Academy school board shall be implemented during the appeal to the Commissioner.

19. Math and Science Academy shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. Math and Science Academy must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state

student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a Math and Science Academy administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in Math and Science Academy.

XIII. ADMISSION OR READMISSION PLAN

A Math and Science Academy administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

[*] *Notice required by statute*

[**] *Notice required by policy*

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other Math and Science Academy official may provide additional notification as deemed appropriate.

In addition, Math and Science Academy must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a Math and Science Academy employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the non exclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of Math and Science Academy is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable Math and Science Academy policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, Math and Science Academy will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that Math and Science Academy had not conducted such

[*] Notice required by statute

[**] Notice required by policy

assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, Math and Science Academy shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

Math and Science Academy may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes, section 124D.03) or Enrollment in Nonresident Charter school (Minnesota Statutes, section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes, chapter 260A), and the student's case has been referred to juvenile court. Math and Science Academy may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and Math and Science Academy staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any

[*] Notice required by statute

[**] Notice required by policy

resulting record and are responsible for keeping and regulating access to any record;

4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;

5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

Math and Science Academy will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the executive director for consideration by the Math and Science Academy school board, which shall conduct an annual review of this policy.

5. Student Attendance [] [Note: See Policy 503]**

I. PURPOSE

A. The Math and Science Academy school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the

[*] Notice required by statute

[**] Notice required by policy

future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with Math and Science Academy and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures

[*] Notice required by statute

[**] Notice required by policy

governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of MATH and Science Academy are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and charter school standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the charter school board for review and approval. When approved by the Math and Science Academy school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a

[*] Notice required by statute

[**] Notice required by policy

close friend or relative.

(4) Medical, dental, or orthodontic treatment, or a counseling appointment.

(5) Court appearances occasioned by family or personal action.

(6) Religious instruction not to exceed three hours in any week.

(7) Physical emergency conditions such as fire, flood, storm, etc.

(8) Official school field trip or other school-sponsored outing.

(9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

(10) Family emergencies.

(11) Active duty in any military branch of the United States.

(12) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) Work missed because of absence must be made up within two weeks from the date of the student's return to

[*] Notice required by statute

[**] Notice required by policy

school. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or Math and Science Academy.

(2) Any absence in which the student failed to comply with any reporting requirements of Math and Science Academy’s attendance procedures.

(3) Work at home.

(4) Work at a business, except under a school-sponsored work release program.

(5) Vacations with family.

(6) Personal trips to schools or colleges.

(7) Absences resulting from cumulated unexcused tardies (Three tardies equal one unexcused absence).

(8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

[*] Notice required by statute

[**] Notice required by policy

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

(4) Consequences of unexcused absences may include detention, conference with administration, or other restorative practices. Math and Science Academy will deal with this matter based on the guidelines and procedures set forth by the student handbook.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

e. Court appearances occasioned by family or personal action.

[*] Notice required by statute

[**] Notice required by policy

- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention, conference with administration, or other restorative practices. Math and Science Academy will deal with this matter based on the guidelines and procedures set forth by the student handbook. In addition, three unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if they have an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, they may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, they must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

[*] Notice required by statute

[**] Notice required by policy

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by Math and Science Academy to accommodate any student who wishes to be excused from a curricular activity for a religious observance.

Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

B. Math and Science Academy will provide annual notice to parents of Math and Science Academy's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;

[*] Notice required by statute

[**] Notice required by policy

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: When truancy services and programs under Minnesota Statutes chapter 260A are available within the charter school, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

[*] Notice required by statute

[**] Notice required by policy

2. A Math and Science Academy attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

[*] *Notice required by statute*
[**] *Notice required by policy*

6. Bullying Prohibition [*] [Note: See Policy 514]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. Math and Science Academy cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, the school intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on Math and Science Academy property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school property and/or with or without the use of school resources.

B. No teacher, administrator, volunteer, contractor, or other employee of Math and Science Academy shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

[*] Notice required by statute

[**] Notice required by policy

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with Math and Science Academy's policies and procedures, including the school's discipline policy (See MSBA/MASA Model Policy 506). Math and Science Academy may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Math and Science Academy shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events.

[*] Notice required by statute

[**] Notice required by policy

G. Math and Science Academy will act to investigate all complaints of bullying reported to the school and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on Math and Science Academy property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

[*] Notice required by statute

[**] Notice required by policy

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school property, at school functions or activities, or on school transportation" means all Math and Science Academy buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Charter school property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to

[*] Notice required by statute

[**] Notice required by policy

an appropriate Math and Science Academy official designated by this policy. A person may report bullying anonymously. However, the school may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. Math and Science Academy encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school human rights officer or the Executive Director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Executive Director or the school human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. Math and Science Academy personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in

[*] Notice required by statute

[**] Notice required by policy

conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. Math and Science Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. CHARTER SCHOOL ACTION

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, Math and Science Academy shall undertake or authorize an investigation by the building report taker or a third party designated by the school.

B. The building report taker or other appropriate Math and Science Academy officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to

the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, Math and Science Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. Math and Science Academy action taken for violation of this

[*] *Notice required by statute*

[**] *Notice required by policy*

policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school policies; and applicable regulations.

E. Math and Science Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, Math and Science Academy shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

Math and Science Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, Math and Science Academy must discuss this policy with students, school personnel, and volunteers and provide appropriate training for all school personnel to prevent, identify, and

[*] Notice required by statute

[**] Notice required by policy

respond to prohibited conduct. Math and Science Academy must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school. The school or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. Math and Science Academy shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. Math and Science Academy annually will provide education and information to students regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of Math and Science Academy is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

[*] Notice required by statute

[**] Notice required by policy

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. Math and Science Academy may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for

[*] Notice required by statute

[**] Notice required by policy

authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. Math and Science Academy shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. Math and Science Academy may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. Math and Science Academy will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.

C. This policy shall be conspicuously posted in the administrative offices of Math and Science Academy and the office of each school.

D. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with Math and Science Academy.

E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on Math and Science Academy's or a school's website, consistent with the district policies and practices.

G. Math and Science Academy shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

[*] *Notice required by statute*

[**] *Notice required by policy*

To the extent practicable, the Math and Science Academy school board shall, on a cycle consistent with other school policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

[*] *Notice required by statute*
[**] *Notice required by policy*

7. Harassment and Violence Prohibition [*] [See Policy 413]

I. PURPOSE

- A. It will be a violation of this policy for any student or Math and Science Academy employee to harass a student or Math and Science Academy employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age [protected class] as defined by this policy. For purposes of this policy, a Math and Science Academy employee includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of Math and Science Academy. It will be a violation of this policy for any student or ~~district~~ Math and Science Academy employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or Math and Science Academy employee's actual or perceived protected class as defined by this policy.
- B. Math and Science Academy will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student or Math and Science Academy employee who is found to have violated this policy.

II. DEFINITIONS

The following definitions, which have been modified for purposes of this policy, are found in the Minnesota Human Rights Act. Please note that there is not a definition for every protected class.

- A. Disability. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment."¹
- B. Discriminate. "The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment."
- C. Educational institution. "Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing,

[*] Notice required by statute

[**] Notice required by policy

professional, secretarial, technical, vocational school, and includes an agent of an educational institution.”

1

This includes students with an IFSP, IEP, and students who qualify for special education and related aids and services under Section 504 of the Rehabilitation Act.

- D. National origin. ““National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.”^[1]
- E. Sexual harassment. “Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
 - (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, ... [or] education...;
 - (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, ...[or] education...; or
 - (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, ...[or] education..., or creating an intimidating, hostile, or offensive employment, ...[or] educational... environment.”
- F. Sexual orientation. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

III. HARASSMENT AND VIOLENCE GENERAL APPLICABILITY

- A. The anti discrimination laws apply to all of the academic and nonacademic (e.g. athletic, and extracurricular) programs of Math and Science Academy, whether conducted in Math and Science Academy facilities or elsewhere.
- B. For purposes of this policy, any student who is harassed or discriminated against, including subject to violence, by peers or Math and Science Academy employees based upon that student’s actual or perceived sex/gender, sexual orientation, race,

[*] Notice required by statute

[**] Notice required by policy

color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age [protected class] may file a complaint as described more fully in section IV below.

C. For purposes of this policy, any Math and Science Academy employee who is harassed or discriminated against, including violence, by students or other Math and Science Academy employees based upon that employee's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age may file a complaint as described more fully in section IV below.

D. The alleged harassment/violence consists of harassing conduct (e.g. physical, verbal, graphic, or written verbal or physical) based upon that student's actual or perceived protected class that interferes or limits the ability of that student to participate in, enjoy, or benefit from the education program, including athletics and extracurricular activities.

E. The alleged harassment/violence may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students based upon actual or perceived protected class that interferes with or limits the student's ability to participate in, enjoy, or benefit from the academic and nonacademic programs, including athletics and extracurricular activities.

IV. DESCRIPTION OF HARASSMENT BASED UPON A PERSON'S PERCEIVED OR ACTUAL PROTECTED CLASS

Note: The MDE Model Policies Web page provides links to the Minnesota Department of Human Rights Web page and the federal Dear Colleague letters, which provide specific examples of harassment and violence based upon a person's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age.

A. Harassment is unwelcome conduct that is based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

[*] Notice required by statute

[**] Notice required by policy

- (1) Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
- (2) It is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.
- (3) The conduct is considered harassment if it creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in Math and Science Academy's programs.

B. Sexual harassment based upon sex/gender and/or sexual orientation

(1) Sexual conduct that is unwelcome.

- a. It is unwelcome if the student or employee did not request or invite it and considered the conduct undesirable or offensive.
- b. A student's submission or failure to complain does not mean that the conduct was welcome – look at circumstances.

C. Sexual violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

- (1) Sexual violence includes rape, sexual assault, and dating violence. This includes coerced sexual intercourse or other sexual acts. The physical act is considered non-consensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.
- (2) Sexual violence includes touching, patting, grabbing, or pinching another student's or employee's intimate parts of the clothing covering the intimate parts.
- (3) Sexual violence includes coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.

[*] Notice required by statute

[**] Notice required by policy

(4) A police report does not relieve the school of its responsibilities under Title

IX. D. Assault: Assault, as defined in state statute is:

(1) an act done with intent to cause fear in another of immediate bodily harm or death; or

(2) the intentional infliction of or attempt to inflict bodily harm upon another.

E. Racial, color, creed or national origin harassment/violence

(1) Intimidation or abusive behavior toward a student, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in Math and Science Academy's programs.

(2) Racial violence: Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.

F. Religious harassment/violence

(1) Intimidation or abusive behavior toward a student based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in Math and Science Academy's programs.

(2) Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.

G. Disability harassment

(1) Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in Math and Science Academy's programs.

(2) Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on

[*] Notice required by statute

[**] Notice required by policy

disability may decrease the student's ability to benefit from their education and amount to a denial of FAPE.

V. REPORTING PROCEDURES

A. The adoption and implementation of a proper reporting system can help Math and Science Academy comply with the Minnesota Human Rights Act by allowing Math and Science Academy to promptly address allegations of harassment and violence.

B. Pursuant to Title IX, Math and Science Academy must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the regulations, including Title IX complaint investigation (Title IX Coordinator). 34 C.F.R., section 106.8(a). Math and Science Academy must also publish grievance procedures providing for prompt and equitable resolution of sex discrimination complaints, including complaints of sexual harassment. In addition, under Section 504 and Title II, Math and Science Academy is also required to have grievance procedures to address disability harassment.

C. Minnesota Statutes, section 121A.03 requires that Math and Science Academy has reporting procedures for sexual, religious, and racial harassment and/or violence complaints.

(1) For purposes of meeting the state reporting requirements, the following reporting procedure will be made available for students and staff who wish to report an incident or incidents that may involve harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

(2) Designated Math and Science Academy person to receive oral or written complaints/reports of actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

D. Human Rights Officer Designation

(1) The school board hereby designates the Executive Director and Special Services Director as the Math and Science Academy human rights officers to receive reports or complaints of harassment or violence based upon actual or

[*] *Notice required by statute*

[**] *Notice required by policy*

perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

(2) In the event the Executive Director is the designated human rights officer, the complaint should be filed directly with the school board.

E. Math and Science Academy will conspicuously post the name of the human rights officers, and school board: including mailing addresses and telephone numbers.

(1) The Human Rights Officer is the Executive Director. Mailing address: 8430 Woodbury Crossing Woodbury, MN 55125. Telephone number: 651-578-7507 ex. 3503. Email address: khinton@mnmsa.org.

(2) The Special Services Director is available to investigate if the Executive Director is unable to do so. Mailing address: 8430 Woodbury Crossing Woodbury, MN 55125. Telephone number: 651-578-7507 ex. 3512. Email address: jraymond@mnmsa.org.

(3) The school board contact information is: BOD@mnmsa.org.

F. These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another Math and Science Academy official.

(1) The Math and Science Academy official must immediately notify the principal, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the Math and Science Academy principal is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.

(2) If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer.

a. If the school principal fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the principal will be subject to disciplinary action.

(3) If the complaint involves the building principal, the complaint will be made or filed directly with the Executive Director or the school district human rights

[*] Notice required by statute

[**] Notice required by policy

officer by the Math and Science Academy official or reporting party or complainant.

G. The human rights officer may request, but not insist, upon a written complaint. Math and Science Academy encourages the reporting party to complete the complaint form for written complaints. It is available on the Math and Science Academy website under the Printable Forms tab. Alternative means of filing a complaint, such as through a personal interview or by tape recording, will be made available upon request for qualified persons with a disability.

H. The complaint (verbal or written) should be reported to a school official immediately, or within 30 calendar days whenever possible, of the alleged violation. Math and Science Academy will accept reports of alleged incidents that are older than 30 calendar days; however, delays between the date of the alleged incident and the reporting date may make investigations more difficult.

VI. INVESTIGATION

A. The human rights officer, upon receipt of a complaint alleging discrimination or harassment toward an employee or student, will promptly undertake an investigation if deemed appropriate. The Title IX coordinator may conduct the investigation complaints of sexual harassment, the 504 coordinator for complaints of disability harassment, or the human rights officer for other types of alleged harassment and violence covered by this policy. The Title IX coordinator/504 coordinator or human rights officer may designate a neutral third party to conduct the investigation. The investigation will be completed within 30 calendar days from receipt of the complaint, unless impracticable.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, Math and Science Academy will consider the facts and the surrounding circumstances, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

[*] *Notice required by statute*

[**] *Notice required by policy*

D. Math and Science Academy may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination or harassment of an employee or student.

(1) Upon completion of the investigation, Math and Science Academy or neutral third party designated investigator will make a written report to the human rights officer. If the complaint involves the human rights officer, the report must be filed directly with the Executive Director. If the complaint involves the Executive Director, the report must be filed directly with the school board. The report will include the facts, a determination of whether the allegations have been substantiated and whether a violation of this policy has occurred, as well as a description of any proposed resolution which may include alternate dispute resolution.

(2) Upon completion of the investigation, the human rights officer will inform the complainant/reporter of their right to review the written report at the school building where the complainant/reporter is employed or enrolled, in accordance with state and federal law regarding data or records privacy.

(3) If the complainant/reporter is a student, the human rights officer will inform the parent/guardian of their right to review the written report at the school building where the student reporter is enrolled, in accordance with state and federal law regarding data or records privacy.

(4) Math and Science Academy must comply with federal and state law pertaining to retention of records.

VII. APPEAL

If the grievance has not been resolved to the satisfaction of the complainant/reporter, they may appeal to the human rights officer within ten (10) school days of receipt of the findings of the Math and Science Academy investigation. The Math and Science Academy investigator will conduct a review of the appeal and, within ten (10) school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The decision of the Math and Science Academy investigator is final, and action will occur as addressed in VIII below.

VIII. MATH AND SCIENCE ACADEMY ACTION

A. Upon conclusion of the investigation and receipt of the findings, Math and Science Academy will take appropriate and effective action. If the investigator

[*] *Notice required by statute*

[**] *Notice required by policy*

determined that a violation of this policy has occurred, such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Actions may also include alternative dispute resolution, including restorative justice programs, Math and Science Academy wide training, counseling, and class transfer. Math and Science Academy action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and Math and Science Academy policies.

- B. The result of Math and Science Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Math and Science Academy in accordance with state and federal law regarding data or records privacy.

IX. REPRISAL

- A. Math and Science Academy will take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment toward an employee or student or any person who testifies, assists, participates in an investigation or hearing related to alleged unlawful harassment covered by this policy. Reprisal also includes retaliation against a student or Math and Science Academy employee who associates with a person or group or persons who are disabled or who are of different race, color, creed, religion, sexual orientation, or national origin. Retaliation includes, but is not limited to, any form of intimidation or harassment. Reprisal is also prohibited based upon a request for a religious or disability accommodation.

X. CONFLICT OF INTEREST

- A. If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation, or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

XI. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, section 626.556 may be applicable.

[*] *Notice required by statute*

[**] *Notice required by policy*

B. Nothing in this policy will prohibit Math and Science Academy from taking immediate action to protect victims of alleged harassment, violence, or abuse.

XII. DISSEMINATION OF POLICY AND TRAINING

A. This policy must be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy must be given to each Math and Science Academy employee and independent contractor at the time of entering into the person's employment contract.

C. This policy must be included in each school's student handbook on school policies.

D. Math and Science Academy has developed the following process for discussing the school's harassment and violence policy with students and Math and Science Academy employees: in their designated handbooks.

E. The school board will review this policy annually for compliance with state and federal law.

XIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

A. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies below, filing a report with a law enforcement agency, or initiating action in state or federal court. For claims of unlawful discrimination/harassment:

Minnesota Department of Human Rights

Freeman Building

625 Robert Street North St. Paul, MN 55155

Toll Free: 800.657.3704 TTY: 651.296.1283 Fax: 651.296.9042

<http://www.humanrights.state.mn.us>

U.S. Department of Education

Office for Civil rights, Region V

500 W. Madison Street- Suite 1475

Chicago IL 60661 Tel: 312.730.1560; TDD: 312.730.1609

Employment Discrimination/Harassment

[*] Notice required by statute

[**] Notice required by policy

Equal Employment Opportunity Commission (EEOC)
330 South 2nd Ave., Room 430 Minneapolis, MN 55401 Tel:
612.335.4040; 1-800-669-4000; Fax: (612) 335-4044 TTY: (612)
335-4045; www.eeoc.gov/minneapolis/index.html

[*] *Notice required by statute*
[**] *Notice required by policy*

8. Hazing Prohibition [*] [Note: See Policy 526]

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of Math and Science Academy and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor, or other employee of Math and Science Academy shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of Math and Science Academy shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with Math and Science Academy's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

[*] *Notice required by statute*

[**] *Notice required by policy*

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from Math and Science Academy property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates Math and Science Academy policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. Math and Science Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Math and Science Academy who is found to have violated this policy.

III. DEFINITIONS

A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment,

[*] Notice required by statute

[**] Notice required by policy

shame, or humiliation, adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of Math and Science Academy policies or regulations.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school premises or Math and Science Academy property, or at school functions or activities, or on school transportation” means all Math and Science Academy buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for Math and Science Academy purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Math and Science Academy property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, Math and Science Academy does not represent that it will provide supervision or assume liability at these locations and events.

D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. “Student” means a student enrolled in a public school or a charter school.

F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes they have been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate Math and Science Academy official designated by this policy. A person may report hazing anonymously.

[*] Notice required by statute

[**] Notice required by policy

However, Math and Science Academy may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. Math and Science Academy encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the Math and Science Academy office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult Math and Science Academy personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a Math and Science Academy human rights officer or to the Executive Director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Executive Director or the Math and Science Academy human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. Math and Science Academy personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible

[*] Notice required by statute

[**] Notice required by policy

authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. Math and Science Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Math and Science Academy's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. CHARTER SCHOOL ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, Math and Science Academy shall undertake or authorize an investigation by Math and Science Academy officials or a third party designated by Math and Science Academy.

B. The building report taker or other appropriate Math and Science Academy officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, Math and Science Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Math and Science Academy action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable Math and Science Academy policies and regulations.

E. Math and Science Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Math and Science Academy. School officials will notify the parent(s)

[*] *Notice required by statute*

[**] *Notice required by policy*

or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, Math and Science Academy shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

Math and Science Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Math and Science Academy who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each charter school.]

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

B. Math and Science Academy will develop a method of discussing this policy with students and employees.

[*] Notice required by statute

[**] Notice required by policy

9. Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction []
[Note: See Policy 419]**

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of Math and Science Academy, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a charter school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that Math and Science Academy owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by Math and Science Academy.

B. A violation of this policy occurs when any Math and Science Academy student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that Math and Science Academy owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all charter district property and all off-campus events sponsored by the school.

C. Math and Science Academy will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, charter school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]

D. Math and Science Academy will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or

[*] Notice required by statute

[**] Notice required by policy

electronic delivery devices. Math and Science Academy will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices include but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of

[*] Notice required by statute

[**] Notice required by policy

tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on charter school property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on charter school property or at off-campus events sponsored by Math and Science Academy.

V. VAPING PREVENTION INSTRUCTION

A. Math and Science Academy must provide vaping prevention instruction at least once to students in grades 6 through 8.

B. Math and Science Academy may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of Math and Science Academy’s locally developed health standards.

[*] Notice required by statute

[**] Notice required by policy

[NOTE: In addition, Math and Science Academy may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on Math and Science Academy premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to Math and Science Academy discipline procedures.
- C. Math and Science Academy administrators and other Math and Science Academy personnel who violate this tobacco-free policy shall be subject to Math and Science Academy discipline procedures.
- D. Math and Science Academy action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and Math and Science Academy policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other Math and Science Academy supervisory personnel responsible for the area or program at which the violation occurred.
- F. Math and Science Academy administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in Math and Science Academy is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.

[*] Notice required by statute

[**] Notice required by policy

B. Math and Science Academy will develop a method of discussing this policy with students and employees.

[*] *Notice required by statute*
[**] *Notice required by policy*

10. Parent/Guardian Refusal for Student Participation in Statewide Assessments [*]



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Updated April 21, 2022 - Page 1 of 2

[*] Notice required by statute

[**] Notice required by policy

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

- | | |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading | <input type="checkbox"/> MCA/MTAS Science |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2

[*] Notice required by statute

[**] Notice required by policy