

“Molding Future Generations”

**STUDENT AND FAMILY
SECONDARY
HANDBOOK
2017-18**

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Vision

Our PSA Community members are inspired global thinkers who will understand the importance of inquiry, lifelong learning, intercultural awareness, respect, and adaptability as they become future leaders

Mission

Prairie Seeds Academy, in cooperation with families and community, provides leadership in rigorous education, to develop inquiring, knowledgeable and caring citizens who help create a better and more peaceful world through intercultural understanding and respect.

1. ACADEMICS

A. IB WORLD SCHOOL – MYP GRADES 6-10

PSA is an International Baccalaureate World School, offering the Middle Years Programme.

1. The IB Mission

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.”

2. Curriculum

In the International Baccalaureate Middle Years Programme (IB MYP), students take classes in eight subject areas each year. Students are required to study the language of instruction, a second language/ mother tongue, humanities, sciences, mathematics, arts, physical education, and technology. The IB MYP also provides a framework of academic challenge that encourages students to make connections between these eight subjects and the real world, becoming critical and reflective thinkers.

3. Assessment

Assessment in the MYP is authentic and challenging. It provides students with opportunities to apply their knowledge and understanding to both familiar and unfamiliar context, helping them expand their thinking and continue to grow as learners

4. Approaches to Learning skills

The Approaches to Learning (ATL) skills are developed in every unit of study in every subject area. These skills help students to become successful, life-long learners.

5. Learner Profile Traits

The Learner Profile Traits are the IB mission statement in action. They provide a foundation for developing global citizens who act to make a positive difference in the world. These traits include:

Balanced
Caring
Communicators
Inquirer
Knowledgeable

Open-minded
Principled
Reflective
Risk-takers
Thinkers

6. Action in the Community

Through the curriculum, Areas of Interaction, Approaches to Learning skills, and Learner

Profiles Traits, students develop awareness for the world around them. They are encouraged to be responsible, global citizens, using their time, energy, and talents, to take action in their communities.

7. Personal Project

The Personal Project is culminating project that allows students to demonstrate the understandings and skills they have developed throughout the Middle Years Programme. It also provides 10th graders with an opportunity for self-exploration. Encouraged to focus on their areas of interest, students have the freedom to design a project, about which they are truly passionate. Whatever topic they chose, students must call upon the knowledge they have gained in various subject areas over the years, as well as the Areas of Interaction, the Approaches to Learning skills, and the Learner Profile traits to successfully complete their projects.

For more information, please:

visit our webpage www.psak12.org/academics/international-baccalaureate-program/

visit the IB informational table during conferences.

B. MIDDLE SCHOOL MINNESOTA MATH CORP

Minnesota Math Corps is a statewide initiative to help every MN student become proficient in Algebra in 8th grade. The vision targets Algebra because it is a gateway course. When students are successful in algebra, they are able to take higher level science and math courses in high school which will allow them to pursue post-secondary education. To help students become proficient in algebra, it is critical the foundation skills are mastered in the elementary grades.

The math enrichment tutor provides tutoring to pairs of eligible 4th-8th grade students for a average of 90 minutes per week. Tutoring is targeted to each student's math needs as determined by the MCA III strand for math. Math Corps members are trained to collect and monitor performance data for each student receiving services. PSA will have two math tutors, each tutor develops meaningful tutoring relationships with at least 20 students during the school year. In addition the data collected by Math Corps members is regularly shared with classroom teachers to promote comprehensive services for those students who are struggling to attain proficiency.

C. HOMEROOM

The purpose of homeroom is to support to students to reach their academic goals and also prepare them for the challenges they will face in middle school, high school and postsecondary education. Homeroom will also serve to create a sense of school culture and character education.

D. HMONG LANGUAGE AND CULTURE PROGRAM

The Hmong Language and Culture program has been present in the school since it opened in 2004. The focus of the charter of Prairie Seeds Academy is the Hmong Language and Culture. In the Secondary classes are offered as an elective in Hmong Language. The original mission of the school was to preserve the Hmong language and culture. We will keep this program in our school and support it. Teachers of Hmong Language can meet as needed to maintain the authenticity and presence of the language and culture.

E. HIGH SCHOOL COLLEGE IN THE SCHOOLS

College in the Schools (CIS) is a nationally recognized and accredited program started by the University of Minnesota. This is high school teachers teaching college classes at the high school. Teachers must be approved and specifically trained with continued support to be authorized to teach CIS. Students are held to the same academic standards as students on the University campus. Upon completion they earn University of Minnesota credit. PSA is not offering CIS courses this school year.

F. HIGH SCHOOL POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Through PSEO, students may take courses on a college or university campus. Tuition, fees and books for PSEO students who earn dual credits are paid for by the Minnesota Department of Education.

PSA has a PSEO enrollment policy. It is available in the High School Course Catalog (in the Counseling Department).

Eligibility Requirements: Must be a Junior or Senior, who are on academic track for graduation. Seniors must be in the upper one-half of their class. Juniors must be in the upper one-third of their class.

G. HIGH SCHOOL JOB SHADOWING AND INTERNSHIP

The job shadow program is an opportunity for juniors and seniors to explore various career fields. A Job shadow experience is a wonderful opportunity for students to gain knowledge in a myriad of work environments. Students are able to identify with different career possibilities and they are allowed to gain insight on first-hand information about job skills and careers. Job shadowing creates an option for students to network with working professionals. A job shadow experience helps students identify what educational choices will coincide with that career path. Students will work with the school counselor to set up a job shadow visit with area employers.

Internships are a great opportunity for students to discover career options, interest areas, and strengths. They allow students to get some real life working experience before going off to college or starting a full-time job. Internships help students identify with various majors, strengthen their resume and provide valuable work experience. They will be posted throughout the school year in the MCC. Feel free to talk to the school counselor if you have any questions.

H. HIGH SCHOOL NATIONAL HONOR SOCIETY (NHS)

National Honor Society is a nationally recognized student leadership and service organization. It is built upon four pillars: Scholarship, Leadership, Character, Service. All members of NHS are required to embody these traits all year in all aspects of their life. This is no small task for teenagers today, especially with the many pressures and distractions present in modern society.

Requirements:

3.0 GPA or higher

3 teacher recommendations

Entrance essay explaining how their actions embodies the four pillars

Group Interview

Review and selection by committee

The Four Pillars of NHS:

Scholarship: Students who have a cumulative grade point average of 3.0 meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership and character.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous and enthusiastic spirit.

Leadership: Student Leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others and generally maintains a good and clean lifestyle.

Citizenship: The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice and democracy and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

NHS at PSA is responsible for much of the academic support to both teachers and students. NHS is the primary source of Teacher's Assistants at PSA. Some of the NHS students have no open periods their senior year because they are filled with TA positions. As an NHS students are responsible for: collaborative teaching, small group facilitation assisting the teacher with tasks/ errands, developing goals with intervention student tutoring, etc. NHS students also serve as tutors to their fellow students and younger elementary students.

Along with academic support, NHS students are required to complete service hours outside of school. Many participate in school sponsored events through our IB programme. However, some students find the time to seek out their own opportunities as well. Students also act as leaders in the classroom. They are often the first to participate and the one leading their group in work/ discussion. As visible members of our school community, they live to uphold the rules of PSA and remind their friends and peers of PSA's high expectations for all students. It is these actions that daily demonstrate the exceptional character of NHS students.

I. TARGETED SERVICES & ENRICHMENT/ AFTER SCHOOL & SUMMER SCHOOL

Here at Prairie Seeds Academy, we provide an after school program for grade levels K-8 with a focus on academics in reading and math. Students are recommended by teachers who need the extra help in these areas. We are striving to close the achievement gap for our students. In order to meet the needs of the students, the teacher develops goals for each student and during the scheduled after school time these goals are the focus.

PSA offers a summer school program for its students. This program varies a bit each year as the student needs change. Our goals for the summer program are closely aligned or much like the after school program with the intent to offer more support in math and reading for lower performing students. Summer programs include middle school/ upper elementary enrichment classes.

Limited transportation routes are provided for our after school and summer school program for the entire session. Breakfast and lunch are also provided. Most of the staff are teachers from our school. Typically this program is scheduled about 2 weeks after school is dismissed and continues into July of each year.

J. GRADING POLICY Benchmark Assessments

Grading and Reporting

70% Summative Assessments

- Can include: End of Unit Assessment (projects, performances, essays, tests, etc.) or benchmark (standards based) and IB assessments (IB Assessments should select one of the following IB criterion -A, B, C, D).

30% Formative Assessments

- Can include: (quizzes, homework, exit tickets, daily practice, participation, benchmarks or other forms of informal daily assessment).
- Pre-assessments are NOT to be graded.

Participation: Participation at PSA is defined as in-class application of skills through *any of* the four modalities: speaking, listening, writing, and reading.

*Participation is not / will not be graded on:

- Attendance
- Behavior
- Personal Bias

Formative Assessment Policy (Formative Assessment leads to summative success) Formative assessments are designed to provide timely feedback to students so that they may better prepare for the summative assessment. All formative assessment is planned with the summative in mind, so timely completion of formative will make the student successful on the summative assessment.

Since formative assessment is meant to be practice for the student, and assurance of comprehension for the teacher, it is only worth 30% of the student's grade. All formative assessment is assigned with the understanding that it will be done that day in class, or for homework and turned in.

After grades are posted weekly, students should meet with his or her teacher within one week to discuss remediating the missing assignments and how much credit will be given. All work must be completed before the end of unit assessment. Extensions can be given to students at the teacher’s discretion. If the student successfully submits the work, the student will receive credit (credit given will be determined during student/teacher meeting) for their work.

If a student does not meet with the teacher within one week of when grades are posted or if a student does not finish missing work by the end of the unit assessment, then the student will receive 0% for the assignment. The student is accountable for advocating for his/her academic needs in order to receive credit for late work.

If the student’s grade falls below 50% or he or she is missing more than one week’s worth of assignments, teacher will call or email parent/guardian until a response has been received.

Summative Assessment Policy:

All summative assessments are due on the assigned date. In some cases PSA understands that extenuating circumstances arise. PSA wants to encourage students to advocate for their needs prior to the deadline.

There will be several unit assessments (standards based) during each quarter as the assessments are designed to measure mastery of MN State standards. They are to be completed within one class period (extensions given based on teacher’s discretion), containing only the questions necessary to adequately measure mastery of a particular benchmark/standard. Teachers and students must track the proficiency level for each state benchmark and determine when to reteach the benchmarks when necessary.

If teachers use IB summative assessments, they must be designed to utilize the benchmark and the IB rubrics.

All teachers will provide students with a rubric, feedback, and (if possible) an example to assist the student in completing benchmark and summative assessments successfully. Teachers are also available for clarification of feedback to help the student.

Grading Scale at PSA

IB Achievement Level	Letter Grade	Percentage
0	F	0% will be given for missing assignments and summatives. 50%-59.99%(the student did turn in a summative assessment task but it did not reach a level descriptor of 1-8)
1	D-	60%-63.99%
2	D	64%-67.99%
2	D+	68%-69.99%

3	C-	70%-73.99%
4	C	74%-77.99%
4	C+	78%-79.99%
5	B-	80%-83.99%
6	B	84%-87.99%
6	B+	88%-89.99%
7	A-	90%-93.99%
8	A	94%-100%

All summative assessments must be completed and turned in by the end of each quarter.

If the student fails to turn in a summative:

1. The teacher communicates and documents meeting with student to create a new deadline.
2. The teacher communicates with parent/guardian regarding new deadline.
3. If new deadline is not met, teacher will refer student to the following: 6-8th grade to Ms. Annessia Xiong Middle School Counselor, 9-10th grade to Mr. Andrew Gorrell, Academic Advisor and 11-12th grade to Ms. Sara Kawale, High School Counselor to create action plan. Teacher is responsible for communicating recovery plan for summative completion.
4. Ms. Xiong, Ms. Kawale or Mr. Gorrell will work with the student and family on loss of privileges, and a required time for the student to finish the summative.
5. Incompletes will be given when necessary. However, incompletes will be assigned based on student self-advocacy prior to the deadline. Phone call by Ms. Xiong, Ms. Kawale or Mr. Gorrell will be made home. Student will be given two weeks after the end of the term to complete summative.
6. F's will be assigned if the summative deadline is not met, or the student fails to complete the second deadline (as outlined above).

It is PSA's policy to contact all parents using multiple mediums if they cannot be reached, and inform them if their child is getting a D or lower. All parent contact must be recorded in teacher's parent contact log. Parent, student, and/or the teacher may have to determine how to get the student to where he/she needs to be. Teachers will make parents aware if their high achieving student is performing below standard.

Differentiation of summative assessments will happen according to student need, state mandate, ELL services, Sp Ed IEPs, etc.

For issues of plagiarism and cheating, please refer to PSA’s “Academic Honesty Policy.” This document can be found on the school’s website, and in the IB Policy Handbook.

Homeroom Grades:

Homeroom grades are based on attendance each quarter. Grading for homeroom will be Credit or No Credit.

TA Grades - based on TA rubric and based on Pass/Fail grades.

Gradebook Expectation: Teachers must ensure that their gradebook is updated on a weekly basis for students and parents to be able to monitor academic progress. Teachers must post grades up in classrooms to inform students of progress every week. In the gradebook, teachers will mark missing formative work with an “M”.

This document can be found on the school’s website, and in the IB Policy Handbook.

K. HOMEWORK

Homework is a type of formative assessment that is designed to prepare students for the summative assessment. Homework This includes daily reading for 20 – 30 minutes daily. As a partner in their student’s education, we encourage families to check the student planners on a daily basis. We also suggest that homework be completed at a regular time each day and in a quiet place away from TV and other distractions. Students who complete their homework are better prepared for their summative assessments.

L. NEW STUDENT

When we receive a new student, the main office will request for the check out grades for each student from the previous school. If there is less than four weeks until the end of the quarter, the teacher will start with the grade from the previous school. When a new student is at PSA for more than four weeks, he/she can earn grades as other students. If a student comes without a grade – an “I” will be given, unless the student has been at PSA for more than four weeks until the end of the quarter. “I” must be changed to a grade two weeks after the quarter ends.

M. FEDERAL TITLE GRANTS

1. TITLE I

Prairie Seeds Academy is a Title I School Wide Program School. This is a federally funded program. Students are tested in reading (Grades 3-8, HS), math (Grades 3-8, HS) and science (5, 8, and HS). Based on these results, the school creates their School Wide Plan to help assure that our students will make adequate yearly growth on the MCA tests.

This program helps us to provide services to our students through Educational Assistant services for students in Reading and Math. We are also able to provide staff development for our teachers and purchase support material for our students and staff. With these added programs, our intent is that each student will reach their potential in all areas of academics.

2. TITLE II

Funding from this portion of Title funding is used for continued staff development, trainings, academic resources to grow our teachers. This helps us bring in quality, highly trained consultants to work with the staff on diversity, differentiation, co-teaching, gradual release of responsibility, etc.

3. TITLE III - ENGLISH LANGUAGE LEARNER (EL)

Minnesota requires schools to identify EL through a Home Survey that families fill out in the first week of school. If your student is a second language learner, your student will be tested with ACCESS (WIDA) to identify the level of support your student will receive. If your student is at a level deemed appropriate then they will be provided with services by a grade level EL teacher during the day.

Secondary students will have their English language support in their regular classroom and/ or in a specific class setting. Upper level ELs will be observed by the EL teacher throughout the year. Upper level EL students may also be considered for exiting the program once they have met the school requirements.

The Federal Government requires that all schools identify EL students and test K-12 grades with the WIDA test in speaking, listening, writing, and reading. Prairie Seeds Academy has developed a Program Modification Program to help assure that our students will make adequate yearly progress on the WIDA tests.

4. HOMELESS

The McKinney Act originally enacted in 1987 requires public schools to *immediately* enroll students experiencing homelessness. The Title funding provides states with funding to support local grants and statewide initiatives. It also requires that schools provide educational access, attendance, and success for homeless children and youth. Prairie Seeds Academy enforces this need for any students that might be unsure of their residence for their evening/ night stays. If you are aware of some students this might apply to please notify the school immediately.

Homeless students are defined as those who Lack a Fixed, Regular Nighttime

Residence. Be aware that students in these situations may be homeless:

- School-age children and youth who are not with their parents.
- Youth on their own.
- Children and youth in families who have lost their home due to a disaster.
- More than one family living in the same space/ home
- Children and youth at risk for homelessness: highly mobile children and youth who have lived three different addresses in one school year.

N. YOUTH ALLIANCE – PROMISE FELLOW

The vision of the Alliance is that all youth people are highly connected to their communities, have hope for a brighter future and are able to fulfill their dreams. Promise Fellow is designing a program in the school that targets these areas School and Community Partnerships- Systems level work; site selection based on high need and completion of the RFP process. Each AmeriCorps Promise Fellow serves a cohort of 30 youth in grades

6-10th grade exhibiting early warning signs of dropping out. Three drop-out prevention strategies support all youth: caring adults, high quality enrichment activities, service-learning. Community Volunteers play a key role in supporting youth. In general the Promise Fellow will identify students at risk for poor outcomes using predictors such as attendance, behavior and course work or credits. They will monitor student progress using data and providing evidence-based interventions. The intensity and nature of those interventions will be adjusted based on student responsiveness.

The importance of working together is to coordinate support across school, home and community. This is a most powerful tool to effectively create change. As we work together then we can address the achievement gap, address the multiple factors that are barriers to successfully completing school, add personalizing programming, increase relevance and match student needs.

II. STUDENT EXPECTATIONS

A. ATTENDANCE/TRUANCY

SCHOOL CLASSROOM HOURS

8:05 AM to 3:30 PM

School front doors will be locked 30 minutes after classes have begun for the day. **STUDENTS SHOULD NOT BE IN THE SCHOOL BUILDING BEFORE 7:20 AM.**

If you want to pick your student up during the school day, send a note to your student's teacher in the morning. We will not release your student from school unless we have received written consent to do so from the parent/guardian. Students must always be signed in/out in the office by the adult who is bringing or taking them from the school grounds. When picking up the student, come to the main office and the office staff will call to the classroom for your student. Be prepared to show your personal ID when picking up students. Students can only be picked up by adults who are on the emergency form.

B. Truancy

Truancy will be reported to the Office of Hennepin County. Serious and repeated cases of truancy will result in serious consequences for both the child and his/her parents.

Continuing truant

"Continuing truant" means a child who is subject to the compulsory instruction requirements of section [120A.22](#) and is absent from instruction in a school, as defined in 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.

Nothing in this section shall prevent a school district from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to the child becoming a continuing truant.

DEFINITION OF A TRUANT STUDENT

Students are expected to be on time for school every day. If your student is tardy, he/she needs to

get a tardy slip from the office before returning to class. Repeated tardiness will be treated as a case of educational neglect.

Schools have the option to use the TIP process if a student has been absent one or more periods on three days. School personnel have discretion as to when a student will be referred to TIP.

The Prairie Seeds Academy has adopted this definition and has modified it to reflect all our students. Students Kindergarten through twelfth grade who have three or more unexcused absences or five or more tardy are considered truant.

Habitual Truant: Defined:

"Habitual truant" is defined in Minn. Stat. § 260C.007, Subd. 19 as:

1. A student under the age of 16 who is absent from attendance at school without lawful excuse for:
 - a. Seven school days if the student is in elementary school or
 - b. One or more class periods on seven school days if the student is in middle school or junior high, or
2. A student under the age of 16, or between the ages of 16-18 if the student has not legally withdrawn from school, who attends high school, and who is absent from attendance without a lawful excuse for one or more class periods on seven school days.

B. STUDENT PLANNERS

Students in Grades 6-10 are provided planners, which teaches students to develop organizational skills is critical for their future. (Adjustments can be made to the planners to serve specific needs of the student.)

Some essential Approaches to Learning skills in the IB MYP are Self- Management and Communication. To help students improve these skills, as well as to create a collaborative effort between students, teachers and families, PSA will be implementing a planner system with all students in grades 6-10. PSA homeroom teachers will provide students with a new planner sheet every Monday (until the actual planners arrive). This planner sheet must be filled out by students in each class period each day. Teachers will routinely post the assignment, as well as provide time for students to write down the assignments. Planners and processes can be adjusted for more effective student use. The planning sheets will be replaced by a year-long planner and students are required to bring this planner to school and home every day, as they did with the planning sheets.

At the bottom of each column there is a space for a family signature. Once a week, homeroom teachers will check planners to ensure they are filled out and signed. Students will receive points in homeroom for their planners, as it is an important part of communicating about their education.

At the beginning of each quarter homeroom teachers will provide students in grades 6-10 with a bathroom pass sheet. Students are given 3 passes per period per quarter and will be recorded on the sheet. This will continue with the planners.

Planners are strongly encouraged for all 11th and 12th grade students, as well. Students 11-12 will not utilize the bathroom sheet unless determined by PSA staff.

C. COMPUTER

The use of technology will take students, parents/guardians, community and staff of Prairie Seeds Academy to a new and exciting level that will enhance education, encourage research and maximize the natural curiosity that lies within each of us.

Each class has computers in their classroom to use during the school day. Students at all grade levels are expected to uphold the philosophy and values of Prairie Seeds Academy. While using the computers students are encouraged to display attitudes that foster respect, learning and tolerance. An environment of this type will stimulate the student's natural curiosity and encourage them to continue their quest for learning and personal growth.

Students are not allowed in the computer lab without a member of the staff present. Students **MUST** not bring food or drinks to the computer lab.

D. INTERNET ACCESS

Classroom computer access to the Internet is provided for students to conduct research and receive school related communications. Students are personally responsible for appropriate behavior on the network, just as they would in a classroom or hallway. Access to network services is given to students who act in a considerate and responsible manner. Access to the network is a privilege, **not a right**.

Network and computer storage systems may be treated like school lockers. School staff may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Material stored on any computer may not always be private. The school will not provide access for recreational computing activity.

Network Etiquette expected of students:

1. **Be Polite** – Sending, displaying or printing offensive, obscene, threatening or harassing messages or picture is strictly forbidden.
2. **Be Network Safe** – Always use your classroom password. Do not reveal your **personal** address, age, sex or location or that of other students or school staff
3. **Be Respectful** – Use the network in such a way so as not to disrupt its use by others. Do not trespass in files that belong to other students. Do not download excessive information or monopolize resources such as printers, disk space or paper.
4. **Be Aware** – Information and communications accessible via the network school not be assumed to be private. Copying and using information may violate copyright laws. Using the network or computer for commercial or illegal purposes is strictly forbidden.

Violations may result in the loss of access as well as other disciplinary and/or legal action. There must be approval from the Principal for use of the Internet.

E. CYBER BULLYING

This type of bullying is strictly prohibited. Anyone aware of any type of cyber bullying must advise a teacher or administrator. Anyone found to have participated in cyber bullying will be subject to disciplinary and/or legal action. Parent and/or student can report Cyber Bully through our hotline number. (The cyber bully hotline number is 763-219-8812)

F. CLASSROOM INTERNET AND SOCIAL MEDIA USAGE

Please be aware of each teacher's classroom policies. If your teachers allow you to use the Internet on your personal devices, or as part of the computer lab, the teacher will establish guidelines.

It is your responsibility to know what each teacher expects, and to abide by what they say. PSA is not responsible for your personal phone or communication device.

If you bring a phone or communication device, you are not allowed to use earphones while

in class. Earphones may only be used during breakfast/lunch break, during passing time, and before & after school.

Going online at PSA during school time is only allowed if it is part of your classroom instruction and authorized by the teacher.

G. SAFETY

The School takes reasonable precautions to maintain its facilities. The school will not be responsible for accidents that occur on PSA property.

PSA also meets the criteria of 5 fire drills, 5 lockdown drills, and 1 tornado drill as set by the state of Minnesota (State tornado drill is in April). The summer school session also has a fire drill required. Dates of those drills that have already occurred can be made available at the school.

Another safety precaution is that all doors are locked for entry from the outside 30 minutes after student arrival time. If you are coming to the building, you must enter through the doors on 62nd. No parking is allowed in the front during bus drop off and bus loading times. Parking will be allowed for short periods of time during the rest of the day. No parking on 62nd St.

PSA has a designated evacuation sites. This location would be used in case of an emergency that would require the students and staff to leave the building.

West LOCATION: **First Lutheran Church**

7708 62nd Avenue North

Crystal, MN

firstloc.org

East LOCATION: **Waterford Manor**

6288 Louisiana Court

Brooklyn Park, MN

H. CAMERAS

The school is considered a public building. As in all public establishments, the use of security cameras is lawful. Security cameras are placed throughout the building and on the school grounds for the safety of our students and staff.

I. FOOD ITEMS FOR CONSUMPTION

Due to the requirements of the state of Minnesota, we cannot allow families to bring in homemade treats.

J. TELEPHONE USE

The telephone in the school office is for school business. The telephones in the classrooms are only available to students with teacher permission. Arrangements for after school activities and transportation must be made before coming to school – not on the classroom phones. We do not provide supervision for younger siblings who are not participating in the event.

Students may not stay after school for an event that starts after 4 pm. Students will have time to go home and return to the school with their families. Students will not be allowed to call home to make arrangements (as stated above- no phone calls) for an event the same day. We do not provide supervision for the students who are waiting for events that start at 5 pm or later.

Be aware that your student will not be asked to stay after school by anyone at the last minute. You will receive a phone call from the school to agree on a time at least 24 hours ahead of time. Overnight events do not happen without prior notice of at least 7 days. Again, you will be notified well in advance of any events that are outside of school hours. Students will be expected to go home on the bus daily. They will not be allowed to stay after school dismissal time unless there has been communication with the family directly by a PSA staff member.

K. SKATEBOARDS

NO skateboards can be brought to school. There is no place to store them safely during the instructional time. The school cannot be held responsible for the possibility of injury to and from school. NO students may bring or use skateboards to get to or home from school. Bus transportation is available.

** If a student brings money, electronics or skateboards, staff time will not be used to locate, search, or resolve the loss. They will be taken away if used during inappropriate times. If lost or taken, it will be the student's loss and PSA will not be held accountable for that loss. School and staff are not responsible for any lost/ damaged or stolen item, including items that are confiscated by staff.

III. FAMILY/ GUARDIAN/ COMMUNITY EXPECTATIONS

A. REPORTING STUDENT ABSENCES

Secondary student attendance will be taken during the first ten minutes of each period.

PSA uses an automated system that will call your primary number as indicated on the emergency and/ or enrollment form about 11 a.m. This call will happen if you have not reported your child absent by that time and your student is being marked as absent from their classes.

IT IS SCHOOL POLICY THAT YOUR STUDENT BRINGS A WRITTEN EXCUSE FROM HOME EXPLAINING THE ABSENCE WHEN THEY RETURN TO SCHOOL.

1. STUDENTS LEAVING/ RE-ENTERING THE BUILDING DURING THE SCHOOL DAY

If you want to pick your student up during the school day, send a note to the office or the homeroom teacher in the morning. We will not release your student from school unless we have received written consent to do so from the parent/guardian. Students must always be signed in/out in the office by the adult who is bringing or taking them from the school grounds. When picking up the student, come to the main office and the office staff will call to the classroom for your student. Be prepared to show your personal ID when picking up students. This applies for all parents/ guardians and indicated adults from the family.

2. ABSENCES

Students should be in class every day. You are to call the school office between 8:00 AM and 9:00 AM if your student is going to be absent. YOUR STUDENT WILL NEED A NOTE FROM HOME, EXPLAINING THE ABSENCE, THE DAY THEY RETURN TO SCHOOL. IF A STUDENT

RETURNS TO SCHOOL WITHOUT AN EXCUSE IT WILL BE CONSIDERED AN UNEXCUSED ABSENCE.

Family travel arrangements

When you are planning a family trip and your student(s) will be absent for 3 days or more, please notify the school a month ahead of time if possible. Contact the counselor, have a sit down meeting and preparation can follow. This will give teachers time to gather the necessary learning materials for your student's absence.

Excused absences are:	Unexcused absences are:
Doctor/Dentist appointment	Staying at home to babysit
Illness	Work or rest because of work
Injury	Principal or Counselor unapproved travel
Principal or Counselor approved travel	Needed at home
Extreme family emergency	Cold weather
Death in family	Missed bus
Religious holiday	Student immunizations not up to date
Suspension	Shopping

The school is responsible for the tracking of attendance as per state reporting mandates. Absence is recorded as either excused or unexcused. Unexcused absences and tardies are tracked daily. If a student has more than three unexcused absences or more than five tardies, a letter will be sent home to the parents. If a student has seven unexcused absences, they are reported to Truancy Intervention Program (TIP) through the Office of the Hennepin County Attorney.

If a student is absent 3 or more consecutive days, then the school will need a note from the doctor. Four Unexcused absences (UAs) in any given class will equal to 1 day of unexcused absent.

School attendance is mandatory in the state of Minnesota in order to make certain that all students acquire the necessary skills for success as adults. The Hennepin County Attorney's Office has established TIP as a way of working with school officials, law enforcement and social services to intervene early in the truancy cycle.

B. HEALTH ISSUES

1. STUDENT ILLNESS/ INJURY

Please notify the Health Office Assistant, if your student is diagnosed with any infectious illness (such as head lice, strep, chicken pox, pink eye, and/or ringworm). Information about the illness can then be sent home with the other students in that classroom.

Many parents and teachers are concerned about when students should stay home from school. Follow these guidelines to help with your decision.

If the student has had a fever of 100 or more, they should stay home until 24 hours after the temperature returns to normal (and without medication to keep the fever down).

If the student has vomited or had diarrhea, they should stay home 24 hours after the last episode. For example, if your student is ill in the evening, do not send them to school the next morning.

If the student has any rash that may be disease related or you do not know the cause, check with your family physician before sending the student to school.

If a student is not feeling well enough to participate in classroom activities and recess, (that is excessively tired, continually coughing, constant runny nose or congestion) it is a good idea to keep them at home.

When ill students get extra sleep and fluids at home they regain their health faster.

If you have a problem with daycare for a sick student, or getting off work when you need to stay home with them, please take time today to figure out your emergency plan to cover those sick days. The emergency plan should not include sending your sick student to school. The school is not equipped to care for ill students. Sending a sick student to school exposes the other students and the teachers to your student's illness. Students easily pass germs through their play and close contact with each other. Please send your student back to school only when fully recovered. Then, everyone will have the opportunity, to experience the best from their school day.

If your student becomes ill or injured at school, we will attempt to contact parents/ guardian at home or at work. Please pick up your student within one hour. If we are unable to reach you we will call the numbers you have listed on the emergency form of persons to contact if you cannot be reached. (YOU SHOULD HAVE AT LEAST TWO NAMES AND PHONE NUMBERS ON THIS FORM.) Please notify the school immediately if emergency phone numbers change.

2. HEAD LICE

When cooler weather arrives it is a good time to remind your student not to share hats, combs or other personal item with fellow students and friends. It is vital that all parents do consistent head checks on each student at home. Regular head checks at home are the most effective way we have of preventing the spread of lice at school. They are more important than the occasional head checks the nurse does at school once a case has been reported. No one enjoys the topic of head lice, but by being well informed and working together, we all have the best chance of controlling it.

When a student is found to have an active infestation of pediculosis as defined by presence of live lice or nits, the parent or guardian will be notified. The nurse or nurse aide will make a professional judgment regarding

exclusion arrangements depending on assessment of the situation. If nits are found, student may remain in the classroom and go home at the end of the day followed by treatment at home. If live lice are found, the parent will be instructed to take the student home for treatment.

Teachers will be notified when a student in the classroom has head lice or nits. A letter will be sent home with students of the affected classroom. The letter will provide recommendations for health care.

Student may return to school the next day after appropriate treatment has been received at home. Student will be checked by the nurse or nurse aide upon returning to school.

3. CHICKEN POX

Chicken Pox/Varicella is a required immunization. Let us know if your student receives this vaccination. The student with chicken pox is excluded from school until all blisters are dry and crusted.

4. STREP THROAT

Students diagnosed with strep are excluded from school until 24 hours after antibiotic treatment is started and until feeling well.

5. MEDICATIONS

Authorizations to administer medication forms are available from the office. Long-term medication (over 2 weeks) requires a written order from a prescribing health professional, written permission by a parent/guardian, and the original prescription bottle with the pharmacy label. Short-term medication requires written permission by a parent/guardian and the original prescription bottle with the pharmacy label. Over the counter medication requires a written order from a prescribing health professional, written permission by a parent/guardian, and the original container. The complete medication policy statement is available from the office. If you have any questions, please call the Health Office Assistant at (763) 450-1388.

(A physician and pharmacy will give you two original bottles if you ask at the doctor and then again at the pharmacy)

6. SCHOOL HEALTH SCREENINGS

Health screenings are conducted at the school within the districts where the student resides. Screenings are held for vision, hearing, and color vision. You will be notified if your student needs to have further evaluation following one of these screenings. We do expect parents/guardians to follow up by taking their students to the appropriate sites and professionals as soon as possible.

7. IMMUNIZATIONS

Minnesota Statutes Section 121A.15 requires that all students who are enrolled in school be immunized and provide the school with a record of immunizations or file a legal exemption with the school. The pupil health immunization record form is required by Minnesota's School Immunization Law. Immunizations are required for Kindergarten, 7th grade and all new students.

C. PSA EVENTS

School events are planned to happen several times throughout the school year. Parents/guardians are encouraged to attend all school events. Please call the office at (763) 450-1388 if you have suggestions or requests for topics to be covered on school events or any family/school functions. Please refer to your PSA calendar for events and time. We will send flyers home as we approach each event.

D. VISITORS TO THE CLASSROOM

As PSA is a public facility, visitors are welcome and encouraged to come to the school. Family interaction is a goal of the school to work in collaboration with student and staff. Since the school is a public entity, the visiting policy needs to be adhered to for the confidentiality and privacy of all students. Thus we ask that if a family member wants to visit a classroom, there must be a 48 hour notice. Younger children will need to be supervised elsewhere, outside the school, so as not to disrupt the learning that takes place in our classrooms. A written request needs to be given to the principal 48 hours ahead of time so that teachers can be notified that this visit has been acknowledged and approved.

Background checks are now required for anyone visiting consistently and/ or volunteering. Due to changes in policy, background checks are now required for any non-staff member to volunteer in the classroom. We ask for the initial fee (currently \$8) to be paid by the volunteer/ parent. If the parent or volunteer reaches 8 hours of volunteer time, the fee will be reimbursed back to them by the school.

Since the student you are visiting will be in particular classrooms, confidentiality for the other students will be expected. Family members will be visiting to observe what their child does in the classroom setting. It must be understood that a family member is not there for other reasons, nor can share specifics about other students due to the confidentiality. The principal or designee will meet with the person visiting prior to entering the classroom to clearly communicate expectation for all visitors as well as the accountability of the school.

Students are not allowed to bring visitors/friends/family members to school without a written note from the guardian/ parents and prior approval from the Principal.

E. RECORDING VIDEO, USE OF ELECTRONICS IN THE CLASSROOM

Use of cell phones, cameras, or other technology is not allowed in the classroom other than by students for projects as allowed by the teacher. For certain assessments, a teacher may need to video or audio record your student's performance. Lessons, interactions between students, interaction with the teacher, cannot be recorded in any classroom, except by the teacher for assessment purposes. This is for the security of all students.

This becomes a confidentiality issue when someone, other than PSA Administration or staff, record activity. Recording other students and their participation in the classroom will not be allowed by any student, family member or visitor to the building. (If the taping is for a specific reason, a procedure must be followed and paperwork in place to ensure the security of our students. Prior notification and procedure MUST be followed.)

F. PETS

Students are not allowed to bring pets to school unless permitted by the Principal.

G. PARENT/FAMILY VOLUNTEERS

Parents and family members are encouraged to volunteer at our school and on school related activities. “It takes a village to raise a student.” We need your support and presence in the classrooms, on field trips, evening events, soccer/sports games, etc. Examples of volunteer activities you can help PSA with are:

- Story Telling/piav dabneeg Hmoob
- Personal Stories/piav txog nej lub neej
- Help cut shapes for teachers
- Help students read and write
- Help students do math problems
- Help with lunches and recess
- Others

If you are interested in volunteering at PSA, please stop by the Main Office or call

(763) 450-1388. We welcome all volunteers, and your time is always appreciated. Thank you in advance for participating in the lives and learning of PSA students.

Background checks are required for any non-staff member to volunteer in the classroom. We ask for the fee (currently \$8) is to be paid by the volunteer/ parent.

H. SCHOOL LOCKERS

All students will be assigned a locker for the school year. Students should not share lockers or give out their combinations. PSA is not responsible for any lost items from the lockers. Students are encouraged to use their lockers.

Desks

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

Personal Possessions and Student’s Person

The personal possessions of students and/ or the student themselves may be searched when school officials have a reasonable suspicion. The search will be reasonable in its scope and intrusiveness. School officials for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for student to carry contraband on their person or in their personal possession. School staff has the right to question the student without parental permission.

I. FIELD TRIPS

Field trips are educational opportunities for the students at PSA. They are meant to enhance and connect with standards and curriculum. All students are expected to participate unless they do not meet the criteria. These criteria will be outlined by the teacher (who is organizing the trip) in advance, approved by principal, and

communicated to students and families. End of year events are meant to be a celebration of the year. ALL students will participate.

J. HIGH SCHOOL STUDENTS DRIVING TO SCHOOL

Students driving to school should park on the east end of the parking lot. Students should enter through the doors by the office in the front (62nd Street).

The school is not responsible for damage to the vehicle or items stolen while in the parking lot. All rules of driving will be enforced. Safety is an issue. No other students will be given permission to ride with the driving student for lunch or after school.

K. JUNIOR/ SENIOR OPEN LUNCH

Juniors and Seniors (11th and 12th grade students) are the only student who can be released from the PSA campus before school and during lunch. Each student must have a permission slip signed by a parent yearly.

Students are allowed to leave campus only before school (after arriving on the bus or by car and checking in that they are present) and during lunch time. The expectation is that the student is back on the school grounds and in class before the bell rings. If not, they will receive an unexcused tardy. If not returning at all, it will be an unexcused absence.

This is a privilege that may be denied by late arrival or reasons determined by administration. Privilege can be denied for a few days, the rest of the quarter or as determined by principal.

L. STUDENT COUNCIL AT PSA

Student council at Prairie Seeds Academy is designed for students to choose leaders to advocate for the social elements of the school. Students elect representatives to discuss issues with leadership and allows for students to have a say in school activities. Student council is responsible for planning and organizing dances, pep-fests, school programs, and traditions that will promote school spirit and pride. Student council meets once a week to discuss how they can promote school spirit and to plan programs that will engage students in the progress of the school.

To become a member of student council, students will participate in an election by grade. Students who are interested need to apply under the standards of the student council supervisor. The amount of students who will make up student council will be determined by the supervisor. Once they have been approved by the supervisor, students names will be put on a ballot and will be voted on by their peers.

Students will have to meet expectations of the student council supervisor in order to continue to be a member. Supervisors will be responsible for setting expectations and help carry out the activities planned by the members of student council.

M. ATHLETIC PROGRAM

Students in grades 7-12 are allowed to participate. Please see PSA's Athletic Eligibility policy. If you have any questions, consult with the Athletic Director.

N. FOOD SERVICE

We contract with a food service provider for food service daily. PSA works with the service provider to make food that is suitable for our student population. Please do not waste food.

This year every student at Prairie Seeds Academy will receive a free breakfast and lunch every day. Breakfast will be served from 7:30 AM to 8:05 AM daily. Menus are posted on the PSA website monthly. Eating a healthy breakfast helps your student to do his/her best in school. We hope that your student will eat breakfast at school every day.

Consumption of pop and/or chewing gum are not allowed inside or outside the building or on the bus. Other foods may be brought to school, but can only be consumed in the lunchroom. Students are not allowed to share food that is brought from home.

O. LIBRARY

Prairie Seeds Academy has a library/ media center. Students may check out a maximum of 2 library materials at a time. Library books are due one week after the check out date. If the materials are late students cannot check out new books until they have returned their books. After six weeks a book will be considered lost and a replacement fee will be assessed.

If a book is lost, the student will be charged the replacement cost of the book, which can range from \$2.50 for a magazine to \$35.00 for a hardcover book. Fines may be paid at any time, but if a student has \$50.00 or more in library fines, they will not be allowed to check out any library materials. If fines are not paid by the end of the year, the student report card will be held until further arrangements are made. Senior students will not be able to graduate, walk or receive their diploma until all fines are paid.

Students at Prairie Seeds Academy are encouraged and expected to take very good care of their books and return them on time to the library. Students and parents will be charged for any books that are lost, damaged or not returned.

Text Books

Please note that fines apply to content area texts also. Classroom content books are checked out to students for each class in which they are enrolled. The general fees are \$20 for paperback and \$80 for hardcover. If textbooks are not returned at the end of the year, student report cards will be held until all books are returned or fine is paid.

If by the fall of the next school year, if textbooks have not been found and fines have not been paid, the student will not be able to check out textbooks for that school year, until fines are fully paid for.

P. BAD WEATHER

If there is a lot of snow or if the temperatures are well below zero, families are to watch the local news for school closings (Channel 5) listen to WCCO radio or check PSA's website at www.psak12.org. The PSA system will also call you for notification. (If you change your phone number, we will need to know immediately.

Q. DESIGNATED AREA

Secondary students need to remain in the secondary wing of the building. High school students should only be in the elementary when assisting teachers as a Teacher's Assistant or for an identified special project.

IV. TRANSPORTATION

Please be aware that at the beginning of the year and in times of inclement weather, the bus route times may vary. This is due to circumstances beyond our control.

A. HOW WILL I KNOW WHICH BUS MY STUDENT SHOULD RIDE?

At Open House, there will be a list available of the buses that come to PSA. It will tell which corners each bus stops at and at what time the bus comes to each corner. At the beginning of the school year, you will be receiving a bus card with all the information. Your student may have to walk up to one block to get to the bus stop depending on where you live. **Students who ride the bus must live at least a few blocks from the school or if you have to cross busy intersections.** If you are not sure about this, call the office at (763) 450-1388 or the Transportation Coordinator at (763)274-4502.

B. IF MORE THAN ONE BUS STOP AT THE CORNER HOW WILL I KNOW WHICH BUS IS THE RIGHT BUS?

The bus information card you receive in the mail will give a number for each bus. Please note the number of the bus. The number and our school name will be posted in the window of the bus by the door or the side of the bus. It is very important that you remember the number of your student's bus and that they get on the bus with the matching number.

C. HOW WILL I KNOW WHEN THE BUS IS COMING?

The time will be given in the bus information card that is sent to you from the school. Please be at the corner at least ten (10) minutes before the posted time.

D. WHAT IF THE BUS DOES NOT COME?

At the beginning of the school year, there are usually many adjustments with the bus. If the bus you are expecting does not come, please call the office at (763) 450-1388 or the Transportation Coordinator (763) 274-4502, and we will try to figure out the causes of the delayed bus. If possible, you might want to have a ride available for your student for the first few days of school, just in case the bus doesn't come.

E. WHEN CAN I EXPECT MY STUDENT TO RETURN FROM SCHOOL EACH DAY?

Our school day ends at 3:30 PM, unless early release for conferences. All students should be home by 5:30. In some cases, it may be later for the first week or two until the drivers and families adjust to their routes. As a rule, a student will be home no later than 6:00 PM. If your student is not home by 6:00 you should call the Transportation Coordinator at (763) 274-4502.

F. WHO PROVIDES OUR BUS SERVICE?

We, as a school, provide our own buses. Prairie Seeds Academy staff will assist all students on the bus each day to make sure that everyone gets on the right bus. Due to our larger number of enrollment, we have also contracted 5-6 buses from American Transportation.

G. HOW DO I CHANGE WHERE THE BUS PICKS UP OR DROPS OFF MY STUDENT?

Please send a written request to the office. It generally takes a few days after receiving the note to put the change into effect. A copy of the new schedule will be sent home with your student. Changes made in bus routes effect the pick up and drop off times of other students riding the bus; therefore temporary changes of a few days cannot be honored.

H. PARENT DROP-OFF STUDENT:

Please use the school parking lot to drop off your child before school. Please do not use the bus lanes to drop off your child in front of the school.

If dropping student off after school has started, please walk your student to the main office and sign student in. Parents can park by the front door and quickly go in to sign in your student if there are no buses on the bus lane.

I. PARENT PICK-UP STUDENT:

Any student being picked up during school hour must go through the main office and the adult will need to sign-out the student. Please park your vehicle in the school parking lot. Please do not park your vehicle using the bus lanes in front of the school. Students must be picked up within 15 minutes of dismissal—by 3:45.

Do not park on 62nd St.

J. WHAT ARE THE RULES FOR CHILDREN WHO RIDE THE BUS?

Students are expected to follow the same rules on the bus as they follow at school. In addition to this, for their safety, they must follow bus rules including the following:

Stay seated at all times. Do not change seats.

No food or drink on the bus.

Students are not allowed to ride a different bus or get off at a different stop unless guardian/ parent has given written permission to the school. A PSA bus pass must be given to the student.

Remember that the driver has a very important job to do. Do not do anything that might disturb the driver.

K. WHAT WILL HAPPEN IF MY STUDENT DOES NOT FOLLOW THE RULES?

In the state of Minnesota, riding a school bus is a privilege. When a student does not follow the rules on the bus, they lose this privilege. The first time a student does not follow the rules; the driver usually reminds them of the rules. If they continue to disregard the rules, the driver will write an official report to the Transportation Coordinator.

Secondary (6-12)

1st offense: warning

2nd offense: 5 school-day from riding the bus

3rd offense: 10 school-day suspension from riding the bus

4th offense: 20 school-day suspension from riding the bus/meeting with parent

5th offense: suspended from riding the bus for the remainder of the school year.

If the student commits a major offense, he or she may lose bus privileges for the rest of the year immediately. Major offenses include such things as possession of a gun or weapon, attempting to ride on the outside of a bus, running in front of a moving bus or pushing another student in front of a moving bus and additional offenses at the discretion of the Principal.

L. WHAT SHOULD I DO IF MY STUDENT WILL NOT BE RIDING THE BUS HOME TODAY?

If your student usually rides the bus and you do not want your student to ride the bus home after school on a certain day, you must send a note to the office in the morning of that day. ALL STUDENTS WILL BE SENT HOME ON THE BUS UNLESS THE LEGAL GUARDIAN/ PARENT HAS SENT A NOTE.

Suspension of bus riding privileges extends to field trips and other school events. The student will not be allowed to ride the bus for any reason during the term of suspension.

UNDER NO CIRCUMSTANCES IS A STUDENT TO GET ON ANY OTHER BUS BUT THE ONE THEY ARE ASSIGNED OR DROPPED OFF AT ANY OTHER STOP WITHOUT A BUS PASS.

V. STATUTES and BOARD POLICIES

A. PRAIRIE SEEDS ACADEMY POLICY No. 506

BULLYING PREVENTION AND RESPONSE

Adopted: July 13, 2017

Revised: _____

I. PURPOSE

It is the purpose of Prairie Seeds Academy to define acts of bullying and to clearly delineate the consequences of bullying behavior.

II. POLICY STATEMENT

Bullying or other prohibited conduct under this policy is expressly forbidden. Prairie Seeds Academy is committed to making Prairie Seeds Academy a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind. We will endeavor to be kind and respectful in our interactions with others.

III. DEFINITIONS

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

1. There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is reaped 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.
 - 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.
 - C. Intimidating, threatening, abuse or harming conduct may involve, but is not limited to conduct that:
 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;
 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;
 3. Is directed at a 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 characteristics defined in chapter 363A. However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or chapter 363A.
 - D. “Prohibited conduct” means bullying or cyberbullying as defined under this subdivision, or retaliation for asserting, alleging, reporting or providing information about such conduct or knowingly making a false report about bullying.
 - E. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct.

IV. THE SCOPE OF THIS POLICY

- A. This policy applies to school related bullying wherever it occurs, including:
 1. On Prairie Seeds Academy grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
 2. At a school activity, function, or event, including field trips and other school activities which take place off of school grounds;
 3. Traveling to or from school or a school activity, function or event; or
 4. On school computers or other equipment.
- B. Off campus student behavior, including behavior on computers, cell phones, or other electronic devices whether at home or in other places is subject to consequences under this

policy if the behavior substantially disrupts or interferes with the educational process at school for one or more students.

V. STUDENT EXPECTATIONS

Prairie Seeds Academy students must not bully others, must not be a bystander to bullying, and must report bullying to an adult. Students are expected to do the following:

- A. Treat others with kindness and respect;
- B. Refuse to bully others;
- C. Refuse to let others be bullied;
- D. Refuse to watch, laugh, or join in when someone is being bullied;
- E. Try to include everyone in activities, especially those who are often left out; and
- F. Report bullying to an adult.

VI. STAFF EXPECTATIONS

Teachers and staff at Prairie Seeds Academy are expected to do the following things to prevent bullying and help children feel safe at school:

- A. Closely supervise students in all areas of the school and playground;
- B. Watch for signs of bullying and stop it when it happens;
- C. Respond quickly and sensitively to bullying reports using an appropriate response process;
- D. Make reasonable efforts to address and resolve the prohibited conduct when the teacher or staff member witness prohibited conduct or have reliable information that would lead a reasonable person to suspect a student is a target of prohibited conduct;
- E. Report bullying to the Prairie Seeds Academy principal;
- F. Notify the Administrator when efforts to address the bullying prove unsuccessful; and
- G. Help create a school culture of respect and kindness by modeling and fostering these traits.

VII. EXPECTATIONS FOR SCHOOL ADMINISTRATORS

Prairie Seeds Academy Administrators are expected to foster a school culture of respect and kindness. Administrators are expected to oversee the following, at a minimum:

- A. Ensure that the topic of bullying prevention is addressed on a regular basis at staff meetings;
- B. Create a reporting and investigation procedure for reports of prohibited conduct;
- C. Identify and schedule appropriate staff training opportunities on the topic of bullying prevention;

- D. Provide appropriate training for all school personnel to prevent, identify, and respond to prohibited conduct. Prairie Seeds Academy will establish a training cycle, not to exceed a period of three school years, for school personnel under this paragraph. Newly employed school personnel must receive training within the first year of their employment with the district or school.
- E. Use annual parent surveys or other appropriate methods to obtain from stakeholders input relevant to the topic of bullying prevention at Prairie Seeds Academy;
- F. Ensure that this policy is annually disseminated to all Prairie Seeds Academy staff, students, and parents, along with a statement explaining that it applies to all applicable acts of bullying that occur on school property, at school-sponsored functions, on a school bus, and to off campus behavior if that behavior substantially interferes with the educational process for one or more students at school.
- G. Ensure that this policy appears on Prairie Seeds Academy's website, in the languages appearing on Prairie Seeds Academy's website.
- H. Ensure that this policy is included in the student handbook on school policies.
- I. Post a summary form of this policy conspicuously in the administrative offices of Prairie Seeds Academy.
- J. Make reasonable efforts to address and resolve the prohibited conduct when the administrator witnesses prohibited conduct or has reliable information that would lead a reasonable person to suspect a student is a target of prohibited conduct.
- K. Require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address prohibited conduct. The professional development includes, but is not limited to information about:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting an actor, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.

VIII. MONITORING OF STUDENT INTERNET USE, RECORDS, AND FILES

- A. Students have a limited expectation of privacy on Prairie Seeds Academy's internet system computer, or any other electronic device owned by Prairie Seeds Academy. Students should expect routine maintenance and monitoring by staff and technical support.

- B. An individual search of internet use, a computer, or other electronic device records may be conducted by administration if there is a reasonable suspicion that the student engaged in prohibited conduct or violated Prairie Seeds Academy's policies. A search may include a student's personal computer, smartphone, or other electronic device to the extent permitted by law when there are reasonable grounds the electronic device contains evidence of prohibited conduct.

IX. REPORTING PROCEDURE

- A. Any person who believes he or she is or has been a victim of or has any knowledge of bullying or other prohibited conduct under this policy should immediately report any information they have about the bullying or other prohibited conduct to the building report taker.
- B. The building principal or the principal's designee will be the building report taker. The building report taker will be primary contact person in the school building to receive reports of prohibited conduct under this policy. The building report taker will also ensure the policy and its procedures including restorative practices, consequences, and sanctions are fairly and fully implemented, and serve as the primary contact on policy and procedural matters implicating both Prairie Seeds Academy and the department of education.
- C. A report of bullying or other prohibited conduct may be anonymous. Prairie Seeds Academy, however, will not determine any discipline solely on an anonymous report.

X. PRAIRIE SEEDS ACADEMY'S ACTIONS

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the Prairie Seeds Academy shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. Reasonable steps will be taken by Prairie Seeds Academy to preserve any evidence of bullying or other prohibited conduct.
- C. Depending on the severity and nature of the bullying or other prohibited conduct, Prairie Seeds Academy will take one or more of the following steps, as appropriate:
 - 1. Intervention, Warning, and Redirection. A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. The staff member will redirect the student and may help the student identify better choices the student can make in the future.
 - 2. Notification of Parents. School staff will notify the parents of involved students and inform affected students and parents of their rights under state and federal data practices law to obtain access to data related to the incident and their right to contest the accuracy or completeness of the data. The parents may be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school counselor.
 - 3. Opportunity to Present Defense. 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.

4. Resolution with the Target of the Bullying. A student who violates this policy may be required to participate in appropriate resolution, including restorative justice activities.
5. Referral to Professional School Support Staff. A student who violates this policy may be asked to meet with a school counselor or other staff to work on positive behavioral interventions to help prevent future violations.
6. Loss of School Privileges. The student may lose recess for one or more days, may lose school privileges, or be suspended, as appropriate.
7. Suspension/ Expulsion. In cases of severe or repeated bullying, the student may be suspended or expelled.
8. Staff Consequences. A Prairie Seeds Academy employee who fails to immediately and appropriately address bullying may be asked to participate in additional staff training or may be mentored. A staff member's repeated failure to address bullying behavior may result in discipline up to and including discharge, as appropriate.
9. Community Resources. Prairie Seeds Academy may provide information about available community resources to the target, actor, or other affected individuals.
10. Student with a Disability. The Student's individualized education program or section 504 plan may be used to address the skills and proficiencies the student needs to respond to or not engage in the prohibited conduct.
11. If the bullying or prohibited conduct violates the law or any other school rules or policy, additional actions may be taken by Prairie Seeds Academy against the student for the violation as appropriate.

XI. RETALIATION IS PROHIBITED

The school board prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation will be determined by the Administrator after consideration of the nature, severity, and circumstances of the act.

XII. FALSE REPORTS AS A MEANS OF BULLYING PROHIBITED

The school board prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a school student found to have falsely accused another as a means of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Legal References: Minn. Stat. § 124E.03 (Charter Schools – Applicable Law)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the Rights & Responsibilities of Students & Parents under the Safe & Supportive Minnesota Schools Act)

Minn. Stat. § 120B.232 (Character Development Education)

B. PRAIRIE SEEDS ACADEMY POLICY No. 420

MALTREATMENT OF MINORS / MANDATORY REPORTING

Adopted: July 13, 2017

Revised: _____

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. POLICY STATEMENT

- A. The policy of Prairie Seeds Academy is to fully comply with Minn. Stat. §626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. Is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. If occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. Failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;

2. Failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
3. Failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. Failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. Prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;
6. Medical neglect as defined by Minn. Stat. §260C.007, subd. 6, clause (5);
7. Chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety;
8. Emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture;
9. Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

F. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota law.

1. Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. §121A.582 ("Student Discipline; Reasonable Force").
2. Actions which are not reasonable and moderate include, but are not limited to, any of the following:
 - a. Throwing, kicking, burning, biting, or cutting a child;
 - b. Striking a child with a closed fist;
 - c. Shaking a child under age three;
 - d. Striking or other actions which result in any non-accidental injury to a child under 18 months of age;

- e. Unreasonable interference with a child’s breathing;
 - f. Threatening a child with a weapon, as defined in Minn. Stat. §609.02, subd. 6;
 - g. Striking a child under age one on the face or head;
 - h. Striking a child at least age one but under age four on the face or head which results in an injury;
 - i. Purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
 - j. Unreasonable physical confinement or restraint not permitted under Minn. Stat. §609.379 including, but not limited to, tying, caging, or chaining; or
 - k. In a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. §121A.58 (Minnesota’s Corporal Punishment Law).
- G. “School personnel” means professional employee or professional’s delegate of Prairie Seeds Academy who provides health, educational, social, psychological, law enforcement, or child care services.
- H. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. §609.341, subd. 15), or by a person in a position of authority (as defined in Minn. Stat. §609.341, subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.
- I. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- J. “Person responsible for the child’s care” means: (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- K. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A person mandated to report under this policy shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
 - 1. Alleged abuse or neglect that occurred outside of a public school facility should be reported to the local welfare agency, police department or county sheriff.
 - 2. Alleged abuse or neglect that occurred in a public school facility or at a school activity should be reported to the Minnesota Department of Education (“MDE”). Reports may be made to MDE 24 hours per day by calling (651) 582-8546.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report should identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A person mandated to report under this policy who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall immediately report the information to the local police department or the county sheriff.
- D. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- E. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter’s employment, or the child’s access to school.

V. INVESTIGATION

- A. **Responsibility.** The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies.
- B. **Interviews.** The agency responsible for assessing or investigating reports of child maltreatment may interview the child at school. The interview may take place outside the presence of a Prairie Seeds Academy official. When the investigating agency determines that an interview should take place on school property, the Administrator shall ensure that written notification of intent to interview the child on school property has been received prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. **Disclosure of Information.** The investigating agency, not Prairie Seeds Academy, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child’s care. Prairie Seeds Academy officials may not provide the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the

interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- D. Scheduling. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of officials at Prairie Seeds Academy, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by Prairie Seeds Academy officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between Prairie Seeds Academy officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- E. Investigations of School Personnel Suspected of Maltreatment. Where the alleged perpetrator is believed to be a school official or employee, officials of Prairie Seeds Academy may conduct an internal investigation independent of MDE and, if involved, the local welfare or law enforcement agency. The Administrator may choose to delay this investigation or chose not to conduct it if to do so would impede the agencies' investigation or if the agencies make a determination that is available to Prairie Seeds Academy.
- F. Data Disclosures to MDE. Upon request by MDE, the Administrator shall provide all requested data that are relevant to a report of maltreatment and are in the possession of the school, pursuant to an assessment or investigation of a maltreatment report of a student in school. The Administrator shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above shall be destroyed by Prairie Seeds Academy only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The Administrator will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. §121A.58 (Corporal Punishment)
Minn. Stat. §121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§125A.094-125A.0942 (Restrictive Procedures)
Minn. Stat. §245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. §260C.007, Subd.6, Clause (5) (Child in Need of Protection)
Minn. Stat. §609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. §609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. §609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. §609.379 (Reasonable Force)
Minn. Stat. §626.556 et seq. (Reporting of Maltreatment of Minors)
20 U.S.C. §1232g (Family Educational Rights and Privacy Act)
Resources: Minnesota Department of Education Confidential Reporting Form,
Available at: www.education.state.mn.us/MDE/SchSup/StuMaltr/Index.html

C. Prairie Seeds Academy POLICY No. 518

SCHOOL LOCKERS

Adopted: 2-14-2014

Revised: 8/2015

I. PURPOSE

The purpose of this policy is to inform the school community that Prairie Seeds Academy owns school lockers and to establish the parameters for searching school lockers and the personal belongings in school lockers.

II. POLICY STATEMENT

A. School lockers are provided for the convenience of students and are the property of Prairie Seeds Academy, without exception.

B. The interior of school lockers may be inspected by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal belongings in a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

D. If personal belongings are searched, school authorities must provide notice of the search to the student whose locker is searched, as soon as practicable, unless disclosure would impede an ongoing investigation by police or school officials.

Legal Reference: Minn. Stat. §121A.72 (School Locker Policy)

D. BACKGROUND CHECK

BACKGROUND SCREENING REQUIREMENTS FOR VOLUNTEERS and PARENTS/FAMILY MEMBERS

Statement of Policy and Purpose

It is the policy of Prairie Seeds Academy to perform background checks on all volunteers including parents and family members that will have contact with students. The purpose of background screening is to help ensure the safety and wellbeing and safe environment for all students, staff and volunteers.

Procedure

Prior to beginning any volunteer activities with PSA, all individuals must sign a form that allows a background screening to be completed including criminal history and past employment history.

Human Resources is responsible for obtaining and reviewing the results of all background screening. Results of all background screening will be strictly confidential. Access to this information is limited to Human Resources and administrators in order to ensure that the privacy of the volunteer is respected.

If results of the background screening are not acceptable, the individual will be disallowed as a volunteer.

If the screening results in unacceptable information that disqualifies the individual, they will be given an opportunity to review the criminal background check results and submit an explanation. The Principal and/or CEO are the only individuals with the authority to allow the individual to begin volunteer activities at PSA.

VI. BEHAVIOR

A. LEARNER PROFILES

Prairie Seeds Academy believes that the success of a student is the responsibility of all students, staff and parents/families. To be successful in our supportive and challenging academic program, there are basic expectations that all students and staff must meet. It is the staff's responsibility to resolve issues with or without the input of parents. Staff strives to understand the issues and stresses that may be present in the lives of our students and work to provide positive survival skills through their teaching and modeling. With this in mind, our students will develop the Prairie Seeds Academy Learner Profiles:

Caring	Knowledgeable
Risk taker	Thinkers
Communicator	Principled
Balanced	Open-Minded
Inquirers	Reflective

These are traits students and staff strive to display. Students will strive to do their best in all school activities. Students will work to reach their goals set by their parents, advisors and themselves. By learning to put forth maximum effort to meet these goals, social, academic, and physical challenges that school success requires, each student will be prepared to continue a life-long quest of developing his or her full potential. Students are expected to arrive on time with a positive "can-do" attitude. This includes being organized, anticipating and accepting consequences, and participating actively throughout the school day.

Treat others with dignity, worth and respect and cooperate with others. Students are expected to work together with staff and peers to create a positive learning environment. Students are expected to develop their ability to work cooperatively through actively participating in a variety of classes and activities. Students must understand they significantly impact and contribute to the lives of their schoolmates. Meeting this expectation will enable students to participate in creative and challenging learning activities.

Prairie Seeds Academy recognizes that there are numerous issues and concerns in the lives of our students. Students must seek help from an adult with their issues and concerns and learn to resolve them in a positive manner. Positive resolution may include becoming a member of a grief and loss group and/or anger management group.

B. PBIS (Positive Behavioral Interventions and Supports)

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. More importantly, PBIS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

In general, PBIS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support implementation of these practices. These four elements are guided by six important principles:

- Develop a continuum of scientifically based behavior and academic interventions and supports
- Use data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage social skills and behaviors
- Implement evidence-based behavioral practices with fidelity and accountability
- Screen universally and monitor student performance & progress continuously

	<i>Cafeteria</i>	<i>Hallway</i>	<i>Bathroom</i>	<i>Computer</i>	<i>Assembly</i>	<i>Bus</i>	<i>Library</i>
Honor- able	Practice good table manners.	Walking feet. School voice. Get to class on time.	Respect privacy of others.	Be respectful to computers. Use appropriate voice level.	Sit in one spot. Appropriate voice level.	Watch for your stop. Use a quiet voice.	Take care of books. Use a quiet voice. Computer use to support academics.
Open- Minded	Sit calmly at your table.	Close your locker quietly. Pay attention to Others.	Wash hands with soap and water. Use 1 or 2 paper towels.	Listen to directions. Help others.	Listen/watch. Use appropriate applause.	Use kind words. Sit by others. Help others.	Try new books. Leave library neat and clean.

Willing	Recycle. Clean up eating area. Eat all your food.	Keep the floors clean.	Keep area clean. Throw paper towels in garbage.	Push in chairs. Leave when dismissed.	Sit in the designated space. Be a risk-taker by participating when	Wipe your feet. Keep the bus clean.	Wait your turn. Help others find a book.
Leader	Use inside voice. Raise hand if you need help.	Remind others of expectation. Hands to self.	Use inside voice. Remind others of expectations.	Stay seated. Put items back where you found them.	Enter and exit in a timely, organized fashion.	Hands to self. Stay in your seat.	Walk. Make sure Computers are ready for the next person.

C. ACE Room

The *ACE room* is the Alternative Classroom Environment. It is a space for students who disrupted the learning of themselves or others and require time in an alternative setting. Behavior Specialists or the Dean of Students will discuss and process the situation with the student according to PSA’s Discipline Policy.

D. DEFINITIONS

Due Process

The law of student discipline embodies the concept of due process- that is, school administrators must allow students some procedural protection before they are suspended, expelled or excluded.

Minnesota Pupil Fair Dismissal Act

Suspension is an action prohibiting student from attending school for a period of more than one full school day. Expulsion means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months. Exclusion prevents enrollment. School board prevents enrollment.

Removal from Class

“Removal from class” is defined to mean: Any actions taken by the Dean of

Students, Principal, CEO or other designated school district employee to prohibit a pupil from attending a class or activity period for a period of time not to exceed five days, pursuant to procedures established by the school district discipline policy.

Suspension

“Suspension” is defined as an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than

10 days except where administration is recommending expulsion in which case the suspension may be extended to fifteen days.

For violation of reasonable school policy or rule.

For up to 5 days, may extend to 10 days with notice to superintendent or 15 days if expulsion proceeding.

Must include readmission plan.

Cannot use to require medication; readmission plan cannot force student to take medication.

SPED and IEP Student- Suspension:

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 the 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, PSA 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 PSA had not conducted such 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.

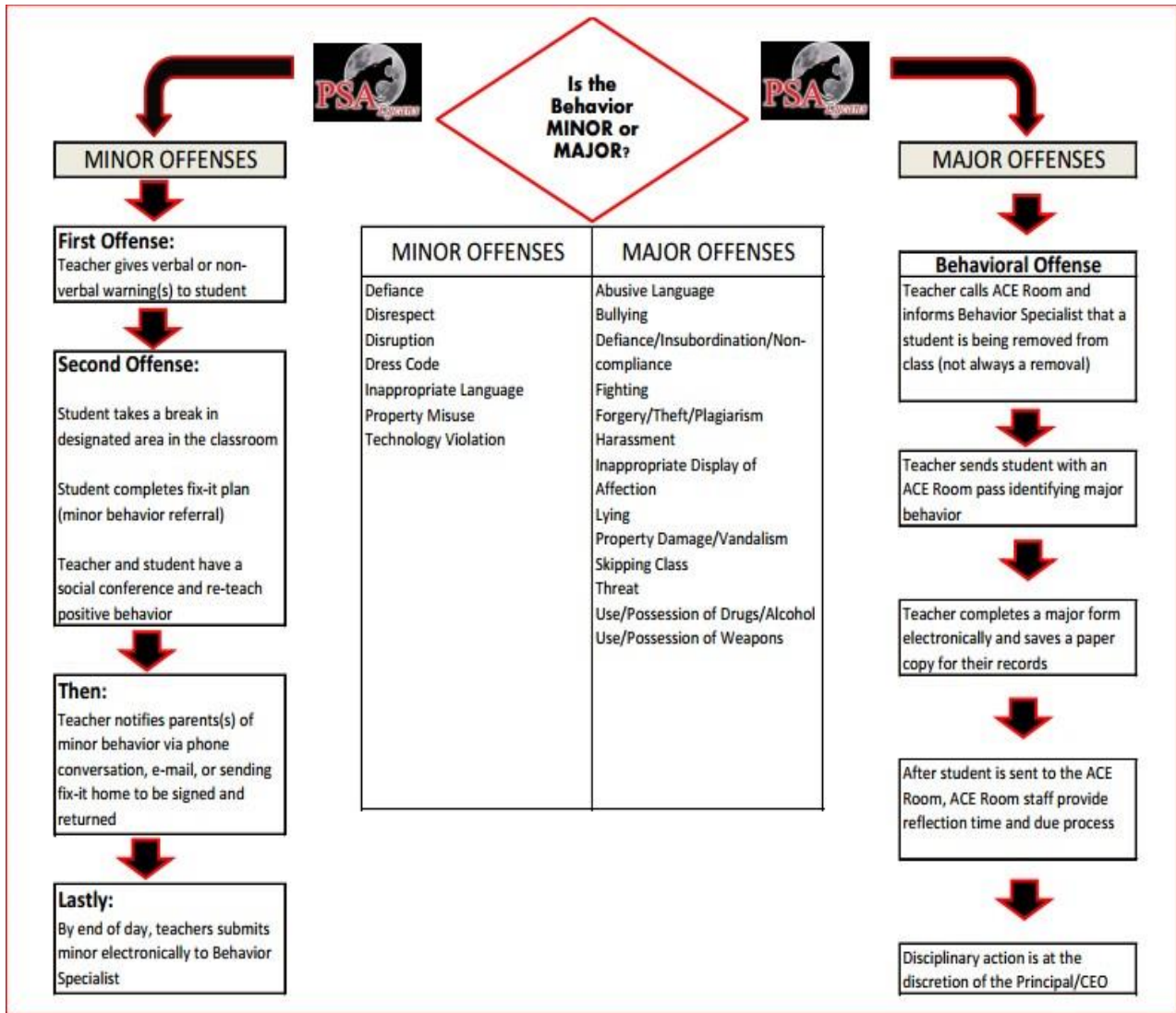
When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, PSA shall continue to provide special education and related services during the period of expulsion or exclusion.

Weapons:

“Weapons” means a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

E. DISCIPLINE PROCEDURES

1. STEPS TAKEN WHEN MINOR AND MAJOR BEHAVIOR INFRACTIONS OCCUR



2. DEFINITIONS OF MINORS AND MAJORS

Minor Problem Behavior	Definition
Defiance/ Insubordination/ Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talks back.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students. (includes budging in line at lunch)
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact - such as roughhousing and/or play fighting.
Minor Problem Behavior	Definition
Property Misuse	Student engages in low-intensity misuse of property
Tardy	Student arrives in class after the bell
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.

Major Problem Behavior	Definition
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft/Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Gambling/ Sales	Student participates in gambling or the selling of anything on school premises.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact and of a sexual nature to another student/adult, such as holding hands, hugging, kissing, or any inappropriate display of affection. It will be at the discretion of the staff to determine which behavior violate PSA's rules.
Lying	Student delivers message that is untrue and/or deliberately violates rules.
Other Behavior	Student engages in problem behavior that seriously disrupts learning, violates rights, or endangers safety (as determined by administration).
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, throwing items, roughhousing, play fighting that caused bodily injured), etc.
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Repetition of a minor behavior	Student repeats minor behaviors multiple times. (3 minor behavior infractions per quarter results in 1 detention. A 4 th minor results in an additional detention. A 5 th minor will result in suspension. No minor behavior infractions are carried over from quarter to quarter).

Skip class	Student leaves or misses class without permission.
Major Problem Behavior	Definition
Tardy	Student is late (as defined by the school) to class multiple times. (5 th tardy per quarter results in 1 detention. 10 th tardy results in an additional detention. 15 th tardy will result in Out of School Suspension. After 15 unexcused tardies, every additional 5 occurrence will result in automatic Out of School Suspension). Tardy counts will reset every quarter.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Threat	Student threatens the safety of peer or staff member.
Truancy	Student receives an 'unexcused absence' for ½ day or more.
Use/Possession/ Exchange of Alcohol	Student is in possession of or is using alcohol.
Use/Possession/ Exchange of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances/paraphernalia or imitations.
Use/Possession/ Exchange of Tobacco	Student is in possession of or is using tobacco.
Use/Possession/ Exchange of Weapons	Student is in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm.

*When necessary, the police may be called related to severe violations.

*All disciplinary actions happen at the discretion of the CEO/ Principal.

Detention Policy:

A detention notice will be signed by the student and sent home with him/her. A copy will be mailed to inform the household and one will be kept for record. Parent(s) are to sign the notice and return it to school the next day.

Student is expected to be in detention on the assigned dates from 3:45 – 5:15 PM. Student must follow the rules of detention. If student does not comply with rules, additional detention will be assigned.

Student may not participate in after-school activities on the day of their detention. This includes all athletic games and practices.

If student skips an assigned detention for any reason other than illness (see Absence Policy in Handbook), additional detention will be assigned. If student skips for the second time, an additional detention will be added along with a letter sent home of possible suspension. If student misses 3 or more detentions, that will result in Suspension.

If student is an athlete and skips a detention in season, they must sit out on the next athletic event. Student must also make up the additional detention.

Detention Expectations:

Student is expected to be on time to detention. Student is expected to sit quietly in assigned seats.

Student may work on homework, read a book, or work on school related work. If student sleeps during detention, an additional detention will be assigned. Electronic policy enforced in detention.

Disruption of detention after 3 verbal warning can result in suspension. School policy is enforced in detention.

3. BEHAVIOR INTERVENTIONS Tier I BEHAVIOR CONFERENCE

A full Behavior Conference takes 15-20 minutes, is usually done with the student, teacher, parent/guardian, and administrator. The conference addresses a student who has repeatedly misbehaved and delves into the reasons for the behavior and solutions for correcting it in the future.

Tier II CHECK-IN/ CHECK-OUT

After a student has received 8 majors, the student will be a part of a check-in/check-out process, facilitated by a Counselor and Behavioral Specialist/ Dean of Students. This will be used to help keep the student on track on a daily basis for a pre determined length of time.

Under special circumstances, a student may need to use a check-in/ check-out sheet based an identified need, the teacher's recommendation, or other recommendations (SST, PLC, parent, student, and Dean of Students). The team will review as necessary and determine when student is eligible to be successfully released from system.

In addition to the check-in/check-out with the staff during the day, the family will be involved in signing and talking with the student each day about how their day went.

Tier III BEHAVIOR CONTRACTS

Behavior Contracts are agreements about future behavior, and when they are used they are the end product of Behavior Conferences. Written behavior contracts are not to be entered into lightly. They require a lot of supervision from teachers, parents, family and support staff.

* These are some options that Dean of Students or Behavior Specialist may apply to the situation. Restitution may be given and it will be directly tied to the misbehavior.

F. STUDENT SUSPENSION

PSA staff has the right to proceed with all necessary action to investigate with any incident report without the presence of the parent. This includes the talking to and questioning the student without the permission of the parent and contacting Law enforcement when necessary.

1. WRITTEN NOTICE OF GROUND FOR SUSPENSION

A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, a copy of The Pupil Fair Dismissal Act (section 121A.40 to 141A.56), shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administration conference on the ground 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 48 hours of the suspensions. Service by mail is complete upon mailing.

2. SUSPENSIONS PENDING EXPULSION OR EXCLUSION

The student may be suspended pending the school board's decision in the expulsion or exclusion hearing; -provided that alternative educational services are implemented to the extent that suspension exceeds five days.

**See the Pupil Fair Dismissal Act for more details.

Student showing up at school during a suspension/removal/expulsion without school authorization is considered trespassing.

The child's parent will be given a copy of the Minnesota Pupil Fair Dismissal Act and a date and time will be set for a hearing. Following the hearing, the Pupil Fair Dismissal Team will make a recommendation to the Board of Directors. The decision of the Board of Directors will be final in all expulsion cases.

G. DRUGS/ CONTROLLED SUBSTANCES AND ALCOHOL

Prairie Seeds Academy places great emphasis on the healthy development of the mind, body and spirit of all its children. Contact with dangerous drugs/controlled substances and/or alcohol is a detriment to a child's growth and development. Being in the possession or under the influence of drugs/controlled substances and/or alcohol on school property or at any school related functions will be serious consequences. This includes the possession of related paraphernalia and the abuse of prescription and over the counter drugs.

The following consequences will apply to a child in possession or under the influence of any substance described above:

1. Child will be suspended from school and will be expected to pursue a chemical evaluation for drug and alcohol violations.

2. Parents will be contacted and a parent conference scheduled to reinstate the child after the suspension period.
3. Law enforcement agencies will be contacted when required.
4. Child will be suspended from school social and athletic activities for up to 60 days.
5. Children will be placed on probation and a recommendation may be made for expulsion

The following consequences will apply to a child who is selling or distributing drugs/chemicals or is in possession of drugs/chemical with the intent to sell or distribute them. This includes over the counter and/or prescription drugs.

1. The child will be immediately suspended from the school.
2. The police will be called
3. Parents will be contacted
4. The child will be recommended for expulsion.

PUPIL FAIR DISMISSILE TEAM

Recommendations for expulsion will be brought before the Pupil Fair Dismissal Team. Members of this team shall be the school:

- Administrator,
- The child's teacher(s), and
- A member of the Board of Directors.

The child's parent will be given a copy of the Minnesota Pupil Fair Dismissal Act and a date and time will be set for a hearing. Following the hearing, the Pupil Fair Dismissal Team will make a recommendation to the Board of Directors. The decision of the Board of Directors will be final in all expulsion cases.

H. TOBACCO

Prairie Seeds Academy is a Tobacco Free environment. It is unlawful for a child under the age of 18 to use or be in possession of any type of tobacco product. It is also unlawful for any persons age 18 or older to use tobacco products on school property. Children observed using or found in possession of any type of tobacco product on school property or any school related functions will be referred to administration for a major violation.

I. FIGHTING

Following an act of fighting or physical aggression, depending on the severity of the fight, the child will be suspended and placed on probation the rest of the school year; length of suspension to be determined by the CEO/Principal and terms of probation to be decided by the Resolution Team. A police report may be filed.

J. GANG ACTIVITY POLICY

All gang-related communications including clothing, colors and signs are prohibited. Children are encouraged to avoid relationship with gang members. Children who are known to have gang involvement will be counseled and referred to the proper community agencies.

A recommendation for expulsion will be made to the Pupil Fair Dismissal Team for a third gang-related violation. In extreme cases, any gang-related violation can result in expulsion.

Gang-related activities include, but are not necessarily limited to the following:

Writing things such as gang graffiti, gang names, gang threats, and gang statements on anything, anywhere, and anytime.

Talking about anything related to gangs while in school.

Gang-related threats of any kind.

Wearing anything that might be gang-related such as colors, belts, hats, rags, etc. to avoid all suspicion of gang affiliation, be informed.

Using hand signs of any kind.

Wearing a tattoo or drawing a tattoo on ones hands or body. Any permanent tattoos related to gang activity must be completely covered by clothing.

Fights related to gang affiliation.

Truancy related to gang affiliation.

Prairie Seeds Academy has NO TOLERANCE POLICY regarding gangs and gang-related activities.

K. WEAPONS

It is a felony to possess, store or keep a weapon on school property. The definition of a weapon includes:

1. Firearm, regardless if it is loaded or not, or in a working or non-working condition.
2. Any item that looks like a firearm (including paper gun, drawing of a gun, or any items that is used in the motion of a gun). It will be at the discretion of the staff to determine if the action of the student is violating the school rules or not.
3. All knives
4. All bullets and projectile designed to be used in or as a weapon.
5. Explosives or any incendiary device (bomb) or item that looks like an incendiary device.
6. Any item which is utilized in such a manner so as to threaten, intimidate, or produce bodily harm or the fear of such harm.

Consequences for violations of the weapons policy:

1. Immediate referral to a law enforcement agency for criminal actions.
2. Suspension from school and initiation of the expulsion process.

L. HARASSMENT (SEXUAL/ RACIAL/ RELIGIOUS)

The expectation of Prairie Seeds Academy is for each member of our community to be treated with unconditional positive regard. It is our policy to strive for a learning environment for our student that is free from sexual, racial, and religious harassment. Harassment is contrary to the values respect and dignity which are expected behavior of all our students and staff. This policy is enforced before, during, and after school hours on school property, including school bus, at school functions and at school events held at other locations.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other unwanted verbal or physical conduct or communication of a sexual nature. Sexual harassment also includes communications that are verbal, written, or graphic and unwelcome discussion that is sexual in nature. Included in this policy is intentional touching of a sexual nature.

Racial/Religious harassment consists of physical or verbal conduct relating to an individual's race or religion when that conduct has the purpose or effect of intimidating another person or creating an intimidating, hostile or offensive working or academic environment.

Anyone who believes he/she has experienced sexual, racial, or religious harassment should report what happened immediately to an administrator. Any person who has knowledge of conduct that may be harassment should also contact an administrator as soon as possible. A verbal report will be investigated; however, a written report of the complaint will ensure a more complete investigation.

There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will be considered a violation of the discipline policy. Consequences of confirmed harassment may include suspension (1 to 10 days), parent conference, and recommendation for expulsion, referral to a counseling agency and/or referral to a law enforcement agency for criminal action.

M. HAZING

No form of hazing shall be tolerated at Prairie Seeds Academy. Hazing means committing an act against a child, or coercing a child into committing an act, that creates a substantial risk of harm to a person, in order for the child to be initiated into or affiliated with a child organization, or for any other purpose. The term hazing includes, but is not limited to: any type of physical brutality; any activity that threatens the child with ostracism; that subjects a child to extreme mental stress; embarrassment, shame, or humiliation; and/or that adversely affects the mental health or dignity of the child or discourages the child from remaining in school.

Anyone who believes he or she has been the victim of an act of hazing, or anyone who has knowledge of such an act, should immediately report the possible hazing to a staff member. Once reported, the school

shall begin an immediate investigation. Any child or staff member that is found to have participated in hazing, directly or indirectly, shall be subject to appropriate disciplinary action.

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.

For further information on the Prairie Seeds Academy Charter School Policy Manual please contact the Prairie Seeds Academy office for a copy of the policy.

N. STATEMENT TO PARENTS

Prairie Seeds Academy staff cannot maintain a peaceful, safe and caring school environment without the support of parents/guardians. Therefore, it is our expectation the parents will fully support the policies and procedures outlined above.

O. STUDENT DRESS CODE

All students are required to dress properly to school. If your student is not in appropriate clothing when they come to school, parents will be called to bring your student proper clothing. If a parent is unable to bring proper clothing, the student will use items from the lost and found.

The following are examples of inappropriate clothing and accessories. However, this list is not comprehensive and other items may be deemed inappropriate by Principal/ CEO.

1. SHIRTS/TOPS:

Shirts and tops <i>should</i>:	Shirts and tops <i>must</i>:
Cover the chest, back, stomach and shoulders	NOT show midriff/ stomach
Have positive, school-appropriate messages and images	NOT have spaghetti straps
Be opaque (not see-through)	NOT have open backs
	NOT be strapless

2. BOTTOMS (Pants, leggings, jeans, shorts, skirts)

Bottoms <i>should</i>:	Bottoms <i>must</i>:
Cover your bottom and at least half the length of your thigh	NOT reveal your bottom/ underwear
Be opaque (not see-through)	NOT reveal the upper portion of your thighs
Have positive, school-appropriate messages and images	NOT be see-through
	NOT have inappropriate messages and/or images

3. SHOES

Shoes <i>should</i>:	Shoes <i>must</i>:
Remain on your feet while in school or on school property	NOT have open toes (sandals, flipflops, etc)
Protect your toes (close-toed shoes)	NOT hinder your movement (very high heels)
	NOT have inappropriate messages and/or images

*Students wearing certain types of heels and soles on shoes will not be allowed to enter the gym for lunch time with the shoes on, nor barefoot. You need to have shoes that are safe as deemed by the staff member.

*6-12 Grade students must wear white sole sneakers in order to participate in gym activities. Students will sit out and lose participation points for Physical Education class.

4. ACCESSORIES (socks, jewelry, buttons, belts, etc.

Accessories <i>should</i>:	Accessories <i>must</i>:
Express your personality while having a positive, school-appropriate message and image	NOT have inappropriate messages and/or images
	NOT hinder movement

P. BLANKETS, HATS, SUNGLASSES AND COATS

1. DEFINITIONS AND EXPLANATION

Blankets, hats, sunglasses or coats are not allowed to be worn during school hours.

In order to keep our school safe and promote an environment of learning, students need to be identifiable by cameras and staff members. For this reason, students are expected to remove blankets, hats, sunglasses and coats by the first bell in the morning. These items must be kept in a locker and cannot be carried around or worn on any part of the body during the school day (this includes passing time and lunch).

Hats include: Caps, Winter Stocking Cap, Earmuffs, Ear Buds, Hat, Hood, Head Scarves, Bandanas, Durags, Visor.

*Authentic cultural/ religious headdress can be worn by male and female students following communication with administration.

* Sunglasses are not allowed unless they are prescription glasses and have been approved by administration.

*NOTE: School and staff are not responsible for any lost, damaged, or stolen item, including item(s) that are confiscated by staff.

2. POLICY REGARDING BLANKETS, HATS, SUNGLASSES AND COATS

If a student fails to follow the above expectations regarding blankets, hats sunglasses and coats, the following steps will take place:

1. Upon first violation of the policy, the item will be confiscated, labeled with the student’s name, and brought to the ACE room. The item will remain there in a locked cabinet until the end of the day. The student can pick it up at the end of the day.
2. Upon second violation of the policy, the item will be confiscated, labeled with the student’s name, and brought to the ACE room. The item will remain there in a locked cabinet. The student can pick up his/her item after 3 days or a parent can come to PSA to pick it up after 1 day.
3. Upon third violation of the policy, the item will be confiscated, labeled with the student’s name, and brought to the ACE room. The item will remain there in a locked cabinet. The parent must come to PSA to pick up the item after 5 days. Other consequences may apply as necessary at the discretion of the Dean of Student or Administrator.

*The above mentioned violations apply to the entire school day and over the course of the school year. These steps do not start over if the violation occurs in different classes or if the device is confiscated by different staff members.

H. ELECTRONIC DEVICES

1. DEFINITIONS OF ELECTRONIC DEVICES

Electronic devices include, but are not limited to:

Phones, Tablets, MP3 Players, Videogames, Headphones / Ear Buds

Electronic devices <i>can</i>:	Electronic devices <i>must</i>:
Be used during breakfast, lunch, and passing time	NOT be used during class time (even if you are taking a bathroom break)
Be used during class <i>only</i> with teacher approval (which will be given on a limited basis for academic uses)	NOT be visible during class time NOT be charging (plugged into the wall) at any point during the school day
Be used before and after school	NOT be used to contact parents during class time (parents can call the main office and a message will be sent to the student) NOT be heard in the halls during passing time

2. ELECTRONICS POLICY

If a student fails to follow the above expectations regarding electronic devices, the following steps will take place:

1. Upon first violation of the electronics policy, the electronic device will be confiscated, labeled with the student's name, and brought to the ACE room. The item will remain there in a locked cabinet until the end of the day. The student can pick it up at the end of the day.

2. Upon second violation of the electronics policy, the electronic device will be confiscated, labeled with the student's name, and brought to the ACE room. The item will remain there in a locked cabinet. The student can pick up his/her electronic device after 3 days or a parent can come to PSA to pick it up after 1 day.

3. Upon third violation of the electronics policy, the electronic device will be confiscated, labeled with the student's name, and brought to the ACE room. The item will remain there in a locked cabinet. The parent must come to PSA to pick up the electronic device after 5 days. Other consequences may apply as necessary at the discretion of the Dean of Student or Administrator.

*The above mentioned violations apply to the entire school day and over the course of the school year. These steps do not start over if the violation occurs in different classes or if the device is confiscated by different staff members.

** If lost, broken or stolen, it will be the student's loss and PSA will not be held accountable for that loss. School and staff are not responsible for any lost/ damaged or stolen item, including items that are confiscated by staff