

FRESHWATER

Education District 6004

2020-21 Setting IV Student Handbook

Board approved:



ANTLER PRIDE

RESPONSIBLE | RESPECTFUL | SAFE | SELF ADVOCATE

The Academies:

Leaf River/ White Pine/ Elm Tree Academies

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Wadena, MN 56482**

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Jena Osberg, Level IV Site Facilitator

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2020-21 Class Schedule

White Pine Academy

Grades 9-12

Period	Class	Time
Arrival	Breakfast/HR	8:10 - 8:35
Homeroom	Morning Mtg.	8:35 - 9:03
1st	English	9:03 - 9:46
2nd	Math	9:46 - 10:29
3rd	History	10:29 - 11:12
4th	Science	11:12 - 11:55
Lunch	Lunch/HR	11:55 - 12:37
5th	Life Skills	12:37 - 1:20
6th	Elective	1:20 - 2:03
7th	Elective	2:03 - 2:46
Dismissal	Homeroom	2:46 - 3:00

Grades 5-10

Class	Time
Breakfast/HR	8:10 - 8:35
Morning Mtg.	8:35 - 9:03
English	9:03 - 9:46
Science	9:46 - 10:29
Math	10:29 - 11:12
Life Skills	11:12 - 11:55
Lunch/HR	11:55 - 12:37
Elective	12:37 - 1:20
Elective	1:20 - 2:03
History	2:03 - 2:46
Homeroom	2:46 - 3:00

Leaf River Academy

Grades 5-8

Period	Class	Time
Arrival	Breakfast/HR	8:10 - 8:35
Homeroom	Morning Mtg.	8:35 - 9:03
1st	English	9:03 - 9:46
2nd	History	9:46 - 10:29
3rd	Group Skills	10:29 - 11:12
4th	Math	11:12 - 11:55
Lunch	Lunch/HR	11:55 - 12:37
5th	English	12:37 - 1:20
6th	Life Skills	1:20 - 2:03
7th	Science	2:03 - 2:46
Dismissal	Homeroom	2:46 - 3:00

Grades K-6 (2 classrooms)

Class	Time
Breakfast/HR	8:10 - 8:35
Morning Mtg.	8:35 - 9:03
Core Academic	9:03 - 9:46
Group Skills	9:46 - 10:29
Break/Language Arts	10:29 - 11:12
Core Academic	11:12 - 11:55
Lunch/HR	11:55 - 12:37
Life Skills	12:37 - 1:20
Core Academic	1:20 - 2:03
Core Academic	2:03 - 2:46
Homeroom	2:46 - 3:00

Elm Tree Academy

Grades 2-12

All students follow individual schedules

Period	Class	Time
Arrival	Breakfast/HR	8:10 - 8:35
Lunch	Lunch/HR	11:55 - 12:25
Dismissal	Homeroom	2:46 - 3:00

*schedules are subject to change

STAFF DIRECTORY
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LRA Program Advisory Team

Mike Willie	Wadena County Children’s Mental Health
Colleen Beck	Stellher Human Services Inc.
Lori Murdock	Freshwater Special Education Director

Overview of Elm Tree, Leaf River, and White Pine Academies

Program Purpose

The purpose of The Academies is to provide an effective academic and behavioral program in a safe, structured and encouraging environment for students with special education needs and behavioral difficulties. This is achieved by using a system wide approach that utilizes Positive Behavioral Interventions and Supports (PBIS). Our purpose is also to provide support to the families and school districts referring students to our programs. Students attending The Academies will also have the option for individual therapeutic services to support them in meeting their goals in the educational setting.

Mission

The Academies is a PBIS school that will work to provide a safe and positive learning environment that empowers students to develop the skills needed to achieve educational success. **We believe that:**

- The relationship between staff and students sets the stage for change.
- Every student has a right to learn and should be given the opportunity to do so.
- A safe environment for students and staff is a prerequisite for learning.
- Students are responsible for their own behavior and learning.
- Students' needs are best met with individualization and flexibility of programming when appropriate.
- Students learn best when the environment provides consistency and stability.

The Academies consists of three different programs in one school setting.

Elm Tree Academy (ETA)

Elm Tree Academy is a program primarily designed for students with Autism Spectrum Disorder (ASD) with a low cognitive ability, and students with a Developmental Cognitive Disorder (DCD). This program is structured for students with significant challenging behaviors as a result of their cognitive disability and severe social thinking difficulties.

The program uses structured teaching methods and research based interventions to facilitate learning and decrease challenging behaviors. The student will learn how to use a visual schedule, work independently, learn basic self-regulation strategies, and learn basic social thinking strategies to participate as a member of a group. The goal is to implement these interventions consistently and with fidelity so that the student can demonstrate progress and success.

The program has a structured process that will assess student progress/success and coordinate a plan for the student in transitioning back to home community/school district. The goal is for the student to demonstrate success quickly with the highly structured program and utilization of research based interventions. Elm Tree Academy can serve a total of 6 students grades 2-12.

Leaf River Academy (LRA)

Leaf River Academy is an interagency, setting IV therapeutic program through Freshwater Special Education District and Stellher Human Services providing mental health services for students with Other Health Disabilities (OHD) and Emotional/Behavioral Disorders (E/BD). It is a full day, structured, therapeutic and academic program, which provides services for students in Kindergarten through 8th grade. Developing appropriate social and academic skills is a program priority. Students participate in two daily skills groups taught by Freshwater staff, along with core academic areas. Students in the Leaf River Academy program are offered an hour of individual therapy each week by Stellher Human Services mental health professionals. Leaf River Academy can serve a total of 24 students grades K-8.

White Pine Academy (WPA)

White Pine Academy is a setting IV behavioral program serving Emotional/Behavioral Disorders (E/BD) and Other Health Disabilities (OHD) in a small, structured setting. Students receive individualized instruction when needed, and teachers are able to develop a close relationship with their students. Developing appropriate social and academic skills is gained through daily social skills group, individual counseling as needed, and a token economy system. Students in the White Pine Academy program are offered an hour of individual therapy each week by Stellher Human Services mental health professionals. White Pine Academy can serve a total of 16 students' grades 5-11.

Group Skills: Group skills will take the form of group social skills and/or life skills. The groups will be facilitated by the Freshwater Social Worker or Special Education Teacher on a daily basis for 43 minutes for all of the groups held each day. Positive feedback will be provided to the students. Activities such as worksheets, creative writing, journaling, art projects, games, stories and role-playing are utilized to provide an experiential approach to learning.

The general philosophical approach to groups is one which recognizes that each student is capable of making positive choices that will enhance their lives. The life skills group is often closely related to the issues discussed in individual therapy/skills. Therapy/skills provide the child the opportunity to understand the underlying issues which drive their behaviors.

Therapeutic Program

- The mental health component of the White Pine and Leaf River programs utilizes individual therapy and is strongly encouraged to all students in these two programs. The mental health staff works cooperatively with other team members, social services, and appropriate agencies to meet the social and emotional needs of the students.
- Through therapy, the student will identify and meet goals to enhance success in their school, communities, and home settings. A treatment plan is designed for each student based on the student's individual needs.
- The mental health team will be responsible for the development and implementation of the therapeutic component of the program; making contacts with home, social workers, psychologist and other collateral contact; and monitor and determine therapeutic progress of individual students.
- Individual Counseling: Individual therapy/skills are on an as-needed-basis and will facilitate the opportunity to deal with personal/emotional issues that have been identified by the student, arise in the family or in the school system. Individual therapy/skills will take place in the confines of a private, safe, and secure setting. The mental health professional/ practitioner will promote both educational and therapeutic growth and act as a liaison to all program components.

Social Services

The social services component is primarily case management provided by Children's Mental Health (CMH) through the student's resident county. The mental health case manager role may include any or all of the following components: program planning and reviews, participating in the family's therapeutic process, facilitating a network of community resources and transition planning.

Components of All Programs

Confidentiality

The Academies will comply with a strict policy for confidentiality. Parents/guardians will be asked to sign "consent to release information" forms to obtain information from other agencies, schools, mental health clinics or social services.

This policy guarantees that parents are aware of and authorize the information being exchanged regarding the student or the family. Information is exchanged with outside agencies to benefit the student and to have appropriate information for educational planning.

Parent Responsibilities

- Parents/guardians are expected to participate with all planned IEP meetings to review the IEP, treatment plan, and the child's progress.
- Parents/guardians are expected to participate in phone contact/conferences as needed.
- Parents/guardians are responsible for ensuring their child's daily attendance, contacting the school if their child is absent for any period of time. Parents are to provide dated notes with their signatures for early dismissals, late arrivals and all absences. Pre absence forms are required to be filled out prior to any planned absences.
- Parents/guardians are expected to respond to team requests to pick up their child if he/she should act out in an unmanageable manner or is ill, providing emergency contact numbers.
- Parents/guardians are asked to contact staff with any problems, concerns or questions regarding their child.

Academic Program

All credits earned at The Academies transfer to the student's referring/resident school. The central focus of the educational program is to recognize and provide for the unique needs of each student while providing curriculum aligned to grade level standards. Each student will be enrolled in the core academic areas (Math, English, Social Studies and Science). Academic success will be achieved through small class sizes (up to 8 students) and individual assignments/one-to-one assistance when needed. Teaching is accomplished through a variety of methods. An Individual Educational Plan (IEP) and a Positive Behavior Support Plan (PBSP) is completed for each student by the student's case manager with input from parents, mental health staff, interagency services classroom teacher and other team members involved with the student.

Upon transitioning back to the student's mainstream school, The Academies staff will work with the resident/referring district for the development and implementation of the educational portion of the student's planning, including writing the IEP, tracking the student's academic progress and the student's classroom management. Case managers from The Academies /resident/referring district will make regular contact with the mainstream teachers and the student's resident school. Transcripts will follow the students to their next placement with all credit earned at The Academies being honored.

Teaching Appropriate School Behavior

The Academies is a licensed PBIS school that teaches student appropriate social skills in a variety of social settings; including school, home and the community. Students learn appropriate social skills during their school day through modeling, groups, social skills classes, individual counseling, role playing, corrective teaching and consistency. The Academies uses an Expectation Matrix to teach the following four behavior expectations that we believe are critical for school success:

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be a Self-Advocate

The Academies *staff approach behaviors through the following process:*

1. Staff praises when appropriate behavior is exhibited.
2. Staff follows their classroom management plan including individual interventions as noted on the back of the student's point sheet.
3. If the behavior is deemed major or minor behavior is chronic an office referral is made.
4. **A student must complete the Office Discipline Referral (ODR) process before returning to his/her schedule.**
5. **If a student is unable to follow school policies or maintain safety, the student may remain at The Academies, missing mainstream classes, until the problem has been satisfactorily processed.**

Students may participate in a token economy system, earning points for positive skills observed while not earning points when behavior is not at an expected level. Students may use points earned to purchase items at the school store.

Reviews and Reports

The IEP team will meet to assess progress and review the IEP for possible changes after the student has attended 30 school days. At this time, the team will determine the appropriateness of the placement.

At the end of each academic quarter grading period, grades and comments on the student's academic and behavioral progress will be sent to the parent(s)/guardian(s) and the school district. Grades are based on a combination of academics and classroom behavior. Grades tend to be higher than a student would receive in his/her mainstream classroom due to the extra assistance a student receives as well as their individualized program.

Length of Stay

It is anticipated that students will begin mainstreaming within one calendar year. This will vary from student to student depending on individual progress. Students complete a "Transition Checklist" that is reviewed by the child study team, behavior referrals are reviewed, referring districts behavioral concerns are addressed, and the level system is considered to determine if positive social skills are being maintained on a consistent basis. When the team decides a student has progressed to the point of reintegration, an IEP team meeting will be held. A typical student will begin with a part-time mainstream experience during the school day and gradually additional time will be added with the IEP team determining the amount of mainstream time.

Reintegration

The Academies goal is to stabilize the student's behavior and facilitate the reintegration of the student to his/her resident/referring school district. Reintegration into the home school involves ongoing communication with parents, school of enrollment, and program staff regarding student progress and reintegration options. Following the initial 30 school days that the student is involved in The Academies program, an IEP meeting is held to review student progress in the program. The team determines whether the student has demonstrated the behavioral self-control, academic and social progress necessary to be successful in the school of enrollment. The student may initiate a conversation with her/his case manager and the case manager will bring the topic of mainstreaming to Child Study. The team will review the information and determine if an Individual Education Plan (IEP) meeting is to be held to discuss the possibility of mainstreaming. Parents may request an IEP meeting at any time. If the student has met criteria to reintegrate The Academies case manager will arrange a formal IEP meeting to discuss the possibility of the student's mainstreaming part of the school.

A new IEP will be developed reflecting the change in placement and the parent's signature will be obtained once a plan is determined. Due to distances between schools, the Wadena-Deer Creek Schools are used when partially mainstreaming students. When a student mainstreams for a half a day or more the student would attend the resident/referring district with that district responsible for providing midday transportation in most cases. **Students must be success in both environments for the transition to continue.** Outside agencies may provide the team with their recommendation for consideration.

Issues that are discussed at the meeting may include the following:

- Length of time the student will initially spend in mainstream.
- Class options most suitable for the student.
- Strategies and modification which have been effective for the student.
- Monitoring system to be used to track the student's progress in the mainstream.
- Where mainstream will occur.

Once a transition has begun, IEP meetings may be called if a student is experiencing significant difficulties in mainstream classes or at The Academies.

Follow-up consultative services are available from The Academies staff once a child is fully enrolled back into their resident school.

Exiting Program

When the student leaves the program, case manager will:

- I. Send a copy to the Freshwater Special Education office, the resident district and put a copy in the student file.
- II. Send any information to the home district that they may not have been in cum file, i.e. contact logs, etc.
- III. The Academies staff members will hand-deliver the file to the resident school, getting the resident/referring district to sign a file transfer form.

Retention/Destruction of Special Education Records

According to the Individuals with Disabilities Education Act, (34C.F.R.300.573), school districts must notify parents when the information contained in their child's special education records is no longer needed to provide public educational services to the child.

This public notification to parents (or students of the legal age of 18) of the district's intent to destroy all special education records dated to graduation 2005. You have a right to request a copy of these records, at a reasonable copy fee. Please contact the Freshwater Special Education Office at 218-631-3505 ext. 4.

2020-21 Testing Schedule

While the Minnesota Department of Education strives to ensure this testing schedule remains unaltered, it is subject to change based on assessment decisions made by the Minnesota Legislature or U.S. Congress.

Minnesota Comprehensive Assessments (MCAs)

Minnesota Test of Academic Skills (MTAS)

ACCESS for ELLs

Alternate ACCESS for ELLs

January 25th

- ACCESS and Alternate ACCESS for ELLs begins

March 8th

- Reading, Mathematics, and Science MCA and MTAS begins

March 18th

- ACCESS and Alternate ACCESS for ELLs ends

May 7th

- Reading and Mathematics MCA and Reading, Mathematics, and Science MTAS ends

May 14th

- Science MCA ends

PART I – INFORMATION

Accidents

Every accident in the school building, on the school grounds, on school vehicles, or at an activity sponsored by the school must be reported immediately to the person in charge and to the Program Facilitator. Staff is required to fill out accident report forms but can only do so when informed by the student of the accident.

Arrival and Dismissal Hours

The building is open and supervision is provided to students at 8:00 A.M. School buses arrive at 8:10 with formal classes beginning at 8:35 A.M. and ending at 3:00 P.M. Students who are brought to, or picked up during school must have their parent/guardian sign them in/out of the office by using The Academies entrance. Parents may park in the school parking lot outside of the main Academies entrance.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the back of the handbook and on the school district's website at www.fed.k12.mn.us.

Care of School Property

Students are responsible for the proper care of their books, library books, supplies, locks, lockers and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Willful damage will result in disciplinary action and possible criminal charges.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to Freshwater Education District. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at The Academies when appropriate. The program facilitator will respond in writing to the complaining party regarding the Freshwater Education District's response to the complaint.

Cultural Liaisons

Cultural liaisons will be contacted and/or provided for students upon parent approval/request.

Disruptive Behavior

Behavior that disrupts the environment, infringes upon others, or creates unsafe conditions by a student during scheduled times as well as unstructured time (lunch period, immediately before or after school, on bus, between class periods, non-school time activities, lyceum programs, etc.) is not acceptable.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

Employment Background Checks

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

Fees

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.

- Field trips considered supplementary to the district's educational program.
- Voluntarily purchased student health and accident insurance.
- Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the program facilitator.
- Students may be charged for property damage/destruction.

Food or Beverage in Class/School

- Students will not bring food and beverage to class as this is considered a classroom disruption unless approved by staff.
- Students may bring treats for the purpose of special celebrations if: 1.) They are bought from a store, 2.) Have prior approval from staff and 3.) Have enough to share with everyone in class.
- Beverage containers must be unopened prior to coming into school or onto district transportation.
- Gum is a privilege and may be denied if misused and may be allowed in class only upon teacher approval.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Freshwater Education District School Board. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day. See Student Fundraising Policy #511 on the Freshwater web page.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Health Office/Medication

Teachers will notify the health office when a child is stating an illness. In most scenarios, the health office aide will meet with the student in the classroom area. (S)He would then deem what the appropriate actions would be.

Medication

When possible, medication schedules for students should be adjusted around school hours so that students will not need to take medications while at school.

When it is absolutely necessary for medications to be administered during school hours, the medication must be in its original container, accompanied by a written description from the doctor stating the type, dose, time, and effects of the medication. **Medication form is available upon request.**

On the rare occasion that over-the-counter medication (such as Tylenol) must be administered to a student, the permission of a parent or guardian must be obtained. **All medication (unless otherwise arranged) must be kept in the Health Office.**

Parents should bring medication to school in person. With **prior approval** from the building facilitator, and if riding a The Academies #6004 vehicle, parents may send medication in a sealed envelope (still in original container) and give to the driver/rider with student's name and contents written on the envelope.

Medication will not be administered unless the above guidelines are met.

Students should not be in possession of medication (prescribed or over-the-counter). Staff will report any student with possession of medication to the building facilitator, secretary, and/or health office aide

Holiday Celebrations and Parties

Classes may hold parties for holiday observances/celebrations. If you do not want your child to participate in a holiday observance/celebration, please contact your child's school case manager.

Interviews of Students by Outside Agencies

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

Meals

Breakfast /lunch are to be eaten in designated areas only. Breakfast is from arrival at school until 8:35 and lunch time is from 11:55 – 12:25. Students may purchase breakfast/lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. The gym is available for students to use after lunch upon approval of staff. If students are displaying unsafe behavior during this time their lunch may be provided in a separate location.

Meals are provided by Wadena-Deer Creek Schools (WDC). Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available in the main office. For more information regarding eligibility for free and reduced price meals, contact Sue Motzko, WDC Food Service Coordinator at 218-632-2396.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited. **Parents/Guardians can leave messages for their child by calling the main office.**

Money/Property Exchange

There will be no monetary exchange or bartering of services between students or staff and students/families. This includes but is not limited to: cd's, phones, games, magazines, books, etc. Staff may accept gifts that are of minimal monetary value. Students are discouraged from bringing unnecessary amounts of money to school. **If students cause a disruption to the learning environment by showing money to others it will be kept in a sealed envelope in the office during the school day and returned to the student at the end of the day.** Violations may include loss of privileges, restitution, and/or office referral.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students' with a history of violent behavior is placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and Teacher Conferences can be arranged at any time by contacting your child's school case manager.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer your services. To volunteer in the school district, parents/guardians should speak to your child's school case manager. Parents/guardians who visit the school should sign in at the main office.

Personal Relationships – PDA's (Public Displays of Affection)

Any over-display of affection in public is harassment and will be addressed following the district's sexual harassment policy. **Kissing, leaning on each other, extended/ongoing hugs, etc. is not allowed as well as any other contact/gestures that would disrupt the learning environment.**

Pledge of Allegiance

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

Program Change

Changes can be made to a student's schedule, provided the changes adhere to appropriate timelines, do not overload a class, do not conflict with the current schedule, and result in a reasonable program of studies in terms of the established curriculum.

Rule Application

All school rules and consequences apply at all field trips and after school and extra-curricular activities while students are involved directly in the program or on school property.

Reflection Room

The reflection room is a quiet, individual room away from classrooms. Students may be directed to the reflection room by staff when behavior is unsafe/disruptive to the learning environment. This is not for punishment purposes rather for regaining self-control. The following are expectations to be met before the student is dismissed:

- Lights must be on.
- Students will be away from doorway towards the back of the room
- Students will complete classroom/staff expectations
- Students will successfully complete processing sheet and process situation with staff
- Stay in room until dismissed by staff
- Follow staff directions/expectations

Safety Rules

All school safety rules – wood shop, cooking, gym, bus and general class rules are strictly enforced for the benefit of all individuals. Failure to observe safety rules will cause an individual to be denied participation in a given course or school activity until there is resolution with the instructor.

Schedule

The daily school schedule is listed in the front of this handbook. Quarter/Semester breaks are the most frequent times for schedule changes. If you have questions concerning your child's schedule please contact the office.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

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

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

Students may attend activities at their referring resident school district while attending The Academies.

School Closing Procedures

School may be cancelled when the Executive Director/Program Facilitator believes the safety of students and employees is threatened by severe weather or other circumstances. The Executive Director/Program Facilitator will make a decision about closing school as early in the day as possible. School closing announcements may be broadcast over announcements as "Leaf River/ White Pine/ and Elm Tree Academies" on: Radio – FM 105.9 (KWAD), KSKK, and TV on WCCO, KSTP, and KVLV (Valley News). If school is closing early due to severe weather the families would be notified additionally by telephone. Due to the vast area that The Academies serves, a student will follow The Academies severe weather announcement or the student's resident district announcement, whichever is greater. Parents/ guardians may also choose to participate in the instant alert telephone system at the beginning of each school year, or at the time of their child's enrollment.

Searches

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

Lockers and Personal Possessions With in a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

Desks

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

Personal Possessions and Student's Person

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

Vehicles on Campus

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses

to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

Student Publications and Materials

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

Distribution of Non-school Sponsored Materials on School Premises

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

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school facilitator. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records a complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at *the Freshwater Education District office in Wadena, MN*.

Student Sign In/Out

Students that arrive/leave the building between 8:30 – 3:00 p.m. must sign in/out in the main office (i.e. parent pickup/drop off, mainstream classes).

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, a copy of the school district's "Student Surveys" policy may be obtained at *Freshwater Education District office in Wadena, MN*.

Transportation of Public School Students

Freshwater Education District will provide transportation, at the expense of the resident/referring school district, for all students who attend The Academies. Transportation will be provided by the student's resident/referring districts in some situations. Transportation will be provided on all regularly scheduled

school days or make-up days. Transportation will be provided by the resident/referring district if your child participates in summer programming. Freshwater Education District will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian. The Freshwater Education District may charge a fee for transportation of students to and from optional field trips at locations other than school. **For specific transportation guidelines, please see Part III under the heading, "Buses."**

Video- and Audio-Taping

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

School Grounds

The Academies school and grounds are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance is present outside entrance doors, in hallways and in the computer lab for students attending The Academies.

Visitors

Adult visitors - especially parents - are always welcome. To maintain a safe school environment, all visitors must sign in at the Main Office when entering and sign out when leaving. Student visitors are not permitted to attend school with enrolled Academies students.

Withdrawal from School

Students between the ages of 17 and 18 who wish to withdraw from school must attend a meeting with their parents and school officials to sign a statement verifying their withdrawal from school.

PART II — ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Extended School Year Opportunities

The resident/referring school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact your child's Case Manager.

Field Trips

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

Students participating in school-sponsored activities (field trips) will be required to ride in school provided transportation, unless approved by the building Facilitator. **All rules pertaining to student conduct and student discipline laid out in the student handbook shall apply to field trips.**

Grades

Students' grades will be reported four times during the year. Report cards will be sent to parents/guardians or eligible students for review.

Policy Statement

Grades are indicators of a student's academic achievement and readiness for the next level of learning within an individual curricular area.

Achievement Minimum

Students shall earn a minimum of sixty percent (60%) to receive a passing grade. Individual instructors may increase the 60% minimum at their discretion.

Incomplete Grading

An incomplete (I) grade shall only be recorded as a final course grade if the student has been absent during the most recent marking period due to:

- A. An extended illness with doctor care
- B. A death in the immediate family
- C. An extended absence that received pre-approval from the Facilitator

All required course work shall be completed prior to the conclusion of the course or a failing (F) grade may be issued.

Teachers may use an incomplete grade during the length of the course at their discretion. Final course incompletes (I) must be made up within fifteen (15) calendar days of the student's ability to return to school. Fourth quarter grades must be made up within 15 calendar days starting the first day after the last day of school. **See Student Attendance section for additional grade related information in appendix 1.**

Graduation Requirements

Students attending The Academies earn diplomas through their resident/referring school district. Credits earned at The Academies transfer to the resident/referring district.

Course Credits Required

Course Credits vary from district to district. In order to receive a diploma, students must successfully complete the amount of credits required by their resident/referring district and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	
Mathematics	3	Must include algebra, geometry, statistics, and probability. Algebra I will be required by the end of eighth grade beginning in the 2014-2015 school year. Algebra II will be required for students scheduled to graduate in the 2014-2015 school year. A career and technical education course may fulfill a mathematics credit.
Science	3	Must include one credit of biology. Students scheduled to graduate in the 2014-2015 school year or later must have one credit in chemistry or physics. An agricultural science or a career and technical education course may fulfill a science credit.

Social Studies	3½	Must include United States history, geography, government and citizenship, world history, and economics, OR Three credits of social studies including at least United States history, geography, government and citizenship, and world history, and one-half credit of economics in a social studies, agriculture education, or business department.
Arts	1	A career and technical education course may fulfill an arts credit.
Elective Courses	7	

Minnesota Academic Standards

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

Minnesota Academic Standards, Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Arts K-12
[Note: Beginning in the 2010-2011 school years, students will be required to satisfactorily complete revised Minnesota Academic Standards and high school graduation requirements in the arts.]
[Note: Beginning in the 2012-2013 school years, students will be required to satisfactorily complete revised Minnesota Academic Standards and high school graduation requirements in language arts.]
[Note: Beginning in the 2013-2014 school years, students will be required to satisfactorily complete revised Minnesota Academic Standards and high school graduation requirements in social studies.]

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards for their resident/referring district:

- Health and Physical Education (K-12);
- School District Standards, Vocational and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

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

Homework

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

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student.

Post-Secondary Enrollment Options (PSEO)

PSEO Enrollment opportunities are available through the student's resident/referring district.

PART III — RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. **For detailed information, see the "Student Attendance" policy in Appendix 1.**

Bullying Prohibition (FED Policy 514) View the policy in its entirety at Fed.k12.mn.us

"Bullying" means any written or verbal expression, physical act, or gesture or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or the students' educational benefits, opportunities, or performance.

Bullying includes, but is not limited to: conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- harming a student; physically or emotionally
- damaging a student's property;
- placing a student in reasonable fear of harm to his or her property; or
- Creating a hostile educational environment for a student.

An act of bullying, by either an individual student or group of students, including the use of electronics known as cyber-bullying, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against anyone who is found to have bullied.

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately. Contact; Jena Osberg, Program Facilitator at 218-631-3505 ext. 1037.

Buses—Conduct on School Buses and Consequences for Misbehavior

Please see appendix 7 for Student Conduct on buses

Cell Phones, Pagers, Other Electronic Communication Devices, and Nuisance Articles

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day, which includes GPS tracking devices with audio monitoring (such as “Gizmo” and “AngelSense”) and/or other web-enabled devices of any type, **which could hinder the confidentiality of peers in the school.** Due to the increased level of supervision in the level IV program, parents are asked to disable the GPS feature on these items during the school hours of 8:00am -3:00pm. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district’s discipline policy. In addition, a student’s cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures listed below

Disruptive/Nuisance Articles

- Bringing articles to school that interfere in some manner with school procedure is unacceptable and disruptive. Such items are, but not limited to: water pistols, laser pens, balloons, firecrackers, toy games, rubber bands, sling shots, movie/computer playing devices, personal computers, audio/video recorders and beepers.
- Cell phones, personal music/game devices, headphones, school appropriate magazines may be used on the bus if approved by bus driver/rider and kept at an acceptable volume. These items are to be stored in the student’s locker upon arriving at school and are not to be taken out during the school day, unless given permission by staff.
- Pagers, cell phones, and other similar items are not necessary at school, but may be used on transportation and kept in the student’s assigned locker during the school day. This includes texting, internet browsing, phone calls, etc. Students may text on the school vehicle (not including fieldtrips) as deemed appropriate and as it not causing a disruption (driver discretion).
- **Due to the confidential nature of our program students are not allowed to have cameras or take pictures while in school or on school transportation without prior approval of staff. This also includes, but is not limited to, video/audio taping**

Nuisance Articles/Telephone Violations

1. Confiscation of article – given at end of day if compliant and deemed appropriate, parent contact made
2. Confiscation of article – parent pickup, skill building activity, possible conference
3. Confiscation of article - Office Referral
4. Confiscation of article – Office Referral

Chemical Health Policy (FED Policy 502)

Our goal is to help students understand the nature of the problems associated with alcohol and other drug use, abuse and dependencies. It is also our desire that students explore and assess the extent of their involvement with chemicals.

The possession, use, distribution or sale of illicit drugs and alcohol is prohibited on school property or as a part of any school activity. The use of illicit drugs and alcohol is illegal for persons under the age of 21. It has been deemed wrong and harmful.

The use, possession, distribution, or sale of illicit drugs and/or paraphernalia and alcohol on school property will be subject to the following consequences. This standard of conduct is mandated by the Minnesota Department of Education: If a student is suspected (by 2 or more individuals) of being under the influence of

an illegal chemical, a parent, guardian or sponsor will be notified and asked to come to **The Academies** site and the student will be sent home. The following will occur:

- Law enforcement will be notified.
- A parent conference will be held with administration, chemical counselor, and student.
- The student will be involved in an evaluation or assessment with a chemical counselor at the family's expense.
- Expulsion of the student (this option is required for programs receiving Federal Funds).
- If a student has been using drugs or alcohol, they will not be allowed to drive home or return to an unsupervised setting.

Public education has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior and other information indicate a high probability of a health threat, the school's responsibilities require that a formal chemical dependency diagnostic interview be completed at the family's expense and a conference with parents, and/or guardian be held. Reasonable suspicion can come verbally from another student, teacher, bus driver or other school personnel who report concerns.

We believe that alcohol and illicit drug use is very dangerous for students, it is also inappropriate for students to openly verbalize about their use. If such behavior should occur, the student will be asked to set up an appointment with school's Social Worker and write a brief plan of what is to be discussed.

The Academies will provide a referral to a chemical counselor at the request of a student or the student's family. Education about chemicals and alcohol, including prevention behaviors and programs available, will be provided within the school's curriculum and through special activities and programs.

Support groups for students seeking assistance with their own recovery, or the use/recovery of family or friends may be available on site or assistance with referrals will be made when possible.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. ***For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy in Appendix 3.***

Dress and Appearance

Student dress and grooming can influence the health, safety, learning process and the ability of students to do their work. We expect The Academies students to be recognized not only for the quality of their education, but also for the neatness of their appearance. We believe that how students look and dress can make a difference in how they feel and how others feel. This means clean, neat clothing which fits their style is appropriate for learning and does not interfere with the learning of others. The Academies **students are expected to adhere to the following guidelines.**

1. Students cannot wear garments that are likely to cause a material or substantial disruption to the school environment or that could be considered offensive. Such examples include, but are not limited to, references to drugs, alcohol, tobacco, weapons, violence, sex/ innuendos, vulgar, obscene, or profane language or images, and/or insults to race, religion, gender, or ethnicity.
2. No short shorts or miniskirts will be allowed. Dresses and shorts should be at or about knee length. Students are not allowed to wear backless, low cut, or off shoulder shirts, tube tops, midriff shirts, see-through, or excessively tight clothing. No clothing with revealing holes or cutouts is allowed. Underclothing (including tank tops), including bra straps and briefs, should not be visible. No cleavage.
3. Students are prohibited from wearing pants/shorts that sag below the waistline or reveal underwear.
4. Students are prohibited from wearing trench coats or overcoats when school is in session. Outdoor jackets, coats, and backpacks are to be kept in student lockers.
5. A student shall be prohibited from wearing any form of dress or accessory identifying him/her with a gang as identified by the local gang task force.
6. No type of head covering is to be worn. Exceptions would be a head covering worn for religious or medical purposes. Examples of items prohibited, but not limited to, are: scarves,

hats, caps, sweatbands, and bandanas. Head coverings may be allowed during special school functions when approved by staff. Also, sunglasses, bare feet, and/or slippers should not be worn in school with shoes always remaining on feet. Steel toed boots will not be permitted if used in a manner that jeopardizes safety.

7. Noisy, distracting jewelry or accessories are prohibited, including those that promote chemical usage.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications before returning to class. A parent or guardian will be notified if non-compliance occurs. All decisions about dress code are the discretion of the staff and administration.

Harassment and Violence (FED Policy #413)

Religious, racial and sexual harassment and violence are against the law.

Everyone at Freshwater Education District #6004 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or any adult. Harassment may include the following when related to religion, race, sex or gender:

- name calling, jokes or rumors
- pulling on clothing
- graffiti
- notes or cartoons
- unwelcome touching of a person or clothing
- offensive or graphic posters, photos or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the facilitator or the Human Rights Officer; Jordan Anderson, 218-894-2439, ext. 1051.

You may also make a written report. It should be given to a teacher, counselor, or the Human Rights Officer.

Your right to privacy will be respected as much as possible.

Freshwater Education District takes all reports of religious, racial, or sexual harassment or violence seriously and will take appropriate actions based on your report.

The Freshwater Education District will also take action if anyone tries to intimidate you or attempts to harm you because you have reported.

This is a summary of the Freshwater Education District Policy against religious, racial and sexual harassment and violence. Complete policies are available in the Director's office upon request. The Freshwater Board has appointed its Director to manage this policy.

Staff background checks

In accordance with MN Statute, it is the policy of Freshwater Education District to conduct a criminal history background check on all employees and other individuals who provide services to the district. All staff working with students in the school setting must complete and have on file, the results of this mandatory check.

Hazing Prohibition (FED Policy 526)

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

- Physical brutality
- Physical activity that adversely affects mental or physical health or safety
- Intimidation
- Ostracism

- Activity involving the consumption of alcohol, drug, tobacco products or any other food, liquid or substance adversely affecting physical or mental health or safety
- Performing an illegal act.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate education district person designated by the district hazing policy.

Internet Acceptable Use (FED Policy 524)

The use of computers/iPads/Chromebooks/mobile devices and accessing information through the Internet is fundamental in today's educational process. This use is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. All students may be required to use computers and the Internet for educational purposes unless parents, in writing, have denied their child's access and requested alternative activities. Students will follow all rules regarding technology use as stated in the **Acceptable Use Policy administered by The Academies which can be found in appendix 8**. Students must have a signed copy of the Acceptable Use Policy on file before they can access and use school technology.

Students will have individual passwords for access and are responsible for all information retrieved while logged into their password. It is discouraged from giving their password to others and students should log out when finished with the computer. **Students are not to be using classroom computers/lpads/Chromebooks/mobile devices for personal use including, but not limited to the following: email, non-classroom work internet access, games, music or movies.** All computer access must have prior staff approval.

Rule violations are:

- 1st Offense: Up to 5(LRA)10(WPA) school days suspension of use/access
- 2nd Offense: Up to 10 (LRA) 20(WPA) school days suspension of use/access
- 3rd Offense: Teamed for LRA/WPA-up to 1 calendar year suspension of use/access

Note: Because all classroom assignments will be required during periods of suspended use, parents are responsible to provide computer/internet access for their child during that time.

Leaving School Grounds

Once students arrive at school, they are not permitted to leave the school grounds except at regular dismissal time. If for some reason they must leave, please send a written excuse to the school outlining date, time and supervising adult.

If a student leaves the grounds unexcused, parent(s)/guardians(s) will be notified, along with other people that are deemed appropriate such as the police, probation officer and/or case managers, but students will not be followed unless the team feels they are threat to themselves.

Any Offense: Office Referral

Parking on School District Property

Students

Due to the uniqueness our program, The Academies students are not allowed to drive to school. If a student wants to drive to school the student may schedule an approval meeting with his school case manager, the program facilitator and the student's parent, unless 18, prior to driving. The Academies allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by prior approval of the program facilitator.
- Students are not permitted to use motor vehicles during the school day in any school locations unless an emergency occurs and permission has been granted to the student by the program facilitator;
- Students are permitted to use motor vehicles on The Academies campus only before and after the school day and may not transport other students to/from school;

- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Refusing to Leave the Classroom

If a student refuses to leave a classroom do to unsafe/disruptive behavior staff will do the following:

1. When possible, give the student a time limit (i.e. 2 minutes)
2. Redirect the rest of the class to keep focus on the class assignment while ignoring interaction with student.
3. Upon time limit restate direction with choices if possible.
4. If student still refuses to leave the classroom, call the office and arrange for removing class to a different location. If staff determine, this may be written up as an office referral.

Smoking and Tobacco Use Policy (FED Policy 505)

The Academies Smoking and Tobacco Use Policy: Use of possession of tobacco and/or tobacco products or smoking of any type by any student, regardless of age, will be governed by Minnesota Statute and district rules.

1st Offense: The school will refer the student to the police through the use of **Appendix 3**. The student will pay a fee and attend a meeting with a county corrections worker.

2nd Offense: The school will refer the student to the police who, in turn, will refer the report on to the county. The student will pay a fee and attend a meeting with a county corrections worker.

3rd Offense: The student will be referred to the police, and be required to meet before a judge. After the first and second offense, the student may voluntarily take part in a smoking cessation class. Additional consequences may apply depending upon county of residence and decisions made by school personnel.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials. The Academies discourages students from bringing valuable items to school. Students are responsible for placing those items in their lockers and not to trade/borrow to other students. The Academies is not responsible for students' possessions that are missing, borrowed to others or stolen.

Policy on Weapons (FED Policy #501)

It is the intention of the Freshwater Education District to maintain a positive, safe and secure learning and working environment. The district will not tolerate weapons as defined in this policy at any time on school property; including district owned buildings and grounds, or school sponsored activities. Students and visitors may not possess, store, handle, transmit, or use any weapons in any school environment.

Students in possession of a dangerous weapon (see definitions # 1-6 below), whether on their person, in their personal belongings, vehicle, on school grounds or at school functions shall be requested to place the weapon in the front office for the remainder of school day. The student will be requested not to return with the weapon.

If staff feels insecure about a student's response to the request, the student may be asked to leave for the day and a meeting will be scheduled with the student and guardian.

If the weapon is used in a threatening manner, law enforcement will be called immediately.

If a student is in possession of a gun or firearm (see definition #7 below), law enforcement will be called immediately for legal disposition.

If law enforcement is called, the student will not return to school until obligations regarding the law have been fulfilled and a student-guardian meeting has been held. The student and guardian will develop a plan for further school attendance within the school rules.

Any time a gun or weapon is found in the possession of the student, a **weapons assessment – Appendix 4** will be completed.

Definitions of weapons:

1. Knives including switchblade or automatically opening blades, butterfly knives, Swiss army knives, hunting knives, daggers, swords or razors.
2. Artificial knuckles or other similar objects.
3. Blackjacks, clubs, numchucks, or throwing stars
4. Explosives and/or similar devices with threatened intent to cause an explosion.
5. Poisons, chemical, combustible or flammable liquids, or substances capable of causing bodily harm.
6. Mace.
7. Gun or firearm (loaded or unloaded, working or not working): pellet, BB, stun, splat, starter pistols, and/or other look-a-likes, sawed-off shot gun, revolver, shot gun, machine gun, pistol, rifle, etc...

PART IV — HEALTH AND SAFETY

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the Freshwater Education Office in Wadena.

Crisis Management

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

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

Health Information

First Aid

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

The district has installed automated external defibrillators (AEDs) next to the gym doors. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

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

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

Health Service

The student health office is staffed by health paraprofessionals that work under the direction and supervision of the Wadena County Public Health nurse. Students who become sick at school should tell their teacher. In the event of an emergency, please contact the main office/health office. The health aide will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school main office if his/her child is unable to attend school because of illness.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the health office and they will assist you.

FRESHWATER EDUCATION DISTRICT

Indoor Air Quality Notice

Freshwater Education District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission – educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Freshwater Education District Indoor Air Quality contact person is: Jordan Anderson. If there are any questions regarding the school's IAQ program, please feel free to call Freshwater at 218-631-3505 ext. 1051

Pesticide General Notice

A Minnesota state law went into effect in year 2000 that requires schools to inform school staff, students and parents if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications to make the schedule available to employees and parents for review or copying at the school office.

State law also requires that you be told that the long-term health effects on children from the application of chemicals to which they belong may not be fully understood.

If there are any questions regarding the Freshwater Education District Pest Management program or you would like more information on the pesticide application schedule, please feel free to call the district at 218-631-3505.

School Year Notification

As a result of federal legislation (Asbestos hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Freshwater Education District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned by the Freshwater Education District were inspected by an EPA accredited inspector and an independent laboratory analyzed samples. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its building safely and responsibly.

Furthermore, the Freshwater Education District has completed the 3 year re-inspections required by AHERA. Our district buildings, where asbestos containing materials were found, are under repair, and removal and operations and maintenance.

This past year Freshwater Education District conducted the following with respect to its asbestos containing building materials:

Continued the Operations and Maintenance Program

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e. telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Freshwater Education District has a list of the location(s); types(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc. at 800-232-5209, or by contacting Freshwater Education District at 218-631-3505.

This is a summary of selected Freshwater Education District Policies. Complete policies are available at each site. The Freshwater Board has appointed its Director to manage this policy.

Safety

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

Contact the building facilitator with any questions regarding school safety procedures and policies.

APPENDIXES

1 Student Attendance

Philosophy

The Freshwater Education Board believes that regular school attendance is directly related to success in academic work, and establishes regular habits of dependability and responsibility important to the future of all students. Classroom experiences are both meaningful and essential components of the learning process and allow each student to realize their full potential. Regular class attendance instills self-discipline, exposes students to group interactions with teachers and fellow students, enables students to hear and participate in class discussions, and involves students in educational experiences not available in other circumstances. Make-up assignments can never fully replace the learning experience students miss when they are absent from class.

Truancy and Unauthorized Absences (Truancy, Tardiness, Loitering)

As required by current statutes, regulations of the State Department of Education, and the School Board of District #6004, students shall be in attendance each day that school is in session. The authority to classify an absence as parent approved, or an additional allowable, rests with the Program Facilitator.

Truancy: The absenting of one's self from school or class without knowledge or approval of the school and parent.

Tardiness: Arriving at class after the bell has rung. Individual teachers will address class tardies as they occur.

Loitering: The presence of a student on school property or adjacent community property when the parent and school have excused the student. Loitering will be cause for disciplinary action.

Assignment of Responsibilities

This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, counselor and administrators. The responsibilities assigned to each of these groups are outlined below.

Student Responsibilities

1. Attend each class and arrive in class on time.
2. Sign a verification form that you have read and understood the high school attendance policy.
3. Obtain a course attendance policy for classes at the beginning of the semester from each classroom teacher.
4. If an absence occurs that is not school-related, follow these procedures:
 - Have your parent/guardian call the main office, each day you are absent or bring a note signed by the parent or guardian to the attendance office **within 48 hours** of your return to school.
 - The note or phone call should state the reason for the absence, and include the phone number where the parent/guardian may be reached.
 - **If a parent/guardian does not call or a signed note is not presented to the main office within two (2) school days after the student's return to school, the absence will remain permanently unexcused.**
 - Make up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with the classroom teacher.
5. To arrange a pre-approved absence the student must follow these procedures:
 - Obtain an **Advance Notice of Absence** form from the main office prior to an absence that will be **two or more days in length**.
 - Have the **Advance Notice of Absence** form signed by each teacher.
 - After the **Advance Notice of Absence** form has been signed by each teacher, return it to the main office **prior to the absences**. Please note the teacher signature only indicates the teacher has been notified of the absence. The Attendance Policy guidelines are applicable.

- It is always the responsibility of the **student** to contact the teacher when the student knows he/she will be absent for any reason.
 - Make-up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with individual classroom teachers. **It is the student's responsibility (not the teacher's) to see that all work is made up in the agreed upon time.**
6. If a student must leave school during the school day, she must check out of the main office before leaving the building. In all cases, the student must have the permission of his/her parent or guardian and leave with a parent or guardian or an adult assigned by the parent or guardian. Students leaving the school without permission may be assigned a consequence (see leaving building section).
 7. The student must check in with the main office when returning to school from an appointment or when coming to school after the school day has begun. Students that do not check-in may receive a consequence.

Parent Responsibilities

1. Notify the attendance office by phone each day your child is absent from school **And/or send a note with your child within two school days of his/her return to school from any absence.**

Main office phone number is **218-631-3505 then press 8.**

Include the following information in your message or note:

- Your child's name.
 - Date of the absence.
 - Reason for absence.
 - A phone number where you may be reached.
 - Your signature
2. Hold your child accountable for regular attendance and following the attendance policy.
 3. **Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days whenever possible.**
 4. Notify the attendance office, in writing, of an extended pre-arranged absence and turn in form at least one (1) day before the absence occurs. Ensure that your child follows the pre-arranged absence procedure outlined above.
 5. Contact the main office, and/or teacher if you have concerns about your child's attendance.

Teacher Responsibilities

1. Take attendance accurately as soon as possible during each class period.
2. Report any discrepancies in the daily attendance report to the attendance office. The teacher should make a note if a student is more than ten (10) minutes late, because it is then identified as an unexcused absence.
3. Maintain timely and accurate in class attendance records because, in cases of dispute, the teacher's attendance record is the official one.
4. Write, distribute, and explain your course attendance policy to all students.
5. File a copy of your course attendance policies with the coordinator at the beginning of each new school year.
6. Comply with the district attendance policy.
7. Communicate with parents/guardians if a student's attendance is adversely affecting his/her academic performance.
8. Notify the student's counselor and administrator when attendance is adversely affecting a student's academic performance.
9. Provide school phone number and e-mail address to parents so homework may be requested if the student is absent.

Administrator / Counselor Responsibilities

1. Distribute the attendance policy to all students, parents/guardians, and staff.
2. Plan interventions for students whose attendance is adversely affecting his/her grade.
3. Communicate with parents/guardians regarding student attendance.
4. Schedule meetings at the request of parents or guardians to review concerns related to student attendance.
5. Review disputes related to classification of absences.
6. The Facilitator will review and approve teachers' course attendance policies.

Classification of Absences

All absences will be classified by the school administration as “Excused,” “Unexcused,” “Exempt” or “Tardy” (TE or TU). Absences may be excused in the attendance office at the discretion of the building administration. Exempt absences do not count towards the students absences per semester.

Excused Absences

These absences are subject to administrative authorization. Excused absences count towards loss of credit. The authority to decide whether an absence is excused or unexcused rests with the building Facilitator. Absences normally excused include:

1. Illness. In cases of absences exceeding one week a physician’s statement will be required or if parent has received notice (letter/communication) stating otherwise.
2. Medical or dental treatment.
3. Serious family emergencies, i.e. funeral.
4. State/county/reservation required court appearances.
5. Removal of a student pursuant to a suspension. Suspensions (ISS and OSS) are to be handled as excused absences and students will be permitted to complete make-up work. Any make-up work received by the student, from the school during the suspension, will be due upon the students return to school unless arrangements have been made with the teacher(s).
6. Pre-arranged absences approved by administrator or classroom teachers.

Work missed during an excused absence must be made up within two school days for each day absent in order for credit to be earned, unless other arrangements are made with the classroom teacher.

School-sponsored Events / Exempt Absences

Absences due to field trips or other school-sponsored activities are considered exempt. These absences will be exempt providing the student has followed appropriate pre-excuse procedures. Examples include, but are not limited to, field trips, retreats, school activities, career center activities, counseling appointments, participation in support groups, athletics and advisory assignments. Students should not be penalized (i.e. loss of daily points, etc.) for an exempt absence. Students must attend a full day of school in order to participate in school sponsored events (fieldtrips).

Unexcused Absences

All unauthorized absences are unexcused absences. Unexcused absences count toward loss of credit. Teachers may use their own discretion in allowing or not allowing make-up work. Examples of unexcused absences include, **but are not limited to:**

- ◆ Car trouble/unreliable transportation arrangements
- ◆ Errands
- ◆ Visiting
- ◆ Overslept
- ◆ Shopping
- ◆ Hair appointments/coronation preparation, etc.
- ◆ Photography appointments
- ◆ Needed at home
- ◆ Missed the bus
- ◆ Work
- ◆ Alarm did not work/power outage
- ◆ Family vacations that are not pre-excused
- ◆ Baby-sitting
- ◆ Leaving campus without permission
- ◆ **If the school does not receive a phone call the day of the absence and/or a note from a parent turned into the attendance office within two days of return to school.**

These unexcused absences are subject to intervention procedures which may include, but are not limited to:

- Conference with the classroom teacher
- Conference with the Facilitator
- Referral to Child Study
- Parent conference/home visit
- In-school suspension

- Truancy petition filed
- Assignment to alternative educational placements

Tardiness

A student who is not in class when the bell rings is considered tardy. If a student is more than ten (10) minutes late to class, and does not have a pass, the tardy will be considered an unexcused absence. If a student is detained by a teacher, s/he should get a pass to the next class from that teacher.

Three unexcused tardies are equivalent to one unexcused absence.

Truancy

A student is considered legally truant when s/he is absent unexcused from one or more classes on three or more days. These days do not have to be consecutive. Phone calls to parents are made the day after any unexcused absence. **After the third unexcused absence during a school year, a letter will be sent to parents detailing the truancy statute. After the fourth unexcused absence, a letter will be sent asking parents to attend a meeting at The Academies with their student or to schedule a home visit.** The meeting will include information on truancy law, suggestions for improved attendance and possible referral for outside support services. Parents, students and an administrative representative will also sign an attendance contract. **After the seventh unexcused absence during a school year a truancy petition will be filed with child's county of residence.**

*Truancy guidelines will vary per county.

Attendance Guidelines

Participation Points

Teachers have the discretion to give a daily participation grade or points based upon attendance and active participation in their class. Students who are absent for any reason may lose a portion of the possible participation points.

Consequences of Non-Attendance

A student's quarter grade may be lowered by up to 20% due to unexcused/excused absences. Students may appeal this process by contacting the building Facilitator.

Parent Notification

1. All students will be provided with a copy of the school's attendance policy and a copy of all course attendance policies.
2. Parents or guardians will be notified in writing if their child accumulates five absences, for any reason, during the quarter.
3. If a student's absences from class are adversely affecting his/her grade, the parent/guardian will be notified by the classroom teacher or their case manager
4. Parents or guardians may, at any time, call the main office and request a summary of their child's attendance.

Homework Requests

1. Parents may request homework to be collected by the office when their child has missed two (2) or more days of school. If students are absent fewer than two days, homework requests should be made directly to school case manager via phone or e-mail.
2. Homework should be picked up in the main office at the end of the day.
3. Calls for homework requests should be directed to the school case manager

2 Student Discipline

Student Conduct/Student Discipline (FED Policy 506)

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

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's education experience. This is in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, MN Stat. 121A.40 through 121A.56.

Staff: All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All staff shall be responsible for contribution to the atmosphere of mutual respect within the school. All staff shall enforce the Discipline of infractions of the Code of Student Conduct. In exercising lawful authority, staff may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

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

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

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

All students have the responsibility:

- for their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- to attend school regularly;
- to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- to assist the school staff in maintaining a safe school for all students;
- to be aware of and to comply with federal, state, and local laws;
- to volunteer information in disciplinary cases should they have knowledge relating to such cases and to cooperate with school staff as appropriate;
- to respect and maintain the school's property and the property of others;
- to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- to conduct themselves in an appropriate physical or verbal manner; and
- to recognize and respect the rights of others.

Violations of the above student responsibilities or other policies outlined in the handbook are subject to disciplinary action.

DISCIPLINE FOR INFRACTIONS OF THE CODE OF CONDUCT

It is the general policy of The Academies to utilize progressive discipline to the extent reasonable and appropriate based upon the specific fact and circumstance of student misconduct. The specific form of the discipline chosen in a particular case is solely within the discretion of The Academies. At a minimum, a violation will yield a verbal warning. The Academies shall, however, impose more severe disciplinary

sanctions for any violation warranted by the student's misconduct. Disciplinary action may include, but is not limited to, one or more of the following:

- verbal warning;
- parent conference;
- removal from class;
- referrals;
- suspension; or
- expulsion.

Teachers and staff have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, or contacting the student's parents. When such measures fail, or when staff determines it is otherwise appropriate based upon the student's conduct, staff has the authority to remove the student from class. "Removal from class" and "removal" mean any actions taken by a teacher or staff person to prohibit a student from attending a class or activity for a period of time not to exceed five (5 days). Students who are removed from class must be removed to a supervised area.

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

- willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- willful conduct that endangers surrounding persons, including district employees, the student or other students, or the property of the school; or
- willful violation of any school rules, regulations, policies or procedures.

A meeting with the student, teacher/staff and parent/guardian will be held prior to returning to class.

3 The Academies Tobacco Use Referral to Law Enforcement

Case# _____ Date of Referral _____
 Name _____ Date of Birth _____
 Address _____
 Telephone _____ School _____
 Grade _____ Parent's Name: _____
 Address (if different) _____
 County of Residence _____
 Reason for Referral: Tobacco _____ Alcohol _____
 Other/ Explain:

Location of Incident: _____
 Date _____ Time _____

Description Of Incident:

Notification: Parent _____ School _____ CCY (Todd/Wadena) _____
 Police _____ Cass _____ Morrison _____
 OTC _____ Other _____

Other Comments:

Officer _____ Officer _____
 School Official _____

4 WEAPON ASSESSMENT

When a student is involved with the possession of a weapon, the following questions need to be addressed and answered. The responses to the questions will help the school district assess and determine the future of the student.

Student Name:

Address:

Guardian:

Age/Birth Date:

Briefly state situation:

1. Was there a weapon involved?
2. Did the student follow the request of the staff?
3. Was law enforcement called?
4. Did the student remain in school?
5. Were the guardians notified?
6. What was your perception of the student's mental state at the time?
7. What was the nature of the student's actions (what was observed)?
8. What was the degree of real or potential harm?
9. Is the student in the correct educational program?
10. How should the situation be monitored in the future?

PLAN:

Reporter_____

5 Conduct On School Transportation

BUS/TRANSPORTATION GUIDELINES

RIDING THE SCHOOL BUS/VAN IS A PRIVILEGE, NOT A RIGHT. Students are expected to follow the same behavioral standards while riding school transportation as are expected on school property or at school activities, functions or events. All school expectations and level systems are in effect while a student is riding the bus/van or at the bus stop. Riding the school bus is an extension of the school day, and starts at the bus in the morning and ends at the bus/van stop in the afternoon. **Students are picked up and dropped at their residence unless arrangements are made with the program Facilitator in advance.** The Academies is not obligated to transport to other pickup/drop off locations including but not limited to: appointments, other student houses, off scheduled route, before school is dismissed (3:00 – excluding midday mainstreaming transportation), place of employment, daycare, etc.) **Multiple pickup and/or drop off locations are prohibited unless approved by the program Facilitator in advance.**

A. School Bus and Bus Stop Rules

The School District bus safety rules are to be posted on every Freshwater Transportation Vehicle. If these rules are broken, the School District's discipline rules are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver/rider's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

B. Rules at the Bus Stop/on the Bus

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for students.
2. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
3. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal before crossing the street.
4. Be a self-advocate. Do not engage in fighting, harassment, intimidation or horseplay.
5. Help keep harmful objects off the bus (knives, matches, firearms, explosives, tobacco, drugs, alcohol, etc.)
6. Sit forward and stay in assigned seat keeping your arms, legs and belongings to yourself.
7. Talk quietly and use appropriate, respectful language.
8. Be respectful to van/bus property, students are responsible to pay for vandalism, and unusual damage to the bus.
9. Follow the drivers/ riders instructions the first time asked.
10. Follow all special school/district expectations and policies.
11. Eating or drinking only on approval of bus driver/rider.

C. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

General Discipline

Students earn incentives for appropriate/expected bus behavior and do not earn incentives for inappropriate/unacceptable behavior. Drivers/riders will redirect student when needed. If students are not following redirections or behavior is severe they are encouraged to submit a bus referral to the Facilitator. **Based on the severity of a student's conduct and/or the student's IEP; more/less restrictive consequences may be imposed at any time.** Depending on the nature of the offense, consequences such as, suspension or expulsion from school may also result from school bus/bus stop misconduct.

LRA (K-8)

1st offense – Visit to Facilitator’s office, parent contact, review bus expectations, May also include: private dining for breakfast/lunch, restricted free time, restricted seating on bus, and/or bus suspension if deemed by staff to be an extreme behavior.

2nd offense – Visit to Facilitator’s office, parent contact/conference, review bus expectations, May also include: private dining for breakfast/lunch, restricted free time, restricted seating on bus, and/or bus suspension if deemed by staff to be an extreme behavior

3rd offense – May be suspended from bus for up to 1 day, visit to facilitator’s office, parent contact/conference, review bus expectations, and bus project. May also include: private dining for breakfast/lunch, restricted free time, restricted seating on bus

4th offense – May be suspended from bus for up to 1-2 days, team meeting requested, look at changes needed, and bus project. May also include: restricted free time, private dining for breakfast/lunch, and/or restricted seating on bus

Further offenses will be individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

WPA (5-12)

1st offense – Visit to facilitator’s office, parent contact, and review bus expectations. May also include: private dining for breakfast/lunch, restricted free time, restricted seating on bus, and/or bus suspension if deemed by staff to be an extreme behavior.

2nd offense – May be suspended from bus for up to 1 day, visit to Facilitator’s office, parent contact/conference, review bus expectations, and bus project. May also include: private dining for breakfast/lunch, restricted free time, and/or restricted seating on bus.

3rd offense – May be suspended from bus for up to 1-2 days, parent meeting requested, look at changes needed, and bus project. May also include: restricted free time, private dining for breakfast/lunch, and/or restricted seating on bus

4th offense – May be suspended from bus for up to 1-3 days, parent meeting requested, look at changes needed, and bus project. May also include: restricted free time, private dining for breakfast/lunch, and/or restricted seating on bus.

Further offenses will be individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Vandalism / Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

If you have any questions pertaining to transportation and/or school closings please contact Jena Osberg at 218-631-3505 ext. 1037.

6 Internet/Computer Acceptable Use (FED Policy 524)

Computer and Internet access can provide students the ability to enhance their learning experiences by locating materials to meet their educational and personal information needs. The Academies encourages students opportunities to use technology to facilitate their learning. Having said this, the use of the computer and internet is a privilege and not a right. Inappropriate use will result in a cancellation of those privileges. **Staff at The Academies will determine what is appropriate use**, and will determine if this privilege should be denied, revoked or suspended.

To fully access computer and internet privileges, students should follow these expectations:

- **Gain permission before using** the computer for any purpose.
- **Follow the instructions of staff** while using the computer.
- Accessing the computer/internet, playing games, listening to music must be **approved by staff** ahead of time.
- **Gain permission to print** any items from your computer.
- Maintain respectful language, appropriate volume, and proper etiquette while using the computer.
- Computer use **must not contain** violent, sexual, drug/alcohol/tobacco related content unless approved by staff for research purposes.
- **Students are liable for the cost of damages** to the computer they are using. This can include physical damages as well as items purchased/downloaded while using the computer.

Student

I have read and do understand the education district policies relating to safety and acceptable use of the education district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. **I also understand that this policy applies to any personal technology device I may bring to school.**

Student's Name (print): _____

Student's Signature: _____ Date: _____

Parent/Guardian

(If the applicant is under 18 a parent or guardian must also read and sign this agreement)

As the parent or guardian of this student, I have read the education district policies relating to safety and acceptable use of the education district computer system and the Internet. I understand that this access is designed for educational purposes. The education district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the education district to restrict access to all controversial materials and I will not hold the education district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/guardian's Name (print): _____

Parent/guardian's Signature: _____ Date: _____

7 Pre-Absence Form

1. The student must have all teachers sign this form.
2. The parent must read and sign.
3. The student must sign and return to the office 2 days prior to the absence.

The staff and administration of The Academies encourage the attendance of all students except in cases of illness or family emergency. If a student is absent from school, the educational process is interrupted and class work cannot always be made up.

*When a student misses a class, regardless of the reason, the classroom experience and work can never be made up completely. As a result, the student's performance and grades may be affected, particularly if the absence is for several days. This is particularly true if the absence occurs at the end of the quarter. It is the student's responsibility, not the teacher's responsibility, to ensure that all work is made up within the agreed upon timeline. **Please refer to the Attendance Policy in The Academies Student Handbook for details regarding consequences of non-attendance.***

Name _____

Dates(s) of Absence _____ Reason _____

Signature below indicates that the teacher has been notified in advance of the absence. A teacher may or may not assign make-up work in advance. Make-up work which is not completed by the date assigned by the teacher may result in a zero (0) or partial credit.

Hour	Subject	Teacher	Make-up Work	Due Date
1				
2				
3				
4				
5				
6				
7				

I accept responsibility for having my teachers fill out this form and for doing all make-up work resulting from my absence.

Student Signature _____ Date: _____

I have read this form and accept responsibility for withdrawing my child from school for this absence.

Parent/Guardian Signature _____ Date: _____

