



www.strideacademy.org

320.230.5340

K-8 Student/Family Handbook 2016-2017

Mission

STRIDE Academy nurtures individuals while fostering leadership and empowering students to attain their potential in a family-centered environment.

***“To Live, To Love, To Learn,
To Leave a Legacy”***

Contact Information

STRIDE Academy
3241 Oakham Lane
St. Cloud, MN 56301

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Fax Number: (320) 217-6318

Web Site: www.strideacademy.org

Email: first initial & last name @strideacademy.org (example: jsmith@strideacademy.org)

Normal school office hours are from 7:30 a.m. - 4:00 p.m.

STRIDE Academy is a charter school authorized by the Minnesota Department of Education. As a charter school, we are a public, non-profit entity and receive funding through the Minnesota Department of Education. We must comply with all state and federal mandates that govern public schools in the State of Minnesota. We must also comply with requirements established by our sponsor, Friends of Education. Students are not assessed tuition fees to attend STRIDE Academy.

Brett Fechner
Executive Director
Ext: 6920

Jamie Goebel
Principal
Ext: 6944

Donna Nordstrom
Principal
Ext: 6943

STRIDE Academy School Board of Education

Members

Juanita Hechtel – Community Representative
Melissa Medford - Parent Representative
James P.A Morrighan – Parent Representative
Natalie Ringsmuth - Parent Representative
Sara Fromm Poginy - Parent Representative

Brian Weappa – Parent Representative
Monica Schraut- Teacher Representative
Nathan Schwieters – Teacher Representative
Sharon Rooney - Teacher Representative
Brett Fechner-Ex-Officio

Board Meetings are held on the 3rd Thursday of each month at 6:00 p.m. at STRIDE Academy, except before intersession breaks. Meetings are open to the public. Board minutes are available on the STRIDE Academy website or upon request. See Board meeting postings on STRIDE Academy website or within STRIDE Academy at 3241 Oakham Lane.

Proposed School Board meeting dates for the 2016-2017 School Year

August 18, 2016	September 15, 2016	October 13, 2016	November 17, 2016
December 15, 2016	January 19, 2017	February 16, 2017	March 23, 2017
April 20, 2017	May 18, 2017	June 15, 2017	July 20, 2017

Staff

Mandy Sadlo, Executive Assistant	Ileana Merten , Human Resource Coordinator
Kim Whaley, Administrative Assistant	Sarah Salmela, Administrative Assistant
Steve Swenson, Technology Manager	Chad Salmela, Facilities Manager
Douglas Millaway, Psychologist/SPED Director	Nadine Martin, SPED Due Process Assistant
Nathan Schwieters, Activities Director	Lisa Otte, Behavior Interventionist
Courtney Budge, Speech Language Pathologist	Ambur Chaika, Social Worker
Michelle Hahn, School Nurse	Kelly Meyer, Health Services Assistant
Krista Swenson, Behavior Liasion	Noel Kirchner, Behavior Liasion
Margaux Hylla, Literacy Director	Mary Swanson, Mathematics Director
Katie Muhlenpoh, Building Substitute	Abby Moening, Kindergarten
Jennifer Feigum, Kindergarten	Joanne Stoermann, Kindergarten
Shonda Nohner, Kindergarten	Lora Jacobson, 1st Grade
Valerie Weyer, Kindergarten	Rebecca Rauch, 1st Grade
Katie Yurczyk, 1st Grade	Brianna Koltes, 1st Grade
Caroline Ruegemer, 1st Grade, Q-Comp Coach	Laura Seeley, 2nd Grade
Angela Helmbrecht, 2nd Grade	Rebecca Schmitz, 2nd Grade
Cortney Ryan, 2nd Grade	Chrissy Haggerty, 3rd Grade
Jenifer Geisler, 3rd Grade	Jennifer Thompson, 3rd Grade
Stephanie Leedahl, 3rd Grade	,Nicole Weiman, 4th Grade
Amanda Voigt, 4th Grade	Daniel Thole, 4th Grade
Sharon Rooney, 4th Grade	Laura Maiers, 5th Grade
Christopher Kirchner, 5th Grade	Michelle Leske, 6-8 Science
Sara Voss, 5th Grade	Nathan Schwieters, 6-8 Social Studies
Jim Johnson, 6-8 Science	Samantha Leintz, 6-8 Social Studies
Dennis Smith, 6-8 Math	Jessica Leverington, 6-8 Math
Kerrie Speer, 6-8 Language Arts	Lesley Burandt, 6-8 Lanuguage Arts

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Jennifer Mitchell, Title 1	Monica Schraut, Title 1, Q-Comp Coach
Britt O'Neal, ELL Lead Teacher	Nancy Stellmach, Title 1
Kim Bang, ELL Teacher	Belinda Bergren, ELL Teacher
Jason Fleege, Physical Education	Katherine Lynch, Spanish Teacher
Denise Bernard, Choir/ Music	Aaron Duske, Physical Education
Ted Chopp, Band Teacher	Josh Smith, Choir/Music
Susan Kubasch, SPED Teacher	Marie Fisher, Art Teacher
Jiyeon Park, SPED Teacher	Dana Millaway, Technology Teacher
Leanne Stephens, SPED Teacher	Michele Kockler, SPED Teacher
Ashlee Scheer, SPED Teacher	Katie Nelson, SPED Teacher
Stephanie Anderson-Smith, Paraprofessional	Katherine Dobbs, SPED Teacher
Kelly Butkowski, Paraprofessional	Lori Brix, Paraprofessional
Susan Dingmann, Paraprofessional	Rachel Carlson, Paraprofessional
Jan Holland, Paraprofessional	Sally Hipp, Paraprofessional
Kristynn Huro, Paraprofessional	Portia Hunstiger, Paraprofessional
Nancy Kalla, Paraprofessional	Elizabeth Janson, Paraprofessional
Catherine Lindstrom, Paraprofessional	Belinda Labor, Paraprofessional
Katherine Meyer, Paraprofessional	Gabrielle Meyer, Paraprofessional
Fartun Mohamed, ELL Paraprofessional	Abdi Muse, ELL Paraprofessional
Amy Opatz, Paraprofessional	Linda Theisen, Paraprofessional
Heather Peterson, Paraprofessional	Sarah Schindler, Paraprofessional
Erika Cowley, Recess Monitor	Sara Swanson, Paraprofessional
Jan Gavanda, Day Custodian	Melissa Ritter, Recess Monitor
Shirley Myers, Media Center, Kitchen	Terry Baxter, Night Custodian
Wanda Ley, Kitchen	Heather Walsh, Kitchen
Pam Olson, Kitchen	

Arrival and Dismissal Procedures

In the best interest of the safety and wellbeing of all students we are asking our families to follow the STRIDE arrival and dismissal procedures.

Before School:

- All students will enter in main door (Door 20-S)
- Breakfast will be served from 7:45 to 8:30. Students who will be eating breakfast must go to the lunchroom for breakfast before going to their classroom.
- School day begins at 8:15.
- Students should NOT arrive at school prior to 7:45 a.m. Students arriving before 7:45 a.m. will be required to wait in the front entry, unless they are attending KIDSTOP.
- Students who arrive between 7:45 and 8:15 will be supervised in the east gym.
- For parents with children who may need to be dropped off earlier than 7:45, KIDSTOP is available beginning at 6:30 a.m.
- If you are dropping your child off in the morning without walking into the building, please respect other drivers and keep the flow of traffic moving. If you need additional time, please park your car. **Please DO NOT stop or park your car in any of the traffic lanes.**

After School:

- The instructional day ends at 3:05.
- All students must be picked up no later than 3:15.
- Parent Pick-up: All families will be provided a Parent-Pickup-number that must be visible from the car for the staff member to see. Once the staff recognizes the number and deems its safe, the student(s) will be released to that car. This will require all parents using this system to remain in single file for the flow of traffic to be continuous. Staff will only release children if and when cars are not moving and when number is clearly visible.
- **If you need to walk in the building, you must park your car.**
- Parent pick-up will be on the east side parking lot and buses will be on the west side. No parents should park in the bus lanes at any time.
- **Please DO NOT stop or park your car in any of the traffic lanes.**

For the safety of your child, if you are making a change to the end of the day transportation, a note must be provided to the office or homeroom teacher. Please call the office (320.230.5340) **BEFORE 2:00 p.m.** in order to allow enough time for delivery to homeroom teacher.

If you plan to pick-up your children prior to the 3:05 dismissal, it is necessary for you to come to the office and sign them out. They will be dismissed from the office only.

Attendance

*****Please see full attendance policy in the back of the handbook.**

The Board of Directors believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

Attendance line is 320-230-5340

Attendance is taken in every classroom at approximately 8:35 a.m.

Please notify the school office before 9:00 A.M. on any day that your child will not be in attendance, or if your child will be late. A message may be left on the attendance line at any time. Please include your child's name, teacher and specific reason for their absence. If you notify the school by phone, a note is not required upon the child's return. School officials will call home throughout the day in order to verify absences.

1) Excused Absences

a) The following reasons shall be sufficient to constitute excused absences:

1. Illness- Three or more absences in a week or a pattern of excessive absences due to illness may require a physician's note at the discretion of the principal(s).
2. Serious illness in the student's immediate family.
3. A death in the student's immediate family or of a close friend or relative.
4. Medical or dental treatment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
10. Vacations with family- will be considered unexcused unless approved by principal(s) with a signed permission of leave form.

b) Consequences of Excused Absences

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Work missed because of absence must be made up within three (3) days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2) Unexcused Absences

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

1. Truancy. An absence by a student which was not approved by the parent and/or the school.
2. Any absence in which the student failed to comply with any reporting requirements of the school's attendance procedures.
3. Work at home.
4. Work at a business, except under a school-sponsored work release program.
5. Vacations with family will be considered unexcused unless approved by principal(s) with a signed permission of leave form.
6. Personal trips to schools or colleges.
7. Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
8. Any other absence not included under the attendance procedures set out in this policy.

b) Consequences of Unexcused Absences

1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

2. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences
3. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
4. Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) After the 2 accumulated unexcused absences in a school year, a student's parent or guardian will be notified by certified mail that his or her child is nearing the total of unexcused absences allowed by county.
 - (b) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (c) The school shall report to parents/ guardians and county when the total number of unexcused absences reaches truant levels. If the child is under 10 they will be referred for child neglect.

Stearns: Initial Truancy letter: 5 unexcuse
Sherburne: Initial Truancy letter: 3 unexcused.
Benton: Initial Truancy letter: 7 unexcused.
 - (d) Unexcused absences following referrals to the county will be documented and recorded by the school social worker and administration. These documents will be issued to the county which may be followed by additional meetings and/ or court hearings.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death in the student's immediate family or of a close friend or relative.
 - d. Medical or dental treatment.
 - e. Court appearances occasioned by family or personal action.
 - f. Physical emergency conditions such as fire, flood, storm, etc.
 - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. Consequences for three tardies will result in one day of unexcused attendance.

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

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

Backpacks/Bags

Backpacks and bags are not allowed to be worn in the building during the school hours except with the approval of the building administrator. Backpacks and bags are to remain in cubbies/lockers.

Before and After School Care

STRIDE Academy is proud to work with KIDSTOP to offer parents an opportunity to have their children in a before and after school care at school. Please be aware of the times students can be in the building prior to school and after the day ends. KIDSTOP is available for childcare outside of the school hours.

Behavior Plan and Expectations

Research has proven that the foundation of an effective school begins with a safe and secure environment. The STRIDE Academy Behavior Plan is intended to promote a safe and secure environment for ALL students. In order to establish a culture of safety and security, we will:

- Develop positive relationships with ALL students.
- Clearly define behavior expectations for students.
- Communicate the expectations to students, parents and staff members.
- Reward students for appropriate behavior and effort.
- Hold students accountable if they do not meet the behavior expectations.
- Supervision of ALL students is the responsibility of ALL staff.

STRIDE Academy's vision is to Live, Love, Learn, and Leave a Legacy. What will be your Legacy?

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand then to be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

“Become a L.E.A.D.E.R”

Lead by Example

- I make good choices. I understand that I am in control of my own thoughts, words, and actions.
- I am a good friend to others.
- I am a person of integrity. I do what I say I am going to do.
- I work first and play later. I have a good work ethic and am a hard worker.
- I keep my desk neat and orderly. I strive to stay organized and use my student planner.

Enthusiasm

- I keep an open mind and do things without whining, complaining, or pouting even when they are new, hard, or not interesting to me.
- I participate appropriately with positive energy in class discussions and group work. I do not talk or distract others.
- I follow directions correctly the first time, and I give every task my best effort.
- I participate actively in class by immediately doing all work to my best ability, and I answer and ask questions and share my thoughts.
- I love to learn and come to school. With a great education, I can make a positive impact on the world, and I can become whoever I want to become.

Attitude

- I come to school every day in control of my behavior and with a positive outlook.
- I use the words “I can” and will search for answers to questions that I do not yet know.
- I take pride in my performance, appearance, and behavior.
- I am proud of who I am. I represent my family, school, and myself in everything that I do.
- I cheer on my classmates and teammates.

Do My Best

- I come to class ready to learn with all the necessary books, materials, and completed homework.
- I commit two eyes, ears, and one big brain to learning. I stay focused on what I need to learn without disturbing others or letting others distract me.
- When I am given an assignment or asked a question, I try my best and do not give up. I ask my teachers for help and, if necessary, I sacrifice my free time to get help.
- I do my absolute best on all assignments. I do my absolute best on all class work, homework, and tests. I check over my tests to make sure they are great.
- I make up all missed assignments.

Embrace Citizenship

- I show honesty and integrity in my actions. I always tell the truth. I do my own work and only get help for others when it is appropriate.
- I take responsibility for my actions. I accept consequences without making excuses, blaming others, or worrying about what consequences others may receive.
- I care about my teammates. Without being asked, I help others without expecting anything in return.
- I work well with my teammates to complete an assigned task.
- I work to keep my classroom and the school clean by always picking up after myself and other trash without being asked.

Respect

- I treat all students as I would like to be treated. I say nice things about everyone. I make eye contact with people and say “please” and “thank you.”
- I listen actively when someone else is speaking. I raise my hand when I wish to speak, and I wait to be called on by my teacher. I speak in a positive tone.
- I keep my hands, feet, and the rest of my body to myself, even when in line.
- I show respect for property. I ask to borrow other people’s things, and I will freely let others borrow my things. I show pride in my school by keeping it clean and neat.
- I always use a positive tone and body language when talking with others.

Recognizing and Rewarding Appropriate Behavior

1. “Paws”itives: Students displaying appropriate behavior can earn “Paws”itives slips and rewards.
2. LEADER of the Month: Students from each grade level will be recognized at a LEADER Assembly. Students will receive a certificate and recognition at a school-wide assembly.

STRIDE Academy will use a positive behavior system and students will be recognized for positive behavior throughout the school year. To encourage positive behavior and growth in our students, the STRIDE Academy staff has developed the following matrix called the *“The Panther R.O.A.R.”* in order to provide guidelines for students to follow and meet our expectations.

<i>Get the Panther ...</i>	R esponsibility	O rganization	A ttitude	R espect
Classroom	<ul style="list-style-type: none"> ● Be prepared ● Follow directions ● Be honest 	<ul style="list-style-type: none"> ● Keep table/desk & area neat. ● Arrive on time. ● Have all necessary tools for learning. 	<ul style="list-style-type: none"> ● Participate ● Do your best ● Listen ● Believe in yourself ● Be positive 	<ul style="list-style-type: none"> ● Be on task ● Respect yourself, others and their property. ● Wait your turn ● Follow adult directions
Hallways	<ul style="list-style-type: none"> ● Keep hallways clean ● Walk on the right side ● Help others 	<ul style="list-style-type: none"> ● Use passes during class time ● Get all supplies on first trip 	<ul style="list-style-type: none"> ● Greet peers & adults appropriately (quietly during class time) ● Use appropriate language, volume, and tone 	<ul style="list-style-type: none"> ● Cooperate positively with staff ● Respect personal space and property ● Keep hands and other body parts to yourself
Cafeteria	<ul style="list-style-type: none"> ● Wash hands before entering. ● Use quiet voices. ● Be responsible for trays, utensils, and table. ● Don't waste food. ● Eat only food on your tray. 	<ul style="list-style-type: none"> ● Have your lunch code ready Raise hand for assistance ● Use time wisely ● Leave area clean ● Use proper table manners 	<ul style="list-style-type: none"> ● Wait in line patiently. ● Enter and sit quietly. ● Use positive statements and body language. 	<ul style="list-style-type: none"> ● Follow instructions of all adults. ● Use appropriate language and volume. ● Say "Please" and "Thank You".
Bathrooms	<ul style="list-style-type: none"> ● Get planner pass signed ● Wash your hands ● Leave bathroom clean 	<ul style="list-style-type: none"> ● Only use two paper towels & dispose of them in trash can ● Go directly back to class 	<ul style="list-style-type: none"> ● Use appropriate volume and language ● Use silent greetings(smiles) in hallway while passing others. 	<ul style="list-style-type: none"> ● Flush ● Respect others privacy ● Respect the walls and property of the school
Assembly	<ul style="list-style-type: none"> ● Arrive & exit w/o disruptions ● Wait to be dismissed ● Encourage others positively 	<ul style="list-style-type: none"> ● Sit in assigned area with your class ● Take care of personal needs before program 	<ul style="list-style-type: none"> ● Actively participate ● Keep comments positive ● Use appropriate language, volume, and tone 	<ul style="list-style-type: none"> ● Use applause appropriately ● Listen & watch attentively ● Respect the personal space of others
Bus	<ul style="list-style-type: none"> ● Listen & Follow rules ● Stay seated until destination is reached ● Leave bus promptly 	<ul style="list-style-type: none"> ● Stay in bus room until dismissed ● Sit in assigned(preferred) seating area ● Keep all items inside bus 	<ul style="list-style-type: none"> ● Use kind words ● T.H.I.N.K. 	<ul style="list-style-type: none"> ● Keep hands & feet to yourself ● Listen to the bus driver
Recess	<ul style="list-style-type: none"> ● Use equipment properly ● Follow playground rules ● Make safe choices 	<ul style="list-style-type: none"> ● Dress for weather ● Put away equipment properly ● Line up when whistle blows 	<ul style="list-style-type: none"> ● Include others ● Share equipment ● Cooperate 	<ul style="list-style-type: none"> ● Respect equipment and property.

Student Accountability

Unfortunately, students do make mistakes. When students do not meet the expectations, a staff member will provide an opportunity for the student to correct the behavior. This may require the need for additional documentation, reminders, and assistance from our behavioral interventionist and administration. Below is a listing of violations that range from minor to major.

Level 1 (Green) Incidental Violations (Non-Referred/Non-Recorded)	Level 2 (Yellow) Minor Violations (Non-Referred/Recorded)	Level 3 (Red) Major Violations (Referred/Recorded)	Level 4 (Red) Illegal Violations (Referred/Recorded)
Classroom-Managed Behavior	Classroom-Managed Behavior	Office-Managed Behavior	Office-Managed Behavior
<ul style="list-style-type: none"> ▪ Brief disruption ▪ Blurting, noise-making ▪ Brief disrespectful tone and attitude ▪ Not following directions ▪ Off-task ▪ Out of seat ▪ Minor student arguments, name-calling ▪ Unprepared for class ▪ Missing homework ▪ Running ▪ Loud voices, yelling ▪ Horse play ▪ Other: 	<ul style="list-style-type: none"> ▪ Prolonged disruptive behavior ▪ Prolonged disrespectful tone and attitude ▪ Refusal to follow directions ▪ Breaking of school policy ▪ Leaving assigned area without permission. ▪ Minor teasing ▪ Inappropriate Language/Conduct ▪ Minor Dishonesty ▪ Third Level 1 Violation ▪ Other ▪ Cell Phone / Electronics – follow specific policy 	<ul style="list-style-type: none"> ▪ Excessive Disruption ▪ Disrespect ▪ Defiance ▪ Verbal Aggression ▪ Physical aggression ▪ Threats ▪ Harassment ▪ Bullying ▪ Major dishonesty ▪ Vandalism, minor property damage ▪ Stealing ▪ Leaving school grounds without permission. ▪ Third Level 2 Violation ▪ Other: 	<ul style="list-style-type: none"> ▪ Truancy ▪ Theft ▪ Extreme property damage ▪ Assault ▪ Drug use/possession ▪ Possession of matches, cigarettes or lighters ▪ Weapon use/possession ▪ Arson ▪ Bomb threat ▪ Other:
Teacher/Staff Procedures			
<ul style="list-style-type: none"> ▪ Remove attention, wait for desired behavior and positively reinforce ▪ Positively reinforce other student displays of desired behaviors. ▪ Prompt expected behavior and positively reinforce change in behavior. 	<ul style="list-style-type: none"> ▪ Inform the student of violation and model/ describe expected behavior. ▪ Provide the student a short break (up to 10 minutes) in another classroom/learning environment when appropriate. ▪ Positively reinforce change in behavior. ▪ Document violation ▪ Communicate with parent 	<ul style="list-style-type: none"> ▪ Send or take student to office immediately. ▪ Notify office. ▪ Document Office Referral (office may complete) ▪ Participate in follow up activities as discussed with administrator. 	<ul style="list-style-type: none"> ▪ Send or take student to office immediately. ▪ Notify office. ▪ Document Office Referral (office may complete) ▪ Participate in follow up activities as discussed with administrator.
Level 1 and 2 violations occurring outside the classroom will be reported to the classroom teacher as appropriate.		Students must be escorted to the office when Level 3 or 4 violations present a safety concern .	

Consequences:

The following pages are a guideline for student behavior violation consequences. Each situation is investigated thoroughly then addressed on a case-by-case basis. Therefore, the following is not to be considered an all-inclusive list of possible infractions nor associated consequences. In addition, a suspension may be extended to 15 days if the misconduct constituted an immediate and substantial danger to the student or surrounding persons or property or the Academy is in the process of initiating an expulsion hearing.

VIOLATIONS	MINIMUM DISCIPLINARY ACTION
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<p>A. ASSAULT – with a weapon</p> <p>Committing an assault upon another person with any weapon or an assault that inflicts bodily harm, or the threat of bodily harm, upon another person.</p> <p>Weapon – see definition below in Section D, USE/POSSESSION OF DANGEROUS MATERIALS/WEAPONS, and in STRIDE Academy Policy 501, School Weapons Policy.</p>	<p>1st Offense: Mandatory, immediate notification of police. Notification of parents/guardians; 3 to 5 days out-of-school suspension. Consideration for expulsion.</p> <p>2nd Offense: Move for expulsion.</p>
<p>B. ASSAULT – no weapon VERBAL AGGRESSION/THREATS PHYSICAL AGGRESSION/ INTIMIDATION</p> <p>Doing an act with intent to cause fear in another of immediate bodily harm, death, intentionally inflicting or attempting to inflict bodily harm upon another.</p>	<p>1st Offense: Notification of parents/guardians; 1 to 3 days in- or out-of-school suspension. Possible notification of police.</p> <p>2nd Offense: 3 to 5 days out-of-school suspension.</p> <p>3rd Offense: 3 to 5 days out-of-school suspension. Consideration for expulsion.</p>
<p>C. FIGHTING/DISORDERLY CONDUCT</p> <p>Student is involved in mutual participation in an incident involving physical violence.</p>	<p>1st Offense: Notification of parents/guardians; 1 to 3 days in- or out-of-school suspension.</p> <p>2nd Offense: 3 to 5 days out-of-school suspension.</p> <p>3rd Offense: 3 to 5 days out-of-school suspension. Consideration for expulsion.</p>
<p>D. USE/POSSESSION OF DANGEROUS MATERIALS/WEAPONS</p> <p>Student is in possession of combustibles (matches, lighter, flares); knives, guns (real or look alike), or objects readily capable of causing bodily harm – edged weapons; pointed objects, arrows or spears; ammunition; explosive devices. <i>See also</i> STRIDE Academy Policy 501, School Weapons Policy</p>	<p>1st Offense: Notification of parents/guardians; possible 3 to 5 days out-of-school suspension. Possible notification of police. Consideration for expulsion.</p> <p>2nd Offense: Move to expulsion.</p> <p>NOTE: A School Board must expel, for a period of at least one school year, a student who is determined to have brought a firearm to school, except the board may modify this expulsion for a student on a case-by-case basis.</p> <p>For the purpose of this section, firearm is defined in 18 U.S.C § 921.</p>
<p>E. THEFT</p> <p>Student is involved by being in possession of, having passed on, or being responsible for removing someone else’s property without permission, with the intent to deprive of ownership.</p>	<p>1st Offense: Notification of parents/guardians; possible 1 to 3 days in- or out-of-school suspension; possible notification of police.</p> <p>2nd Offense: 3 to 5 days out-of-school suspension.</p> <p>3rd Offense: Consideration for expulsion.</p>
<p>F. INAPPROPRIATE SEXUAL CONDUCT</p>	<p>1st Offense: Possible notification of parents/guardians; possible 1 to 3 days in- or out-of-school</p>

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<p>The inappropriate touching of another student’s private parts; conduct that is prohibited by MN Statutes relating to criminal sexual conduct.</p>	<p>suspension; possible notification of police. Consideration for expulsion.</p> <p>2nd Offense: Notification of parents/guardians. Possible 3 to 5 days out-of-school suspension. Consideration for expulsion.</p> <p>3rd Offense: Consideration for expulsion.</p>
<p>G. ABUSIVE LANGUAGE, INAPPROPRIATE LANGUAGE, PROFANITY</p> <p>Student delivers verbal messages that include swearing, name-calling, or use of words in an inappropriate way.</p>	<p>1st Offense: Possible parent/guardian notification; possible detention.</p> <p>2nd Offense: Detention or in-school-suspension.</p> <p>3rd Offense: 1 to 3 days in- or out-of-school suspension.</p>
<p>H. BULLYING/HARASSMENT</p> <p>Bullying is intimidating, threatening, abusive, or harmful conduct that is objectively offensive and is repeated or forms a pattern and involves either a real or perceived power imbalance between students, or materially and substantially interferes with a student’s education. The conduct is defined as something that: may cause, or causes fear of, physical harm to person or property; violates an expectation of privacy; defames; causes intentional infliction of emotional distress; or is directed at a student’s characteristics. Cyberbullying is bullying using technology or electronic communication. <i>See also</i> Minn. Stat. § 121A.031, subdivision 2.</p>	<p>1st Offense: Possible parent/guardian notification. Possible detention, in-school suspension, or dismissal for remainder of the day.</p> <p>2nd Offense: Parent/guardian notification; 1 to 3 days in- or out-of-school suspension.</p> <p>3rd Offense: 3 to 5 days in- or out-of-school suspension.</p>
<p>I. ATTIRE</p> <p>Attire or personal grooming that presents a risk to health, safety, property, interferes with education, or violates Board policies concerning harassment and violence is prohibited. Hats, caps, winter scarves, jackets, and coats are not to be worn in the school building unless approved for dress up day.</p> <p>STRIDE Academy requires students to adhere to our district-wide dress code. A dress code is conducive to positive learning outcomes in that students are not distracted by what clothing items are worn by other students. Our dress code consists of any solid colored polo shirt and tan bottom.</p>	<p>1st Offense: Parent/guardian notification. Student will be required to modify his/her attire in such a manner that it no longer violates this policy. The student may be sent home to modify unacceptable attire. Articles may be confiscated and returned to the parent/guardian at their expense.</p> <p>2nd Offense: Parent/guardian notification. Detention</p> <p>3rd Offense: Parent/guardian notification. Additional detention. Possible 1 to 3 days in- or out-of-school suspension.</p>
<p>J. GANG AFFILIATION DISPLAY</p> <p>Student uses gestures, dress, and/or speech to display affiliation with a gang.</p>	<p>1st Offense: Parent/guardian and possible police notification.</p> <p>2nd Offense: Parent/guardian notification. Possible police notification. 1 to 3 days in- or out-of-school suspension.</p> <p>3rd Offense: Parent/guardian notification. Police notification. 3 to 5 days out-of-school suspension.</p>
<p>K. HAZING</p> <p>“Hazing” means committing an act against a student or coercing a student into committing an act that creates a</p>	<p>1st Offense: 1 to 3 days out-of-school suspension. Notification of parents/guardians and police.</p>

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<p>substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. "Student organization" means a group, club, or organization having students as its primary members or participants. Hazing may be reported to any staff member or administrator.</p>	<p>2nd Offense: 3 to 5 days out-of-school suspension. 3rd Offense: Move for expulsion.</p>
<p>L. INSUBORDINATION/NONCOMPLIANCE Student engages in refusal to follow directions or talks back.</p>	<p>1st Offense: Possible parent/guardian notification; possible detention. 2nd Offense: Parent/guardian notification; possible detention or in-school-suspension. 3rd Offense: 3 days in- or out-of-school suspension.</p>
<p>M. DISRUPTION Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. Significant disruption may be considered Disorderly Conduct.</p>	<p>1st Offense: Possible parent/guardian notification; possible detention. 2nd Offense: Parent/guardian notification; possible detention or in-school-suspension. 3rd Offense: 1 to 3 days in- or out-of-school suspension.</p>
<p>N. MAJOR DISHONESTY/CHEATING Student delivers message that is untrue and/or deliberately violates rules.</p>	<p>1st Offense: Possible detention. Possible parent/guardian notification. 2nd Offense: Notification of parents/guardians. Detention. 3rd Offense: Detention. Possible in-school suspension.</p>
<p>O. INAPPROPRIATE LOCATION/OUT OF BOUNDS AREA Student is in an area that is outside of school boundaries (as defined by school).</p>	<p>1st Offense: Possible parent/guardian notification; possible detention. 2nd Offense: Parent/guardian notification; possible detention or in-school-suspension. 3rd Offense: 3 days in- or out-of-school suspension.</p>
<p>P. BUS REFERRAL Disruptive, distracting, or destructive conduct of students that interferes with the safe and orderly operation of the bus.</p>	<p>Refer to District 742 School Bus Safety Guidelines</p>
<p>Q. FALSE ALARM REPORTS/FIRES Student calls in a false fire alarm, 911 call, bomb threat, or activates fire alarm system without cause. Student participates in malicious burning of property or attempts to do so.</p>	<p>1st Offense: Mandatory, immediate notification of police; fire marshal and/or appropriate authorities; notification of parents/ guardians. 3 -5 days out-of-school suspension; consideration for expulsion. 2nd Offense: Move for expulsion.</p>
<p>R. PROPERTY DAMAGE/ VANDALISM - INCLUDING SCHOOL BUSES Student participates in an activity that results in the intentional destruction or disfigurement of property. Minor damage defined as \$100 or less.</p>	<p>1st Offense: The parents/guardians and student shall be liable for restitution. Minor damage: Possible notification of police; possible detention or suspension. Major damage: Notification of police; 1 to 3 days</p>

Major damage defined as more than \$100.	in- or out-of-school suspension.
S. TECHNOLOGY MISUSE Student engages in inappropriate (as defined by school policy) use of cell phone, music/video players, camera, computer, etc.	1 st Offense: Possible parent/guardian notification; possible detention. 2 nd Offense: Parent/guardian notification; possible detention or in-school-suspension. 3 rd Offense: 1 to 3 days in- or out-of-school suspension.
T. ALCOHOL/DRUGS/SMOKING Student is under the influence of, in possession of, or using alcohol, tobacco, or illegal drugs/substances while on school property, on the bus, or attending a school event.	1 st Offense: Notification of police officer; notification of parents/guardians; 1 to 3 days out-of-school suspension. 2 nd Offense: 3 to 5 days out-of-school suspension. 3 rd Offense: Move for expulsion. NOTE: Students who sell or deal controlled substances on school premises may be subject to expulsion on the 1 st offense.

Breakfast

A “grab and go” style breakfast will be available for all students, beginning at 7:45 and ending at 8:30. All students must go to breakfast first, prior to going to their classroom. Families may qualify for free student breakfast based on verification of income. These forms are available in the Office.

- Breakfast prices
 - K-8 - \$1.55
 - Milk - \$0.50
 - Adult breakfast - \$2.65
- The breakfast serving times are 7:45 a.m. until 8:30 a.m. or when the last bus arrives.

Bullying

The Board of STRIDE Academy supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The staff is expected to create a climate in which all types of bullying are not acceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern of those behaviors, that is intended to cause distress upon one or more students in the school environment, including the school building, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Anti-bullying efforts shall be aimed toward accomplishing the following goals:

- To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
- To train staff and students in taking pro-active steps to prevent bullying from occurring.
- To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
- To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.

- To support victims of bullying with individual, group and/or peer counseling.
- To help develop peer support networks, social skills and confidence for all students.
- To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Communication between Families and Teachers

Communication is essential for efficient functioning of the school and delivering quality education to all students.

Our primary mode of communication with families will be written.

- ALL students will be sent home with a **Thursday Folder**. The Thursday Folder will contain newsletters, assignments, student projects and information sent from the office and teacher(s).
- All teachers are expected to communicate with families as needed via e-mail, written notes or telephone calls.
- Teachers will send home mid quarter reports to communicate the academic progress of children.
- Please like us on Facebook as we will communicate events on Facebook as well.
- All parents and/ or guardians have access to their student's skyward account. The link is on our website at strideacademy.org. Username and passwords are given at openhouse. If you have questions you can contact the office at 320-217-6941.

Custody

In cases where parents are separated or divorced and only one parent/legal guardian has legal custody of a child, the school **must** be given a copy of the court order that determines custody and visitation rights. The school must have legal documentation in order to comply with any limiting court order. The school is unable to keep a non-custodial parent/legal guardian from picking up a child unless a valid restraining order or other appropriate legal documents are supplied to the school. State and federal data privacy laws recognize the right of a natural parent/legal guardian, regardless of child custody, to have access to the school records of his or her child. A non-custodial, natural parent/legal guardian may arrange to review the school record of his or her child as well as arrange to have materials from school, such as newsletters, mailed to them.

Discrimination

STRIDE Academy Board of Education has adopted the following policy regarding discrimination.

"No person shall, on the grounds of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status or disability be subjected to discrimination in any program operated by STRIDE Academy or in recruitment, consideration, selection, employment or rate of compensation by the Academy."

Dress Code

STRIDE Academy requires all children to wear uniforms. The uniform consists of a solid (1 color only/no prints) polo shirt. A polo shirt is defined as a collared shirt, which may consist of no more than 5 buttons, but it can be button-less. The children may wear long sleeve or short sleeve polo shirts.

- Students may wear a sweater or sweatshirt over the polo shirt, with the collar of the polo shirt showing. The sweater or sweatshirt **MUST** be a solid color. If the sweatshirt includes a hood, the hood must remain off at all times.
- Students may wear a long sleeved solid colored shirt under their polo.
- A polo dress is acceptable to wear only when paired with khaki colored bottoms.
- The uniform bottoms must be khaki colored pants, skirts, shorts or capris. Any shade of tan is acceptable. Any style is also acceptable (i.e. cargo, relaxed, straight leg). All skirts and shorts must be mid-thigh in length, or no shorter than to the fingertips when arms are held down to the sides. Solid colored leggings/tights/jeggings may be worn under khaki bottoms.
- STRIDE Academy administrators and staff will monitor the uniform and will notify student and parents if the child is not meeting the qualifications of the dress code.
- Khaki is defined as any tan color, but not as light as white or as dark as chocolate brown.

All specific/religious groups are required to wear the basic components of the school uniform. They must still wear either khaki pants, shorts, or a skirt and a plain colored polo shirt. They will be allowed to wear any solid colored headpiece.

All shoes must have, at minimum, a back strap and heel height should be appropriate for school activities and based on student safety.

The full Policy can be found on our website at www.strideacademy.org.

Electronic Devices

Cell phones and electronic devices are not to be used by students during our school day, unless given permission by a staff member. Students are highly encouraged to leave electronic devices home. If a cell phone or electronic device is being used without permission the following steps will be taken:

- 1st offense: The devices will be confiscated by the classroom teacher and held for the remainder of the school day. The student may pick up their electronic device at the end of the day.
- 2nd offense: Brought up to the office and the parent must pick up.
- 3rd offense: Additional detention or suspension will take place.

A school phone is available in every classroom and office for any emergency communication. Our office phone is answered during all hours of school operation and we are happy to facilitate your incoming messages to your children until 2:00 p.m. every day. If possible, please make after school arrangements prior to the start of the school day. STRIDE Academy cannot accept responsibility for lost, stolen or damaged electronic devices.

Emergency Drills

- Fire: Minnesota schools are required to conduct a minimum of five fire drills each year. At least one of these drills must be an obstructed exit fire drill. Fire drills will be conducted on a regular basis as per the State Fire Marshall regulations. In each room, an emergency escape plan is posted.
- Tornado: Minnesota schools are required to conduct a minimum of one tornado drill each year. In each room, an emergency escape plan is posted.
- Lockdown: Minnesota schools are required to conduct a minimum of five lockdown drills each year.
- All personnel within the building at the time of the drill are required to participate in the drill, unless given prior approval from the principal.

Emergency School Closings

In case of inclement weather, it is advised for families to watch for STRIDE Academy's response on school closings, late starts, or early release announcements. We will post these announcements on:

- Skyward and the STRIDE Academy Website
- Facebook
- Local Radio/Television Stations
- REMIND App: See office for information

Extra-Curricular Activities

STRIDE Academy offers both enrichment and athletic extra-curricular offerings for students. Information and registration forms for fall activities will be available at open house. Information and registration forms for winter and spring activities will be sent home with students. Please see the Activities Handbook for more information.

Field Trips

Students in all grades participate in field trips. These trips may require bus transportation. The field trips are carefully selected by the instructional staff to enhance and enrich students' learning. All field trips will be consistent with Core Knowledge and Seven Habits curriculum. Some of the field trip expense may be covered by a special

subsidy provided by our STRIDE Academy Fundraisers. Parents may be asked to help cover the field trip cost. In special cases, arrangements may be made to help reduce costs to parents. Field trip scholarships are available upon request through the school administrator. No child will be denied participation because of finances. STRIDE Academy uniforms will be worn during field trips. In rare occasions, the school administrators, in communication with parents and teachers, may deny a student the privilege of attending the field trip.

Food Allergies:

If your child has food allergies please call Michelle Hahn, our school nurse, to develop an appropriate lunch plan for your child.

Grading Scale

A+	100%
A	99.99 - 93.00
A-	92.99 - 90.00
B+	89.99 - 88.00
B	87.99 - 83.00
B-	82.99 - 80.00
C+	79.99 - 78.00
C	77.99 - 73.00
C-	72.99 - 70.00
D+	69.99 - 78.00
D	67.99 - 63.00
D-	62.99 - 60.00
F	59.99 - 0.00

Harassment

STRIDE Academy has a commitment to confront behaviors that are considered to be harassment. Prompt reporting and investigation by administration is mandated by the STRIDE Academy Board of Education. The following definitions of harassment apply:

Harassment is participating in, or conspiring for others to engage in badgering acts that injure, degrade, disgrace or threaten other individuals (examples include religious persecution or cruelty directed toward an individual with a disability).

Sexual Harassment is defined as, but not limited to:

- words or actions relating to sex that are derogatory, offensive, exploitative and/or degrading; or
- a display or circulation of materials and/or pictures, which are sexually explicit or demeaning (including web-based or electronically transmitted information).

Racial Harassment and racial bias is defined, but not limited to:

- words or actions relating to another individual's or group's race that is derogatory, offensive, exploitative and/or degrading; or
- a display or circulation of materials and/or pictures, which are derogatory to an individual's race (including web-based or electronically transmitted information).

Health Services

The mission of the STRIDE Academy Health Service Department is to “promote and support optimal health in staff and students for an optimal learning experience.”

Student school health support services are coordinated by a Licensed School Nurse and a team of trained unlicensed Health Service Assistants (HSA's).

Immunizations: Kids Need Shots for School! It's the Law in Minnesota. To go to school in Minnesota, students must show they've had these immunizations or provide a Medical Exemption or Notarized Conscientious Exemption.

Medication Management in School Guidelines: Whenever possible, the parent or legal guardian should make arrangements so that it is not necessary for school personnel to administer a medication to a student. However, there are cases when a student's health could be compromised by not getting medication during school hours. When sending any *prescription* or *nonprescription* medication to school each year, parents must send:

1. Written parent permission (Medication Administration Form) authorizing school personnel to administer medication during school hours.
2. A written order from the physician (Medication Administration Form) indicating the necessity of any (prescription or over-the counter) medication, including dose and how often it can be given. The physician may fax the order to the school.
3. Only Medication supplied in the original labeled bottle/package will be administered. For prescription medication, the pharmacist can supply a duplicate labeled container so one can be kept at home and one can be kept at school. Each container should have the phone number of the pharmacy, student's name, physician's name, medication's name, dosage, time to be given, and route (oral, inhaled, etc.).
4. For the safety of all students and required school bus protocol; parents are required to bring their child's medication to the school office directly.
5. Medications are stored and will be administered within the Health Service Office.
***Exceptions: are students who may carry an asthma inhaler or an epi-pen and the following is then required:
 - a. A written doctor's order and written parental permission for student to "self-carry".
 - b. The student must demonstrate to the school nurse competency in administration. Other special requests may be discussed with the School Nurse.
6. *Half Tablets.* Health Service staff are NOT responsible for breaking tablets in half. This will not be done at school. When there is a physician order to give one-half of a tablet, please talk with your pharmacist.
7. *Field Trips.* If your child takes daily or as-needed medication, you will be receiving a form to complete indicating whether or not there is a need for this medication on field trips. A designated teacher will be administering necessary medication. Health Services staff do not routinely accompany students on field trips.

Students with Special Health Support Needs: Parents are asked to contact the school nurse prior to the school year to discuss the support needs of their child during the school day. This includes students with medical support needs, such as: severe allergies, asthma, seizures, diabetes, toileting support, etc. The School Nurse will work with the family and the student's health care provider to develop an "Individual Health Care Plan", as deemed necessary.

Homework

Homework is an essential part of a student's education. It is an extension of learning that occurs in the classroom. It engages family members in the student's learning. The purpose of homework is to:

- Share the learning process with family members,
- Reinforce what is learned in class,

- Develop good study habits,
- Prepare for activities that will occur in the classroom, and
- Provide additional time to complete assignments given during class.

We want STRIDE Academy students to develop a responsible attitude towards their school work. Well-designed homework assignments are age-appropriate and within the skill-range of the students. Homework will be **directly** related to class work and expectations will be explained. The amount of homework will vary from grade to grade and subject to subject. It will also differ according to the learning needs of individual students. Not all students require the same amount of homework.

Students should have a quiet place to work and a regular “homework time” that allows them to complete all homework assignments. Study Hall will not be integrated into our schedule this year.

Intersession Activities

Intersession Activities are great opportunities for students to enjoy other areas of interest during scheduled breaks in our school calendar. They will be offered during the 2016-2017 school year. The school will send home information regarding Intersessions.

Lockers and Cubbies

School lockers and cubbies are the property of STRIDE Academy. At no time does the school relinquish its exclusive control of lockers/cubbies provided for the convenience of students. School authorities may conduct inspection of the interior of lockers/cubbies at any time, without notice, without student consent, and without a search warrant. Lockers/cubbies should not be written on, damaged, or used to house obscene or illegal items. No pictures, stickers, etc. will be placed on the outside of the lockers/cubbies. For health and sanitary reasons, food or liquids must be stored in appropriate containers. Students are not allowed to eat or drink at their lockers. If so, the item will be confiscated until the end of the day. Students are expected to use their assigned lockers/cubbies for the duration of the school year. Students are not allowed to switch or share lockers with another student. The school will not be held responsible for missing property. Never keep money or valuable property in lockers/cubbies.

All students furnished with a locker may wish to have a lock on their locker. If so, they must purchase a lock from the Office. Only locks purchased from the office are allowed on lockers. Any unapproved locks will be removed. Remember to never share combinations with others. Please note that you are purchasing a lock, not renting. Students may use their purchased lock each year they attend STRIDE. Locks are \$5. Also, if your locker is not functioning properly; please report this to the office staff/custodian.

Lost & Found

Parents are strongly encouraged to check the lost and found often and to write student’s name on clothing. Unclaimed items will be donated to charity on a monthly basis and at the end of the school year.

Lost or Stolen Textbooks/Library Books

The student and family will be responsible for the proper use and care of textbooks. They are responsible for stolen, lost, or damaged textbooks and are required to pay the school for any replacement or fines.

- \$2.00 - \$5.00 Fine- damaged pages including (but not limited to): torn, soiled, or written upon
- \$10.00 Fine - written on the outer edge of book pages or damaged to outer cover
- FULL Replacement Price - missing pages, lost, stolen, broken binding, or any unusable book

Lunch Prices

Lunch and milk is available on site at STRIDE Academy. Please send money to the office for lunch/milk in a sealed envelope with student’s name and class or electronically through Skyward. Please see office for details. You will receive an electronic balance alert via email when the lunch account is low.

Families may qualify for free or reduced lunch based on verification of income. These forms are available in the Office. STRIDE follows federal guidelines and supports healthy lunch choices.

If your child has a negative lunch account balance exceeding \$40.00, he/she will not receive a regular hot lunch, until the account is reconciled. Students with a negative balance exceeding \$40.00 will receive a limited bag lunch and milk.

Lunch prices:

- Student in K-8 - \$3.25
- Adults - \$4.00
- Milk prices are \$0.00 per carton

Menus

Monthly hot lunch menus are sent home with children or will be posted to our website.

Parent Involvement Opportunities

- **P.A.C. (Panther Activities Club)**
 - The STRIDE Academy Activities Club is an organization composed of parents, staff, and friends of STRIDE Academy. The Activities club will provide additional support to all extra-curricular activity programs at STRIDE Academy through volunteerism and financial support. The Activities Club will help purchase supplies, equipment, provide scholarships, help with team events, as well as recognize students' participation beyond what the activity fees provide.
- **P.A.T.H.S. (Parents and Teachers Helping Students)**
 - All Parents, Guardians, and Teachers of STRIDE Academy are members of PATHS and are invited to attend the meetings. PATHS is a volunteer organization of parents and guardians who want to assist our teachers and staff in making STRIDE Academy the best school it can be! The meeting agenda will be posted on the PATHS bulletin board.
- **Volunteers**
 - We anticipate having many volunteers working in the building.
 - We need to complete background checks on anyone directly interacting with our students in school and register them for safety purposes.
 - Volunteers will be expected to comply with school policies and procedures and maintain expectations of the school and classroom.
 - When a volunteer comes to school to work, s/he must sign in at the office and obtain a visitor's badge which will visibly identify them to staff and students.
 - Please watch the newsletters and volunteer emails for opportunities.
 - Please contact your child's school office if you would like more details on getting involved.
 - We ask each family volunteer at least 30 hours per school year. Volunteers under the age of 18 must be supervised by an adult.
 - Hours can be logged on the school website or in front office. It is the volunteer's responsibility to log their own hours.
- **Fundraising** - We appreciate any fundraising support or ideas you may have to offer. Please contact the office or a representative from PATHS for additional information on fundraising procedures. The ability to raise additional funds greatly increases the opportunities for academic enrichment at STRIDE Academy. STRIDE Academy also collects Food Club Points, Box Tops, and participates in Target's Red Card program.

Parent/Teacher/Student Conferences

Parent/Teacher conference dates and times are as following:

- October 17, 2016 from 9:00am – 8:00pm
- February 21, 2017 from 9:00am – 8:00pm

Pets

Pets are only to be brought to school with principal permission and in a kennel or other restrained housing. Please communicate with your child's teacher prior to bringing pets to school to ensure proper procedures are being followed.

Photographs

Photographs are taken in the fall of the year. Individual and class composite photographs are available for purchase. Pictures are tentatively planned for September 7, 2016.

Pledge of Allegiance

The school board encourages all people in the building to stand and recite the Pledge of Allegiance. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and staff must respect another person's right to make that choice.

Recess

STRIDE Academy believes in providing opportunities for students to participate in recess. Kindergarten through 5th will have approximately 25 minutes. 6th - 8th grade students will have a 30 minute lunch/social time in cafeteria with option to stay in or go out to playground area. Recess will be supervised by Stride Academy staff. Students will have recess both inside and outside year round, depending on weather conditions. Please make sure your student is dressed appropriately. If the outside temperature is below 0 degrees or a -5 wind chill or raining, students will be inside.

Safety Issues

The overall safety of STRIDE students and personnel is the number one priority. Decisions made regarding safety are made in the greatest interest to the safety and security of all persons in the building.

- All school doors will be locked during the school day except for the front door.
- All staff, visitors, and volunteers will wear name tags or guest identification.
- Parents, visitors, and volunteers need to check in at the office and wear identification when visiting or working at school. Adults without identification will be asked to check in at the office.
- Students need to be checked in and out from the office. Parents checking out children during the day should come to the office to check their child out of school.
- A note or phone call is required for the school to release a child to anyone other than a parent.
- All students and staff will participate in regularly scheduled fire, lockdown, and tornado drills.
- Please notify office by no later than 2:00 pm if there a change in afternoon transportation.
- NO parking along the front curb, fire lanes or bus areas.
- All students must be picked up from school by 3:15.

School Bus Procedures - Riding a school bus is a privilege.

Bus Guidelines

Students must ride on their assigned bus only. According to District 742 transportation guidelines, students are not allowed to ride a bus other than the one they are assigned. They may not switch busses nor ride to a friend's home on a different bus. This policy is an issue of safety. Contact District 742 and STRIDE if any changes are needed in your transportation needs.

Transportation Bus Phone Numbers

District 742: 253-9370

Spanier Bus: 251-3313

Bus Safety Training

Bus Safety Training will be provided to all STRIDE Academy students soon after the beginning of school. Training verification slips are required for all students. Free bus safety curriculum and resources are available from the Minnesota Department of Transportation.

School Bus Safety Expectations

- Respect Self
 - Stay out of the bus danger zone.
 - When riding the bus, remain seated at all times.
- Respect Others
 - Keep hands, feet, and belongings to yourself.
 - Use quiet voices and be courteous.
 - Follow the driver’s instructions.
- Respect Property
 - Bring only school-approved items on the bus.
 - Be respectful of bus space and equipment.

Bus Discipline Policies

STRIDE Academy will follow District 742’s Bus Discipline Policies, Guidelines and Consequences. If a student does not follow the district rules on a bus, the following steps will be taken:

1. The driver will attempt to resolve the problem. Bus rules will be reviewed with students.
2. A seat may be assigned in an attempt to better manage the student’s behavior.
3. When the driver is unable to manage a student’s behavior, an incident report will be written. This report is used to inform parents and the school of unacceptable behavior.

Minor Offenses:

- Standing on the bus
- Yelling, excessive noise
- “Play fighting”, horseplay
- Pushing, shoving, teasing, profanity
- Minor forms of insubordination where student complies within a short time
- Eating, drinking, littering on the bus
- Other offenses as reported by the bus driver

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense
Warning by	Warning by	1-3 day	3-5 day	5-10 day	10 day	School Year
Trans. Dept.	Principal	suspension	suspension	suspension	suspension	suspension

Major Offenses:

- Hanging out of the windows
- Throwing of ANY object
- Fighting, physical aggression, assault
- Harassment, threats, bullying behavior
- Serious insubordination- where student does not comply
- Possession, use/distribution of chemicals or tobacco
- Possession of weapons
- Lighting of matches or other flame/fire items
- Vandalism to the bus
- Unauthorized entrance/exit through emergency door
- Other illegal acts or offenses reported by the driver

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
1-3 day	3-5 day	5-10 day	10 day	School Year
suspension	suspension	suspension	suspension	suspension

School Calendar

Research has proven students spend the first 4-6 weeks of a traditional school relearning concepts taught from the previous school year. For this reason, STRIDE Academy offers a year-round calendar for its students to provide

consistency in programming and minimize the impact of regression on educational progress. The school calendar provides 180 days of student instruction. Our school calendar is available on the website –www.strideacademy.org.

Snacks and Treats at School

General Policy:

- Students are encouraged to drink water during the school day. If they wish to carry water with them, it must be in a clear water bottle and not contain any flavored additives. No carbonated beverages will be allowed during the school day.
- Please be aware certain foods may cause allergic reactions in others, specifically peanut and tree-nuts allergies. Please ask your teacher about peanut or other allergies within the classroom.

Treats:

- When food is served in the classroom for parties, birthday treats, etc., it must be commercially prepared and wrapped or prepared by a licensed caterer or by the school food service personnel. All treats must be in accordance with the Wellness Policy.
- Students are not allowed to drink soda or juice boxes in the classrooms.

Snacks:

- All snacks should be nutritious (i.e. fruit, crackers, and cheese, etc.) and in accordance with the Wellness Policy.
- Students are not allowed to drink soda or juice boxes.

Standardized Testing

STRIDE Academy uses district assessments to monitor student progress and to make programming changes when needed. Students will be assessed multiple times per year and the data will be shared with parents during conferences. The State of Minnesota requires administration of the MCA tests (Minnesota Statewide Comprehensive Assessment) for 3rd-8th grades. We follow the MDE (MN Dept. of Ed.) calendar of testing dates. STRIDE uses the NWEA Measures of Academic Progress (MAP) computerized test to help improve student achievement. The NWEA (MAP) Tests will be given in the fall (kindergarten and new students, winter (optional for all teachers), and spring/summer for all Kindergarten – 8th graders. Parents will receive their child's individual progress three times per year. The ACCESS Test is administered to English Language Learners. We will notify parents of specific testing dates.

Student Assistance Team (SAT)

The Student Assistance Team (SAT) is a committee made up of teachers and other staff members who are called upon to provide interventions and assistance to students who are struggling, both academically and behaviorally. Teachers who bring their concerns to this team are also expected to communicate to the child's parents about these concerns. After the meeting, teachers will follow the developed plan for 6 to 8 weeks and will provide information in a follow-up meeting, where the team will determine next steps. As always, please communicate with your child's teacher if you have any concerns.

Student Planners (Grade 3 through 8 only)

A few of the most important things parents and businesses say they want students to learn while in school is good communication, organization and planning skills. STRIDE Academy wants these things for our students too. Therefore, STRIDE invests in quality student planners designed to help students plan their required class projects, organize their daily assignments and participate in their weekly activities/athletics. We believe the initial investment is well worth the skills being built in using their student planner daily. This can be a great communication tool for parents, teachers and students so we encourage parents to check their child's planner every day and return it with notes to facilitate communication as needed. Also, student planners are used as hallway passes, so staff can see when a student left class and for what reason they are in the hallway. The cost to replace the planner is \$5.00.

Tobacco Use

STRIDE Academy is a tobacco free school. No one, including staff, visitors, or parents have the right to pollute the air or endanger the health of others. No one is permitted to smoke, chew, carry or distribute tobacco (cigarettes, cigars, e-cigs, and other) products in school, on school grounds, on school property, at any school sponsored activity

at home or away, or on school sponsored transportation. Anyone engaging in these behaviors will be asked to leave school property.

Visitors

For the safety and well-being of all children, the following guidelines regarding visitors in the building have been developed:

- All visitors, including parents and volunteers, must check-in at the school office and receive a badge. Anyone not wearing a badge will be escorted to the office to receive one.
- Children visiting (former students, relatives or friends wishing to visit STRIDE Academy) need prior approval from classroom teacher and principal, as these types of visits are a distraction from the learning environment for students. Children must be accompanied by an adult and sponsored by a teacher.

Weapons – Zero Tolerance

In accordance with state and federal laws, weapons of any kind are strictly forbidden in all school buildings, on all school grounds and busses. Under this policy, look-alikes (including toy guns, squirt guns, toy knives, etc.) may be considered to be weapons. Students may NOT have paring knives in their school lunches. Students must be instructed not to bring any of these objects on the bus or to school. See Weapons Policy 501 in the back of this handbook.

Withdrawal or Transfer

The following procedure is established for students withdrawing from school:

1. As soon as you know that a child is being withdrawn, notify the school office of the last day of attendance.
2. The student must pay for any lost library books, food service and turn in any school books to his/her teacher.
3. Parents will be asked to fill out a withdrawal form and exit survey.
4. The student must remove all personal property from his/her desk.
5. When the school receives formal notification of the student's enrollment in another school, his/her records will be forwarded to that school, providing the parent has signed a statement authorizing transfer of these records.

ADMISSION POLICIES & PROCEDURES

STRIDE ACADEMY

STRIDE Academy establishes the following Admissions and Lottery Policy

POLICY STATEMENT: Admission to STRIDE Academy is open to all students, without regard to ability, race, religion, or any other factors, other than the capacity of the program, class, grade level, or building.

- (1) Each school year, the Board:
 - a. Establishes the lottery/open enrollment period ending on December 15th
 - b. Establishes by February 1st, the available Enrollment by Grade applicable to the following school year.
- (2) Notice to Currently Admitted Students & Teachers Employed at the School: Prior to the end of the open enrollment period, the school provides notice of the open enrollment period to parents and teachers so that siblings of currently admitted students and children of teachers may submit a timely application.
- (3) Currently Admitted Students - Intent to Return: Prior to the end of the open enrollment period, the school asks families to complete an “Intent to Return” form.
- (4) Application Processing: Each enrollment application received is date-stamped and also either time-stamped or sequentially stamped by number designating the order in which applications were received for each such date.
- (5) Admissions: All applications received during the open enrollment period are automatically accepted for enrollment (i.e. admitted) unless more applications are received than the available enrollment established by the Board for the applicable grade(s) are placed in the lottery; however, siblings of currently admitted students and children of teachers employed in school have preference.
- (6) Siblings of Admitted Students: Siblings, who submit an application before the expiration of the open enrollment period, of currently admitted students are automatically admitted unless the number of sibling applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of sibling applications exceeds available enrollment in any grade, a sibling lottery is held for each such grade. Siblings are admitted to the school in the order in which they are drawn in the lottery. If all available enrollments in a grade are filled by siblings, the sibling lottery continues and establishes the sibling waiting list, which has preference over both the teacher-children waiting list and general waiting list.
- (7) Children of Teachers Employed at STRIDE Academy: Children of teachers employed at the school who submit an application before the expiration of the open enrollment period, are automatically admitted provided that all siblings (of already admitted students) who submitted a timely application are admitted, and provided there is available enrollment as determined by the Board for the applicable grade(s). If the number of children of teachers exceeds the available enrollment established by the Board for any grade (and after all siblings (of admitted students) who submitted a timely application are admitted), a teacher-children lottery is held. Children of teachers are admitted to the school in the order in which they are drawn in the lottery. If all available enrollments in a grade are filled by children of teachers, the teacher-children lottery continues to establish the teacher-children waiting list for each such grade.
- (8) General Lottery: If the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade (and after siblings of admitted students) who submitted timely applications are already admitted or establish a timely application are already admitted or establish a teacher-children waiting list, the school conducts a general lottery. All applications for each such grade(s) (excluding applications from siblings of already admitted students and excluding applications from children of teachers employed at the school) received before the expiration of the open enrollment period are included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available enrollment as determined by the Board for the applicable grade(s). If all available enrollments in

any grade are filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted as long as available enrollment as determined by the Board remains in the applicable grade(s).

(9) Applications received after the open enrollment period expires are automatically admitted as long as there is available enrollment as established by the Board in the applicable grade, in the order received. If, or once, there is no available enrollment in any grade, applications are added to the applicable waiting list for each such grade, in the order received.

(10) The School conducts all lotteries through a method of random selection.

General Admission Procedures:

- (1) Order of Admission: Siblings of already admitted students, then children of teachers employed at the school, then general admission.
- (2) No waiting list carry over from year to year: Each waiting list is subject to a lottery and redrawn during each admission process each year.
- (3) Multiple births (twins, triplets, etc.): Each student seeking admission completes an application (i.e. not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery.
- (4) Lottery Grade Order: Applicable lotteries occur from highest grade to lowest grade. For example, if a lottery is required in grades K and 3, the grade 3 lottery is conducted first, followed by the K lottery.

School Board Policies

Adopted: 2004

Revised: 2016

514 BULLYING PROHIBITION POLICY

PURPOSE

The STRIDE Academy School District strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying, like other disruptive behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate. This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not.

This policy can be found in the school's student handbook, within the school and district administrative offices, and electronically at www.strideacademy.org. The policy is also provided to all school employees, independent contractors, and volunteers who interact with students.

DEFINITIONS

"Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs. Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying," as defined below.

"Cyberbullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.

"Intimidating, threatening, abusive, or harming conduct" may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

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

"Remedial response" is appropriately prompt action taken to intervene, investigate, correct and prevent bullying from recurring, including protecting and supporting a student subjected to bullying and those who provided aid and support to the student.

"School" means a public or public charter school.

"Student" means a student enrolled in a public or charter school.

PROHIBITED CONDUCT

Bullying is prohibited:

- 1. On school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
- 2. During any school-sponsored or school-sanctioned program, activity, event or trip.
- 3. Using school computers, electronic technology, networks, forums or mailing lists.
- 4. Using electronic technology off the school premises that materially and substantially disrupts a student's learning or school environment.

Apparent permission or consent by a student does not mean that bullying should be tolerated or allowed.

Retaliation is prohibited by any student or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school district will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

INITIAL RESPONSE AND REPORTING

School Principal: School principal or designee (“principal/designee”) is the person responsible for receiving reports of bullying at the school level. The principal/designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the principal/designee, the complaint shall be made to the superintendent.

Students: Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the principal/designee but may bring their concerns to any school employee.

School Employees: Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:

- 1. Immediately intervene to protect the safety of the student subjected to the incident and other students involved, as appropriate to the context.
- 2. Make reasonable efforts to address and resolve the incident, including reporting the incident to the principal/designee, as deemed appropriate.
- 3. Cooperate fully in any investigation and resolution of the bullying incident.

Independent Contractors/Volunteers: Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the principal/designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident.

Anonymous reports will be accepted by the principal/designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

INVESTIGATION

Information Pertaining to Bullying Incidents:

The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school, in accordance with the school’s legal obligations. Information you provide to the district or school is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

Procedure:

Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the principal/designee.

The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

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

In all cases, the alleged actor will be entitled to raise a defense and any other recourse in the district discipline policy.

REMEDIAL RESPONSE

The principal/designee shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying.

Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of prohibited conduct and performance.

When a student engages in bullying, a school should use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate, and should match the severity of the student's behavior and developmental age.

When appropriate, the school district shall provide the target, actor, and other affected individuals with information about available community resources to aid in the remedial process.

PROFESSIONAL DEVELOPMENT AND EDUCATION

School Employees: The school district shall require employees to receive ongoing professional development training to build their skills to implement this policy. Training will be required for new employees and on a training cycle that does not exceed once every three years for all employees who regularly interact with students. The content of the training will include, but not be limited to:

- 1. Strategies to prevent, intervene and effectively stop bullying in a manner developmentally appropriate to the context of an incident.
- 2. Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.
- 3. Recognizing, responding to and reporting bullying.
- 4. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
- 5. Information about Internet safety issues as they relate to bullying.
- 6. A review of the district's reporting requirements related to bullying.

Students: The school will encourage character development and other developmentally appropriate programmatic instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The Executive Director or designee shall determine the scope and duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment.

Where appropriate for a child with a disability, as determined by the child's 504 or Individualized Education Program (IEP) team, the school district shall allow the child's IEP or section 504 plan to address the skills and proficiencies the child needs to respond to or not engage in bullying.

Attachment A - Investigation process

SCHOOL DISTRICT ACTION

The principal/designee shall perform the investigation.

- 1. Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the principal/designee grants in writing an additional five-day extension due to extenuating circumstances. The principal/ designee shall document the extension in the investigation report and shall notify the parties involved. The principal/designee will make every effort to protect the confidentiality of those who report bullying incidents and is responsible for keeping and protecting access to any written records of the investigation.
- 2. Prior to the investigation of an incident, the principal/designee will take immediate steps, at its discretion, to protect the alleged actor(s), target(s), bystander(s) or reporter pending completion of an investigation. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the complainant from additional incidents of bullying or retaliation.

- 3. The purpose of the investigation is to make a determination as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.
- · Identifying the alleged actor(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
- · Conducting an individual interview in a private setting with the alleged actor and target. The alleged actor and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders. The investigation may also consist of any other methods and documents deemed pertinent by the principal/designee.
- · Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education, including but not limited to, a negative impact on academic performance, educational opportunities and participation in school activities was affected.
- · Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan to prevent the recurrence of an incidence that will restore a sense of safety for the target and other students who have been impacted.
- · If the principal/designee determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, the principal/designee may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.
- · When appropriate, preparing a report identifying his/her recommendation for individual consequences.
- · Comprehensively documenting the details of the investigation.
- · When the investigation is complete, the principal/designee shall ensure the investigation report is attached to the incident report.

Attachment B – Additional information on disciplinary actions

Remedial actions may include:

For the student harmed: protect, support and intervene on behalf of the student who is the target of the prohibited conduct.

Support may include: referral to student support staff for one-to-one support or social skills training; daily check-in and check-out with a trusted adult in the school; choice to participate in a restorative process, facilitated by a trained facilitator.

For the student who violated the prohibited conduct policy: schools may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate and should match the severity of the student's behavior and their developmental age. The consequences must be a natural and logical match to the prohibited behavior; consequences must be paired with meaningful instruction and guidance; and must be carefully planned with well-defined outcomes.

Consequences may include: A referral to appropriate staff for teaching and re-enforcing appropriate school behavior; mini-courses or skill modules to guide restitution; a referral to participate in a restorative process facilitated by a trained facilitator if the student admits to having caused harm; a meeting between the administrator and the family of the student who did the harm; a coordinated behavior plan that may include behavior contracts with a plan to prevent the prohibited conduct from recurring; individual counseling and one-to-one support to change behavior.

Consequences may also include warning, suspension, exclusion, expulsion or transfer. Schools should avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity. The school may review school-wide behavior data as well as the data related to the person who did the harm and the person harmed. If the investigator determines that a violation of this policy may be the result of school climate needs, the district may conduct classroom, school or district-wide training.

When an investigation determines that bullying occurred, the principal/designee shall explain the consequences in a non-hostile manner, and shall impose any consequence immediately and consistently. The principal/designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- • The actor is no longer bullying and is interacting civilly with the target.
- • The target reports feeling safe and is interacting civilly with the actor.
- • School staff observe an increase in positive behavior and social-emotional competency in the actor and/or the target.
- • School staff observe a more positive climate in the physical location where bullying incidents were high.

REMEDIAL RESPONSE AND REFERRALS

The principal/designee shall design and implement remedial measures to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. The principal/designee shall refer students who bully to positive-behavior small-group interventions (for anger management, trauma or social skills) within the school, if possible, to reinforce the behavioral expectation they violated and increase their social-emotional competency. The principal/designee shall ask a school mental health professional to refer targets of bullying to individual or group therapy where they can openly express their feelings about their bullying experience, or social-skills training and/or groups where they can practice assertiveness and coping mechanisms.

Attachment C – Student Instruction

Administration is encouraged to take such actions as deemed appropriate to accomplish the following goals:

- • Engage students in creating a safe and supportive school environment.
- • Partner with parents and other community members to develop and implement prevention and intervention programs.
- • Engage all students and adults in integrating education, intervention and other remedial responses into the school environment.
- • Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct.
- • Teach students to advocate for themselves and others.
- • Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
- • Foster student collaborations to create a more conducive environment for a supportive school climate.

Possible units of instruction could include:

- 1. Social emotional learning.
- 2. Appropriate behavior online/on social media and cyberbullying awareness and response.
- 3. Valuing diversity in school and society.
- 4. Advocacy skills for themselves and others.
- 5. Skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying.

The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught. Schools shall satisfy the documentation requirements established by the superintendent or designee to ensure compliance with this curricular requirement.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
1. The developmental and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

Adopted: 2005

Revised: 2014

526

HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours. This includes internet, social media and cell phone usage.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

III. DEFINITIONS

A. "Hazing" means committing an act against a person, or coercing a person 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:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the person with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. This includes social media, email, cell phone and internet usage.

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

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

IV. REPORTING PROCEDURES

A. Any person who believes 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 school official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school human rights officer or to the Executive Director.

C. Teachers, administrators, volunteers, contractors and other employees of the school shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

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

V. SCHOOL ACTION

A. Upon receipt of a complaint or report of hazing, the school shall undertake or authorize an investigation by school officials or a third party designated by the school .

B. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school policies and regulations.

VI. REPRISAL

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Adopted: 6/2005

Revised: 4/2016

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school . At no time does the school 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. The personal possessions of students 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 must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school . At no time does the school relinquish its exclusive control of desks provided for the convenience of students. 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.

C. Personal Possessions and Student's Person

The personal possessions of students 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.

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school , and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U.S. Constitution, Amendment IV

Minnesota Constitution, Article I, § 10

New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Minnesota Statute § 121A.72 (School Locker Policy)

Cross References: STRIDE Policy 417 (Chemical Use and Abuse)

STRIDE Policy 418 (Drug-Free Workplace/Drug-Free School)

STRIDE Policy 501 (School Weapons)

STRIDE Policy 506 (Student Discipline)

Adopted: ~~6/2005~~

Revised: 06/2016

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The Board of Directors believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.
- C. Stearns, Sherburne and Benton county laws require parents to be held responsible for their children, ages five through eighteen for attending school on a regular basis during the hours and days the school is in session.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

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

4. Administrator/Administrative Assistant's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students. It is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

It is the Administrative Assistant's responsibility to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.
- c. The school shall provide written notification to parents/ guardian at two unexcused absences. The school shall then send written notification of total absences to parents/ guardians and county when the total number of unexcused absences reaches the truant amount of unexcused absences per county of child's residence.

B. Attendance Procedures

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

Attendance line is 320-230-5340

Attendance is taken in every classroom at approximately 8:35 a.m.

Please notify the school office before 9:00 A.M. on any day that your child will not be in attendance, or if your child will be late. A message may be left on the attendance line at any time. Please include your child's name, teacher and specific reason for their absence. If you notify the school by phone, a note is not required upon the child's return. School officials will call home throughout the day in order to verify absences.

2) Excused Absences

- a) The following reasons shall be sufficient to constitute excused absences:
 11. Illness- Three or more absences in a week or a pattern of excessive absences due to illness may require a physician's note at the discretion of the principal(s).
 12. Serious illness in the student's immediate family.
 13. A death in the student's immediate family or of a close friend or relative.
 14. Medical or dental treatment.
 15. Court appearances occasioned by family or personal action.
 16. Religious instruction not to exceed three hours in any week.
 17. Physical emergency conditions such as fire, flood, storm, etc.
 18. Official school field trip or other school-sponsored outing.
 19. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

20. Vacations with family- will be considered unexcused unless approved by principal(s) with a signed permission of leave form.

c) Consequences of Excused Absences

3. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
4. Work missed because of absence must be made up within three (3) days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

3) Unexcused Absences

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

9. Truancy. An absence by a student which was not approved by the parent and/or the school.
10. Any absence in which the student failed to comply with any reporting requirements of the school's attendance procedures.
11. Work at home.
12. Work at a business, except under a school-sponsored work release program.
13. Vacations with family will be considered unexcused unless approved by principal(s) with a signed permission of leave form.
14. Personal trips to schools or colleges.
15. Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
16. Any other absence not included under the attendance procedures set out in this policy.

b) Consequences of Unexcused Absences

5. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
6. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences
7. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

8. Students with unexcused absences shall be subject to discipline in the following manner:
 - (e) After the 2 accumulated unexcused absences in a school year, a student's parent or guardian will be notified by certified mail that his or her child is nearing the total of unexcused absences allowed by county.
 - (f) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (g) The school shall report to parents/ guardians and county when the total number of unexcused absences reaches truant levels. If the child is under 10 they will be referred for child neglect.
 - Stearns: Initial Truancy letter: 5 unexcuse
 - Sherburne: Initial Truancy letter: 3 unexcused.
 - Benton: Initial Truancy letter: 7 unexcused.
 - (h) Unexcused absences following referrals to the county will be documented and recorded by the school social worker and administration. These documents will be issued to the county which may be followed by additional meetings and/ or court hearings.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death in the student's immediate family or of a close friend or relative.
 - d. Medical or dental treatment.
 - e. Court appearances occasioned by family or personal action.
 - f. Physical emergency conditions such as fire, flood, storm, etc.
 - g. Any tardiness for which the student has been excused in writing by an

administrator or faculty member.

4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. Consequences for three tardies will result in one day of unexcused attendance.
- D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs
 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
 2. School-initiated absences will be accepted and participation permitted.
 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

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

IV. REQUIRED REPORTING

A. Continuing Truant

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

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

B. Reporting Responsibility

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

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

child's absences;

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

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Adopted: June 2005
Revised: February 2014
Reviewed: December 2010

MSBA/MASA Model Policy 501
Orig. 1995
Rev.2005

501 SCHOOL WEAPONS POLICY

[NOTE: School districts are required by state statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act of 2003. That law was struck down by the Minnesota Court of Appeals. However, in the 2005 session, the Minnesota legislature reenacted this law effective retroactively and without interruption from April 28, 2003. The reenacted law is now in effect.]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "Weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles, nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., laser or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and / or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Property" includes any school building or grounds, whether leased, rented or owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an

administrator, teacher or school employee or immediately notifies an administrator, teacher or school employee of the weapons location

B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one if the following categories:

1. Active licensed peace officers;
2. Military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
3. Persons authorized to carry a pistol under Minn. Statute 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle
4. Persons who keep or store in a motor in a motor vehicle, pistols in accordance with Minn. Stat. 624.714 or 624.715 or other firearms in accordance with Statute 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining a pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “Antique firearms which are carried or possessed as curiosities or for their historical significance or value.
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Section 624.714 and 624.715.
 1. Firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 2. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 3. A gun or knife show held on school property;
 4. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school
 5. Persons who are on unimproved property owned or leased by a school or school district unless the person knows that a student is currently present on the land for a school-related activity.
 6. Persons must have written permission from the Executive Director as well as a principal for someone to possess a dangerous weapon in a school location.

C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner. Such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders

authorized under Minn. Statute 62A.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:
 - 1. Immediate out-of-school suspension;
 - 2. Confiscation of the weapon;
 - 3. Immediate notification of the police;
 - 4. Parent or guardian notification; and
 - 5. Recommendation of the Executive Director for dismissal for a period of time deemed appropriate.
- B. Pursuant to Minnesota Law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least a year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion:

While the school district takes a "Zero Tolerance" position on the possession, use, or distribution of weapons by students, the Executive Director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
 - 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
 - 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
 - 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other nonstudents
 - 1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another district, that school district may be contacted concerning the policy violation.
 - 2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References: Minn. Stat. 97B.045 (Transportation of Firearms)
Minn. Stat. 121A.05 (Referral to Police)

STRIDE Academy Student/Family Handbook 2016-2017

Minn. Stat. 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. 121A.44
(Expulsion for Possession of Firearms) Minn. Stat. 609.02, SUB.6 (Definition of
Dangerous Weapons)
Minn. Stat. 609.605 (Trespass)
Minn. Stat. 609.66 (Dangerous Weapons)
Minn. Stat. 624.714 (Carrying of Weapons without Permit, Penalties)
Minn. Stat. 624.715 (Exemptions; Antiques and Ornaments) 18 U.S.C. 921
(Definition of Firearm) in re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of
School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model
Policy 525 (Violence Prevention)



The Boys & Girls Club's KIDSTOP school-age child care program is provided for K-6 in 14 area schools in the St. Cloud, Sartell-St. Stephen, Sauk Rapids-Rice and ROCORI school districts as well as STRIDE Academy Charter School. The program ensures that participating children are in a safe place with professional, caring staff and volunteers. KIDSTOP provides kids with tested and proven Boys & Girls Club programs that parents know are vital for their child's healthy growth.

The KIDSTOP program offers:

- Full-time professional leadership
- Parents only pay for the days their child actually attends
- Nutritious snacks are provided daily in the morning and afternoon
- KIDSTOP is available all day most school holidays & during summer

KIDSTOP Fee information:

KIDSTOP has a non-refundable registration fee of \$20.00 per child for the school year and \$10.00 per child for summer. Registration includes a membership to any Boys & Girls Club. The daily fee for before-school KIDSTOP is \$4.00 per child, after-school KIDSTOP is \$9.50 per child. All-day KIDSTOP is \$24.00 per child. School year hours are from 6:30 a.m. until school start and school dismissal until 6 p.m. All-day & summer hours are from 6:30 a.m. - 6 p.m. Scholarships & county assistance are available. Please contact the site or administrative office for more information.

How to register for KIDSTOP:

- Stop by the KIDSTOP Office located at STRIDE Academy
- Stop by the Administrative Office at 345 30th AVE N
- Register online www.bgcmn.org