

# TEAM Academy 2017-18 Student Handbook

www.team.k12.mn.us ~ 507-833-8326 ~ 507-833-8327 (fax)

## Introduction

Dear Parents and Guardians,

Welcome to the 2017-18 school year! We are very excited to start our 14th year of educating students in the Waseca area! The purpose of this handbook is to help you become acquainted with the guidelines, policies, and procedures associated with TEAM Academy. The handbook is composed of four parts.

1) Information

2) Academics

3) Rules and Discipline

4) Health and Safety

Please read this handbook and return the final page signed by you stating you have read the book and understand your role as a parent of a TEAM Academy Charter School student. One of the unique features of any charter school is the involvement of parents. TEAM Academy is no exception. We want you to feel welcome in our school and encourage you to become an active part of our program. Thank you for your commitment to your child's education and choosing TEAM Academy. We trust that you and your child will find our program to be an educational, caring, and rewarding environment.

Sincerely,

Jill Courtney

TEAM Academy Director

## PART I – INFORMATION

### Arrival and Dismissal Hours

School hours are 8:00 AM-2:47 PM. Students should be dropped off in the parking lot and walk to the school patrols to cross safely in the crosswalk. Please do not park in the bus lane in front of school. Students may enter the Main Doors starting at 7:45 AM when the first bell rings. A tardy bell rings at 7:55 AM and the final bell rings at 8:00 AM. School dismisses at 2:47 PM for the regular day. Our After School Program starts at 2:47 PM and ends at 4:00 PM. In the interest of your child's safety and the teacher's preparation time, please pick up your student immediately after dismissal. Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time. **Students who remain on campus more than 15 minutes after dismissal will automatically be charged \$20 per day.**

### Extended Day

Information:

- Hours: 7:00- 7:45 am & 4:00-5:00 pm (only for families who qualify)
- Cost: Free
- Drop off and pick up: Door #2 (Gym door)
- Only families that fill out the application and qualify for the Extended Day Program will be allowed to stay until 5:00 pm. Families must prove that they cannot pick up their child by 4:00 pm because they are working.
- Extended day will be staffed by TEAM Academy staff members
- Students must be picked up by 5:00 pm (3 late pickups = not allowed to participate in extended day program for the remainder of the trimester)
- Students are expected to follow Extended Day Rules. (3 warnings = not allowed to participate in extended day program)
- No after school extended day on early out days and conference days.

Extended Day Rules

1. As soon as parents come after school, your child needs to leave. Parents can pull up on the curb by the gym doors and we will send your child out.
2. Only TEAM kids are allowed in the gym (no older/younger siblings).
3. Kids should not be calling during the day to stay for the extended day (4-5:00).
4. Extended day is ONLY for families that qualify (must fill out an application).
5. Kids are expected to do a quiet activity (read, do homework, color, etc.)
6. **Kids need to listen to the adult in charge and follow the rules or they will not be able to stay after anymore** (3 warnings = not allowed to participate in extended day program).

Please remember, we are offering extended day as a convenience to parents who cannot pick up their child right away at 4:00 pm. Extended day is not play time/open gym for kids to hang out after school. As soon as you come to get your child, they need to leave.

## **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the TEAM office, on the school district's website at <http://www.team.k12.mn.us>, and in the back of this handbook. Each family will also receive a copy of the calendar at the beginning of school.

### **Release of Student to Parent/Guardian**

If a parent/guardian wishes to pick up their children before the normal dismissal time, they must come to the TEAM office to sign them out. Students will not be dismissed to a parent/guardian who is waiting outside of the building in his/her vehicle. A parent/guardian may be required to show proper identification.

### **Release of Student to Other than Parent/Guardian**

The main office will maintain a list of authorized individuals to whom students may be released to prior to the regular end of the school day. Students will not be released to any individual, who is not a parent/guardian, unless the individual's name appears on the list. Any individual seeking the release of a student must report to the school office and present proper identification. At the beginning of the school year, parents may submit a list of individuals who are authorized to obtain the release of their child from school. In the event of an emergency, a student may be released to someone who is not on the list if the Director has been contacted and approved the release.

### **Early Out Days**

We have nine early out days in the school year. School is dismissed at 1:15 PM for teachers to work in their Professional Learning Communities. There is no extended day on these days. All students will need to walk, ride bus, or be picked up by 1:15 PM.

## **Employee Directory**

All employees can be reached by calling 507-833-8326 and dialing the extension of the staff member you wish to speak to. An employee directory will be given out to all families at your fall Parent Meeting. The directory can also be found on our website at [www.team.k12.mn.us](http://www.team.k12.mn.us).

## **Employment Background Checks [\*]**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals who volunteer or chaperone field trips.

## **Fees [\*]**

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Director.

## **Food in the Classrooms**

A fresh fruit or vegetable will be provided by TEAM Academy every day for a morning snack. Please notify your child's teacher if your child is bringing a treat for the entire class. **No homemade food may be shared with the entire class.** TEAM

Academy recognizes that food allergies can be severe and life threatening. To prevent a severe or life threatening reaction, TEAM Academy will work with students, parents/guardians, and the medical community to minimize any risks to students.

**Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the PTO. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

**Holiday Celebrations and Parties**

The following class parties may be held during the school year: Halloween (during After School program), Holiday, Valentine’s Day, and End of School. If you would not like your child to participate in the party please contact your child’s teacher and we will make other arrangements.

**Interviews of Students by Outside Agencies**

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

**Library and Media Center**

The library/media center is open 7:45 AM – 4:00 PM. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

**Lunch**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Pop will not be allowed during lunchtime except during special classroom parties and field trips.

The Waseca Public School will be catering TEAM Academy lunch. Students will be provided a free breakfast and lunch every day. If students want to purchase a second milk they will need to pay \$0.50. Students will need to have money in their account or in hand to get a second milk. When making payments to the school district for lunch please make checks payable to TEAM Academy and put your child’s lunch number in the memo of your check. If paying by cash, put the cash in an envelope and put your child’s name and lunch number on the front of the envelope. Students are to bring their money to the TEAM office before 8:30 AM. Past due accounts may be turned over to collections.

	<b>K-6</b>	<b>Adult</b>	<b>Sibling</b>		<b>K-6</b>	<b>Adult</b>	<b>Sibling</b>
<b>Lunch</b>	<b>FREE</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>Breakfast</b>	<b>FREE</b>	<b>\$2.00</b>	<b>\$2.00</b>
<b>Extra Milk</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>\$0.50</b>				

**Messages to Students**

Office telephones are not for students’ personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited. If you need to leave a message for your child please call the office and we will deliver the message to your child. Students will only be allowed to use the office phone for emergencies. Please plan ahead of time and make sure your child knows what they are to do when school is dismissed each day.

**Nondiscrimination [\*]**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the Director as the district’s human rights officer to handle inquiries regarding nondiscrimination.

**Notice of Violent Behavior by Students [\*\*]**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student’s parent

or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### **Parent and Teacher Conferences**

Parent and teacher conferences will be held 4 times a year. A Back to School Kickoff will be held on August 31. This Open House will ensure that teachers and parents are all on the same page regarding their child's education. In other words, we as teachers are willing to do whatever it takes to help each child succeed if parents are willing to do the same. For this reason, we have developed a Contract that students, parents, and teachers will sign to demonstrate their commitment in this educational process.

Fall conferences will take place on October 16-18. This conference meeting will take place to follow up on goals set at the initial Parent Meeting, share academic progress or concerns and share behavioral concerns. Winter conferences will be held on January 23, 25, and 26. This meeting will take place to follow up on goals set at the initial Parent Meeting and Fall Conference, share academic progress or concerns and behavioral concerns.

We will also have a Spring Open House on May 1. Our Spring Open House will be a chance for students to share with their families all they have accomplished this school year. Summer school registration will also be available at this time. For more information on conferences contact your child's teacher or the Director

### **Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in our school building or classroom, parents/guardians should contact your child's teacher or the Director. Parents/guardians who visit the school should sign in at the TEAM Office before entering a classroom. All volunteers must pass a background check.

### **Pledge of Allegiance [\*]**

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

### **SMART and Recess time**

Students are required to wear tennis shoes (no black soles) for their daily SMART and Recess time. It is recommended that students keep a pair of tennis shoes in their locker for days when they do not wear tennis shoes to school. Students' personal items such as toys, skateboards, bikes, rollerblades, etc. are not allowed at recess time.

If on a particular day your child cannot participate, please send a signed note with your child to his/her teacher and the nurse's office. A daily note from a parent/guardian will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required. If a student is restricted from activity for an extended period of time due to a physician's request, the school requires a monthly updated request from the physician.

### **Schedule**

A copy of your child's daily schedule will be given out at the beginning of the school year. If you need another copy please contact your child's teacher.

### **School Activities**

TEAM Academy provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities. All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

## **School Closing Procedures**

School may be cancelled when the safety of students and employees is threatened by severe weather or other circumstances. A decision about closing school will be made as early in the day as possible. School closing announcements will be broadcast over WCCO Radio (830AM), KRUE Radio (92FM), KOWO Radio (1170 FM), Mankato KEEZ Radio (Z99), and KOWZ Radio (100.9FM). TEAM will also send out an alert through Campus Messenger to all parents and emergency contacts.

## **Searches**

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

### **Lockers and Personal Possessions Within a Locker [\*]**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### **Desks**

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

### **Personal Possessions and Student's Person**

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

## **Student Publications and Materials**

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

### **Distribution of Nonschool-Sponsored Materials on School Premises [\*\*]**

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

## **Student Records [\*]**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights.

## **Student Surveys [\*]**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see the Director.

## **Transportation of Public School Students**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will be provided during the summer school, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

## **PART II — ACADEMICS**

### **Cheating and Plagiarism**

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

### **TEAM Academy Curriculum Policy**

TEAM Academy's vision for all our graduates is for them to achieve personal growth, build strong character, and be ready to contribute to a diverse society. The TEAM Academy School Board and staff believe in delivering a quality well-rounded education for all of our students. In order for all students to receive this education and achieve our vision they need to participate in all classes at TEAM Academy. Unless stated otherwise in a child's Individualized Education Plan (IEP), students enrolled at TEAM Academy will attend all required classes for their grade level. The only classes that are not required are band, choir, and study hall. When students are in 5<sup>th</sup> and 6<sup>th</sup> grade they may choose to add band or choir to their daily schedule.

### **Field Trips**

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

### **Grades**

Students' grades will be reported three times during the year. Report cards will be sent home with students for parents/guardians to review. Online grade reports may be reviewed at anytime at [www.team.k12.mn.us](http://www.team.k12.mn.us) and click on the Parent Portal link. The rubric and grading scale will be as follows:

	Symbol	Definition
K-2 <sup>nd</sup> Grade	E	Exceeds Standards
	S	Secure
	D	Developing
	B	Beginning
	NT	Not Taught Yet

	Minimum Percent	Grade
3rd-6 <sup>th</sup> Grade	93	A
	90	A-
	87	B+
	83	B
	80	B-
	77	C+
	73	C
	70	C-
	67	D+
	63	D
	60	D-
	0	F

### **Homework**

TEAM Academy staff believes that homework is an important component of the educational process. It is expected that the following objectives will be accomplished through regular and well-planned homework:

- Students will develop a greater sense of self-direction and individual responsibility.
- Students will develop independent study skills.
- Students will become better organized.
- Students will learn to budget their time.
- The learning process will be expanded through extensions not accomplished in the school setting.

Guidelines:

- Parents and students should expect homework each weekday evening.
- Assigned homework completion is required and is part of each student's grade.
- Homework will be planned and assigned for specific instructional purposes related to classroom objectives.
- Clear directions will be provided.
- Homework will include a variety of activities that enhance and develop study skills.
- For long-range projects, a time sequence will be established.
- The quantity of homework will be within reason. As the school year progresses, the amount of time and the number of days homework is assigned may increase depending on the maturity and ability of the students.
- Each child in grades K-6 is issued an assignment notebook/sheet to keep track of all assignments.
- Parents are to initial the assignment notebook/sheet each evening to signify that the child has completed the assignment.

At TEAM Academy we expect all students to complete homework each night. All students will be assigned homework every night in order to help them get into a habit of completing it on a daily basis. Actual time required to complete assignments will vary with each student's study habits, academic skills, and grade level. If your child is spending an inordinate amount of time doing homework, you should contact your child's teacher. Estimated amount of time spent on homework each night: K – 5 min, 1<sup>st</sup> – 10 min, 2<sup>nd</sup> – 20 min, 3<sup>rd</sup> – 30 min, 4<sup>th</sup> – 40 min, 5<sup>th</sup> – 50 min, and 6<sup>th</sup> – 60 min.

Students are expected to have their homework completed when they arrive at school the next day. Students are to call their teacher if they cannot complete their homework assignment. Logical consequences of not completing homework may include:

- Finishing homework during lunch
- Partial or no credit
- Cannot attend special school programs or assemblies
- Cannot attend field trips
- Cannot attend Funfest

### **Promotion and Retention**

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

### **Summer School**

Summer school will be offered each summer. Information about Summer School will come out in April each year. For more information please contact the Director.

### **Parent Right to Know [\*]**

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

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

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

## **PART III — RULES AND DISCIPLINE**

### **Attendance [\*\*]**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

The School Board and faculty of TEAM Academy believe that regular school attendance is related to success in academic work. Furthermore, present and future employers often consider an attendance record. Attendance in educational settings is an important component of learning for youth. Good attendance benefits youth academically as well as socially. Group learning situations assist students to communicate, work together, gain perspectives, and accept responsibilities—all-important components of adulthood.

Therefore, students are expected to be in attendance every day unless they have an acceptable excuse for being absent. (sick, preapproved vacation, funeral, or family emergency). Vacation should be requested one week ahead of time in order for homework to be prepared. The Vacation Request Form can be filled out online through the TEAM website or by using a form by the main office. Turn in forms to the Director's office. Missing any part of a day will result in a loss of an educational learning experience. **Please try to schedule student appointments (doctor, dentist, etc.) on early out days or days we are not in school.** Attendance is a shared responsibility of the student, parent, and school. Regular attendance develops habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and student achievement. Students who have good attendance generally achieve successfully, enjoy school more, and are much more employable after leaving school.

### **Absence Reporting Procedure**

Parents are required to call the school office or email [attendance@team.k12.mn.us](mailto:attendance@team.k12.mn.us) before 8:30 a.m. on the day(s) a student is absent. All absences without explanation will be marked unexcused full day. A school representative will call the child's home if the school is not contacted about a child's absence. Families without a telephone need to send a note indicating a reason for absence upon the student's return to school. Please provide verification that your child has visited a doctor and parameters have been set about his/her attendance at school pertaining to an illness.

### **Continuing and Habitually Truant**

Expect to hear from school personnel in writing, and/or by phone, on or before your child's 7<sup>th</sup> absence (excused or unexcused). After the 7<sup>th</sup> absence (excused or unexcused) the case will be reviewed by the director and/or school social worker. You may be expected to attend a meeting with the director and/or school social worker to make a plan for your student to attend school and class on time, which an attendance contract will be introduced. If there are more absences after the attendance contract, you may be expected to attend an Attendance Review Board meeting involving the school director, social worker, and police liaison.

Upon the completion of an Attendance Review Board meeting, any further absences may be coded unexcused absences unless the family provides a note from a physician requesting that the child stay home or the student is seen by the school nurse/health tech and deemed too ill to be in school.

When the student reaches seven (7) unexcused absences or accumulates a number of questionable absences, the student will be referred to the Waseca County Social Services for case review. If your child is 12 years or older, he/she will be referred to the Waseca County Court Services for a truancy hearing. The hearing consists of the student's parents/guardian, school director, school social worker, school police liaison officer, a county social worker, and representatives from the county attorney's office and court services. MINNESOTA STATUTE (260C.007, Subd. 19) defines a "**Habitual Truant**" as: "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."

### **Tardies**

TEAM allows 4 tardies each trimester without any consequence. For every seven (7) tardies in a trimester, they will be counted as one (1) unexcused absence. Students are expected to enter the building in the morning and go directly to their locker and classroom so they are on time and ready for their day.

### **Bullying Prohibition [\*\*]**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology.



## **Busses – Conduct on School Busses and Consequences for Misbehavior [\*\*]**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

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

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

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

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

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

## **Cell Phones, Pagers, Tablets, and Other Electronic Communication Devices**

Students are prohibited from using cell phones, tablets, and pagers during the instructional day unless given preapproval and being monitored by their teacher. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

## **Discipline & TEAM Academy Student Code of Conduct**

TEAM Academy will address the academic needs of students through a quality education program. To be effective and to fulfill this goal, we believe that students need a positive, safe, and orderly school environment in which learning can take place without disruption. We strongly believe that there is a direct correlation between good school/classroom behavior and student achievement. Students who do not observe the rules of good conduct in the classroom or on the playground are interfering with the maximum learning and safety of others as well as minimizing their own opportunities to learn. Therefore, our staff takes a very proactive role in enforcing the TEAM Academy Student Code of Conduct outlined below.

## Expectations

All students are expected to follow the TEAM CARES Rubric

- Cooperate with others
- Be Assertive
- Be Responsible
- Show Empathy
- Show Self-Control

Acts of student misconduct include, but are not limited to the following:

- Running and/or making excessive noise in the hall or building
- Failure to complete required homework assignment
- Disrespectful behavior toward an adult
- Failure to carry out directions and/or school guidelines
- Improper dress
- Participating in unacceptable physical conduct (rough play, etc.)
- Disruptive behavior
- Falsifying information (signing homework, etc.)
- Leaving school grounds or classroom without permissions
- Throwing objects (snowballs, stones, etc.)
- Improper use of cell phones and other digital or electronic devices.

## Disciplinary Process & Steps to Self-Control

Teachers will be using the Responsive Classroom model for student behaviors. This model views discipline as an opportunity to learn, which means that a social curriculum is an integral part of every classroom. The basic tools include positive reinforcement, modeling, reparation/fix what has been broken, think time somewhere in the classroom, and a loss of a privilege. The following steps usually help children manage their behavior in both classroom and non-classroom areas. When these steps are not enough, the handbook goes on to discuss keeping students after school for social skills tutoring with the principal or extra homework help. Suspension (either in or out of school, depending upon child and family needs), is still used for serious misconduct. Any nearby adult member of the school community will take responsibility for guiding children through these steps to self-control.

1. Redirection - When children begin to lose control, teachers remind them of the rules and, if necessary, calmly and concisely redirect their actions. For example, to a child disrupting another student's work, a teacher might say, "Take your work to that table, please."
2. Take-A-Break - If children continually choose to ignore or are so upset that they cannot follow the rules, they need a few minutes in a safe place to cool down. This "Take-A-Break" area is within the children's classroom. Sometimes a buddy teacher's classroom is used as a next step.
3. Peace Room - If children continue acting out, they need to spend more time in a quiet place. In our Peace Room, an adult helps upset students focus on structured problem-solving without distractions, do assigned classroom work, and interrupt a pattern of nonproductive behavior. They stay in the Peace Room until they show their readiness to be welcomed back into the classroom.
4. Major (orange) and Minor (green) forms - Major and Minor forms help students reflect on their behavior and what they need to do to change it. Students will take Major behavior form home to have parents sign and return the following day. Parents will be notified of Major forms through their Infinite Campus Parent Portal. Documentation of both Major and Minor forms will be recorded at school for data collection purposes.

Teachers and staff adapt these steps for use in the lunchroom, hallways, and other school spaces. For example, a child who is becoming too noisy at lunch may be told to go for a calming-down break in the Peace Room. Other examples of logical consequences include, but are not limited to: talking to the student, "taking a break", loss of recess, detention, a referral to the office or loss of the opportunity to participate in special school activities (Funfest, assemblies, etc.). School rules apply during all school-sponsored activities including after school functions and off site events.

Every discipline issue is reviewed on an individual basis. We understand every child is at a different level of understanding with different abilities to control behaviors. Our goal is to never suspend a student. Our goal is to educate students in good conduct and character. The student needs to be in school for us to have any impact on their learning.

In the case of bringing a weapon on school grounds, the law requires students to be suspended no less than one year; however, the suspension may be modified, on a case by case basis, subject to review by the School Board. Examples of the

other major acts of misconduct (including but not limited to those below) that call for discipline to be administered immediately are the following:

- Malicious types of behavior that endanger the safety of others (e.g. assault)
- Continual classroom disruption
- Extreme acts of defiance and/or threats toward teachers/other adults/fellow students
- Defacement/destruction of school
- Sexual harassment
- Possession/use of any form of alcoholic beverages, tobacco, inhalants, illicit drugs, etc.
- Arson

Students who are served under IDEA (Special Education) or under Section 504 of the Rehabilitation Act of 1973 are entitled to certain additional rights in the area of discipline based upon their qualification for serviced under these federal laws.

### **Conclusions**

The Student Code of Conduct was developed so that parents, students, and staff members will have a common understanding of what is expected from students regarding their behavior while attending school. Proper adherence to this Code is expected to ensure a safe and orderly learning environment conducive to optimum learning. It is further expected that this Code will be implemented in a fair and consistent manner, and that open communication and cooperation will exist among all parents, students, and staff members.

### **Dress and Appearance**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- “Short shorts,” skimpy tank tops, tops that expose the midriff, clothing with excessive holes or can be seen through, and other clothing that is not in keeping with community standards. The length of shorts needs to be longer than your middle finger when holding arms at your sides.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property (shoes with wheels, rollerblades, etc.).
- Hats are not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations).
- Any hair dye or color that is unnatural (example: blue hair coloring)

If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

### **Drug-Free School and Workplace**

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

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician’s prescription for the substance. Students who have prescriptions must comply with the school district’s “Student Medication” policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **Harassment and Violence Prohibition [\*]**

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

### **Hazing Prohibition [\*]**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

### **Internet Acceptable Use**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy is available from Missy Pfeifer, Technology Specialist.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

Any student participating in Bring Your Own Technology (B.Y.O.T.) must sign the B.Y.O.T. agreement. The agreement must be signed by student and parent annually. B.Y.O.T. is available for students in grades 4-6. No student will be permitted to use personal technology devices unless the agreement is signed and returned. Students and parents participating in B.Y.O.T. must adhere to the Student Code of conduct, as well as all Board policies, particularly Internet Acceptable User Policy and Internet Safety Policy.

### **Tobacco-Free Schools [\*\*]**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

### **Vandalism**

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

### **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

## **PART IV — HEALTH AND SAFETY**

## **Accidents**

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

## **Asbestos Management Update [\*]**

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

## **Crisis Management**

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

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

## **Health Information**

### **First Aid**

The nurse’s office is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s main office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. Law enforcement will be called if parents cannot be reached.

### **Communicable Diseases**

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

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

### **Health Service**

The student health office is staffed by a trained school nurse one day each week. Students who become sick at school should notify their teacher and go to the Nurse’s Office. The Office Manager will arrange for students who get sick at school to go home early. A parent/guardian should notify the school if his/her child is unable to attend school because of illness. The following health screenings are provided at TEAM: vision and hearing.

### **Immunizations**

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

### **Student Illness:**

In an effort to reduce everyone’s exposure to illness, please do not send your child to school if they are ill. We realize that the morning routine can be hectic and it is sometimes difficult to determine if your child is actually sick enough to stay home from school; however, we ask that if you suspect your child may be ill, **please keep them home**. If later in the morning or afternoon they are feeling better and have not had a temperature, you can bring them to school at that time.

Often, kids will say they don't feel well at home but their parent wants them to try school. Sending a sick child to school exposes others to illness. Please do not do that.

**Here are some general guidelines to assist you in making the decision of when to keep your child home from school.**

\*\*Temperature is greater than 100 degrees before giving fever reducing medication.

\*\*Frequent coughing.

\*\*It has been less than 10-12 hours since your child last vomited.

\*\*Child is unable to eat breakfast because of a stomachache, especially if he/she was sick during the night.

Children with temperatures greater than 100 degrees Fahrenheit should stay home for at least 24 hours **after** their fever is gone, without use of fever reducing drugs like Tylenol (acetaminophen) or Motrin (ibuprofen).

### **Medication Procedures**

TEAM recognizes that parent/guardians have the major responsibility for the maintenance of their child's health, and it is preferred that medications be given outside of school hours whenever possible. When it is necessary for a student to receive medication at school, the following steps are to be followed.

1. A Medication Request Form must be completed before a student may be given any medications. There is a separate form for prescription medication and over-the-counter medications. For prescription drugs, a physician's written order (or other legal prescribed) and parental authorization are needed. For non-prescription drugs, a parental written request and authorization are necessary. Parents are to obtain the appropriate forms from the school.
2. Any medication that is to be given will be supplied by the parents. Prescription medications must be in a pharmacy labeled container that matches the physician's order. Over the counter medications must be supplied in their original container. Please note that any over the counter medication must be age appropriate according to the manufacturer's label.

### **Safety Procedures**

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

**Soft Lockdown** occurs when there is a nonthreatening internal situation in the building. (e.g. medical emergency or disturbance). The main phone line will be answered as usual. Parents will not be notified.

**Lockout** occurs when there is a threat outside the building or there is a non-threatening circumstances when people need to be kept away from areas (e.g. medical emergency or disturbance). The main phone line will be answered as usual. Parents will be notified shortly after the lockout has started and when it is over. No one is allowed to enter or exit the building.

**Lockdown** occurs when there is a threat or intruder inside the building. The main phone line will not be answered. Parents will be notified after the lockdown is over. No one is allowed to enter or exit the building.

### **Visitors in District Buildings**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the TEAM Office upon entering the building. All visitors will be required to sign in at the TEAM Office and to wear a "visitors badge" while in the building during the school day. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the Director.

### **NOTICE OF COPYRIGHT**

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# TEAM Academy 2017-18 Calendar Dates

## August

- 15 – School Board Meeting 11:00 AM
- 28-31– Teacher Workshop
- 31 – Back to School Open House 4-6 PM
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## September

- 5 – First day of school
- 8 - Walk-a-thon 12:30 PM
- 11 – Picture Day
- 19– School Board Meeting 4:30 PM
- 19 – PTO Meeting 5:30 PM
- 27 – Early Out – 1:15 PM

## October

- 2 – No School – Teacher In-Service Day
- 10 – PTO Meeting 5:30 PM
- 16-18 – Scholastic Book Fair
- 16-18 – Fall Conferences
- 18-20 – No School
- 24– School Board Meeting 4:30 PM
- 25 – Early Out - 1:15 PM
- 27 – Family Dance 6-8 PM

## November

- 3 – Vendor Fair
- 10 – Veterans Day Program 12:30 PM
- 15 – Early Out 1:15 PM
- 21– School Board Annual Meeting 4:30 PM
- 21 – Autumn Concert 6:30 PM
- 23-24 – No School

## December

- 1 – End of 1<sup>st</sup> Trimester
- 4 – No School – Teacher Workday
- 19 – School Board Meeting 4:30 PM
- 19 – Winter Band & Choir Concert 6:00 PM
- 25-29 – No School

## January

- 1-2 – No School
- 16 – School Board Meeting 4:30 PM
- 16 – PTO Meeting 5:30 PM
- 17 – Early Out – 1:15 PM
- 23-26 – Scholastic Book Fair
- 23 – Winter Conferences
- 25-26 – Winter Conferences
- 26 – No School
- 29 – No School

## February

- 9 – Sweetheart Dance 6-8 PM
- 15 – Enrollment Lottery
- 14 – Early Out – 1:15 PM
- 19 – No School – President’s Day
- 20 – School Board Meeting 4:30 PM
- 20 – PTO Meeting 5:30 PM

## March

- 2 – End of 2<sup>nd</sup> Trimester
- 5 – No School – Teacher Workday
- 14 – Early Out - 1:15 PM
- 20 – School Board Meeting 4:30 PM
- 20 – PTO 5:30 PM
- 22 – Carnival 6-8 PM
- 23 – No School – Teacher In-Service Day
- 27 – New Student Open House 5-6 PM
- 30 – No School – Spring Break

## April

- 2 – No School – Spring Break
- 17 – School Board Meeting 4:30 PM
- 17 – PTO Meeting 5:30 PM
- 18 – Early Out 1:15 PM
- 10-28 – MCA Testing

## May

- 1 – Spring Conferences 3-6 PM
- 4 – No School – Teacher In-Service
- 15 – Spring Band & Choir Concert 6:00 PM
- 15 – School Board Meeting 4:30 PM
- 15 – PTO Meeting 5:30 PM
- 16 – Early Out – 1:15 PM
- 21 – Spring Concert 6:30 PM
- 23 – Activity Day
- 24 – 6<sup>th</sup> Grade Graduation 6:00 PM
- 25 – Last Day of School
- 25 – Awards Day 9:00 AM
- 25 – Family Picnic 11:00 AM
- 29 - Teacher Workday

## June

- 19– School Board Meeting 11:00 AM

## July

- 17 – School Board Meeting 11:00 AM

## August

- 16 – School Board Meeting 11:00 AM