2016 -2017 Staff Handbook



WHO WE ARE:



 OUR MISSION
**Is to serve the needs of all students as they prepare to become life-long learners and contributing members of society through integration of Science, Technology, Math and Engineering into the traditional content areas of Reading, Language Skills, Social Studies, the Arts and Physical Education.  Kindness and respect for others is the foundation upon which students will develop into critical and ethical thinkers who will be prepared to meet the challenges of future job market and interpersonal skills requirements.** OUR VISION
**Is to see all students succeed in school: to develop self-confidence, learn to appreciate and get along with others, become proficient in all content areas, explore and use unique abilities, graduate from high school and pursue further training, including but not limited to, the fields of Science, Technology, Engineering and Math in order to become productive citizens.**

St. Cloud Math and Science Academy is a Minnesota Public Charter School at which any student who lives in the state of Minnesota may enroll.

The policies and procedures contained in this handbook constitute guidelines for the employment relationship between each employee and St. Cloud Math and Science Academy. These policies are subject to revision without notice. This handbook is intended to provide the employee with general information regarding important policies at St. Cloud Math & Science Academy. This handbook supersedes and revokes all past practices or other written or oral statements of policy and procedure that contradict the information contained herein.

Please read this handbook thoroughly and retain it for future reference. The policies and procedures outlined are not intended to create any contractual rights or duties and will be applied at SCMSA’s discretion. SCMSA may deviate from the policies and procedures, or change, modify, supplement, withdraw, or revoke them, at any time, with or without notice. If you have any questions regarding any policies, please ask the Director for assistance. Only the Board of Directors has the authority to approve and change this handbook. Any final decisions regarding interpreting or changing these policies rests with the Director and the Board of Directors.

**Employment Types:**

**Full-Time Licensed Staff**

Full-time employees are teachers, staff, and administrative employees who are regularly scheduled to work 40 or more hours per week. Full-time employees are eligible for benefits including paid time off (PTO and sick time), scheduled holidays, and employee benefits including but not limited to medical, dental, life, and long-term disability insurance. (See individual contracts for specific Benefits)

**Part-Time Non-Licensed Staff**

Part-time employees are those who work less than an average of 40 hours per week on a regular basis. Part Time employees working less than 40 hours per week are eligible for benefits including PERA or TRA and PTO days. (See individual contracts for specific Benefits)

 **Substitute teachers:**

 Substitute teachers are paid $120.00 per day. Additional pay is negotiated for long term

 jobs. Substitute teachers are eligible for benefits including TRA.

 **Pay Periods:**

For contract salary staff, the pay periods run as follows; over 24 pay periods (yearlong)

 1st -15th: Paid on the 15th

 16th-end of the month: Paid on the last day of the month

For hourly/timesheet staff, the pay periods run as follows:

 1st-15th: Paid on the last day of the month

 16th – end of the month: Paid on the 15th of the following month

If a pay date falls on a weekend or a federal banking holiday, the pay will be the previous business day.

**Contracted Days and Hours of work:**

St. Cloud Math and Science Academy staffs are expected to work on the days noted on the Board of Director’s approved school calendar, including professional development days for the applicable school year. The school day for teachers will be from 7:05 am -3:05pm.  Teachers may leave the building or grounds during lunch by signing out and in using the sign out clip board kept on the office counter.  Please inform Administrative Assistant, when you leave.   It is important for us to know you have left the building in case anyone is looking for you.

**Duties outside the classroom:**

Teachers shall perform such extracurricular duties as assigned by the Director. During the period of 7:05-7:40, teachers may be assigned a rotating schedule of supervision duties. The director will be in charge of working out the schedule of duties and assignments for the staff.

**HUMAN RESOURCE RELATED ITEMS NEED TO GO THROUGH BUILDING PRINCIPAL**

**Sick Days:** When you are calling in to use a sick day, please call the Director as soon as you know you are too sick to report to work. Tammy’s cell **(320-249-0069)**

If you are home sick and believe you will not be at work the following day, please call Tammy at school by 2:00 PM so we can try to secure the same sub for the following day.

**Personal Days:** These days require the school director’s approval at least one week in advance of the day you plan to be absent. Please complete an Absence Report Form and turn into me for prior approval of time off. As soon as possible, request a substitute for any vacation that is planned.

 **Half-Day Absences:** For certified staff, ½-day AM absences must arrive by 11:05 am. ½- day PM absences must leave no earlier than 11:05 am. For hourly appointments etc. time will be deducted as missed. Make sure all duties are written in sub plans when absent including AM duty and bus duties.

**Substitute teachers:** If you know of staff willing to substitute teach, we can pay them to come in and shadow for a day before they substitute teach in our building.

Substitutes need to complete a two-page application, be approved for subbing with the appropriate subbing license and have proof of a completed background check before they sub in our school.

**Substitute Notes:** In the event of an unplanned absence, please email your substitute notes to the office manager, school director and another teacher before 7:00 am. For planned absences, please put your notes in your sub folder and leave on your desk.

**Professional Dress**: Monday - Thursdaywear attire appropriate to your position; appearances make a difference. Students tend to respond more respectfully when staff are dressed more formal. Additionally, the image presented to the public is generally more positive if the staff attire is more formal. PE instructors have unique circumstances in their positions requiring special attire. Friday is designated as “casual day” at SCMSA. Attire of a more casual nature than the remainder of the week is appropriate.

Shorts, Jeans that are faded or with holes, shirts that allow a lot of skin to be shown, are not appropriate during school hours or for working with young children.

**Snow Days:** Staff do not report to work on snow days. Late Starts – **s**taff are required to report to work when it is safe to get here. (no more than two hours later than normal 9:05 AM). You will receive an automated message when school is late or canceled. We close when St. Cloud, Sauk Rapids and Sartell schools close. (Due to transportation)

**Faculty Meetings:** all staff meetings will be held during a scheduled time to be determined by the start of school. Your attendance is mandatory at these meetings. If you cannot attend these meetings, arrangements should be made in advance with the school director.

**Weekly Bulletin:**  Every Friday, a bulletin will be sent out with a schedule for the following week. Substitutes in the building, Assemblies, committee meetings, Faculty meetings, PLC meetings will be on these bulletins. If you are in charge of a committee and want your meeting, on the schedule, please submit to the administrative assistant before Friday.

**Pledge of Allegiance:** The pledge should be completed at least one day per week. Students are encouraged to participate. They may sit quietly during the pledge and not participate as long as they are respectful. See the policy if you have questions.

**Finance items:**  Grade level money should be used on instructional items and should be ordered through Erin with our purchase order policy if at all possible. There are some instances when items are needed before they can be shipped and need to be picked up at a store etc. Please see the Director for these items. Reimbursement forms need to be approved before using. We want to use online and school debit card for as many purchases as possible. For larger purchases such as curriculum, technology, magazines, etc. These items may be purchased using a purchase orders as well, however prior approval from the director is required before asking the administrative assistant to order.

**Building Security:** If you are supervising a student after school, you are responsible for him or her until they are picked up. The school director shall be notified of all students remaining after school hours (3:05 pm). Your key is your responsibility. You may use the building during off hours, but signing in and out on the clipboard in the front office is required. Please make sure lights are turned off when you leave the building during weekend and evening hours. Doors start to stick during the year. Make sure you pull to check that they are locked and closed all the way before leaving the building. (Some building lights in the office, gym and hallways stay on permanently)

**Communication with Families:**

It is expected that you will have frequent and meaningful communication with families. This could include the use of our webpage, emails, notes, or monthly newsletters etc. If you need assistance in communicating with families that do not speak English, please contact the Assistant Director. (Please give the Director copies of your newsletters or communications with families, especially if the communication conveys something that may bring about questions from our families.

**Crisis Drills:** There will be school wide crisis drills, including lock downs, fire and tornado drills. We are required by law to complete 3 lockdowns, five fire drills and one tornado drill. Details of safe locations and expectations can be found in the Crisis Manual.

**Discipline:** Staff members are expected to follow a classroom management plan in which positive behavior is emphasized and classroom expectations are taught and retaught in a positive manner. Responsive classroom and PBIS strategies will be used to foster positive relationships, teach student expectations and manage redirections of behavior through “take a break” and “buddy room” systems. When the classroom management system isn’t working for some students, they will need to be referred to the assistant director or director. A plan for improving behavior will be discussed, parents will be called and a re-entry back to class will be completed. (See Board Discipline policy for my specific information)

**Maintenance Requests:** If you need maintenance work done in your room that is not urgent, please leave the director a note or email. Emergency maintenance requests should be called to the office.

**News Releases:** You are encouraged to give maximum publicity to student activities in and out of the classroom. This includes our monthly school publications. If you contact any news media outlet, prior permission from the school director is required.

**Social Networking Sites:** The use of social networking sites, i.e. Face book, Instagram, twitter, etc. is growing at all levels of society, including teaching professionals. Teachers need to be extremely cautious in the content of materials on their sites that may place their professional career (and in some cases, that of their coworkers) in jeopardy. It is strongly recommended that you limit the amount of information placed on these pages to the type of information that depicts you as a true professional. With this in mind, it is recommended that you do not allow a student or parents of a student to be invited in as a “friend” on your site.

**Supervision:** We need to keep our building safe at all times. If you see someone in our building, ask to help them. All visitors are required to wear a badge. If someone does not have a badge, escorts them to the office if you are able or call the office.

**Extra-Curricular/Fieldtrip Transportation:** Field Trips are encouraged.

Pick up Field trip checklist from the office – Complete the checklist prior to the field trip.

It is most economical if 2-4 classes are able to attend trips together to make the most of our transportation budget.

Students who travel by school-provided transportation to an event must return by school transportation unless excused in advance by the school director.

**Health Office:** Students who become sick in the classroom should be sent to the office. They will be allowed in the health office for a maximum of twenty minutes at which time they will either return to class or go home. Office staff and teachers should educate our families that children should remain at home if they are ill. Twenty-four-hour fever free (without medications), vomit free and diarrhea free are the most important.

**HIV/HBV Gloves:** Be sure you have gloves in your classroom at all times. These can be obtained from the health office. Also, be sure to always leave a note for any substitute teacher telling where the gloves are located. Remember, if it is icky and sticky and not yours…use gloves. (Gloves, Band-Aids, etc.) will be given to each teacher. There will be a box of gloves, band aids and wipes in a plastic container hanging on the playground door for staff to use at recess.

**Injured Students or Staff**: Please report any and all student injuries or suspected injuries to the school nurse within the school day so that she is able to contact the family. In the case of a student injury, the teacher must also fill out an accident report form. An injured employee must report the incident to the school director within 12 hours of injury, complete a Worker’s Compensation form and turn it in to the school director.

2016-2017 St. Cloud Math and Science Academy

Summary of Policies Adopted by the SCMSA Board of Education

These are the Key Policies of the School District that all employees must be aware of and responsible for in your work as an employee of St. Cloud Math and Science Academy. All detailed, full policies for District #4223 are listed on our website and a hard copy will be provided in the staff lounge at SCMSA. This “summary of policy” document is for the Staff Handbook and is not meant to replace the detailed full policies approved by the SCMSA Board of Directors. Only the Board of Directors has the authority to approve and change these policies. Any final decisions regarding interpreting or changing these policies rests with the Director and the Board of Directors. Please review the policies. We will have you sign off on these policies. A record of your acknowledgment will be maintained in Human Resources. Thank you for your cooperation.

1. **Conflict of Interest – Charter School Board Members and Employees (MSBA #210.1)**

*This policy is regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety. A member of a charter school board of directors is prohibited from serving as a member of the board of directors or as an employee or agent of or a contractor with a for-profit entity with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. A violation of this prohibition renders a contract voidable at the option of the commissioner. A member of a charter school board of directors who violates this prohibition shall be individually liable to the charter school for any damage caused by the violation.*

1. **Out of state and Local Travel (MSBA #214)**

*The purpose of this policy is to establish acceptable local and out-of-state reimbursable travel for school board members and staff in the performance of their school district duties. School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. School district employees have a similar obligation pertaining to the performance of their duties and for professional growth activities.*

1. **Harassment and Violence (MSBA #413)**

*Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school official designated by this policy. The school encourages the reporting party or complainant to use the report form available from the Charter School Director of each building or available from the school office, but oral reports shall be considered complaints as well. Nothing in* *this policy shall prevent any person from reporting harassment or violence directly to a school human rights officer or to the Charter School Director.*

1. **Student Disability Nondiscrimination (MSBA #521)**

*The purpose of this The St. Cloud Math and Science Academy policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education. Disabled students are protected from discrimination on the basis of a disability. It is the responsibility of the school to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.*

1. **Student Sex Nondiscrimination (MSBA #522)**

 *Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this The St. Cloud Math and Science Academy policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school official designated by this policy or may file a grievance. The school encourages the reporting party or complainant to use the report form available from the charter school director or available from the school office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the charter school director.*

1. **Hazing Prohibition(MSBA #526)**

*No student, teacher, administrator, volunteer or other employee of the school district shall plan, direct,*

 *Encourage, aid or engage in hazing (initiation). No teacher, administrator, or other school employee*

 *shall permit, condone or tolerate hazing (initiation).*

1. **Student Parental, Marital and Family Status Nondiscrimination (MSBA #528)**

*Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this The St. Cloud Math and Science Academy policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.*

1. **Parent Involvement Policy (No MSBA model, #612.1 provides guidance)**

*The purpose of this The St. Cloud Math and Science Academy policy is to encourage and facilitate involvement by parents of students participating in Title I LEA in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school. The involvement of parents by the school shall be directed toward either public or private school children whose parents are school residents or whose children attend school within the boundaries of the school. The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the school’s Title I plan.*

1. **Pledge of Allegiance (MSBA #531)**

*The school board at The St. Cloud Math and Science Academy recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person’s right to make that choice.*

*Instruction: Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.*

**10. Equal Educational Opportunity (MSBA #102)**

 *It is the school’s policy to provide equal educational opportunity for all students. The school does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, and parental status, status with regard to public assistance, disability, sexual orientation or age. The school also makes reasonable accommodations for disabled students.*

*The school prohibits the harassment of any individual for any of the categories listed above. For*

*information about the types of conduct that constitute violation of the school’s policy on harassment and violence and the school ’s procedures for addressing such complaints, refer to the school’s policy on harassment and violence.*

1. **Equal Employment Opportunity (MSBA #401)**

*It is the school’s policy to provide equal employment opportunity for all applicants and employees. The school does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, and family care leave status or veteran status. The school also makes reasonable accommodations for disabled employees. The school prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school’s internal procedures for addressing complaints of harassment, please refer to the school’s policy on harassment and violence.*

**12 Disability Nondiscrimination Policy (MSAB #402)**

 *The school shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.*

 *The school shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.*

1. **Public and Private Personnel Data (MSBA #406)**

*All data on individuals collected, created, received, maintained or disseminated by the school, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school. All other data on individuals is private or confidential. “Public” means that the data is available to anyone who requests it. “Private” means the data is available to the subject of the data and to school staff who need it to conduct the business of the school.*

1. **Employee Right to Know-Exposure to Hazardous Substances (MSBA #407)**

It is the policy of this school to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent or infectious agent.

 *“Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.* “Blood borne pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

**15. Family and Medical Leave Policy (MSBA #410)**

 *Twelve-week Leave for regular full-time and part-time employees who have been employed by the school for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken in accordance with applicable law.*

1. **Chemical Use and Abuse (MSBA #417)**

 *Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in*

 *accordance with school policies with respect to a Drug-Free Workplace/Drug-Free School.*

 *It is the policy of this school to provide an instructional program in every elementary and*

 *secondary school in chemical abuse and the prevention of chemical dependency.*

1. **Drug Free Workplace/Drug Free School (MSBA#418)**

*Whenever the District has reasonable suspicion to believe that an employee has violated any drug or alcohol prohibitions, may require the employee to participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination, or discharge as deemed appropriate by the school board. This policy covers the school day and any school-related events, not including certain social events.*

**18. Smoke/Tobacco Free Environment (MSBA#419)**

*Smoking and use of tobacco products shall be prohibited on School District property. This shall include school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property shall be prohibited.*

1. **Students and Employees with Sexually Transmitted infections and Diseases and Certain Other communicable Diseases and Infectious Conditions (MSBA #420)**

*It is the policy of the school board that students and employees with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school. For students, a procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. For staff, if a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school.*

**20. School Weapons Policy (MSBA #501)**

*Students possessing a weapon, as defined in this policy, will be suspended from school, will have the weapon confiscated and will be referred to the police. Parents will be notified period will be recommended. Non-students are also barred from possessing weapons on school district and a dismissal property.*

**21. Search of Student Lockers, Desks, Personal Possessions and Student’s Person (MSBA #502)**

*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. School officials for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. 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.*

**22. Student Discipline (MSA #506)**

*The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child’s dependence on authority to the more mature behavior of self-control. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. The director will inform students and parents of expected rights and responsibilities through a published student handbook.*

**23. Bullying Prohibition Policy (MSMA #514)**

*It is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. “Bullying” means,*

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

*(A Bullying Report Form is included with this policy is available in the Director’s office).*

**24. Protection and Privacy of Public Records (MSBA #515)**

*The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of student’s records and the protection of the privacy rights of students as provided in federal laws and state statutes.*

*Administrative Procedures provides detailed information regarding the obligation of District employees to protect student privacy. District staff is reminded that confidential information about any student should be shared ONLY with another adult who has a legitimate educational need to access this information.*

**25. Student Medications (MSBA #516)**

*The school acknowledges that some students may require prescribed drugs or medication during the school day. The school’s licensed school nurse, trained health clerk, Charter School Director, or teacher will administer prescribed medications in accordance with law and school procedures. . The administration of prescription medication or drugs at school requires a completed signed request from the student’s parent. An oral request must be reduced to writing within two school days, provided that the school may rely on an oral request until a written request is received.*

**26. Internet Acceptable Use Policy (MSBA # 524)**

*limited privacy in the contents of personal files on the school district system.*

 *Use of System Is a Privilege- The use of the school system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school 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 policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.*

*School District employees will be responsible for using technology and social media in accordance with school district policy. Users should be aware that data and other materials in files maintained on or accessed through the school districts technology system may be subject to review, disclosure and recovery under MN Statutes. Social media posting by staff members should always reflect positively and professionally upon the district. No student data or photos may be posted on personal sites. Users should expect only*

**27. Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds (MSBA #532)**

*If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds. If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer. The building administrator or designee shall make reasonable efforts to notify the student’s parent or guardian of the student’s removal from school grounds as soon as possible following the removal. Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student’s IEP or IIIP. A student with an IEP may be removed in accordance with this policy regardless of whether the student’s conduct would create an emergency. If the crisis team initiates use of conditional procedures in an emergency, the student’s IEP team shall meet as soon as possible, but no later than five (5) school days after emergency procedures have commenced.*

***28.*** **Wellness (MSBA #533)**

*All foods and beverages made available on campus (including schools stores, concessions, vending, beverage contracts and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans. All school sites will limit the use of foods or beverages as rewards for academic performance or good behavior. Rewards/incentives will be used that do not undermine the health of students and/or reinforce unhealthful eating habits. The building administrator must approve fundraisers that involve the sale of food.*

**29. Student Transportation Safety (MSBA #709)**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. The school may designate a school bus safety week. The school shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety including bus rules, danger zones, safety procedures, school evacuation. These procedures will occur by the end of the third week of school. Rules and consequences will be enforced for students that are not following the bus rules. A Set of progressive discipline steps will be followed for 1st offense through multiple offenses of not following the bus rules. Consequences include suspension from riding the bus. Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid. In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate school personnel and local law enforcement officials will be informed. The school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

**30. Crisis Management Policy (MSBA #806)**

The purpose of this Crisis Management Policy for The St. Cloud Math and Science Academy is to act as a guide for the Charter School Director, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school. Please note that, pursuant to this Policy, tailored crisis management plans will be developed for SCMSA. These tailored procedures include, General Crisis Procedures, lock down procedures, evacuation procedures, sheltering procedures. Crisis-specific procedures, early school closure, media and grief counseling procedures, facility diagrams and site plans, and emergency telephone numbers warning systems.

**31. Open Meetings and Closed Meetings (MSBA #205)**

The purpose of this policy is to provide guidelines to assure the rights of the public to be present at The St. Cloud Math and Science Academy school board meetings, while also protecting the individual’s rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

**32. Staff Notification of Violent Behavior by Students (MSBA #529)**

*Upon receiving notice of an incident of violence, the building administrator shall ensure that notice is provided to the classroom teachers, and any other staff member who may be responsible for the room in which a student is assigned, of the student identified as violent. An incident of violence means willful conduct by a student that meets* ***BOTH*** *of the following conditions:*

A. *The conduct is described as a violation of MN Statute.*

B. *The student has threatened to cause or caused physical injury that results in substantial or great bodily harm to a person or significant damage to property, regardless of whether related to a disability.*

**33. Development, Adoption, and Implementation of Policies (MSBA #208)**

*Formal guidelines are necessary to ensure the school community that the school responds to its mission and operates in an effective, efficient and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action. The school board has jurisdiction to legislate policy for the school with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration. The school board’s written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.*

**34. Minnesota Public School Fee Statute (MSBA #520)**

Minnesota provides a free public school education consistent with state constitutional requirements. Under the state’s public school fee law, school districts cannot deny students an education based on students’ inability to furnish books or other educational supplies needed to complete high school graduation or other related educational requirements. Because the state makes available a free public school education to all eligible students, school boards are prohibited from charging fees for necessary goods and services. Such necessary goods and services include instructional material and supplies, required library books, required school activities, lockers and student transportation to and from school for which aid or a levy is authorized.

**35. Special Education Laws**  (The following is a selection from *Fundamentals of School Board Membership—A Guide for Newly-Elected Charter School Board Members*, pp. 26-27.)

“*Minnesota’s* charter school legislation requires federal and state educational mandates for a free and appropriate education for children and youth with disabilities to be followed. Here are some of the main statutes relating to education for students with disabilities: someone on your staff should knowledgeable about special education laws and able to manage the school’s special services so as to comply with the laws. An appropriate education means an education comparable to the education provided to non-disabled learners. It requires the provision of educational accommodations for the purpose of “leveling the playing field”. A learner is eligible if he/she meets the definition of disability: currently has or has had a physical or mental impairment that substantially limits a major life activity, or is regarded as disabled by others. The regulations of this law require reasonable accommodations be made regarding building and program accessibility. Consideration is given for the size of the program, extent of accommodation and relative cost. Procedural safeguards are required, e.g. prior notice must be made to parents with respect to identification, evaluation and placement of the learner. This law requires that any district with 15 or more employees designate an employee to be responsible for assuring district compliance with 504 and to provide a grievance procedure for parents, learners and employees. Due process includes providing an impartial hearing for parents or guardians who disagree with the identification, records or placement of learners eligible for protection under this law.

**36. Graduation Rule (MSBA #’s 601, 603, 616)**

Charter schools, like all public schools, are required to meet the provisions of the Minnesota Graduation Rule, which have changed significantly since 2002. This policy is currently under revision. The school, by adopting this policy, agrees to follow the Minnesota Academic Standards requirements, embed the standards in its curriculum and actively participate in the Minnesota Comprehensive Assessments II and any other changes or modifications brought forward by the State.

**37. Health and Safety**

(The following is a selection from *Fundamentals of School Board Membership—A guide for Newly-Elected Charter School Board Members*, pp. 30-32.)

*Health and Safety procedures for the following areas will be included in District policy. Immunizations, screening, medications, criminal background checks, mandatory reporting, building, bus and food safety.*

*School District staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities. School District staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities. The parent/guardian will be notified of the emergency as soon as possible.*

**38. Purchasing, Procurement and Contracting Policy Authorization:**

*The charter school director, in conjunction with the board treasurer, are responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. The official charter school expenditure budget (as adopted by the Board of Education) is authorization for the director to make purchases within the budget under his/her control. To be valid, all contracts must be approved by the school board. The school board may empower the director to enter into contracts that will be subsequently approved by the board.* ***Scope:*** *Purchasing procedures apply to procurement of equipment, supplies, and services used to support the educational process. Expenditure of charter school funds may only be for the public purposes of the charter school and may not benefit an individual.* ***Administrative Approval:*** *In order to provide efficient budget management, the director, in collaboration with the board treasurer, must approve every expenditure.*

**39. Student promotion, Retention, Acceleration, Program Design, and Grade Placement (MSBA #513)**

*Because The St. Cloud Math and Science Academy is dedicated to the best total and continuous development of each student enrolled, the professional staff is expected to place students at the instructional level for which they are best suited academically, socially and emotionally. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.* ***Promotion***

*Students will normally progress annually from grade to grade through achievement or by meeting the goals set in a special education program and described in the student’s Individual Education Program (IEP).* ***Retention*** *of a student may be considered when, in the judgment of the professional staff, it is in the best interest of the student. Scholastic achievement together with physical development, maturity, and emotional factors shall be considered. Any consideration for retention will involve consultation with the student’s parent/guardian and the professional staff, but the final decision will rest with the director.*

**40. Grievance/Complaints – Students, Employees, Parents, Other Persons (MSBA #103)**

*Serious expressions of concerns/complaints/reports about a District employee will be accepted and appropriate steps will be taken. If the issue appears to be a conflict between parties, an attempt to resolve the conflict will be made. If an investigation is warranted, a fair, systematic, and objective investigation will be conducted while maintaining the due process and data privacy rights of the employee. A person may file a complaint at any level of the school district; i.e., lead teacher, Academic Director/director, or school board. However, persons are encouraged to file a complaint at the level closest to the source or cause of the complaint being filed. The school encourages the reporting party or complainant to use the report form available from the Charter School Director of each building or available from the school office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school human rights officer or to the Charter School Director.*

**41. Admission Policy for the St. Cloud Math and Science Academy**

*It is the policy of the St. Cloud Math and Science Academy board to comply with current state and federal statutes and regulations and in recognition of its obligation to provide equal educational opportunity for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, gender, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status, age, sexual orientation, or disability. The St. Cloud Math and Science Academy will give admission preference to: children that are enrolled in the School for the entire last quarter of the current year, and children of families with students presently attending St. Cloud Math and Science Academy. Students will be enrolled based on a first-come-first-served basis until the established class size is met. Enrollment applications will be chosen by lottery for admission if the demand exceeds the parameters of the maximum number of students set during the open enrollment period. If the maximum number of students set is reached after the open enrollment period, students will be placed on a numbered waiting list based on the postmark date or when the application was delivered. All students entering kindergarten must be five (5) years of age by September 1 of that school year.*

**42. Fund Balances and Fiscal Management Practices**

*The Board of Directors recognizes the struggles to achieve a healthy, viable, fiscal future amidst the fluctuations that occur from population shifts, program and client demands, and state finance formulas. It embraces its responsibility to adhere to Minnesota statutes and Generally Accepted Accounting Practices (GAAP). The Board further understands the need to be ever mindful of its obligation to the public trust and the rightful demand for accountability from the Board.*

**43. Religion in the school (MSBA #306)**

 *SCMSA also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization. SCMSA recognizes that one of its educational objectives is to increase its students’ knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained (or taught) in an unbiased and nonsectarian manner. This may include religious (from a variety of traditions) music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is only presented in an objective manner without sectarian indoctrination.*

**44. Dress Code Policy**

*Students are expected to be clean, neat and dressed appropriately for the school day. Clothes are expected to cover the student’s body and undergarments (i.e. no bare midriffs, no exposed underwear, no spaghetti straps, no short skirts or shorts, pants must be worn at an appropriate waist level, no wheeled shoes, no caps or stocking hats, etc.). Articles of clothing or word/symbols on personal property that are inappropriate or cause disruption will not be allowed. Baseball caps and stocking hats are not permitted to be worn inside the school building unless an exception has been made.*

*In support of St. Cloud Math & Science Academy’s commitment to tobacco free and drug free schools, words or symbols that advertise products which are illegal or harmful for students will* ***not be permitted****.*

*Outerwear coats and hats are not to be worn during the school day because of health and safety reasons. Sweaters and sweatshirts are encouraged for use during the school day by students who may feel chilled.*

**45. Equal Access to Facilities Policies**

 *It is the policy of St. Cloud Math & Science Academy not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Student use of facilities under this policy does not imply school sponsorship, approval, or advocacy of the content of the expression at such meetings. St. Cloud Math & Science Academy retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access. The groups may not use the school name, school mascot name, school emblems, or any name that might imply school sponsorship or affiliation in any activity, including fundraising and community involvement. The groups must comply with St. Cloud Math & Science Academy policies, regulations and procedures governing school-sponsored activities.*

**46. Data Practices Policy**

 *The School’s Administrative Assistant is responsible for fulfilling data practices requests.*

 *All requests for St. Cloud Math & Science Academy’s data must be sent in writing to the individual identified above who will review the request to determine whether the request is for public/non-private data and may be honored. All requests will be honored in a reasonable manner and time frame and in accordance with and as allowed by applicable federal, state, and local laws. St. Cloud Math & Science Academy may charge a fee for fulfilling such requests, as allowed by law. An estimate of the charge will be provided upon request.*

**47 Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

*SCMSA employees are mandated reporters of child neglect or abuse. A mandated reporter shall immediately report the neglect or physical or sexual abuse which he or she knows or has reason to believe is happening or has happened within the preceding three years. The report should be made to Stearns County Social Services (#320-656-6000 ask for the intake worker) or Waite Park police department (320-251-3281) within 24 hrs. Erin has a form that needs to be completed and faxed to Social Services at the time of report.*

I have read and understand the St. Cloud Math and Science Academy school board policies and procedures.

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(Printed name) (Signature)

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(Date)