

STUDENT AND FAMILY ELEMENTARY HANDBOOK

2016-2017

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Vision

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

Mission

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

I. ACADEMICS

A. MINNESOTA READING CORPS

Minnesota Reading Corps is a statewide initiative to help every Minnesota child become a successful reader by the end of 3rd grade. From 3rd grade forward, students are reading to learn. This important window in the life of a young learner is an opportunity to build a foundation for a lifetime.

Members serve in elementary schools as one-on-one tutors to provide supplement reading practice to students who are just below proficiency in reading. Members tutor students for 20 minutes each day using specific interventions that build fluency skills. Members collect data each week to make instructional decisions for students.

B. HMONG LANGUAGE AND CULTURE PROGRAM

The Hmong Language and Culture program has been present in the school since it opened in 2004. The focus of the charter of Prairie Seeds Academy is the Hmong Language and Culture. Elementary grades have Hmong language and cultural instruction for students. In the Secondary classes are offered as an elective in Hmong Language.

The original mission of the school was to preserve the Hmong language and culture. We will keep this program in our school and support it. Teachers of Hmong Language meet several times a year to maintain the authenticity and presence of the language and culture.

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

Here at Prairie Seeds Academy, we provide an after school program for grade levels 2-8 with a focus on academics in reading and math. Teachers recommend students who need extra help in these areas. We are striving to close the achievement gap for our students. In order to meet the needs of the students, the teacher develops goals for each student and during the schedule after school time these goals are the focus.

PSA offers a summer school program for its students. This program varies a bit each year as the student needs change. In the elementary, we offer an opportunity for students to have more time to develop their skills in reading and math. Our goals for the summer program are closely aligned or much like the after school program with the intent to offer more support in math and reading for lower performing students. The summer school program also includes enrichment classes for upper elementary and middle school.

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

D. GRADING POLICY

K-5 Grading; Elementary

Grades K-5 will be using the following scale for grading: 4 → 1

4 = Exceeds Expectation

3 = Satisfactory

2 = Making Progress

1 = Needs Improvement

- **Homework**

Homework will be assigned daily as needed to students (Monday through Friday, long weekends, winter break, spring break, etc.) This includes daily reading for 20 – 30 minutes daily (that counts for the book campaign) and record onto reading logs. Homework should be done at a regular time each day and in a quiet place away from TV and other distractions.

- **Book Campaign GO FOR THE GOLD (theme may change)**

Students will be given a reading log for the school. Students can check out books from the PSA Media Center, classroom library or personal collection. Please make sure that students are reading books at their appropriate level. Their daily reading at home counts toward the Go for the Gold. Parents or staff can sign off for verifying that the student has completed the assigned reading. More information will be coming from your child’s teacher.

E. FEDERAL TITLE GRANT

1. TITLE I

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

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

2. TITLE II

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

3. TITLE III - ENGLISH LANGUAGE LEARNER (EL)

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

K-5 students will have their English language support in their regular classroom or in a small group setting. Upper level ELs will be observed by the EL teacher throughout the year. Upper level EL students may also be considered for exiting the program once they have met the school requirements.

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

4. HOMELESS

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

Homeless students are defined as those who lack a fixed, regular nighttime residence. Be aware that students in these situations may be homeless:

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

II. STUDENT EXPECTATIONS

A. ATTENDANCE

SCHOOL CLASSROOM HOURS

8:00 AM to 3:20 PM

School front doors will be locked 30 minutes after classes have begun for the day.

STUDENTS SHOULD NOT BE IN THE SCHOOL BUILDING BEFORE 7:30 AM.

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

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

B. COMPUTER

Technology is a powerful tool in the acquisition and manipulation of information. Prairie Seeds Academy students will use technology ethically both to acquire and to manipulate information in their pursuit of knowledge and as a tool to assist them in finding and solving social and environmental problems.

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

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

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

C. INTERNET ACCESS

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

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

Network Etiquette expected of students:

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

Violations may result in the loss of access as well as other disciplinary and/or legal action. Students cannot be given the school's wifi password for personal computers, phones, or other electronic devices.

D. SAFETY

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

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

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

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

West LOCATION:

First Lutheran Church
7708 62nd Avenue North
Crystal, MN
firstlcoc.org

East LOCATION:

Waterford Manor
6288 Louisiana Court
Brooklyn Park, MN

E. TELEPHONE USE

The telephone in the school office is for school business. The telephones in the classrooms are only available to students with teacher permission. Arrangements for after school activities and transportation must be made before coming to school – not on the classroom phones.

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

F. ELECTRONICS

In the elementary, students are not allowed to have any electronic devices.

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

G. TOYS

Students should not bring toys to school. Transporting toys on the bus is often unsafe. As with electronics, if toys are brought to school by the student-PSA accepts no responsibility for the items. It is the responsibility of the student to keep the items secure and not sharing them with friends.

We discourage students from bringing money to school or on field trips. As with toys and electronics, the school cannot be accountable if the money is lost or taken. This takes away from our learning environment. We need family support to encourage your student to leave electronics, toys and money at home.

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

H. PLANNERS

Elementary students grades 3-5 will have an elementary version of the planner. This is a new implementation starting year 2016-17 for the elementary students, therefore classroom teachers will teach their students how to use a planner & their routines will vary depending on the grade level which have yet to be determined.

III. FAMILY/GUARDIAN/COMMUNITY EXPECTATIONS

A. REPORTING STUDENT ABSENCES

Attendance is to be taken by 8:45 AM. To report absences for students in Kindergarten through Fifth grade, please call the office at (763) 450-1388.

If you have not contacted the office by 10:00 AM and your student has not arrived at school, the office will begin the process of contacting you to find out reason(s) for absence.

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

❖ STUDENTS LEAVING/RE-ENTERING THE BUILDING DURING THE SCHOOL DAY

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

❖ ABSENCES

Students should be in class every day. You are to call the school office between 8:00 AM and 9:00 AM if your student is going to be absent. **YOUR STUDENT WILL NEED A NOTE FROM HOME, EXPLAINING THE ABSENCE, THE DAY THEY RETURN TO SCHOOL. IF A STUDENT RETURNS TO SCHOOL WITHOUT AN EXCUSE IT WILL BE CONSIDERED AN UNEXCUSED ABSENCE.**

❖ Family travel arrangements

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

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

B. HEALTH ISSUES

1. Student Illness/Injury

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

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

- If the student has had a fever of 100 or more, they should stay home until 24 hours after the temperature returns to normal (and without medication to keep the fever down).
- If the student has vomited or had diarrhea, they should stay home 24 hours after the last episode. For example, if your student is ill in the evening, do not send them to school the next morning.
- If the student has any rash that may be disease related or you do not know the cause, check with your family physician before sending the student to school.
- If a student is not feeling well enough to participate in classroom activities and recess, (that is excessively tired, continually coughing, constant runny nose or congestion) it is a good idea to keep them at home.
- When ill students get extra sleep and fluids at home they regain their health faster.

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

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

2. Head Lice

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

When a student is found to have an active infestation of pediculosis as defined by presence of live lice or nits, the parent or guardian will be notified. The nurse or nurse aide will make a professional judgment regarding exclusion arrangements depending on assessment of the situation. If nits are found, student may remain in the classroom and go home at the end of the day followed by treatment at home. If live lice are found, the parent will be instructed to take the student home for treatment.

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

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

3. Chicken Pox

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

4. Strep Throat

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

5. Medications

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

6. School Health Screenings

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

7. Immunizations

Minnesota Statutes Section 121A.15 requires that all students who are enrolled in school be immunized and provide the school with a record of immunizations or file a legal exemption with the school. The pupil health immunization record form is from Minnesota's School Immunization Law.

B. PSA EVENTS

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

C. VISITORS TO THE CLASSROOM

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

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

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

Students are not allowed to bring visitors/friends/cousins/relatives to school without a written note from the parents and approval from the Principal or counselor.

D. RECORDING VIDEO, USE OF ELECTRONICS IN THE CLASSROOM

Use of cell phones, cameras, other technology is not allowed in the classroom other than by students for projects as allowed by the teacher. Lessons, interactions between students, interaction with the teacher, cannot be recorded in any classroom. This is for the security of all students.

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

E. PETS:

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

F. PARENT/FAMILY VOLUNTEERS:

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

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

If you are interested in volunteering at PSA, please stop by the Main Office or call (763) 450-1388. We welcome all volunteers, and your time is always appreciated. Thank you in advance for participating in the lives and learning of PSA students.

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

G. CAMERAS

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

H. SCHOOL LOCKERS

All students (1st -5th) will be assigned a locker for the school year. Students should not share lockers or give out their combinations(optional locks in elementary). PSA is not responsible for any lost items from the lockers. Elementary student lockers do not lock. Locks are not needed as students will not be allowed to bring in valuable belongings.

Board Policy Search of Students Lockers, Desks, Personal Possessions and Student's Person (MSBA 502)

Adopted by Prairie Seeds Academy Board of Education: September 28, 2007

Purpose

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

General Statement of Policy

a. Lockers and personal Possessions within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. School official(s) 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 official 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 official must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

b. Desks

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

c. Personal Possessions and Student's Person

The personal possessions of students and/ or the student themselves may be searched when school officials have a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

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

I. FIELD TRIPS

Field trips are educational opportunities for the students at PSA. They are meant to enhance and connect with standards and curriculum. All students are expected to participate. Only in extreme circumstances would a student not be allowed to attend.

Communication with parents will be done prior to the field trip through a field trip permission slip. End of year trips are for celebration. It is expected that all students will attend.

J. STUDENT COUNCIL AT PSA

Student council at Prairie Seeds Academy is designed for students to choose leaders to advocate for the social elements of the school. Students elect representatives to discuss issues with leadership and allows for students to have a say in school activities. Student council is

responsible for planning and organizing dances, pep-fests, school programs, and traditions that will promote school spirit and pride. Student council meets once a week to discuss how they can promote school spirit and to plan programs that will engage students in the progress of the school.

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

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

K. ATHLETIC PROGRAM

Elementary students are not a part of the Athletic Programs at PSA. They are not allowed to stay for practice or events without an adult in the family present. (An older sibling does not qualify as a supervisor of the younger child.) 7th Grade is the earliest a student is allowed to participate.

If you have any questions, consult with the Athletic Director.

L. FOOD SERVICE

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

This year every student at Prairie Seeds Academy will receive a free breakfast and lunch every day. Breakfast will be served from 7:30 AM to 8:10 AM daily. Menus are posted on the school website monthly. Eating a healthy breakfast helps your student to do his/her best in school. We hope that your student will eat breakfast at school every day.

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

M. LIBRARY

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

If an item is lost, the student will be charged the replacement cost of the item, which can range from \$2.50 for a magazine to \$35.00 for a hardcover book. Fines may be paid at any time, but if a student has \$50.00 or more in library fines, they will not be allowed to check out any library materials.

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

N. BAD WEATHER

If there is a lot of snow or if the temperatures are well below zero, families are to watch the local news for school closings (Channel 5), listen to WCCO radio or check PSA's website at www.psak12.org.

O. TREATS IN THE CLASSROOM

Due to the requirements of the state of Minnesota, we cannot allow families to bring in homemade treats. If you are choosing to send treats to your child's classroom for a special event, it needs to be purchased so that you and your child can bring it into the classroom to share.

IV. TRANSPORTATION

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

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

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

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

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

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

D. WHAT IF THE BUS DOES NOT COME?

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

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

Our school day ends at 3:30 p.m. (unless early release for conferences). All students should be home by 5:30pm. In some cases, it may be later for the first week or two until the drivers and families adjust to their routes. If your student is not home by 6:00 you should call the Transportation Coordinator at (763) 274-4502.

F. WHO PROVIDES OUR BUS SERVICE?

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

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

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

H. PARENT DROP-OFF STUDENT:

- Please use the school parking lot to drop off your child before school
- Please do not use the bus lanes to drop off your child in front of the school. Prior to 8:30 or after 2:00, please park in our parking lot, do not park on 62nd Street.
- If dropping student off after school has started, please walk your student to the main office and sign student in.

I. PARENTS PICKING-UP STUDENT:

- Any student being picked up during school hour must go through the main office and the adult will need to sign-out the student.
- Please park your vehicle in the school parking lot.
- Please do not park your vehicle using the bus lanes in front of the school if it is after 2:00.
- For after school pick up, students will be supervised in the elementary computer lab. Parents may bypass the main office and go straight to sign out students in the elementary lab.
- Students must be picked up within 15 minutes of dismissal—by 3:45.
- Parents are not allowed to park on 62nd St, the police will give you a ticket if you do.

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

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

- Stay seated at all times. Do not change seats.
- No food or drink on the bus.
- Students are not allowed to ride a different bus or get off at a different stop unless guardian/parent has given written permission to the school. A PSA bus pass will be given to the student.
- Remember that the driver has a very important job to do. Do not do anything that might distract the driver.

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

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

Elementary (K-5)

1st offense: warning

2nd offense: After the warning, if it occurs again, students will be written up and the document turned in to the Dean of Students.

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

4th offense: 5 school-day suspension from riding the bus

5th offense: 10 school-day suspension from riding the bus/meeting with parent

Further offenses: These will be considered on an individual basis. Students may be suspended for longer periods of time, including the remainder of the school year.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

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

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

If your student usually rides the bus and you do not want your student to ride the bus home after school on a certain day, you must send a note to your student's teacher the morning of that day. ALL STUDENTS WILL BE SENT HOME ON THE BUS UNLESS THE LEGAL GUARDIAN/ PARENT HAS SENT A NOTE. If the teacher/office staff talks to the parent and gets an okay to not put the students on the bus, the teacher/office staff needs to write the note, sign it and state below the signature "Phone permission from parents".

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

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

V. STATUTES and BOARD POLICIES

A. ADMISSIONS POLICY INCLUDING EARLY ADMISSIONS

(See Appendix A)

Board Adopted 8/01/2008

Revised 6/08/2016

B. RETENTION/ACCELERATION

Student Promotion, Retention, Acceleration, Program Design, and Grade Placement (MSBA # 513)

Adopted by Prairie Seeds Academy Board of Education: (date)

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention, acceleration, program design, and grade placement.

II. GENERAL STATEMENT OF POLICY

Because Prairie Seeds 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.

A. 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).

B. Retention

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 CEO. *(Refer to PSA Retention Form)*

C. Acceleration

The School Board recognizes that in certain situations it may be desirable to accelerate the placement of a student in instructional programs appropriate to the student's academic, social, and personal development levels. Acceleration is the placement of a student in an instructional program that is more age and/or academically appropriate. Acceleration may be appropriate under the following conditions:

- Academic achievement and intellectual ability higher than the developmental norm.
- Social and emotional maturity higher than the developmental norm.
- Physical maturity higher than the developmental norm.
- A high degree of persistence.

A request for acceleration should be directed to the principal. An acceleration team comprised of the principal, current grade level teacher(s), previous year teacher(s), gifted coordinator, and psychologist will be convened to review the request. The team will interview the student, parent, and teachers; review test data; and develop a recommendation. If the proposed placement may result in a change in school location, representation from that school must be included. Any consideration for acceleration will

involve consultation with the student's parent/guardian and the professional staff, but the final decision will rest with the CEO. *(Refer to PSA Acceleration Form)*

D. Program Design

The CEO, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the student needs at every level. Opportunities for special programs including placement outside of the school district shall also be developed as additional options.

E. Grade Placement

Chronological age is the primary criterion for admission to kindergarten. Minnesota statutes specify that children reaching the age of five on or before September 1 of any year are eligible for admission to kindergarten that school year. Exceptions may be considered upon a written request from the student's parents or guardian. Administrative guidelines will specify procedures for the consideration of these requests.

Assignment to other Grade Levels

Assignment of students to grade levels other than kindergarten shall involve consideration of both chronological age and readiness of the student to perform at the appropriate level, consistent with Board Policy governing promotion, retention, and acceleration.

- After a record review, if the placement decision is unclear, the principal will assemble an administrative team. This team will consist of the principal, school psychologist, and others, as appropriate and necessary.
- A recommendation from this team will go to the CEO for final approval. The CEO's decision will be final.

C. BACKGROUND CHECK

BACKGROUND SCREENING REQUIREMENTS FOR VOLUNTEERS and PARENTS/FAMILY MEMBERS

Statement of Policy and Purpose

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

Procedure

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

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

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

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

****Prairie Seeds Academy** can make inquiries regarding criminal records during the pre-employment stage, however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity.

D. **Suspension (Elementary and Secondary)**

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

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

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

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

E. Pupil Fair Dismissal Team:

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

- administrator,
- the child's teacher(s), and
- a member of the Board of Directors.

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

F. Drugs/Controlled Substance and Alcohol

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

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

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

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

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

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

G. Fighting

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

H. Gang Activity Policy

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

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

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

- Writing things such as gang graffiti, gang names, gang threats, and gang statements on anything, anywhere, and anytime.
- Talking about anything related to gangs while in school.
- Gang-related threats of any kind.
- Wearing anything that might be gang-related such as colors, belts, hats, rags, etc.; to avoid all suspicion of gang affiliation, be informed.
- Using hand signs of any kind.
- Wearing a tattoo or drawing a tattoo on ones hands or body. Any permanent tattoos related to gang activity must be completely covered by clothing.
- Fights related to gang affiliation.
- Truancy related to gang affiliation.

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

I. Harassment (Sexual/Racial/Religious)

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

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

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

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

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

J. Tobacco

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

K. Weapons

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

1. Firearm, regardless if it is loaded or not, or in a working or non-working condition.
2. Any item that looks like a firearm.
3. All knives
4. All bullets and projectile designed to be used in or as a weapon.
5. Explosives or any incendiary device (bomb) or item that looks like an incendiary device.
6. Any item which is utilized in such a manner so as to threaten, intimidate, or produce bodily harm or the fear of such harm.

Consequences for violations of the weapons policy:

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

L. Hazing

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

Anyone who believes he or she has been the victim of an act of hazing, or anyone who has knowledge of such an act, should immediately report the possible hazing to a staff member. Once reported, the school shall begin an immediate investigation. Any child or staff member that is found to have participated in hazing, directly or indirectly, shall be subject to appropriate disciplinary action.

M. Statement to Parents/Mentors

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

N. Truancy

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

Continuing truant

"Continuing truant" means a child who is subject to the compulsory instruction requirements of section [120A.22](#) and is absent from instruction in a school, as defined in section [120A.05](#), without valid excuse within a single school year for:

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

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

DEFINITION OF A TRUANT STUDENT

Students are expected to be on time for school every day. If your student is tardy, he/she needs to get a tardy slip from the office before returning to class. Repeated tardiness will be treated as a case of educational neglect.

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

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

Habitual Truant: Defined:

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

1. A student under the age of 16 who is absent from attendance at school without lawful excuse for:

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

O. BULLYING PREVENTION AND RESPONSE

(See Appendix B)

Board Adopted July 13, 2016

P. MALTREATMENT OF MINORS & MANDATORY REPORTING

(See Appendix C)

Board Adopted July 13, 2016

VI. BEHAVIOR

A. Learner Profiles

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

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

B. RESPONSIVE CLASSROOM/ DEVELOPMENTAL DESIGN

This comprehensive approach consists of practical strategies for bringing together social and academic learning throughout the school day. Teachers and administrator at Prairie Seeds Academy have been trained and use Responsive Classroom Approach. The result of this is an improvement in social skills and school climate, reduction in problem behavior, and an increase in academic performance. These are the 7 Principles of RC:

1. Social Learning
2. How Students learn is as important as what they learn
3. The greatest cognitive growth occurs through social interaction

4. Social skills Students need to succeed
5. Knowing the Students is as important as knowing the content
6. Knowing the families
7. How the adults in school work together

Components of the Responsive Classroom Approach (used in Elem) include:

- Morning Meeting: each day begins with the Morning Meeting in each classroom (Elementary)
- Rules and Logical Consequences
- Guided Discovery
- Academic Choice
- Classroom Organization
- Reaching Out to Parents and Guardians

C. PBIS (Positive Behavioral Interventions and Supports)

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy. PBIS IS a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students.

PBIS supports the success of ALL students

(<https://www.pbis.org/school/swpbis-for-beginners/pbis-faqs>).

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

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

See our Elementary PBIS Matrix on the next page.

ELEMENTARY PBIS MATRIX

	SETTING							
	Cafeteria	Hallway	Recess	Bathroom	Computer Lab	Assembly	Bus	Library
Honorable	Practice good table manners. Walk on yellow line.	Walking feet. Voices off. Walk in straight line.	Play safe. Line up with class.	Respect privacy of others. Wait your turn in line.	Be respectful to computers. Use appropriate voice level.	Sit in one spot. Appropriate voice level.	Watch for your stop. Use a quiet voice.	Take care of books. Use a quiet voice.
Open-Minded	Sit calmly at your table. Stay in your line spot.	Close your locker quietly. Pay attention to your teacher.	Include others. Take turns.	Wash hands with soap and water. Use 1 or 2 paper towels.	Listen to directions. Help others.	Listen/watch. Use appropriate applause.	Use kind words. Sit by others. Help others.	Try new books. Leave library neat and clean.
Willing	Recycle. Clean up eating area. Eat all your food.	Keep the floors clean. Silent wave to others.	Share equipment. Put litter in garbage can.	Keep area clean. Throw paper towels in garbage.	Push in chairs. Line up when time.	Sit on your seat pockets. Be a risk-taker.	Wipe your feet. Keep the bus clean.	Wait your turn. Help others find a book.
Leader	Use inside voice. Raise hand if you need help.	Remind others of expectation. Hands to self.	Listen for the whistle. Use equipment properly.	Use inside voice. Remind others of expectations.	Stay seated. Put items back where you found them.	Enter and exit with class in a line.	Hands to self. Stay in your seat.	Walk. Use shelf marker.

D. DEFINITIONS

“Due Process”

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

Minnesota Pupil Fair Dismissal Act

Suspension is an action prohibiting student from attending school for a period of more than one full school day.

Expulsion means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months.

Exclusion prevents enrollment. School board prevent enrollment.

Removal from Class

“Removal from class” is defined to mean: Any actions taken by a teacher, principal, or other school district employee to prohibit a pupil from attending a class or activity period for a period of time not to exceed five days, pursuant to procedures established by the school district discipline policy.

Suspension

“Suspension” is defined as an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 10 days except where administration is recommending expulsion in which case the suspension may be extended to fifteen days.

- For violation of reasonable school policy or rule.
- For up to 5 days, may extend to 10 days with notice to superintendent or 15 days if expulsion proceeding.
- Must include readmission plan.
- Cannot use to require medication; readmission plan cannot force student to take medication.

SPED and IEP Student- Suspension:

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student’s IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child’s IEP team and the child’s parent shall, consistent with the federal law, conduct a manifestation determination and determine whether the child’s behavior was (i) caused by or had a direct and substantial relationship to the child’s disability and (ii) whether the child’s conduct was a direct result of a failure to implement the child’s IEP. If the student’s educational program is appropriate and the behavior is not a manifestation of the student’s disability, PSA will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student’s educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student’s disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that PSA had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

Weapons:

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

E. Elementary Discipline Expectations

Responsive Classroom training has been made available to all the elementary classroom teachers. The basics of Responsive Classroom are to have positive interaction and build the rules of the room together. That encourages students to have more ownership of appropriate behaviors that allow all people in the class to learn.

In the elementary K-5 classrooms we will continue to use Responsive Classroom and add Positive *Behavioral Interventions and Supports (PBIS)*. The teacher will take the following steps with a minor behavior:

1. Warning

This alerts the student to the behavior that is interrupting learning for the class and/ or themselves. This warning may be verbal, non verbal or other means that the teacher has established with the class.

2. Take A Break

If after the warning(s), the behaviors continue or if the behavior warrants the student will be asked to Take a Break.

3. Take a Break in the Buddy Room

Sometimes students cannot or will not take a break in the classroom. Sometimes the students have taken a break in the classroom and the behaviors continue when the student rejoins the group. At this point you know that they are not going to regain self-control in your classroom and need a new environment to do so. It's time for the buddy room. While in the Buddy Room the student will have to complete a fix it plan where they reflect on their behavior. The back of the behavior plan has notation on it to indicate the behavior that has caused the student to move to the Buddy Room. This is for teacher documentation as well as student understanding and reflection. Before the student returns to their classroom the buddy teacher will review the fix it plan* and sign off on it. Once signed off the student will return to class.

* Note: The fix it plan will be sent home with the student and a signature will be needed from the family as well as returning the form to the classroom teacher.

4. Social Conference

The student and the classroom teacher will meet and talk about the broken rule and what needs to change to avoid breaking the rule in the future.

5. Send to ACE Room

The student will meet with the Dean of Students and/or Behavior Specialist and discuss his/her behavior. Parents/guardians will be notified and a behavior conference may be set up.

6. Behavior Conference **

A full Behavior Conference is usually done with the student, teacher, parent/guardian, and Dean of Students or Behavior Specialist. The conference addresses a student who has repeatedly misbehaved and delves into the reasons for the behavior and solutions for correcting it in the future.

7. Check in/ check out

After a student has received 8 majors, the student may be a part of a check in-check out process. This will be used to help keep the student on track on a daily basis for a pre determined length of time. The staff member assigned to the check in – check out process with the student will be based on the staff with the closest relationship. This is an effort to support the student and determine specific need.

The number of majors may vary based on the severity, the identified need, the teachers recommendation, and other factors. The check in/ check out process is meant to lead the students to success as their need surfaces.

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

8. Behavior Contracts

Behavior Contracts are agreements about future behavior, and when they are used they are the end product of Behavior Conferences. Written behavior contracts are not to be entered into lightly.

** These are some options that the Dean of Students or Behavior Specialists may apply to the situation. Restitution may be given and it will be directly tied to the misbehavior. For example: if a student is bothering others by interrupting and talking, the student would be expected to apologize to the teacher, or the students in close proximity that had their learning minimized.

Note: In the elementary, the student will meet with the Dean of Students and/ or Behavior Specialist will determine the severity and frequency of the behavior and may take the student to the Dean of Students. If the behavior is more serious, the above steps may be waived and the student would go directly to the Dean of Students being escorted by an adult.

Multiple minors may result in the behavior being handled as a major.

F. Definitions of Majors and Minors

Minor Problem Behavior	Definition
Defiance/ Insubordination/ Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talks back. (includes lying/ cheating on homework)
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students. (includes budging in line at lunch)
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property (includes gum chewing and littering)
Tardy	Student arrives at class after the bell (or signal that class has started).
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back. (

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

Tardy	Student is late (as defined by the school) to class multiple times. (5 th tardy per quarter results in 1 detention. 10 th tardy results in an additional detention. 15 th tardy will result in Out of School Suspension. After 15 unexcused tardies, every additional 5 occurrence will result in automatic Out of School Suspension). Tardy counts will reset every quarter.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Threat	Student threatens the safety of peer or staff member.
Truancy	Student receives an ‘unexcused absence’ for ½ day or more.
Use/Possession/ Exchange of Alcohol	Student is in possession of or is using alcohol.
Use/Possession/ Exchange of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession/ Exchange of Tobacco	Student is in possession of or is using tobacco.
Use/Possession/ Exchange of Weapons	Student is in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm.

Detention Policy:

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

Student is expected to be in detention on the assigned date.

Student must follow the rules of detention. If student does not comply with rules, additional detention will be assigned.

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

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

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

Detention Expectations:

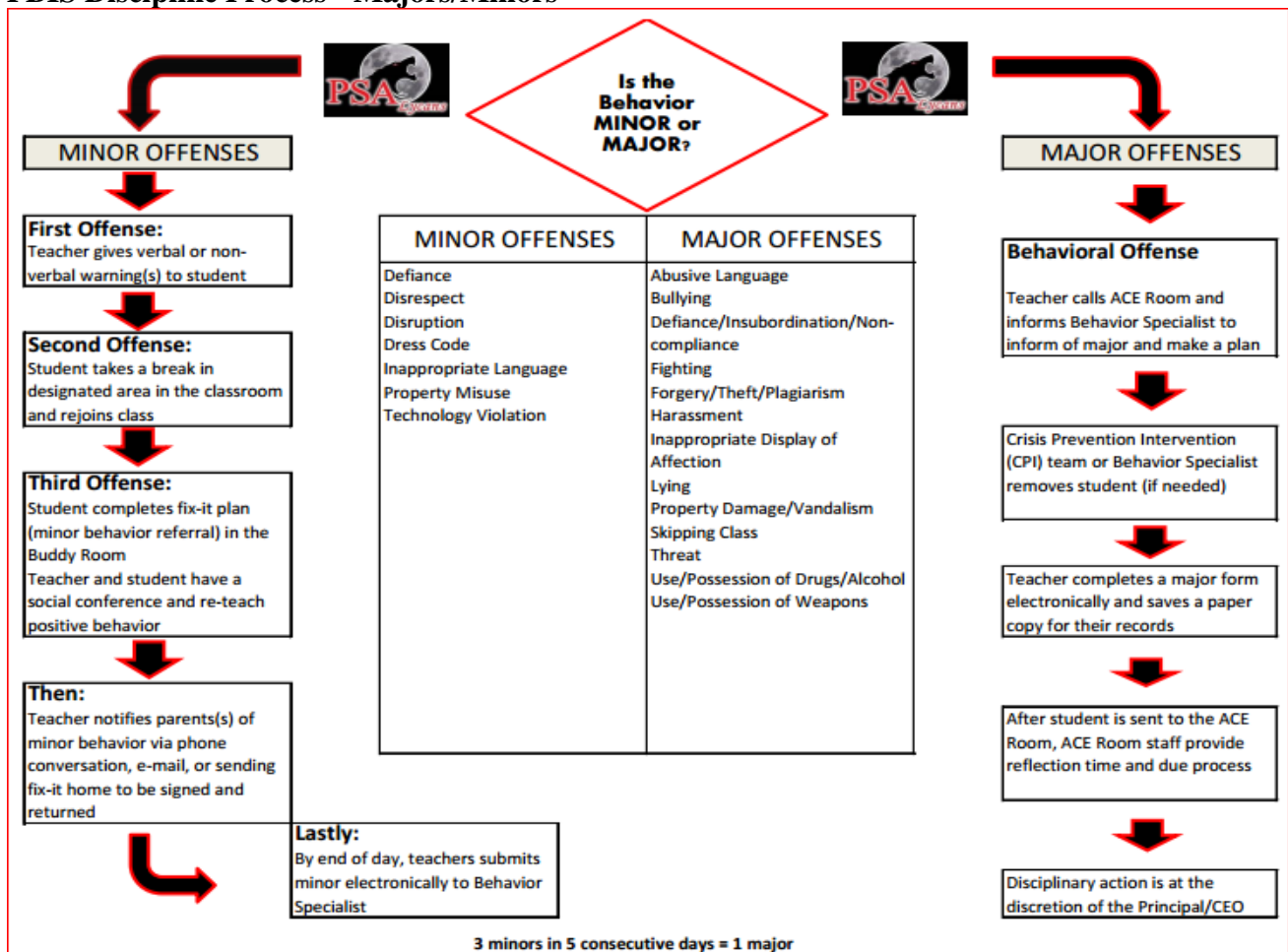
- Student is expected to be on time to detention.
- Student is expected to sit quietly in assigned seats.
- Student may work on homework, read a book, or work on school related work.
- If student sleeps during detention, an additional detention will be assigned.
- Electronic policy enforced in detention.
- Disruption of detention after 3 verbal warning can result in suspension.
- School policy is enforced in detention.

G. Elementary Major and Minor Violations and Consequences

The student will be sent to the Dean of Student and/or Behavior Specialist with a written violation report from the teacher or supervisor. Consequences will be at the discretion of the Dean of Students.

The parent/mentor will be called by the Dean of Students. The child with the assistance of the Dean of Students will develop a behavior agreement stating his or her intention to improve behavior, including specific goals and consequences should another violation occur. Once the child and Dean of Students sign this agreement, the child may rejoin the group.

PBIS Discipline Process - Majors/Minors



H. DRESS CODE:

All students are required to dress properly to school. If your student is not in appropriate clothing when they come to school, you will be called to bring your student proper clothing. Students in grades Kindergarten and 1st will be expected to have in the classroom an extra outfit in case of bathroom accidents. Students can wear the PSA school shirts any day of the week – shirts available to purchase in the school store.

Students are recommended to wear closed toe shoes such as loafers or tennis shoes. Students are not recommended to wear open toe shoes such as sandals, flip flops, stack shoes or shoes with a heel over 1 ½”. These types of shoe are hazardous when students are outside, on field trips or in the gym. Students wearing certain types of heels and soles on shoes will not be allowed to enter the gym for lunch time with the shoes on. Students in K-5 will be required to go outside for recess. When the classrooms are assigned to go outside, everyone will go outside unless there is a written medical reason. Students must have safe shoes/ boots in order to actively play outside otherwise they will watch others play.

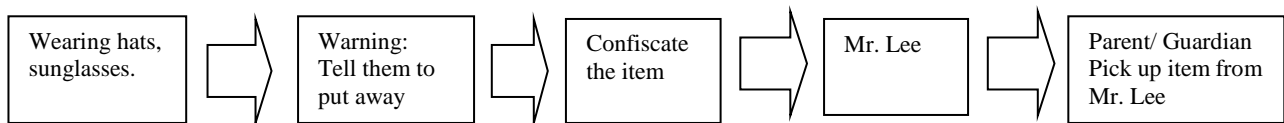
I. HATS, BLANKETS, etc.

Caps, hat, hood, scarves, bandanas, du-rags, visors or sport bands are not allowed on the head, arms or legs. Hats and scarves are only allowed on outdoor field trips, spirit days that are designated HAT days and during the winter as gear for outdoor wear. Authentic cultural headdress can be worn when appropriate for both male and female students.

Outdoor jackets are not allowed on during the school day and must be put in lockers. Blankets are not allowed due to the issues of safety. Every student can have a sweater or sweatshirt to keep at school. This will accommodate temperature variations.

Limited jewelry is allowed. Wallet chains are limited to size and length of about 12 inches. However, students who continuously take their jewelry off, share it with other students or play with it will have their jewelry taken away by the classroom teacher and placed in the Principal’s office where parents can pick-up the item(s).

If any clothing items that are worn are inappropriate the student will be asked to change. Refusal will require a parental call.



J. HARASSMENT

Rights:

- Be free from religious, racial, sexual or sexual orientation harassment that is physical or verbal from other students, staff or visitors.

Responsibilities:

- For maintaining an environment free from harassment, intimidation and abuse. Students are also responsible for reporting incidents of physical, sexual and verbal harassment intimidation and/or abuse that they have experienced or are aware of.

K. NON-DISCRIMINATION

Rights:

- Be free from discrimination based on race, color, creed, sex, sexual orientation, religion, and national origin and with the regard to public assistance or disability.

Responsibilities:

- Treating others students, staff and visitors in a non-discriminatory manner.

L. EQUAL OPPORTUNITY

Rights:

- Equal opportunity to participate in all school activities and school education programs for which they are eligible within legal limits.

Responsibilities:

- Following the rules and regulations of school sponsored activities they participate in. Students may not discourage the participation of other students.