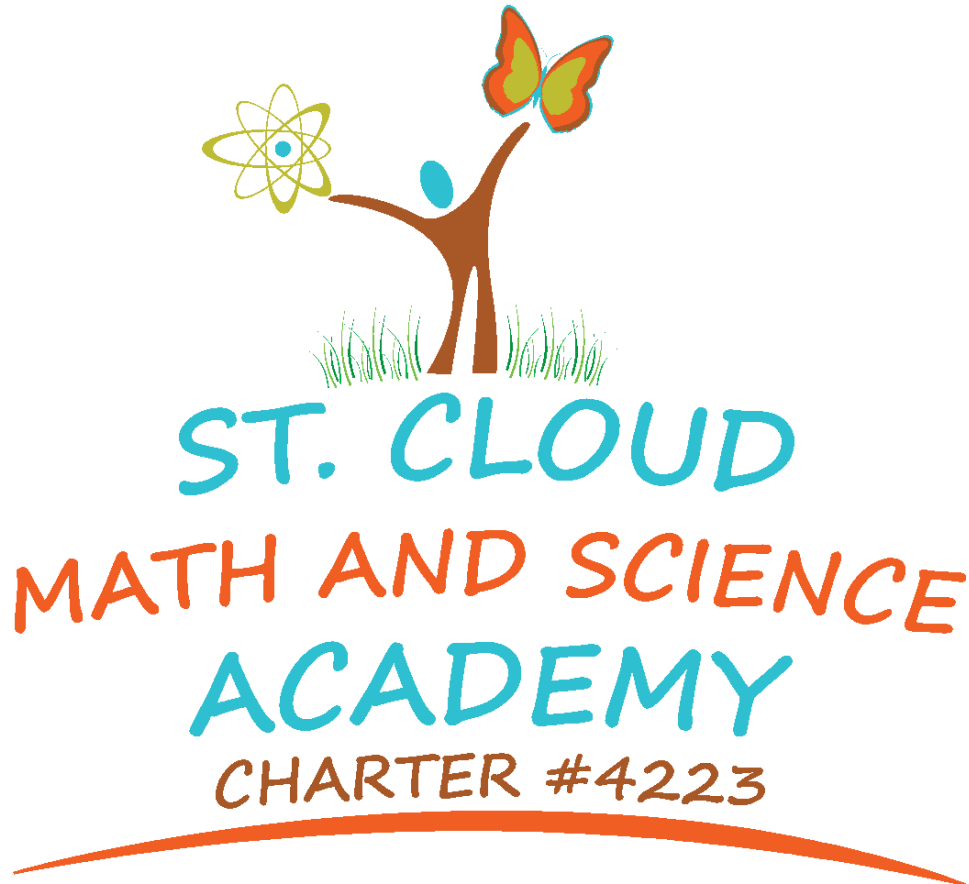


2023-2024 Student/Family Handbook



1025 18th Street North
St. Cloud, MN 56303
(320) 774-2201

WWW.SCMSASTEM.COM

Welcome to St. Cloud Math and Science Academy

Thank you for choosing St. Cloud Math and Science Academy District #4223. We are proud of the outstanding staff that we have hired to create a high quality educational institution for you and your family. SCMSA has high academic standards and we look forward to working with you to provide your child with a successful educational experience.

We believe each student's potential is best realized within a positive, supportive and safe learning environment. We recognize the rights of all students must be respected. We believe that along with these rights, there is responsibility for students to follow school behavioral expectations.

We acknowledge the right of parents and guardians to be responsible for their children. We invite all parents and guardians to become active members of our school community.

This handbook is designed to provide important information to you and your student and provide standards for our students and school community.

A voice mail message system is available in the building. Messages will be returned in a timely fashion. To ensure the safety of our students, all visitors must sign in at the office upon each visit and obtain a visitor's badge.

St. Cloud Math and Science Academy
1025 18th Street North
St. Cloud, MN 56303
Phone: (320) 774-2201
Fax: (320) 774-2204

Tammy Bengtson, Executive Director: Tammy.Bengtson@scmsastem.com

District 742 Transportation Services (320) 253-9370
Palmer Bus Company (320) 204-1180
Spanier Bus Service: (323) 251-3313

OUR MISSION

Mission: With kindness and respect as our foundation, our highly skilled educators prepare students to become lifelong learners through the integrated instruction of Science, Technology, Engineering and Math in a safe and caring environment.

OUR VISION

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.

Student Day

The school day begins at 7:15 am. The dismissal process begins at 2:15 pm with buses departing at 2:15 pm. Students are welcome into school **after 7:00 a.m.** **Supervision cannot be provided before this time.**

Breakfast is available as the students unload buses at 7:15 am. Lunch is delivered to classrooms by Food Service Staff and is eaten in the classroom.

If a student walks to and from school, it is very important to establish a known route with parents. When students need to be picked up during the school day or at dismissal, a note should be sent to the teacher. Parents/drivers should park in our school parking lot if there is room or on the street. Parents should not park in neighboring businesses parking lots. The area closest to the building is reserved for the bus loading zone. Please pick children up at the office. Thank you!

St. Cloud Math and Science Academy School Behavioral Expectations

Respect Yourself

Respect Others

Respect Environment

Teachers will enforce these school rules & expand on them to meet the individual needs of their classrooms. These expectations will be taught and reinforced in the classrooms, hallways, cafeteria, bathroom, playground, gym and the bus. Copies of these rules/expectations will be sent home to parents early in the school year.

St. Cloud Math and Science Academy Behavioral Expectations and Consequences (Board Policy #22)

It is the general policy of the school to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school. At a minimum, violation of school rules, regulations, policies or procedures will result in discussion of the violation and/or a verbal warning. The school shall, however, impose more severe disciplinary sanctions for any violation, including in school suspension or out of school suspension, if warranted by the student's misconduct, as determined by the school.

Disciplinary action within the classroom may include, but is not limited to, one or more of the following:

- Students will be informed of the rule that was violated
- Staff member will describe expected behavior (RESPECT)
- Staff member will debrief event and reteach appropriate school-wide behavioral expectations
- Student conference with teacher
- Parent phone call by teacher
- Student conference with teacher, assistant director, director or other school personnel
- Referral to office for behavioral sheet and problem solving with assistant director

Disciplinary action within the Dean or Assistant Dean of students may include, but is not limited to, one or more of the following:

- Student conference with teacher, charter school director, counselor or other school personnel, and verbal warning;
- Parent contact
- Parent conference
- Removal from class
- Behavior essay
- In-school suspension
- Detention or restriction of privileges
- Loss of school privileges
- In-school monitoring/escort or revised class schedule
- Referral to in-school support services
- Referral to community resources or outside agency services;
- Financial restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in court for juvenile delinquency adjudication;
- Out-of-school suspension under the Pupil Fair Dismissal Act (with administration approval)
- Preparation of an admission or readmission plan
- Expulsion under the Pupil Fair Dismissal Act (Administrative & School Board Decision)
- Exclusion under the Pupil Fair Dismissal Act (Administrative & School Board Decision)
- Other disciplinary action as deemed appropriate by the school.

ST. CLOUD MATH & SCIENCE ACADEMY GENERAL INFORMATION

Items are listed in alphabetical order for your convenience.

Attendance

Regular attendance is directly related to successful academic achievement and consistent school attendance is the way a student develops responsibility and self-discipline. For this reason, student absence from school should be limited to those instances in which absence is genuinely unavoidable. Please make every attempt to make medical and dental appointments after school hours or during vacation days. If it is necessary to take a child out of school, parents will be required to sign an early release in the office. The state of Minnesota requires that every child entering Kindergarten this school year, must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted into the military or at an institution of higher learning can leave school before they are 18 year old.

Because attendance records are an important part of your child's permanent school file, St. Cloud Math and Science Academy policy requires parents/guardians to call the school office when their student will be absent or arrive late AND to state the reason for the absence or late arrival. Students who arrive late should report to the office before going to their classrooms. Families must also contact the school principal prior to a student leaving on extended family trips or vacations during days in which school is in session. In these instances, the educational value of the trip will be considered on an individual basis to determine if the absence is marked as excused or unexcused.

Students will be dismissed only from the designated school office area during the school day. If you must take your child out of school, a written request should be sent to the principal with the date and time of dismissal. Please come to the office to meet your child. Children will not be released to waiting cars or to anyone who cannot identify themselves to the satisfaction of school personnel.

Absences – Excused

An excused absence is a legal absence from school and requires parent/guardian verification and permission from school staff. The following are situations that constitute an “Excused” absence:

- Student illness
- Serious illness or death in the student's family
- A death or funeral in the student's immediate family
- Medical or dental appointments or a counseling appointment
- Court appearance
- Recognized religious holiday observance
- Religious instruction (not to exceed 3 hours/week)
- Vacation with prior school approval
- Impassable roads/inclement weather
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make up work
- Family emergencies
- Tournament play when the school is involved
- A student's condition that requires ongoing treatment for a mental health diagnosis
- In the case of a special circumstance, the Administration may approve additional excused absences.

After 15 days of excused absences, a doctor's note may be required for subsequent absences. Failure to provide a doctor's note will result in the absence marked as unexcused.

Absences – Illness during the day

Students who become ill during the school day must report to the Health Office. The Health office will make the necessary arrangements for students to go home. Students should never leave the building ill without reporting to the health office or the absence may be considered unexcused.

Absences – Reporting

Parents are expected to call before 10:00 am on the day of their child's absence. You can leave a voicemail 24 hours a day.

Absences – Unexcused

Unexcused absences are recorded when:

- the school has not been notified of an absence,
- an absence could have been avoided or delayed, (missed the bus, overslept, running late)
- arrangements and/or approval have not been made through the director's office.

Absence Procedures

Minnesota State Law concerning educational neglect states that parents or guardians of a child, under 12 years of age enrolled in school, are held accountable for any unexcused absences. Every child, regardless of age enrolled in school, must follow the compulsory attendance law. Consequences of unexcused absences are as follows: Referred to Social services for truancy; monetary fines, community service hours, and/or placement outside the home. Other consequences may be applied as deemed appropriate by and administrator.

Breakfast/Milk/Lunch Program and Food at School

The Math & Science Academy offers a free cold breakfast (breakfast bar, fruit, milk) and free hot catered lunch, along with a fresh fruit or vegetable snack every day.

Treats in School: Food Ordinance N.857 requires that food items used in schools need to be commercially packaged or prepared at the school. Home-prepared food is NOT allowed in public schools. (If your child is planning a party or celebration, we encourage you to make those arrangements and deliver invitations outside of the school day.)

Children will not be allowed to drink Pop at school. They are not allowed to eat snacks from home such as Cheetos during breakfast or lunch. Teachers will share their individual snack policy at Open house. Students may save food left over from breakfast or lunch to eat as a healthy snack later in the day.

Bus Regulations (Board Policy #29)

Elementary students are eligible for regular transportation service to and from school. School bus transportation may also be provided for students who may have to cross heavily traveled roads or encounter other hazardous boundaries as determined by the Transportation Advisory Committee.

For the safety of all children, bus drivers **cannot** honor student/parent requests for students to ride buses other than their assigned buses. **If your child does not arrive home on the bus as expected, please call SCMSA at # 320-774-2201 immediately.**

Riding the bus is a **privilege**, not a right. Students who jeopardize the safety of themselves or other passengers, may lose their riding privileges. All students in grades Pre K-10 are provided with the ridership rules and a comprehensive school bus safety training curriculum during the first few weeks of school. A copy of these rules and expectations are also sent home with students in the fall of each year.

Class 1 Offenses:	Class 2 Offenses
Standing	Hanging out the windows
Yelling/excessive noise	Throwing of any object
Eating/drinking/littering on the bus	Fighting/Physical Aggression/assault
“Play fighting”, horse play	Harassments/threats
Minor pushing/shoving	Serious insubordination (will not comply)
Minor teasing/mild profanity	Possession/use/distribution of chemicals or mood altering substances including tobacco
Minor forms of insubordination (and complies within a short time)	Vandalism to bus
Radios boom boxes	Weapon possession/use
Other offenses as reported by the bus driver	Lighting of matches or flames, fireworks etc.
	Unauthorized entrance/exit through emergency door
	Illegal acts

Consequences for minor/major offenses may result in the following.

Class 1 Offense K-8

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense
Warning	Warning	1-3-day suspension	3-5-day suspension	5-10-day suspension	10 day suspension	School year suspension

Class 2 Offense K-8

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense
1-3-day suspension	3-5-day suspension	5-10-day suspension	10 day suspension	School year suspension		

Bullying (Board Policy #23)

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. Bullying is prohibited on school grounds, at school-sponsored activities, on school-sponsored transportation and school bus stop. This policy applies not only to students who directly engage in an act of bullying but may also apply to students who condone or support another student bullying. A Bullying Report Form is included with this policy is available in the Director's office.

Conferences for Parents/Teachers

Classroom teachers will meet with all parents during two scheduled Parent/Teacher Conferences. Communication between school and parents is critical, and this is an excellent time to work together in the best interest of your child. Academic progress will be shared three times during the year in Progress Reports.

Data Privacy (Board Policy #46)

Due to data privacy laws, class lists or student phone numbers and addresses cannot be shared

District Policies

Copies of all complete school policies are available from the building Director and on our web page www.scmsastem.com.

Dress Code (Board Policy #44)

The intent of the St. Cloud Math and Science Academy Student Dress Code is to provide a safe and productive learning environment with limited distractions. Any apparel that is a distraction to the learning environment (or a potential danger to themselves or others) is not permitted. Dress for school should be modest, clean and in good condition. It should also allow for safe movements in the hallways, stairwells and in all classes. **Inappropriate clothing includes, but is not limited to:**

- **All clothing** with messages, double meanings or innuendos about drugs, images of weapons, alcohol, tobacco, violence, sex, or gangs. No messages that target any groups or individuals in a demeaning manner are allowed.
- **Coats and jackets** with a winter lining are not to be worn in class. Other jackets and vests are allowed.
- **Head coverings** (i.e. hats, skullcaps, bandanas, scarves) are NOT to be worn in class. Hats & bandanas will be permitted ONLY for religious, medical or other specific needs, and should not be a distraction to the learning environment. Sweatshirt hoods are not allowed to be worn up on the head.
- **Pajamas** are not to be worn to school.
- **Pants** that do not fit properly and/or are lower than the top of the hip bone. Pants with exposed holes higher than fingertips must be repaired. No skin or undergarments should be visible. The crotch of pants should be no lower than mid-thigh. When selecting pants, one should use modesty as the predominant influence. Form fitting, tight materials (e.g.

spandex, Lycra, etc.) that clearly show a person's shape or posterior are not allowed in our school environment unless fully covered. (i.e. by a skirt, dress, shirt etc.)

- **Shirts** MUST cover straps/undergarments at all times (including dress for physical education classes.); spaghetti straps, mid-riff tops (raise hands and no stomach/skin should show) and tank tops are not allowed as a stand-alone garment. No cleavage or exposed backs are to be showing.
- **Skirts** Must be no shorter than 4 inches above the middle of the kneecap (includes the height of a slit in clothing).
- **Shorts** Must be longer than fingertip length.
- **Undergarments** (including bras and all other undergarments) may not be seen. No undergarments or spaghetti straps should be visible through see-through, transparent, ill-fitting, or revealing clothing.
- Students are **encouraged to bring a sweater or sweatshirt to school** in case they get cold or are asked to modify clothing due to dress code violation. If clothes are found to be inappropriate, students will be **REQUIRED** to modify clothing. Any student receiving multiple warnings may be subject to disciplinary action (see discipline policy).
- **Shoes** are to be worn at all times. Tennis shoes are required for Physical Education class.
- **Exceptions** Administration may recommend and communicate exceptions considered appropriate for a specific event.

Electronic Devices, Toys, Etc.

St. Cloud Math and Science Academy discourages student possession of personal electronic devices while students are on school property (school buildings, buses, playgrounds and other property owned by the district). Student-owned personal electronic devices, including cell phones, iPods, MP3 players and handheld computers are not allowed to be visible on school property, including buses. For health and safety reasons, and to maintain an appropriate environment for learning, the possession or use of additional items judged by administration to be hazardous or a nuisance are not allowed on school property and at school-sponsored events. Examples of such items may include and are not limited to: portable radio, CD and MP3 players, iPods, cell phones, toys, squirt guns, in-the-shell sunflower seeds, martial arts equipment, and trading, gaming and collector cards. If you have a question about whether an item should be brought to school, contact the school Assistant Director. **The school is not responsible for lost, traded, stolen or damaged items that should not be in school according to this guideline.** Items that pose a nuisance may be confiscated and returned at a later time. There may be additional discipline as determined by school administration.

Parental discretion is advised when allowing children to bring valuable items to school.

Expensive items such as headsets, handheld electronics, iPod, cell phones, video games, toys, collective cards, or other valuables should not be brought to school. SCMSA does not carry insurance for such items, so please be aware of the risks involved.

Emergency School Closing

Please complete Emergency School Closing form which outline early dismissal plans for all students. Forms will be distributed to the families of our students and need to be returned to classroom teachers as soon as possible. In the event it is necessary to close schools for all day or any portion of the day, announcements will be made over radio stations WCCO, WJON, as well as television stations WCCO-4, KSTP-5, and KARE-11. Information will be posted on our website (for immediate information).

Parents will receive an automated message when school is late or closed. We close when St. Cloud Public schools close due to transportation.

Field Trips

On occasion students will attend educational field trips with his/her classroom. All field trips are properly supervised and the classroom teacher will notify parents/guardians prior to any field trips that students will attend.

Hazing (Board Policy #6)

“Hazing” means to subject someone to abusive or humiliating tricks or ridicule. Pursuant to MN Statute 121A.69 and Board Policy #6, “Hazing activities of any type are inconsistent with the educational goals of St. Cloud Math and Science Academy and are prohibited at all times.”

Harassment (Board Policy #3)

St. Cloud Math and Science Academy makes every effort to create a caring and respectful environment for all of our students.

Any form of religious, racial or sexual harassment or discrimination that deprives individual students of their human dignity is prohibited. Students need to immediately report any form of harassment to their teachers or other staff member. This policy is posted in your child’s school or is available from your school director. See Board Policy #3, 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.

Health Emergency Information (Board Policy #37)

It is the responsibility of parents/guardians to provide current emergency information to your child’s school during the first week of classes and throughout the school year when information changes. When students become ill or are involved in an accident during the school day, parents/guardians will be notified so suitable arrangements can be made. If it is necessary to take a child out of school, parents/guardians will be required to sign an early release in the building office.

Homework

Homework assignments will vary, depending on the grade level of students. Parents/guardians can encourage good study habits and practices by providing a **quiet study area** and establishing a **consistent time** each night for homework/reading.

Lost/Damaged Property

Students must report damage enacted by someone else (to their lockers/other school property assigned to them) within 2 school days or they will be assessed for the damage. A fee will be charged to students/families that reflects the replacement/repair costs when students:

- damage school property (lockers, desks, chairs, etc.)
- damage/lost texts or library books
- damage personal property of other students/staff

Fees must be paid to the school before the end of the school year.

Lost & Found

Numerous articles of clothing are lost and never found each year. This number can be **greatly reduced** when children are reminded that it is important to be responsible for one's possessions and to check the “Lost & Found” on a regular basis. Students’ names should be placed on

mittens, jackets, lunch boxes, etc. Clothing not claimed by the end of each month is donated to a charitable organization.

Mandated Reporting (Board Policy #37)

SCMSA school personnel are mandated by law to report all incidences of abuse or suspected abuse or neglect of children. This includes physical, sexual or emotional abuse. (See Board of Education Policy #47)

Medication in School (Board Policy #25)

Students may require medication and/or other medical treatment at school in order to benefit from their educational experience. The following procedures shall guide parents and designated school personnel when dealing with students needing medication.

- Parents/guardians will complete “Authorization for the Administration of Medication and/or Treatment” when a medication is brought to school, or within one school day.

Medication must be brought to school by a parent or responsible adult. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the school and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- The school has received a written authorization from the pupil’s parent permitting the student to self-administer the medication;
 - The inhaler is properly labeled for that student; and
 - The parent has not requested school personnel to administer the medication to the student.
 - The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student’s parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student’s knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.
 - If the School employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student’s knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student’s school health record a plan to implement safe possession and use of asthma inhalers.
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- Prescribed medication can be administered at school only if there is no alternative.
 - Non-prescription (over-the-counter) medication may only be administered at school when accompanied by a physician’s order and in a pharmacy labeled container.
 - Administration of drugs and medicine is to be done only by the licensed school nurse or delegated personnel.
 - Dietary supplements and non-FDA approved alternative medications will not be administered at schools.
 - It is the parent’s/guardian’s responsibility to provide school personnel with medication that is pharmacy labeled. The containers must have the same name of the student, the name of the physician, the name of the drug, directions for administering the medication at school and the date filled. Parents/guardians will be contacted if labeling is inadequate or the prescription is outdated.

Minnesota's Immunization Law (Board Policy #37)

Minnesota Statutes, Section 121A.15 require that all children, prior to enrolling in a Minnesota school, must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella, Hepatitis B, Varicella (chickenpox) and (Hib for all preschoolers) or meet one of the allowable alternatives. The law allows for these exemptions:

- A signed statement from a doctor exempting the person from the required vaccine because of medical reasons.
- A notarized statement that immunization goes against personal beliefs.

The law states that the school administration will exclude any student from school attendance who fails to present a signed document indicating that the student is in compliance with the law.

Parent/Guardian/ Student Rights to see Students Records (Board Policy #24)

Federal regulations require that parents/guardians and students must be informed of the right to see their educational records. You are hereby informed that you have free access to these educational records. If you are interested in reviewing these records, please contact the building director's office in the school your child attends.

Pets

For the safety of all students, pet animals should not be allowed in school. This includes pets being brought for "show and tell." Animals that are part of the curriculum will be used after consulting with the school nurse to determine if any health concerns exist with students in the classroom. Exceptions may be considered by your school's Director.

Photo Image Release

Throughout the school year, various media representatives, i.e. newspaper, television, and St. Cloud Math and Science Academy staff, will cover newsworthy school events. Many times pictures or video will be taken and students may be identified. The District may use student images for the school website and various communication publications. If you **DO NOT** want your child/children to be photographed in an identifiable manner please complete the Parent/Guardian Notification Permission slip at your school's office.

Pledge of Allegiance (Board Policy #9)

Minnesota statute requires that all public and charter school students recite the United States Pledge of Allegiance at least once each week. Teachers and students who object to the Pledge requirement are excused. Schools are required to provide instruction in proper flag etiquette and patriotic exercises unless the school board annually waives the requirement.

Retention (Board Policy #39)

Retention of students may be considered when licensed staff and parents/guardians feel it is in the best interest of the student. Attainment of grade level skills, knowledge, objectives and concepts will be considered as well as the student's level of proficiency in reading, language arts and math. The student's physical development, maturity and emotional factors shall be considered.

School Board of Education

The Board of Education meets regularly once monthly on the third Wednesday unless otherwise noted. The monthly meetings are held at 4:30 p.m. at St. Cloud Math and Science Academy, 1025 18th Street North, St. Cloud, MN 56303.

Security Procedures

At St. Cloud Math and Science Academy, Door 1 is designated as an entrance for parents and visitors. All others will remain locked. Upon entering the building, sign in at the welcome desk and obtain a visitor's badge.

Solicitation

All solicitation must have prior approval by administration and meet school district guidelines.

Technology/Responsible Use Policy (Board Policy #26)

District #4223 provides students access to Internet resources, wireless access systems, computers, networked printers and other peripheral devices during the school day. Staff blends thoughtful use of these resources with the curriculum. Guidance Instruction is provided to students in the appropriate uses of these technologies.

All school computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

All school computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law. With respect to any of its computers with Internet access, the School will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are: Obscene; Child pornography; or Harmful to minors.

Responsibility:

Students are responsible for their behavior while using district technology. All school rules apply for behavior and communication as per district policy and student handbooks. District #4223 is neither responsible nor liable for student actions while using these resources. The privilege to use district technology will be provided to those students who act in an ethical, responsible and considerate manner. Willful or intentional misuse will lead to further disciplinary actions and/or criminal penalties under appropriate local, state and federal laws.

Technology/Responsible Use Policy (Board Policy #26) Continued

Student Terms and Conditions:

Students are responsible for their own actions and behavior at school. District #4223 is not liable for student's actions when connecting to the Internet through the school's computers. Students assume full liability, legal, financial, or otherwise for their actions. Using the Internet is a privilege, not a right. Access to the Internet may be removed if abused. Information obtained from the Internet should be examined for reliability, authority and relevance.

General Guidelines for Students:

- You are expected to use the Internet as an educational resource. Games and other activities, unless assigned by a teacher, are prohibited.
- You are responsible for your exploration on the Internet. Abuse of the Internet may lead to removal of access privileges and/or a failing grade for the project on which you were working.

Student Expectations:

- You will assume that all the information on the Internet is private property.

- You may use only legal material and follow all copyright laws.
- You will not vandalize the network or Internet resources.
- You may find material that is inappropriate; it is your responsibility to leave that site and report it to your teacher.
- You will not attempt to buy anything using the school network.
- You will not share your password with others.
- You will not attempt to access another user's account.

Student Online Safety Rules:

- You will not give out personal information such as telephone number, address, and family information.
- You will not give out the name and location of the school.
- You will tell your teacher right away if you come across inappropriate information.
- You will tell your teacher immediately if someone online attempts to meet with you.
- You will follow the District social media guidelines.
- If you have questions or need additional information on student technology use, please contact the school office.

Telephone Calls

To maximize learning time, only **urgent** telephone calls can be accepted in the classroom. Teachers will be notified of other calls and return them as soon as possible. Students may use the phone for emergencies. Please assist us by making every attempt to make arrangements for after school activities prior to the school day. Learning time is most beneficial when students are not concerned with pre-arrangements, party invitations, or requests to use the telephone to clarify after school plans.

Visitors

District #4223 believes that involvement by parents and family members in education is very important to the success of our students. We encourage family visits to our schools. In order to efficiently schedule these visits, please review the following guidelines.

- In order to make the classroom visit meaningful and rewarding for everyone, please coordinate your school visit with the school principal. Advance notice of one day would be greatly appreciated. This, of course, does not apply to scheduled school events or incidental visits. Visitors will be able to visit classrooms three times per year for no longer than one hour at a time.
- We need to know who is in the building at all times. Before visiting your child's classroom, you must obtain a Visitor's badge from the school office.
- Please respect the classroom environment and refrain from conversation with your child or other students while the teacher is instructing students.
- Due to data privacy of all of our students, taking video or photographs of any student besides your own, is against our policy.

We believe in open communication among parents, staff, teachers and administration. Please schedule an appointment before or after school to discuss any education issue of importance to you. Respectful behavior considering all circumstances is expected. The building administration retains the right to develop specific requirements and guidelines, as needed.

Volunteers

Volunteers are an important part of our school programs. Volunteers assist us with classroom activities, lunchroom supervision, bus supervision, special events, and much more! Volunteers

sign in at the school office and receive an identification badge before assuming their duties. We invite you to consider volunteering at St. Cloud Math and Science Academy. Please contact your child's school for further information. Volunteers will be asked to fill out a volunteer form that details the program. Volunteers are also required to complete a district background check for a fee of \$15.

Weapons Policy (Board Policy #20)

Students possessing a weapon, as defined in this policy, will meet with the assistant director or director immediately.

The director will examine the school policy for any exceptions to the policy and may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

In an event that a recommendation for lesser discipline is not warranted, the student will be suspended from school, will have the weapon confiscated and will be referred to the police. Parents will be notified and a recommendation of dismissal for a period of time will be presented to the School Board. The school board will examine Minnesota law and make decision on a case-by-case basis. Non-students are also barred from possessing weapons on school district property.

Wellness (Board Policy #28)

District #4223 attempts to ensure a school environment that promotes and protects student's health, well-being and ability to learn by supporting healthy eating and physical activity. Parents are asked to help the district promote wellness by providing healthy lunches and snacks and refraining from including beverages and food without nutritional value.

Withdrawals from School

If you are planning to relocate your family, your child's school should be notified at least 24 hours in advance. This allows time for necessary signatures to facilitate student record transfer.