

Policy Committee Meeting

Monday, June 10, 2024 3:15 PM

Electronic Means, 615 Olof Hanson Drive, Faribault, MN 55021

1. **Call to Order**
2. **Meeting Minutes Review**
3. **2024-2025 Parent-Student Handbook**
4. **Adjourn**



Minutes of Policy Committee Meeting Minnesota State Academies Board

A Policy Committee Meeting of the Minnesota State Academies Board was held on Monday, May 20, 2024, beginning at 3:15pm in the Tate Hall Conference Room or through zoom platform.

Present: Terry Wilding – Superintendent, Mary Cashman-Bakken – Board Member, Annette Freiheit – Board Member, Jamers Speier - Board Member, Bridget Flier – HR Director, Supervisor, Sarah Allen – MSAB Paraprofessional.

Absences: Ryan Johnson – MSA Director, Kerry Vigessaa – HR Specialist, Anne Grace Donatucci – Curriculum Director

1. Call to Order
2. Meeting Minutes Review
3. Policies to Review from MSBA: None
4. Policies to Review for a Second Reading
 - A. 526 - Hazing Prohibition (move forward)
 - B. 532 - Use of Peace Officers and Crisis Teams (move forward)
Mary what happens if they are removed from campus without an interpreter present. Terry explained that there is a plan in place that the Police bring their own interpreter (MSA Procedure #6032).
 - C. 533 - Wellness - Nutrition and Physical Activity (move forward)
5. Policies to Review Before Revision: None
6. Policies to Review Prior to a First Reading
 - A. 409 - Employee Publications, Instructional Materials, Etc. (move forward).
 - B. 426 - Nepotism in Employment (move forward once change is made)
Annette – Add a signature area for the HR department to indicate employee received it and include a date. Terry will add that suggestion and will update the form.
 - C. 515 - Protection and Privacy of Pupil Records (refer to ILT for discussion)
Terry mentioned page 14 under 7 – Directory information for the members to read and review, possibly removing hometown name, delete parent

address/phone. Annette suggested removing student address, email address, from the directory information. Jamers felt this a culture with a small town feel and it is difficult to reach out to elementary peers because they all come from all over the state. Annette feels there is a reason for the parent directory to have that information in it but the school should not include it in the public directory for safety reasons.

Terry shared that the original idea of a parent directory came from our parent-teacher organization in the past where parents wanted this directory. We did that twice but then people felt too much information was being shared so we are looking at narrowing it down, perhaps developing a different document where parents can opt into it instead of having it be a public directory.

Annette suggested we reach out to Attorney Generals office for assistance. Terry said we have had our AG review this and said it was at our discretion. On page 2 (3d) the statute states as such.

Jamers feels grade level should be removed. Annette suggests being careful with the opt in/out part because it may be hard to monitor - not all staff would know who opted in/out. Terry will work with our staff to figure out the logistics of a parent directory. This “directory information” is for what the general public can have. We will refer this section back to the ILT for further discussion.

Jamers is concerned in the fact that we are eliminating all items for parents to know how to contact each other. Mary asked what parents thought of this directory information. Terry will ask the parents for feedback in one of his weekly newsletters. Jamers suggested asking if they prefer email and/or physical addresses.

D. 607 - Organization of Grade Levels (move forward with removal of word). Every student has a grade level – removing the word “ungraded.”

E. 712 - Video Surveillance (move forward)

Terry said not much was changed in this policy except for who is able to view camera footage (changing from the HR department from the Physical Plant). The superintendent’s office will also have access as a back-up to the HR department.

7. Policies to Review for Reauthorization

A. 440 - Reasonable Accommodations (no changes move forward)

B. 528 - Student Parental, Family, and Marital Status Nondiscrimination (no changes move forward).

8. Policies Due for Annual Review (Reauthorization)

A. 410 - Family and Medical Leave (FMLA)

- B. 413 - Harassment and Violence
- C. 414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- D. 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
- E. 506 - Student Discipline
- F. 806 - Crisis Management

Annette suggests mentioning the kind of training given to our staff/students on the above policies. Terry explained these are annual reviews for staff through the state learning management system and our own training module – Infinitec. We will need to work on training for crisis management.

9. Board Procedures

- A. Compensation for Board Members (to be refined and brought back to a future policy committee meeting)

Terry mentioned compensation is the title instead of “per diem” due to specific definitions of compensation vs. per diem costs. Criteria and definitions are included in the procedure.

Jamers – definitions are good. She asked a question about conversations regarding board business such as the situation earlier this year. Where does that fit in and do we tell the lawyers to wait until the full board authorizes the conversation? Annette feels that speaking with the lawyer was part of the process for the situation Jamers was speaking about and that was approved by the board.

Terry will make a change to have it read as directed by the board chair for assigning a member to speak with others such as the attorney general’s office. Renumbering the procedure to #250 was suggested.

- 10. Determine June Meeting – Terry will be gone in June so Anne Grace will be leading the next policy committee meeting (covering the student handbook). The date will be determined and communicated shortly.

11. Adjourn



Parent-Student Handbook 2024-2025 School Year

Achieve • Care • Thrive

MSA's Vision, Mission, and Guiding Beliefs Statements

Vision:

MSA empowers every student to Achieve, Care, and Thrive in an ever-changing world.

Mission:

MSA provides a rigorous, student-centered educational program in a fully accessible, language-rich environment to maximize each student's full potential. Additionally, MSA provides statewide resources and professional expertise to parents, families, partners, and educational programs in Minnesota.

Guiding Beliefs:

MSA Believes:

- Families are valued partners in fostering the development of each student's full potential.
- Students are the primary focus of all decisions, and they will have opportunities to participate in decision-making.
- Students thrive by becoming independent, active, lifelong learners to the greatest extent possible.
- Students' development of understanding, appreciation, and respect for individual and cultural diversity is valued.
- Students require an accessible language and communication-rich environment so continuous opportunities for planned and incidental learning can occur in and outside the classroom.
- Students require ongoing opportunities to directly interact with a variety of peers and role models to develop positive self-identity, as well as social-emotional and advocacy skills.
- Students gain valuable life skills and benefit from other learning opportunities in a safe, caring, supportive, and accessible environment during school, after school (Student Life*), and community-based activities.
- Students must be given the tools necessary to locate, access, and use resources/supports within their school and community.
- Students prepare for a successful transition to education, work, and citizenship after graduation through an array of quality programs, services, and the use of state-of-the-art technology.
- Students achieve communication competency and gain access to the world by maximizing their use of assistive technology.
- All staff members need to have high expectations for all students, so that students can develop high expectations for themselves.

- All instructional and residential staff members are responsible for providing appropriate resources, universal design for learning, and differentiated instruction to meet the needs of all students.
- All staff members require ongoing quality professional development and support to optimize their ability to meet the needs of students.
- All staff members are responsible for contributing to the achievement of the school's vision, mission, and guiding beliefs.
- All MSA community members thrive with effective communication and collaboration.
- MSA is a valued resource for information and outreach activities to support students, parents, families, and school districts statewide.

For Our Blind, Visually Impaired, and Deafblind students, MSA Believes:

- The Expanded Core Curriculum (ECC)* is foundational to the instructional program and provides a pathway to independence.
- Instruction in Braille and the use of Braille throughout the student's educational program, as appropriate to the strengths and needs of the student, is vital for maximizing students' literacy and academic development.
- Accessible Educational Materials (AEM: Braille, large print, audio, digital) are vital for maximizing every student's academic, cognitive, social-emotional, and self-identity potential.
- Orientation and Mobility (O&M) skills are vital for students to know where they are and how to safely navigate their world.

For Our Deaf, Hard of Hearing and Deafblind students, MSA Believes:

- Having a cultural and linguistic perspective of Deaf/Hard of Hearing/DeafBlind people is a core value.
- A comprehensive, bilingual (American Sign Language & English) education that results in proficiency in both languages is vital for maximizing every student's academic, cognitive, social-emotional, and self-identity potential.
- Providing auditory, spoken, and tactile language services, as appropriate to the strengths and needs of the student, is an important component of our bilingual instructional program.
- Ongoing direct communication using American Sign Language with peers and staff is a foundational aspect of our program.

Minnesota State Academies Board

Chair: Ms. Katherine Wangberg (Member of the Deaf Community)

Vice-Chair: Ms. Jammers Speier (Member of the General Public)

Officer of Business Affairs: Mr. Oluwagbenga Ogungbe (Member of the General Public)

Ms. Mary Cashman-Bakken (Minnesota Department of Education)

Dr. Annette Freiheit (Superintendent)

Ms. Sara Pratt (Special Education Director)

Vacant: Member of the Blind Community

HISTORY

Established by the Minnesota State Legislature in 1858, the Minnesota State Academies oversees two academies which are among the oldest public schools in the state, the Minnesota State Academy for the Deaf which opened its doors in 1863, and the Minnesota State Academy for the Blind which started serving students in 1866. Both academies work together to provide a comprehensive and accessible educational environment for deaf, hard-of-hearing, deaf-blind, blind, and visually impaired students from birth through age 22.

FOREWORD

This handbook is provided to parents, students, and staff at the Minnesota State Academies to provide basic information about the school programs and services and the rights and responsibilities of various constituencies. We hope that this handbook also provides you with all the information that you will need to understand the basic operations of our schools and assist us in providing a safe and secure learning environment in which each individual respects the rights and property of self and others. If you have any questions or need clarification, please contact one of our campus directors. Full copies of MSA policies are available on the MSA website.

TABLE OF CONTENTS

SECTION I: OVERVIEW

A. Student Rights and Responsibilities.....	8
B. School Discipline Philosophy.....	9
C. School Discipline Philosophy for Young Children.....	9
D. Students' Individual Education Program and Due Process.....	10
E. IEPs/IFSPs and Student Discipline.....	11
F. Positive Behavioral Intervention Services.....	12
G. Positive Behavior Intervention Services for Residential Students.....	12
H. Jurisdiction over Students.....	13
I. School Authority over Non-students.....	13

SECTION II: GENERAL INFORMATION

A. Code of Conduct.....	14
B. Notification of Rights (FERPA).....	14
C. Notice and Consent/Opt-Out for Specific Activities.....	15
D. Minnesota State Assessments.....	15
E. Age of Majority Guidelines.....	16
F. Complaint Procedure for Parents/Guardians.....	17
G. Student Expression.....	17
H. Student Clubs and Groups.....	18
I. Fees and Financial Responsibility.....	21
J. Emergency Notification.....	21
K. Emergency Procedures.....	21
L. Inclement Weather.....	22
M. Visitors.....	22
N. Transportation to/from School.....	23

SECTION III: POLICIES, REGULATIONS, AND PROCEDURES

A. Academics.....	24
B. Classes at Faribault Public Schools.....	26
C. Post-Secondary Enrollment Options (PSEO) classes.....	27
D. Rules of Conduct.....	27
E. Possible Criminal Offenses.....	28
F. Attendance.....	28
G. Field Trips.....	31
H. Athletics and Extracurricular Activities.....	31
I. Dress Code.....	36
J. Drug Free and Alcohol-Free Environment.....	38
K. Tobacco – Smoke Free Campus.....	39
L. Computer/Internet/E-Mail Use.....	39
M. Locker Searches, Room Searches, and Body Searches.....	42
N. Sexual Activity, Pornography, Physical Displays of Affection, and Dating.....	42
O. Transportation.....	43
P. Student Bicycles, Skateboards, and Rollerblades.....	44
Q. Weapons.....	44
R. Self-Destructive Behaviors or Statements/Threat to Harm Others.....	45
S. Tennesen Warning.....	46
T. Corrective Measures.....	46

SECTION IV: HEALTH AND NUTRITION SERVICES

- A. Health and Wellness Activities..... 48
- B. Nutrition and Food Services..... 51

SECTION V: INFORMATION SPECIFIC TO MSAB

- A. Curriculum and Special Programs..... 52
- B. Graduation Requirements..... 52
- C. Recreation/After School Activities..... 53

SECTION VI: INFORMATION SPECIFIC TO MSAD

- A. Graduation Requirements, Registration, and Honor Roll..... 55
- B. Hall Passes..... 57
- C. Lockers..... 57
- D. Early Childhood Students..... 57
- E. Student Vehicles..... 57

SECTION VII: MSA RESIDENTIAL PROGRAMS

- A. General Goals of the Residential Program..... 59
- B. Dormitory Facilities..... 59
- C. Dormitory Expectations and Rules/Regulations..... 60
- D. Dormitory Schedules and Activities..... 63
- E. Off Campus Guidelines..... 64
- F. Student Responsibilities in the Dormitories..... 65

SECTION VII: MSA POLICIES RELEVANT TO THIS HANDBOOK

- A. List of Policies..... 68
- B. Required Policies to be included in the Student Handbook..... 69

SECTION I: Overview

STUDENT RIGHTS AND RESPONSIBILITIES

MSA students have the right to:

- Receive a high-quality education based on their individual needs as identified on their IEP/IFSP.
- Participate in the development of their IEP.
- Develop to their best potential in all areas (i.e., language, communication, academics, social/emotional skills, physical/motor development)
- Be respected as an individual.
- Attend school and participate in related activities in a safe and healthy environment.
- Share and discuss their views and opinions.
- Organize, meet for discussion, and express their thoughts and feelings about issues in a manner respectful of others.
- Know and ask questions about MSA, MSAB, and/or MSAD procedures.
- Tell their side of a story and explain what happened in their own words (due process) during any investigation of alleged incidents.
- Expect confidentiality regarding their school records – Students' school files can only be looked at by the student, the student's parents, and staff members who work with the student. Information that students share with staff members will be kept confidential unless it is about a dangerous or illegal situation. If information is shared about a dangerous or illegal situation, it is the staff member's responsibility to report that information to appropriate people and/or agencies to protect the students and others.
- Receive equitable treatment and opportunities to participate in school and after-school activities. Students cannot be denied participation because of gender, gender identity, race, creed, religious beliefs, sexual orientation, pregnancy, marital or parental status, economic status, or mental, physical, emotional, or learning disability.

MSA students are expected to:

- Attend and participate in class daily, following established schedules, and complete assignments on time. Respect the rights of other students to get a good education by being on time for all classes, not distracting others in the classroom, and helping MSA provide an atmosphere conducive to learning.
- Participate in development of their own IEP (Middle School and High School age).
- Respect and obey MSA rules.
- Accept the consequences of their actions, behaviors, decisions, and choices. Resolve conflicts in respectful and peaceful ways.
- Respect the views and opinions of other people. Treat every individual the way you want to be treated. Refrain from any type of harassment, whether sexual, verbal, or physical, including any type of bullying.
- Respect and care for MSA property, including books, furniture, lockers, and equipment.
- Take care of their personal property as well as others.
- Try to attain their IEP goals. Study and ask questions when they do not understand.
- Demonstrate self-discipline and citizenship in class, after-school activities as well as while participating in extracurricular activities (e.g., sports).

SCHOOL DISCIPLINE PHILOSOPHY

Staff members at MSA are committed to a thoughtful discipline philosophy that utilizes appropriate strategies and approaches that are free of bias, discrimination, and/or exclusion, and supports all students in becoming effective citizens, both at school and in their communities. In a democratic society, the teaching of appropriate citizenship skills needs to involve all members of that community. On our MSAB and MSAD campuses, we provide a social context in which students are supported while being taught how to accept responsibility for their own behavior. In line with these commitments, we use the “*Positive Behavioral Interventions & Supports (PBIS)*” philosophy to guide our actions regarding student discipline. **PBIS is an evidence-based framework for preventing problem behavior, providing instruction and support for positive and prosocial behaviors, and supporting social, emotional, and behavioral needs for all students.** MSA’s discipline philosophy and policies provide a framework that guides students in developing internal motivation to make appropriate choices. We work to develop students’ abilities to establish goals, make decisions, solve problems, communicate needs, and control their own lives.

MSA’s discipline philosophy is based on the following shared principles:

- MSA operates within the context of the wider society and has a responsibility to prepare young people for successful participation in society.
- All individuals and groups within society should always be treated with respect.
- Students’ families, communities, peers, staff members, and other significant adults influence the choices that they make.
- Individuals choose their own behavior to meet their needs. Individual needs may have to be balanced with/against the needs/rights of others in the community.
- Behavior has consequences, which may increase or reduce choices in life.
- Individuals must accept responsibility for their own behavior, according to age and developmental ability.
- Mistakes are opportunities to learn.
- Relationships are the basis for all successful behavioral support and interventions.

MSA will work with parents, families, teachers, staff, and students to create a learning environment that is safe, orderly, respectful, conducive to learning, supportive of diversity, and free of harassment and bullying.

SCHOOL DISCIPLINE PHILOSOPHY FOR YOUNG CHILDREN

MSA also provides services to very young children, and while the principles of PBIS are appropriate for use with young children, more specific guidelines are provided by the National Association for the Education of Young Children (NAEYC). The following is a summary of developmentally appropriate practices for children ages birth to 8:

- Adults respond quickly and directly to children’s needs, desires, and messages. They adapt their responses to match children’s differing styles and abilities.
- Adults provide many varied opportunities for children to communicate their needs.
- Adults facilitate a child’s successful completion of tasks by providing support, focused attention, physical proximity, and verbal encouragement.
- Adults recognize that children learn from trial and error and that children’s misconceptions reflect developing thoughts.
- Teachers are alert to signs of stress in children’s behavior and aware of stress-reducing activities and techniques.
- Adults facilitate the development of self-esteem by respecting, accepting, and comforting children, regardless of the child’s behavior.
- Adults facilitate the development of self-control in children by:
 - Guiding children by setting clear, consistent, fair limits for classroom behavior, or in

- the case of older children, teaching them to set their own limits.
- Valuing mistakes as opportunities to learn.
- Redirecting children to more acceptable behavior or activities.
- Listening when children talk about their feelings and frustrations.
- Guiding children to resolve conflicts and modeling skills that help children to solve their own problems.
- Patiently reminding children of rules and the rationale for such rules.
- Adults are responsible for all children under their supervision at all times and plan for increasing independence as children acquire skills.

STUDENTS' INDIVIDUAL EDUCATION PROGRAM (IEP) AND DUE PROCESS

To attend MSAB and/or MSAD, students must meet Minnesota Special Education criteria (MN Statute 125A.69) and therefore are afforded the due process rights and safeguards defined in state and federal law. All students are provided unique individualized instruction within an Individual Education Program (IEP) or Individualized Family Services Plan (IFSP) which are reviewed and revised annually. Parents and the home school district are integral parts of the IEP/IFSP team and parents are required to attend IEP/IFSP meetings. Arrangements can be made for parents and others to participate via phone, videophone, or other conferencing solutions if it is not possible to attend the meeting in person. An IEP/IFSP team meeting can be requested by any team member at any time to discuss the student's program by contacting the Director of either Academy or the Director of Student Support Services (Special Education Director).

Changing school district (residency): If a family relocates into another school district, the parent/guardian must 1) inform MSA IEP/IFSP Manager and Main Office. 2) Register their child in the new school district immediately. 3) Inform the school district of the student's attendance at MSA and the need for continuing special education services. MSA will contact the new school district and a meeting will be held to ensure continued placement at MSA is appropriate.

IEP/IFSP AND STUDENT DISCIPLINE

One of the special factors the student's IEP/IFSP team must consider is behavior – specifically, whether the student's behavior impedes their learning or that of others. Regarding behavior that interferes with the student's own learning or that of others, the IEP/IFSP team has the responsibility to address the behavior in a manner consistent with the severity of the problem and the student's specific disabilities and learning needs. This may include adaptations and/or modifications to how policies or procedures are applied for that student. The three avenues the student's IEP/IFSP team will use for managing problematic behavior include:

1. **Address the behavior of concern in the IEP/IFSP through development of behavior goals:** Goals regarding behavior are developed the same way as those for academics, except that instead of basing them on the present levels of educational performance, they are based on behavioral performance. A Functional Behavior Assessment (FBA) will be conducted to provide that baseline, or starting point, from which a decision will be made to set goals or to develop a Behavioral Intervention Plan (BIP).
2. **Conduct a Functional Behavioral Assessment (FBA):** An FBA is an assessment that examines the student's behavior and addresses the relationship between a behavior and the relevant factors that may be interfering with the student's or others' learning. The purpose of an FBA is to identify problematic behaviors and the circumstances under which they occur, so an effective intervention plan can be designed.
3. **Develop and implement a Behavior Intervention Plan (BIP):** From the baseline information gathered in an FBA, the IEP/IFSP team may decide to develop and implement a BIP, which describes positive interventions and/or accommodations designed to address the reasons the target behavior is happening and strategies for redirecting it.

Facts about Suspension and Expulsion

- MSA Administrators can remove a student who is receiving special education services from their educational program for a maximum of ten cumulative days per school year (including in-school suspension if regular education services are not provided).
- A student can be suspended for more than ten school days in a school year but must receive a free appropriate public education on the 11th day and after; or after the 5th consecutive school day if a suspension exceeds five consecutive school days.
- Students in Early Childhood and Grades K-3 will not be subject to suspension unless non-exclusionary discipline measures have been exhausted and there is an ongoing serious safety threat to the child or others.
- The IEP/IFSP team must consider if the student's behavior was caused by their disability. If the behavior was not caused by the disability, disciplinary action can be applied as would be with any other student. If the team decides that the behavior was caused by the disability, the student may not be suspended or removed. The team may, however, change the student's placement through the IEP process.
- After a student has been suspended for 10 school days in a school year, the student's IEP/IFSP team must convene to develop an FBA and a BIP. If one already exists, the IEP/IFSP team must consider what revisions may be needed.
- A student with a disability may unilaterally be placed in another educational setting for no more than 45 calendar days if:
 - a. they carry a dangerous weapon to, or possess a dangerous weapon at school, on school premises, or to or at a school function under the jurisdiction of MSA.
 - b. they knowingly possess or use illegal drugs; or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of MSA.
 - c. they have inflicted serious bodily injury upon another person while at a school, on school premises, or at a school function under the jurisdiction of MSA. *34 C.F.R. § 300.530(g); 34 C.F.R. § 300.530(i)(4).*

Definitions:

The term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocketknife with a blade of less than 2.5 inches in length. *18 U.S.C. § 930(g)(2).*

Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (*34 C.F.R. § 300.530(i)(1)*). Alcohol and tobacco are not substances listed in those schedules.

Serious bodily injury has the meaning given the term under *18 U.S.C. § 1365(h)(3)*. *34 C.F.R. § 300.530(i)(3)*. The term serious bodily injury means bodily injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. *18 U.S.C. § 1365(h)(3)*.

PBIS - RESIDENTIAL STUDENTS

Pending availability of space and resources, residential services for a student may be provided for students who reside in locations where daily transportation services are not available. Students must meet safety and self-help criteria; and must be at least 5 years of age by the first day of September. Priority for residential services is given to students who live further from MSAB/MSAD. Residential students are expected to follow the MSA Code of Conduct.

If a residential student's behavior continually disrupts their dorm environment and program, the dorm staff will work with parents/guardians and students to help the student meet the criteria and to have a successful residential experience. The dorm staff will also work closely with the educational staff to align expectations and supports necessary for students to be successful in the dorms. Whenever possible, dorm staff and instructional staff will communicate about successful supports and strategies to support the student's success in the residential program. When necessary, the residential services criteria will be reviewed to determine the residential status of the student.

JURISDICTION OVER STUDENTS

All officials, employees, and authorized agents of MSA whose responsibilities include supervision of students shall have comprehensive authority within constitutional bounds to maintain order and discipline in school. In exercising this authority, such officials, employees, and authorized agents of MSA may exercise such powers of control, supervision, and correction over students as may be reasonably necessary to enable them to properly perform their duties and accomplish the purposes of education. This authority applies whenever students are lawfully subject to the schools' control, regardless of place. During such periods, MSA authorities shall have the right to supervise and control the conduct of students, and students shall have the duty to submit to the schools' authority. The foregoing is intended to reflect the common law regarding the rights, duties, and liabilities of MSA authorities in supervising, controlling and disciplining students. Nothing herein shall be construed as enlarging the liability of MSA authorities beyond that imposed by statute, common law, or Minnesota Department of Education regulations.

SCHOOL AUTHORITY OVER NON-STUDENTS

In furtherance of the state's compelling interest in the orderly operation of MSAB/MSAD campuses and school activities, school officials have the following forms of authority over non-students whose actions adversely affect school operations or activities.

On School Property

MSA may prohibit entry to and provide for the removal from any MSA building or grounds of any person who refuses to identify themselves and state a lawful purpose for entering. Any person who refuses may be removed by school authorities, who may utilize law enforcement officials to assist in the removal. Alternately, a person who refuses and who then refuses a lawful request to leave school premises may be subject to arrest by law officers for criminal offenses, including but not limited to criminal trespass, interference with the educational process, or disorderly conduct. A person who does identify themselves and states a lawful purpose may nevertheless be subject to removal by school officials for engaging in activities prohibited by this regulation. The person may also be subject to arrest by law officers if they are committing any crime.

Off School Property

MSA authorities have indirect and limited authority over the activities of non-students off school property. To the extent that non-students' conduct at or near MSA or school-sponsored activities may constitute a criminal offense, including the crimes of interference with the educational process, disorderly conduct, or criminal trespass (after refusing a lawful request to leave), school authorities may request law enforcement agencies to arrest the offenders.

SECTION II: General Information

CODE OF CONDUCT

The Minnesota State Academies has an obligation to provide a safe, secure, and peaceful learning environment for the school community, including students, staff (all school employees and school board members), parents, and volunteers as defined throughout the Code. Therefore, we hereby adopt a school-wide Code of Conduct that supports a proper academic and social setting so that all that participate can enjoy a productive and positive educational experience. The Code of Conduct is subject to annual review.

All provisions outlined in the Code of Conduct apply to the entire school community. It is everyone's responsibility to respect the educational process. Disruptions of the educational process will not be tolerated. Infractions of this Code of Conduct will be carefully assessed, and the rights and responsibilities of the student and the school community will be upheld to promote the safety and positive self-image of the school community and to ensure a positive learning environment.

NOTIFICATION OF RIGHTS UNDER FERPA AND MINNESOTA LAW

The Family Educational Rights and Privacy Act (FERPA) and Minnesota law afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's records. They are:

- **The right to inspect and review the student's education records within ten business days of the day that the Academies receive a request for access.** Parents or eligible students should submit to the Director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Director will arrange access and notify the parent or eligible student of the time and place where the records may be inspected.
- **The right to request the amendment of the student's education records that they believe is inaccurate or misleading.** Parents or eligible students should write to the Director, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If MSA decides not to amend the record as requested by the parent or eligible student, MSA will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that is permitted without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest.
- A school official is a person employed by MSA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the MSA Board; a person or company with whom MSA has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or a person assisting another school official in performing their tasks.
- A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility. Upon request, MSA can disclose education records without consent to officials in other school districts who have a legitimate interest in the student (e.g., student is a resident of the requesting district or student may become a resident of the requesting district).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by MSA to comply with these requirements. The name and address of the Office that

administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington DC, 20202-4605.

- MSA gives notice to students and parents that the following directory information will be released without prior parental approval: *Student's name; Grade Level; School/Team photographs; Participation in officially recognized activities and sports; Degrees, Honors, and Awards received; and Parent Names*. Pictures of students or groups of students may also be taken and published in the newspaper, school publications, or other news media. These pictures will also be released without parental permission. **If you do not want to have any of the above information released without your approval, please put your request in writing and send it to the superintendent's office.** (MSA Policy #515)

NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, and MSA Policy #520 – Research and Student Surveys, requires MSA to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. MSA will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.

MINNESOTA STATE ASSESSMENTS

The State of Minnesota mandates that all students must meet the standards set forth by the Minnesota Department of Education as well as meeting the requirements established by the federal government. Students take state tests in reading, writing, math, and science as determined by the state testing schedule.

The Minnesota Comprehensive Assessments (MCAs) are the state tests that help districts measure student progress toward Minnesota's academic standards. Reading and mathematics tests are given in grades 3-8, 10 and 11. Science tests are given in grades 5 and 8 and once in high school, depending on when students complete their life sciences curriculum.

The Minnesota Test of Academic Skills (MTAS) is an Alternate Assessment for students with the most significant cognitive disabilities in reading, math, and science. The MTAS measures skills that are linked to the general education curriculum. These skills represent high expectations for students with significant cognitive disabilities but are also significantly less difficult than skills measured on the Minnesota Comprehensive Assessment.

No later than October 1 of each year, MSA administrators will post testing dates on each campus' website. **Parents who wish to opt their student out of taking state testing should contact the MSA administration and request discussion during their student's IEP meetings.**

AGE OF MAJORITY GUIDELINES

Permission requirements have been established by MSA for students who have reached 18 years of age (the Age of Majority). Parental permission is required for students under the age of majority. For students who have reached 18 years of age, they are responsible for granting permission, signing forms, and so forth unless parents have obtained legal guardianship. However, parents will still have access to educational records and information unless the student is no longer a dependent.

COMPLAINT PROCEDURE FOR PARENTS/GUARDIANS

Parents or guardians who have concerns, questions, or complaints about issues within the classroom or activity area should first address this with the teacher or coach/sponsor directly. If the issue is not resolved, the parent or guardian should contact the MSA Administration for additional support.

1. Any parent or guardian having a complaint or concern about the operation of the school or how their child is being treated should first talk with the supervisor/director of the department involved.
2. If the parents/guardians are still not satisfied after discussion with one or more of the program directors/supervisors, the parent/guardian will be asked to put the complaint/concern in writing to the Superintendent. If the parents/guardians need assistance in documenting the complaint/concern, they may work with the superintendent's office to receive appropriate accommodations/support. The complaint/concern along with all the suggested/attempted resolutions will be reviewed within 10 school days after receiving the written notification from the parent. The Superintendent will respond to the parent/guardian within fifteen school days after receipt of the complaint. The Superintendent has the responsibility and authority to determine the appropriate final resolution of the complaint.
3. If parents have a complaint related to their child's receipt of special education services, all the due process rights related to the provision of special education services as identified in the Individuals with Disabilities Education Act (I.D.E.A.) will be followed. These are also outlined in the Minnesota Department of Education's publication entitled "Parent and Child Rights in Special Education, Procedural Safeguards Notice" which is included with all IEP/IFSP invitations sent from MSA and is also available when requested by parents/guardians. The parents should contact the MSA Director of Student Support Services to initiate this process.

STUDENT EXPRESSION

(Refer to MSA Policy #512 for further details)

General Principles:

- Although many of the constitutional rights of students in school are somewhat reduced from those generally enjoyed by adults, MSA seeks to promote student expression as part of the inclusion of the values and habits necessary to participate in our political system. Students are thus encouraged to exercise the rights of freedom of speech consistent with the standards set forth below, and with time, place, and manner restrictions set on the basis of the special characteristics of the school environment.
- MSA will not tolerate student expression that is inconsistent with MSA's basic educational mission, even though such expression could not be censored by government outside the school. MSA will prohibit the distribution of student publications or school publications that are

obscene, lewd, or profane, that are defamatory, that otherwise intrude upon the rights of others, or that are, or are likely to be, disruptive or to impede the work of the schools on the basis of objective facts. Expression shall not be regarded as disruptive merely because it expresses unpopular or controversial views.

Official School Publications:

- A variety of student expression will be encouraged in official school publications, such as school newsletters, yearbooks, etc.
- With regard to school publications produced or distributed under the school's auspices or sponsorship, MSA is entitled to set higher standards, to exercise greater control, and will refuse to disseminate student expression in school sponsored publications that does not meet those standards. By such means, MSA may disassociate itself from speech that is, for example, biased or prejudiced, vulgar, profane, or unsuitable for immature audiences, inadequately researched, ungrammatical, or poorly written. MSA may control production or distribution of school publications so long as a valid educational purpose is served by such control.

Student Initiated Publications:

- Any student who wishes to distribute a student publication that is not school sponsored, including posting notices on any bulletin boards that may be available for such purpose, shall obtain prior permission from the campus director. Such student is entitled to meet personally with the campus director to discuss the appropriateness of publication. The student or their representative may support the appropriateness of distribution with relevant witnesses and materials.
 1. The campus director shall grant or deny permission to distribute in writing within three school days of the student's request.
 2. If the student seeking permission is dissatisfied with the campus director's decision, the student may, within five school days of the issuance of such decision, appeal the decision to the Superintendent, by notifying the campus director in writing of the desire to appeal.
 3. The Superintendent shall issue a written decision within three school days of the notice of appeal.
- Students may wear and display political buttons, armbands, and other forms of symbolic expression, but may not wear or display any such items that are obscene, lewd, or profane, that are defamatory, that otherwise intrude upon the rights of others, or that are, or are likely to be, disruptive or to impede the work of the schools on the basis of objective facts.
- School authorities may uniformly restrict the use of bulletin boards to school announcements, and may limit notices – by students generally, and by organizations according to the categories of the organizations – including notices of out of school activities of general interest to students, to designated bulletin boards or to the daily homeroom announcements, but such limitations shall not be applied on the basis of the content of expression.

STUDENT CLUBS AND GROUPS

“SCHOOL-SPONSORED” CLUBS OR GROUPS

School-sponsored clubs or groups are those clubs sponsored by MSA at the discretion of MSA administration. The Equal Access Act makes clear that neither the school nor school employees may “sponsor” a religious group at school. “Sponsorship” is defined by the Equal Access Act as “the act of promoting, leading, or participating in a meeting.” 20 U.S.C. § 4072(2). School sponsorship of traditional school activities such as student athletics, class activities, etc., although not, strictly speaking, “curriculum related,” nevertheless do *not* create a “limited open forum.” MSA may sponsor both (1) non-religious activities traditionally sponsored by schools, such as

student athletics, class activities, school plays, homecoming, etc., and (2) curriculum- related student groups, in the discretion of the administration, without creating a “limited open forum,” and without thereby opening the school to use by other student groups. Since school sponsorship or support of religion or religious groups is prohibited under both the Equal Access Act and the Establishment Clause of the First Amendment of the United States Constitution, MSA *may not* sponsor any religiously oriented club or group. The types of school-sponsored clubs which may be authorized at MSA are as follows:

- **Curriculum-based clubs** are those clubs whose purposes, goals, and activities are related to the school’s curriculum. A group may be said to be “curriculum-related” if the subject matter around which the group is organized is taught, or soon will be taught, in a regularly offered course. For example, the purposes and activities of a Robotics club would be directly related to the school’s curriculum. A group may also be “curriculum-related” if its subject matter concerns the body of courses as a whole, such as student government, or if participation in the group is required by a course or confers academic credit, such as is sometimes the case regarding a school newspaper or yearbook. Since religion may not be taught in the curriculum, the purposes and activities of any religiously oriented group *cannot* be related to the curriculum of a public school.
- **School-initiated clubs** are those clubs initiated by and approved by MSA. Since MSA sponsorship or support of religion or religious groups is prohibited under both the Equal Access Act, and the Establishment Clause of the First Amendment of the United States Constitution, MSA *may not* initiate any religiously oriented club.

“SCHOOL-RECOGNIZED” CLUBS OR GROUPS

School-recognized clubs or groups are those clubs which are not school-sponsored but have access to school facilities pursuant to the Equal Access Act. In contrast to school “sponsorship” of curriculum-related student groups and of activities such as athletics and school plays, the school may be said to “recognize” non-curriculum-related, student-initiated groups, when it entitles the group to meet and to access school media to advertise its meetings and promote its purposes on an equal footing with other non-curriculum related groups.

- **Non-curriculum-based clubs** are those clubs whose purposes, goals and activities are not related to the school’s curriculum but are sufficiently related to the school’s mission and goals to be recognized by the school. For example, unless chess is offered as a class, the purposes and activities of a chess club would not be curriculum related.
- **Student-initiated clubs** are those clubs initiated by secondary students (grades 6-12), and may include student-initiated religious, political, or philosophical groups whose activities are governed by the Equal Access Act.

NON-SCHOOL GROUPS

Non-School groups are those outside clubs, groups or organizations which have no direct relationship to the school or its curriculum, or are independently organized and managed, either as nonprofit, profit or corporate entities or unincorporated associations whose membership includes non-students of MSA.

ACCESS TO SCHOOL FACILITIES

If a School-Recognized or Non-School group wishes to access school activities for their activities, they must follow procedures outlined in MSA Policy #902.

SCHOOL SPONSORSHIP OR RECOGNITION

- SPONSORSHIP OR RECOGNITION OF CLUBS OR GROUPS shall be decided by MSA’s superintendent upon presentation of a charter or other organizational documents demonstrating the club or group’s purpose, mission, membership, and scope of activities.
- MSA can validly limit sponsorship or recognition to clubs whose goals and objectives are

consistent with school board policies and with MSA's mission and goals for developing academic, physical, civic, and personal skills/values. The Equal Access Act expressly does not limit a school's authority to prohibit meetings that would "materially and substantially interfere with the orderly conduct of educational activities within the school." 20 U.S.C. § 4071(c) (4).

- Activities or events of any school-sponsored, school-recognized, or outside club or group which are proposed or planned to occur at any school site shall be presented to MSA's superintendent with a proposal describing the proposed dates, nature and scope of activity, facilities needed, anticipated attendance, plans for financing, security, and cleanup of site, prior to approval.

SCHOOL SPONSORS/ADVISORS

- MSA shall assign sponsors/advisors for all school-sponsored clubs. MSA may use a non-employee sponsor/advisor only when no employees are willing or qualified to accept such an assignment. MSA may delay, deny, or revoke school-sponsorship when an acceptable sponsor/advisor is not available.
- MSA shall not assign sponsors/advisors for school-recognized clubs or outside clubs or groups.
- MSA may assign a teacher, administrator, or other school employee to meetings of student-initiated, non-curricular, non-school-sponsored clubs for custodial purposes which will not constitute sponsorship of the meeting. However, the school employee must understand and agree that their presence at the meeting is in a "non-participatory capacity" only, that they are there merely to provide supervision for the students, and that they may not direct, conduct, control or participate in the activities of the group.

FINANCES AND FUNDS OF STUDENT CLUBS

- All school-sponsored student clubs must adhere to the activity accounting procedures and policies of MSA. Each organization is encouraged to do at least one fundraiser each year to cover the expenses of the organization (i.e., travel costs, competition fees, t-shirts).
- School-recognized and non-school-sponsored student clubs may not raise funds in the name of MSA, MSAD, or MSAB.
- MSA shall not be responsible for funding, fund raising, accounting, and/or expenditures of school-recognized and non-school-sponsored student clubs, and outside groups. However, such clubs or groups shall notify and obtain the approval of the campus director prior to initiating any fund-raising activity or event which is directed at students, staff, or parents to assure that fund-raising is appropriate and not disruptive to MSA.

STUDENT-INITIATED RELIGIOUS CLUBS/GROUPS

- School sponsorship or support of religion or religious groups is prohibited under both the Equal Access Act, and the Establishment Clause of the First Amendment of the United States Constitution. Under the Establishment Clause, public schools, as agencies or subdivisions of the state, are prohibited from actions or policies that (1) have a religious purpose, (2) have a primary effect of either enhancing or inhibiting religion, and (3) create excessive entanglement with religion. Since MSA must remain neutral with respect to religion, it may not sponsor a religious club.
- The Equal Access Act provides that public secondary schools are required to allow student-initiated religious groups to meet at school on an equal basis with other "non-curriculum-related" student groups *if* the school has created a "limited open forum."
- Under the Equal Access Act, neutrality on the part of MSA toward a student-initiated religious group requires the following:
 - The non-instructional activity must be voluntary on the part of the students

- The activity may have no sponsorship by the school, the government, or its agents or employees
- It may include no employee or agents of the public school or government at religious meetings except in a non-participatory, custodial capacity
- It may not materially or substantially interfere with the orderly conduct of educational activities within the school
- Non-school persons may not direct, conduct, control, or regularly attend activities of student groups. See 20 U.S.C. § 4071(c).

FEES AND FINANCIAL RESPONSIBILITY

Regular school instructional programs are provided without cost to the student or family, but fees may be required for materials used by the student that become the personal property of the student and for optional field trips/activities. Fees may also be charged for extracurricular activities. Admission fees may be charged for extra-curricular programs and activities. If such fees create an economic hardship for the student and family, the fees may be waived and/or special arrangements made.

All textbooks, library books, and technology devices are the property of MSA and are offered for student use without a fee. They should be returned in the same condition in which they were issued. Students are responsible for damage or loss. **Willful defacing, damage, and/or destruction of textbooks, library books, and technology devices is prohibited, and students may face disciplinary action, including possible restitution.** All materials, books, and technology devices are to be returned at the end of the school year, upon graduation, or transfer to another school.

Students are also responsible for school equipment, furniture, and buildings. If students willfully deface, destruct, or otherwise damage school equipment, furniture, or buildings, **they will also face disciplinary action, including possible restitution.**

Students will not have their enrollment delayed or be excluded from school because of outstanding fines/fees but official transcripts may not be processed/delivered until outstanding debts are paid in full.

EMERGENCY NOTIFICATION

To maintain accurate student records, parents/guardians must complete emergency contact forms at the beginning of each school year. The information must include the name and address of a friend or relative who can be contacted in case of an emergency. **Any changes that occur during the school year must be reported to the school office so information can be updated.**

EMERGENCY PROCEDURES

MSA has a set of Crisis Response Procedures that are designed to respond to various situations, crises, or disasters. Drills are routinely scheduled for fire, tornado, and lockdowns.

INCLEMENT WEATHER

As weather conditions vary greatly across the state of Minnesota, MSA will work with school districts transporting students to make decisions regarding safe travel to and from MSA. When district transportation for a day student is not provided, or if the parent determines travel to the Academies is unsafe due to weather conditions, the student's absence will be excused. Parents are encouraged to contact the local transportation provider as early as possible to obtain up-to-date information. Students are encouraged to contact their teacher for work that may be done at home to keep them current with their assignments. On many occasions when Faribault Public

Schools and/or nearby school districts are closed, MSA often remains open due to students residing on campus. On those days, parents have the option to drop off their children at school if they desire to do so.

- If inclement weather conditions exist in Faribault on the day that students are scheduled to return to MSA, the Superintendent may close the Academies until safe weather conditions return.
- If inclement weather conditions are anticipated in the Faribault area, school districts may be contacted by the Academies and encouraged to pick up students early. Alternatively, MSA may consider offering the option of allowing students to remain on campus over the weekend.
- If inclement weather conditions are anticipated in the home district area, transportation companies will work with MSA to determine the best course of action, ranging from changes in schedule to having students remain on campus. School districts maintain responsibility for notifying parents of alternate bus schedules.
- If more than 75% of students are transported home early, the Superintendent may close the Academies and/or consider e-learning options (as appropriate) until safe weather conditions return.
- If inclement weather conditions exist which prevent school districts and parents from picking up their students, arrangements will be made for students to remain in the dormitories.

If the academies need to be closed for any reason, information will be sent out to parents utilizing email/text messages through our BrightArrow messaging system. Parents/guardians are responsible for ensuring that their contact information is updated with our campus administrative assistants.

VISITORS

MSA welcomes parents and family members to visit the Academies. During school hours, to minimize classroom disruptions and provide appropriate accommodations as necessary, it is encouraged that visitors contact the Director of each campus in advance.

All visitors, including guest presenters, individuals attending meetings, etc. will be given visitor badges for the duration of their stay and must sign in/sign out with the administrative assistant located in each school building. Any unknown person without a visitor's badge will be reported to an administrator or other available staff members for follow-up action.

Parents/Guardians are responsible for informing the Director's office with information on restraining orders or legal orders barring other person(s) from access to their child while at MSA. All such records will be maintained in both the school and the dorm offices. The Director's office will notify appropriate staff that such information is on file.

During school hours: All visitors must report to the main building office. The Director's Office will help visitors locate students or schedule classroom visits. Students will not be called out of class without permission from the Director. Visitors must take care not to disrupt any classroom activities.

After school hours: Visitors must report to the student life office. Visitors who want to visit after school hours must first contact the student life director's office to receive permission and make arrangements.

TRANSPORTATION TO/FROM SCHOOL

If a child relies on bus transportation to and from MSA, **a parent must contact the local school district to make arrangements before the beginning of school.** If you have any questions or

are unsure about transportation issues, the school district will assist you. We also suggest that you contact the bus company to make sure your child's name is on their transportation roster.

When your child's transportation arrangements have been finalized, please call the Transportation office at 507-384-6761 to inform us of those plans. The information will be distributed to various departments throughout the Academies.

SECTION III: Policies, Regulations, and Procedures

ACADEMICS

Grading Policy:

Grades or letters will be used on report cards to designate student performance. Final grades will be based on student performance on summative evaluations. Examples of summative evaluations include but are not limited to projects, labs, speeches, papers, videos, podcasts, quizzes, classroom tests, final projects/final exams. Students will be permitted to relearn and reassess their skills in all classes. Formative assessments such as checks for understanding and/or homework will not count towards a student's final grade.

By special permission, some classes may be graded on a pass/fail basis. Grades for these classes are recorded on report cards and transcripts as "P" or "F." Grades and letters are used to indicate student performance using the following percentages:

Academic High School and Middle School

Grade	Lower	Upper	Value
A	93	100	4.00
A-	90	92	3.67
B+	87	89	3.33
B	83	86	3.00
B-	80	82	2.67
C+	77	79	2.33
C	73	76	2.00
C-	70	72	1.67
D+	67	69	1.33
D	63	66	1.00
D-	60	62	0.67
F	0	59	0.00

Advanced Placement, College, and/or PSEO Classes will have a .5 weighted value added to their Grade Point Averages (GPA). For example, a student with an "A" grade in a PSEO class will get a weighted value of 4.5 instead of 4.0.

Pass/Fail

(Only for specific students/classes identified in students' IEPs)

Grade	Lower	Upper
Pass	60	100
Fail	0	59

ECE/Elementary School and Special Programs

Students in Early Childhood/ Elementary School and self-contained classrooms/programs will utilize standards-based grading.

Transfer Credits:

Students who transfer to MSA from another high school program must submit an official transcript as a part of the admission process. This transcript will be reviewed, and the student and their parents/guardian will be informed of the number of credits approved for transfer in the acceptance letter. MSA will accept only transfer credits for courses completed in grades 9 through 12.

Progress Reports/Report Cards:

Student progress, effort, and conduct are evaluated and reported each semester through report cards and IEP progress reports. Report cards are sent to parents/guardians to provide formal information about student performance at the end of each semester. **IEP progress reports and report cards are sent out at the end of each semester.**

Report cards are periodic records of student performance. Information from high school report cards is transferred to student transcripts, which are part of the official and permanent record of a student.

Monthly communication is shared with parents/guardians only when the students earn a “D” or an “F” in a class.

Incomplete Grade(s):

If a student receives an incomplete grade (“INC”) on their report card, up to two weeks are allowed for the student to make up needed work to receive credit for the course. If the required work is not made up after two weeks, the incomplete grade will be changed to an “F.”

Homework:

Teachers regularly assign students homework and expect that the students will complete that homework. All homework will be checked for completion and comprehension and may be used as a partial basis for determining class grade.

In general, high school students should have between forty-five minutes and two hours of homework nightly. Homework may be assigned over weekends and other non-class times. Students are expected to complete homework neatly, on time, and to the best of their ability. Following the maxim “School Comes First,” excuses such as after-school activities or athletic events are not acceptable.

Plagiarism and Cheating:

Plagiarism is the taking of another’s words or ideas and passing them off as one’s own and failing to give credit or recognize the source of the words or idea. Plagiarism is stealing ideas and lying about them. MSA does not tolerate plagiarism of any sort, including, but not limited to the following misdeeds: claiming another’s work as one’s own; copying directly from a source; “cut/copy and paste” from electronic sources (i.e., the Internet); changing words but retaining the crux of the idea; and failing to give credit to the source.

Cheating is the act of receiving or giving answers on a quiz, test, daily assignment, or major assignment, such as a research paper.

If a student plagiarizes or cheats, they will receive an “F” for the quiz or test. In the case of a major project or research paper, an “F” for the course will be assigned until the student completes the major assignment under teacher supervision. Additional incidents may result in an “F” for the course, detention, or other corrective actions determined by the teacher and/or the Director. Parents will be informed immediately whenever that happens.

Food/Drinks:

In accordance with MSA Policy #533 (Wellness – Nutrition and Physical Activity), food is not permitted in any K-12 classroom except by special permission of the Director. Food is permitted in classrooms only for special occasions, scheduled activities, or when used as part of instructional lessons. Students may not possess carbonated or flavored beverages of any kind during school hours. Middle School and High School students may have snacks or water in hallways between classes but must keep areas clean and must not be late for class. Water bottles are permitted in classrooms in designated areas. Nutritional snacks are provided to all students

once daily from the student nutritional department. No treats are allowed to be brought into the classroom from home for birthdays, etc. due to nutritional safety concerns.

Student ID/Access Cards:

Students in grades 6 – 12 will be assigned a student ID/access keycard. The keycards are to be used for access to our campus buildings. Students are required to wear their keycard while on campus.

- Lost, misplaced, or damaged keycards must be reported immediately to the campus director. Replacement keycards will cost ten dollars and be at the expense of the student.
- Students cannot use their keycard to allow access for other people.
- Students cannot share their ID/access keycards with others.

CLASSES AT FARIBAULT PUBLIC SCHOOLS

Students at MSA may choose to take classes at a public school within the Faribault school district. **If interested, students and parents/guardians should contact the Director or their child's case manager to begin the discussion during their child's IEP meeting. Students and parents/guardians must communicate with their director in advance of the registration deadlines in order to take classes for the following semester.**

Things to remember about taking classes at Faribault public schools:

- Classes are counted as part of coursework toward graduation.
- Priority is given to core classes when scheduling.
- Transportation is provided to and from MSA. Students are not allowed to drive vehicles during the school day, nor are they permitted to ride in other students' vehicles. Exceptions may be granted only by the Director with a signed agreement with the student and parents. Students must be on time for the bus. If they miss the bus, they must immediately report to their **Campus Director's office**. Students will have to work with the **director** to figure out alternative transportation to their class.
- Note-takers, interpreters, Braille, and other support services are available for all classes.
- Students are expected to attend their Faribault Public School classes regularly. Generally, attending classes is considered more important than attending school events at MSA. Therefore, students will be expected to attend classes as scheduled. Permission must be granted by the campus directors before missing any classes.
- School calendars for MSA and Faribault public schools do not always match. When a public school is in session and MSA is not, students are strongly encouraged to attend classes. MSA will support the student in planning for those days when FPS is in session. Students are expected to attend their Faribault Public School classes on days when MSA is not in session **or take responsibility for making alternate plans with their teachers.**
- If students know they are going to miss class because of an event at MSA, the students must directly inform the MSA-FPS coordinator. It is students' responsibility to get assignments ahead of time. All missed work must be completed and turned into the FPS teacher without exception.
- It is the students' responsibility to be aware of schedule changes and communicate with the MSA-FPS coordinator.

Please refer to MSA Procedure **#5015** for details about this process and all other rules/regulations related to taking classes at the Faribault Public Schools.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO) CLASSES

10th, 11th, and 12th grade students at MSA may also choose to take college classes to earn college credits while still in high school. If interested, students and parents/guardians should contact their **director and case manager**, following deadlines outlined in the PSEO guidelines that are sent out to parents and families each spring.

Students interested in taking PSEO classes must meet certain criteria and register for classes before specified deadlines. Please refer to MSA Procedure #5016 for details about this process and all other rules/regulations related to taking PSEO classes.

Credits towards graduation requirements earned via PSEO classes are calculated at a 4:1 ratio (4 credits of PSEO/College credits = 1 credit towards HS graduation)

MSA ONLINE ACADEMY CLASSES

Enrolled students in the program will be responsible for following MSA's Parent-Student Handbook with specific stipulations outlining daily attendance, assignment submissions, course completion, and the relationship between MSA and the student's resident district. Details of such stipulations will be shared at the onset of the course with the student and their parents/guardians.

RULES OF CONDUCT

The following conducts are **NOT PERMITTED** on school property, on school transportation, and/or at school-related and school-sponsored activities. Appropriate school staff shall enforce this code of conduct in a fair, firm, and consistent manner, considering the student's age and cognitive abilities, and shall refer suspected criminal offenses to the appropriate law enforcement agency without exception. Information about the students' cognitive abilities will be gleaned from the students' IEP.

1. Excessive Profanity – using inappropriate, disrespectful, and/or profane language, including messages sent via electronic communications.
2. Inappropriate Dress – dressing in a way that violates MSA's Dress Code or the standard dress requirement(s) for specific classroom/work study sites.
3. Violence – including, but not limited to bullying, fighting, hitting, kicking, biting, and profanity directed at a specific individual or a group of students.
4. Harassment, Bullying and Stalking – including, but not limited to unwelcome or unwanted comments, and/or gestures regarding linguistic, physical, or educational ability; religion, race, gender, gender identity, culture, and/or sexual orientation, including messages sent via electronic communications.
5. Sexual Harassment – unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, including via electronic communications.
6. Sexual Activity - including any sexual conduct but not limited to, intentional touching of another person's genitals, groin, inner thigh, buttocks, or breasts, or clothing covering those areas.
7. Possession and/or use of drugs, including alcohol and tobacco.
8. Graffiti and/or vandalism – of school property and/or personal property located on campus or committed by a student while at school, school functions or school related activities.
9. Theft of, and/or possession of others' school property and/or personal property located on campus or committed by a student while at school, school functions or school related activities.
10. Inappropriate use of computers, apps, and/or the Internet as described in MSA Policy #524.

POSSIBLE CRIMINAL OFFENSES

Students who violate the Code of Conduct in the categories listed below shall be subject to disciplinary action. Consistent with both MSA's commitment to further the education process and the school's commitment to impose consequences proportionate to the offense and age/developmental level of the student, alleged criminal offenses shall be thoroughly investigated and will be reported to law enforcement. Following IEP procedures and regulations, students may

also be placed into long-term suspension, alternate educational placements, or expelled for instances of these offenses.

The following categories of misconduct committed by a student are considered possible criminal offenses:

- Possession of weapons of any kind, or facsimile (look-alike) weapons – including, but not limited to explosives, firearms, knives, chains, and/or any object that is considered an injurious object by site staff. Students in possession of or having knowledge of weapons will be reported to law enforcement and suspended from school pending a formal hearing.
- Possession/use/distribution of illegal drugs, drug paraphernalia and alcohol.
- Criminal violence and battery, including threats.
- Criminal vandalism and theft.
- Severe and/or Repeated Harassment, Bullying, and/or Stalking, including messages sent via electronic communications.

ATTENDANCE

Children up to age 16 are required by state law to attend school. School attendance is a joint responsibility to be shared by the student, family, and MSA staff. We value student learning, and it is vital for students to be in school to ensure student success. Parents are required by law to ensure the regular attendance of their children. Students who are 18 years of age or older must follow the same attendance procedures as all other students.

Student Responsibility: Students are required to attend school each day school is in session and to attend all scheduled classes and/or required programs.

Family Responsibility: It is the responsibility of the family to ensure the student attends school, to inform the **main office** in the event of a student absence or tardiness, and to collaborate with the school to address student attendance concerns that may occur. Please report absences to the school secretary as soon as possible on the days of absence at the following numbers:

MSAB: 507-384-6700 MSAD: 507-384-6685

Add email address alias.

Teacher Responsibility: It is the teacher's responsibility to maintain accurate attendance records, start and end each class on time, and communicate attendance concerns with students, families, IEP team members, and administration.

School Responsibility: It is the responsibility of the school to inform the family of the student's attendance concerns and to collaborate with the family to interrupt patterns of student absences. Final decisions regarding excused/unexcused absences are made by campus directors.

Procedure for Excusing a Student's Absence: In order to excuse absences for all or any part of a day, parents/guardians must notify the school on the day of the absence via email or phone call. If parents/guardians are unable to notify the school on the day of the absence by 8:30 AM, the school will contact parents/guardians to verify the student's absence.

Parents of residential students may provide notification to staff in their child's dormitory the night before an anticipated absence. Parents must notify the dormitory if their child will not be returning on Sunday night (or designated return day).

If a student becomes ill during the day, parents/guardians will be notified by the Health Clinic immediately to arrange pick-up plans.

If the student is absent three (3) or more consecutive days, the parent/guardian must send in a written doctor's excuse. When the student returns to school, a written note is required to explain the absence. That is to help determine whether the absence is excused or unexcused. For

extended absences due to illness, parents will need to send a written note from a doctor. Parents/guardians and district will be notified of consecutive absences. As per state guidelines, if a student is absent fifteen consecutive days without an excuse, on the sixteenth day, the student will be disenrolled.

Prearranged Absences: If students plan to be absent for more than five consecutive days (i.e., traveling on a family trip), prior approval of an administrator is required for the absence to be excused. The final decision as to whether absences are excused rests with school administration.

Excused Absences: Excused absences allow students to make up and receive credit for missed work within a reasonable amount of time. As attendance is vital for student success, we encourage families to limit the number of absences to less than 6 absences per semester. Reasons that absences might be excused are listed below:

- Student illness (if a student is absent for more than three or more consecutive days, doctor's note must be submitted to the Director's office)
- Medical or dental appointments (families are encouraged to minimize the impact of those appointments by scheduling appointments during scheduled school breaks and/or at the end of the day so that the student does not need to miss the entire day of school)
- Death in the family
- College visits approved by the Director
- Court appearances
- Religious observances
- Special activities involving family members (e.g., weddings, graduations)

Absences for reason other than those listed above will be cited as "unexcused." Every time a student has an unverified absence, the school will contact the parents/guardians. Excessive absences will be reported to the appropriate educational agency and the parents.

After the third absence (excused or unexcused), parents/guardians will be contacted about the student's attendance. After the fifth absence (excused or unexcused), parents/guardians and the student will be required to attend a meeting to discuss ways to improve attendance. A plan to improve attendance will be implemented and reviewed each month until the student is able to maintain two consecutive months of regular attendance. After the sixth unexcused absence, parents/guardians and the student will be required to participate in an IEP meeting to discuss concerns regarding the pattern of non-attendance and support that might be missing from the student's current plan.

If a student is assigned in-school or out of school suspension, make up work is allowed for credit. If a student's Individual Education Plan (IEP) includes an alternative plan, the IEP will override school policy.

Absences resulting from official in-school or out-of-school suspensions will be handled in accordance with the Pupil Fair Dismissal Act, MN Statute 121A.40-121A.56. For these suspensions, students are allowed to make up their work for credit. Also, days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

School-related absences from classes such as student assemblies, athletic/academic events, and/or other educational activities are not considered absences from class.

Truancy:

A student is considered truant if they have more than three unexcused absences. Upon a child's truancy as explained above, the director shall notify the child's school district, **county of residence**, and parent/legal guardian of the truancy, including subsequent absences, following procedures established by MSA and IEP/IFSP guidelines.

False Excuses:

False excuses provided by students will be handled at the discretion of the Director. Appropriate consequences will be determined and communicated with the student/family.

Tardiness/Skipping Class:

If a student arrives to class after the class period has begun, the student is considered tardy. **Students will have consequences for repeated tardiness and/or skipping class as determined by the director.**

Make-up Work:

Students who miss work (including assignments, labs, and exams) because of an excused absence will have an opportunity to make up the work. However, it is the student's responsibility to collect the work that was missed upon their return while keeping up with ongoing course requirements. The work must be completed and turned into the teacher based on a mutually agreed upon timeline. Failure to make up work will result in no credit being given for that work. Students with unexcused absences will not be allowed to earn credit for the work missed.

If a student is absent from school for three or more days due to illness or a suspension, work may be collected from the teachers and sent to the student to complete at home. Students who are absent for less than three days should collect the work missed during their absence from their teachers upon their return to school. Make-up work will be accepted for credit if completed within a reasonable period of time (calculated by the teacher based on the number of days absent from school and the amount of work required to catch up). The work must be completed and turned into the teacher based on a timeline established by the teacher to get a grade.

Late Arrival:

Students arriving late to school, parent/guardian (or designee that is on approved list filed in student central file) must sign in the student at the main office to get a pass to go to school.

Procedures for Student Sign-Out/Parental Pick-up/Appointments:

If a parent needs to pick up a student during the school day, the parent must sign out the student at the main office. Students going to appointments independently must receive permission from the Director beforehand. If the parent picks up the student from the Health Clinic, the school nurse will inform the main office.

Arrival/Pick-Up Times:

Day students are to be dropped off at school at 7:45 a.m. and picked up at 3:00 p.m. On Fridays, students need to be picked up at 2:00 p.m.

If day students wish to eat in the cafeteria, they should be dropped off at the cafeteria on the MSAD campus, or at the front doors of the MSAB campus. Students wishing to eat breakfast should arrive in the cafeteria prior to 7:45 a.m.

Students participating in after-school programs must sign up with the student life activities coordinator and pay applicable fees. Parents are responsible for transportation arrangements after after-school programs and/or athletics.

FIELD TRIPS

Field trips are an important aspect of MSA's educational programs **to support the social-emotional, academic, orientation/mobility, and language/communication skills of our students.** Visits to various museums, government offices, historic sites, and so forth are an integral part of the program. Students are expected to follow the Code of Conduct and the Dress Code while on field trips. The Director approves all field trips. Parents will be asked to sign one permission form for all activities at the beginning of the school year. Parents will not receive permission forms

specific to each activity but will be informed via regular teacher-parent communication regarding times when students will be on field trips.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Eligibility:

MSAD is a member of the Minnesota State High School League. As such, MSAD follows the rules and guidelines of the league, **even with sports that are not sanctioned by MSHSL (i.e., six-man football)**. These rules and guidelines include specifics about participation in sports and other extracurricular activities. ***MSAB athletics follows the same general guidelines for participation but does not participate in MSHSL competitions. MSAB students who participate in COOP sports must abide by MSHSL rules and guidelines established by the cooperative school.***

To be eligible to participate in athletics and extracurricular activities at MSA, a student must meet eligibility requirements established by the Minnesota State High School League. **This includes following MSHSL transfer procedures for students moving to MSA from other schools/educational programs. Non-MSA students participating in COOP sports with MSA teams must follow the same eligibility requirements listed below.**

- Athletes shall not participate at the varsity level for more than four years in one sport, starting with the first semester of 9th grade. Students may begin participation in their 7th grade year, but this participation does not count towards the 4-year limit.
- Athletes and participants in extracurricular activities must be regularly enrolled students at MSA. **Students transferring from other programs must sign up for extracurricular activities, following established deadlines.**
- Athletes on MSA teams that are governed by the League shall comply with all League regulations. Violation of the regulations may result in suspension or dismissal according to the League by-laws.
- Students caught consuming alcohol or using tobacco or drugs will be suspended from participation and may have their high school eligibility revoked permanently for repeated infractions. At the beginning of each extra-curricular activity season, the coach/sponsor will provide all participants with a listing of the MSHSL requirements and their consequences.

Parental Consent:

Athletes/Participants shall submit all forms completed and signed by their parent(s) or legal guardian(s) indicating permission for participation.

Physical Requirements:

Athletes shall be examined and certified as being physically fit to participate in any try-out or to be a member of a school team. A qualified health professional must perform the examination.

Participation:

Participating in an extra-curricular activity is a privilege, not a right. Participants are expected to conduct themselves in an exemplary and sportsmanlike manner and to accept the responsibilities that go along with participation in the activity. Prior to the start of each extra-curricular activity, coaches/sponsors will meet with participants to explain the rules and responsibilities that participants are expected to follow. Participants and their parents will be expected to sign a paper indicating that they understand and agree to abide by the rules and responsibilities.

Attendance and Illness:

- A. To participate in an extracurricular event at MSA, students must be in school for **ALL** scheduled classes and/or activities during the day of the event. Pre-arranged appointments/absences (i.e., doctor/dentist appointments, college visits, etc.) must be approved in advance to allow participation in that day's event/competition.

- B. For events that involve travel out of state, the student must be in school the previous school day to be able to participate in the trip. Also, students must be in school the day after an event in order to participate in the next event. Exceptions to this rule include absences to:
- Receive treatment for an injury sustained in the activity,
 - Participate in school-related activities, or
 - Attend previously scheduled professional appointments such as dentist or counselor appointments.

Practice and Game Attendance:

- Athletes agree to be on time for all practices, meetings, and games.
- Athletes agree to obtain prior permission from the coach if they know they will be late or miss a team function.
- Athletes realize that being late due to practice for no reason is unexcused and may lead to reduced playing time in games.

Commitment:

- Athletes and Participants agree to remain committed to the team/organization throughout the season.
- Athletes and Participants agree to give 100% effort during practice, during activities, and in games.
- Athletes and Participants agree to inform their coach or sponsor of any academic problems they may encounter, such as low grades, due dates for assignments, or upcoming tests, which may necessitate help in managing their time properly.

Attitude:

- Athletes and Participants agree to keep an attitude of encouragement towards their teammates in every situation.

Respect:

- Athletes and Participants shall respect themselves and others at all times.
- Athletes and Participants shall not participate in any form of bullying, badgering, targeted joking, and/or hazing towards teammates, managers, and opponents.

Fighting:

- Athletes are not allowed to fight at any time. Violations of this rule shall result in an automatic one-game suspension.
- Subsequent violations may result in more severe consequences. Coaches may impose additional discipline/consequences even if behavior was not noted by referees during competitions.

Substance Abuse:

Following the Minnesota State High School League rules, a student shall not at any time, regardless of the quantity:

- use or consume, have in possession a beverage containing alcohol;
- use or consume, have in possession tobacco; or,
- use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
- use or consume, have in possession, buy, sell, or give away products containing, or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product.

- use or consume, have in possession, buy, sell, or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by their doctor.

Athletes and participants in MSA athletic and extracurricular activities are expected to refrain from any of the above anywhere and anytime. Violations will be tracked throughout the student's participation in athletics/activities at MSA, starting with the first activity that the student participates in (6th-12th grades) and continuing until graduation. Penalties are as follows:

- **First violation:** The student will be suspended from participating in any extracurricular activities (i.e., practices, games, managing, trips) for the next two consecutive interscholastic contests or two weeks (14 calendar days) of a season in which the student is a participant, whichever is greater.
- **Second violation:** The student will be suspended from participating in any extracurricular activities for the next six consecutive interscholastic contests or three weeks (21 calendar days) of a season whichever is greater.
- **Third and subsequent violations:** The student will be suspended from participating in any extracurricular activities for the next twelve consecutive interscholastic contests or four weeks, 28 calendar days of a season, whichever is greater. If after the third or subsequent violation, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency center. **Penalties are progressive and consecutive.**
- **Denial Disqualification:** A student shall be disqualified from all extracurricular activities for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

Injury or Illness:

- Athletes recognize that lack of practice due to any injury or illness may limit their playing time.
- Athletes understand that they are responsible for attending practices and games unless excused by their coach.
- Athletes agree to inform their coach of an illness or injury which they feel may affect their playing ability.

Transportation:

Athletes agree to inform their coach of transportation problems as soon as they arise.

Equipment and Uniforms:

Athletes will take care of uniforms and equipment and will pay to repair or replace them if damaged or lost due to negligence.

Miscellaneous Extracurricular Rules:

- If students miss class time due to an extracurricular event, coaches/sponsors will require study time to help keep students from falling behind. Study times will be established for any overnight/out of state travel.

- MSA Administration and/or the Athletic Director reserve(s) the right to review academic progress on an individual basis to determine eligibility for participation in athletics and all other extracurricular activities, especially with out-of-state travel.

Student Athletic Association Fees (for MSAD students only):

Varsity/JV Sports and High School	Fee
Football, Volleyball, Basketball, Cheerleading, and Track	\$150 each season.
Non-MSA athletes participating in COOP sports	\$300 each season
Academic Bowl/GPSD Triathlon/other Academic Competitions	\$100 each season
Combo cost (all sports and competitions)	\$400 per year
Middle School	
Sports	\$50 each season
Academic Competitions (including 5 th grade)	\$100 each competition.
Combo cost (all sports and competitions)	\$150 per year

**Other organizations/activities may require a fee or participation in fundraising activities.*

Student Fees (all MSA students)

Student Fees:	
Yearbook Fee (optional)	\$25 per year
For Middle/High School students only: School Identification Card	\$10 per replacement
After School Program/Student Life (Dorms) including Elementary Sports	\$150 per year

All fees are approved by the MSA board. Fees must be paid prior to participation unless arrangements are made with campus/student life directors and/or the athletic director.

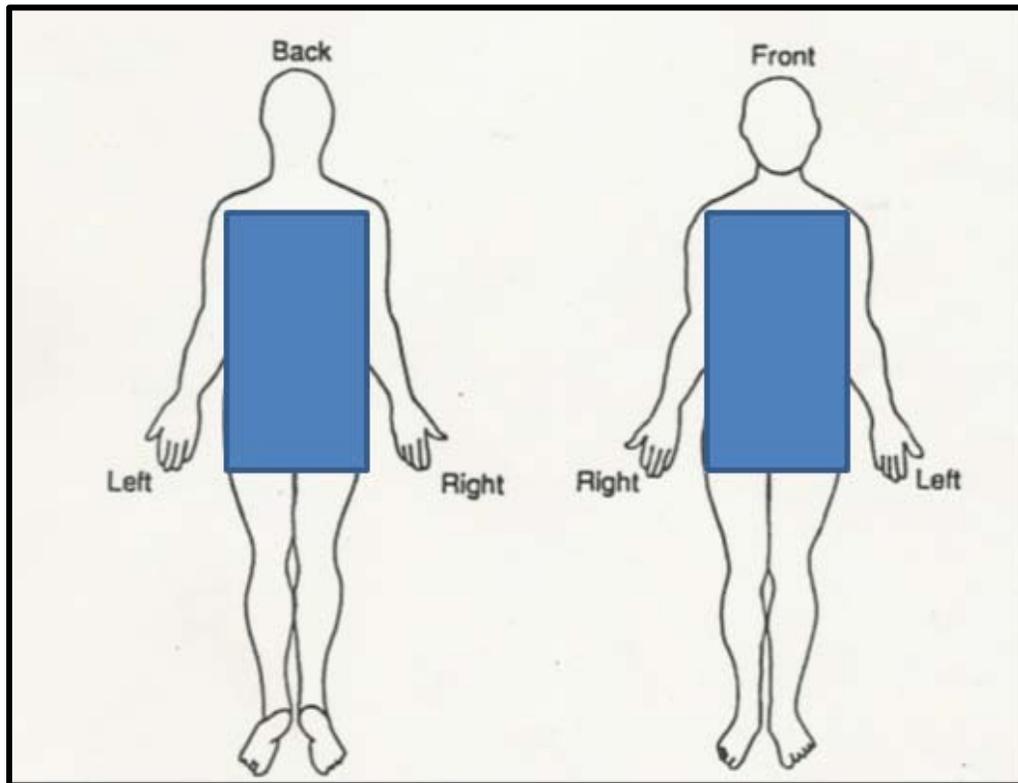
DRESS CODE

MSA’s educational program is designed to promote learning. Anything that disrupts the learning process, whether it is behavior or dress, will not be tolerated. Any student wearing inappropriate attire will be asked to remove it, cover it, leave school, or move to another room until substitute clothing can be obtained. Any clothing that is illegal, unhealthy, disrupts the education process, and/or endangers student safety is prohibited. Additional rules have been established to support our students’ development of etiquette, communication, and social skills.

Students are encouraged to dress appropriately for the seasons in Minnesota. In cold weather, coats, hats, and gloves are necessary. When the temperature lowers to 10 degrees or below, ECE and Elementary students may also need snow pants and boots. Campus and student life directors will provide guidance to staff members regarding expectations for cold-weather clothing based on weather reports. If students do not have appropriate cold weather clothing, they may not be permitted to leave the building. When the temperature is at 0 degrees or below (following “feels like” criteria), a cold weather shuttle will be provided to transport students between buildings (i.e., to/from the cafeteria or the gym).

Clothing must cover the student's private areas as defined in the diagram below at all times, including times when students are seated and/or bent over.

(Image Description: Two Figures – one labeled as "Back," and one labeled as "Front" – the "Back" figure has a solid rectangle covering the back and buttocks area; the "Front" figure has a solid rectangle covering the chest area and the groin area)



Examples of inappropriate clothing are:

- Mesh shirts
 - Guideline: Mesh shirts must have an additional shirt worn underneath.
- Sleeveless Tops
 - Guideline: Extra-large armholes (showing the chest area) are prohibited. Tops with extra-large armholes must be worn with an additional shirt underneath.
- Pants/shorts/skirts
 - Guideline: The shorts/skirts should be at approximately the mid-thigh level and completely cover the private parts and undergarments of students when walking, sitting, or during other physical activities.
 - Guideline: If the pants/shorts/skirts have holes that expose private parts, they are not allowed.
 - Guideline: Extremely baggy or saggy pants are not allowed. Extremely tight/low-riding pants are not allowed.
 - If the pants immediately fall down when they are raised to the waist, the pants are too baggy. Pants must be worn at the waist/hips. If students expose their private parts and/or undergarments when sitting/bending, the pants are unacceptable.
 - Pajamas/flannel pants are not allowed.
- Clothing with inappropriate words, phrases, and/or images printed or embroidered on them are not allowed. (i.e., alcoholic beverage advertisements, drugs, vulgar/profane language, language insulting or demeaning to any group of people, weapons, or threats, etc.)
- Clothing or accessories that make reference to gangs or gang-related activities are not allowed.

- Administrators will be in contact with local law enforcement agencies to gather information on local gang clothing.
- Shoes are required at all times (no bare feet).
 - Bedroom slippers are unacceptable.
 - Some classrooms/work study sites may have stricter footwear requirements (i.e., science labs, woodshop, specific work sites). Students who show up unprepared without alternate footwear will be required to sit out the day's activities and their absence will be considered unexcused.
 - Athletic events, PE classes, and activities in the gym require that students wear appropriate athletic shoes with non-marking soles. Students who show up unprepared without alternate footwear will be required to sit out the day's activities and their absence will be considered unexcused.
- Clothing guidelines/expectations may also vary for Industrial Arts, Science, Physical Education, and/or work study/job preparation classes/placements.
 - Teachers will discuss expectations and guidelines for those sites with students who are enrolled in those classes. Students who show up unprepared without appropriate clothing will be required to sit out the day's activities and their absence will be considered unexcused.
- Caps, hats, sunglasses, and other headwear, (including hoodies), are not allowed in any classrooms, educational spaces, or offices. The use of hats/caps are allowed in the cafeterias and dorm spaces. Exceptions may be made for medical or vision reasons, upon approval of the directors.
- Wearing chains on any part of the body is not allowed.

Principals/Supervisors serve as final arbitrators of appropriate dress and may grant exceptions based on religious beliefs and/or other applicable reasons.

Coaches may have specific dress requirements for their athletic teams – coaches will communicate this with their players and serve as the final arbitrators of appropriate dress during practices/games.

If a student's clothes happen to be inappropriate according to our dress code, the student must change into different attire that meets our dress code requirements. If the student does not have alternate clothes, the principal/supervisor will provide clothing that meets dress code requirements, and the student will be required to wear the provided clothes for the remainder of the school day.

Clothing for recess/outside activities (ECE and Elementary students)

We believe it is important for early childhood and elementary students to go outside for some physical activity every day. Students are provided with a recess that is usually adjacent to their daily lunch time. We expect everyone to come to school dressed and prepared for outside recess/weather. We will have indoor recess on days when the weather is not suitable for outside play (i.e., rain/snow/sleet; actual temperature/windchill of 0 degrees or below).

DRUG FREE AND ALCOHOL-FREE ENVIRONMENT

MSA recognizes alcohol and other drug use/abuse as a societal problem and that dependency on such drugs is a disease that can be successfully treated.

MSA recognizes the responsibility to establish discipline policies and procedures in relation to student alcohol and other drug use. In addition, the Board supports alternatives for helping students, their families, and staff through training and community education/awareness activities.

MSA prohibits students from using, possessing, distributing, or trafficking alcohol and/or illegal drugs (as proscribed by the Controlled Substances Act and Schedules I through V of the Federal Drug Free Workplace Act of 1988) and drug paraphernalia on school property, at school, at school-sponsored activities, or at any time the student is under the supervision of MSA. Students,

while on school property or attending a school-sponsored activity, who use, possess, distribute, or sell alcohol, and/or other drugs and drug paraphernalia shall be subject to intervention, discipline, suspension, expulsion, and/or other appropriate alternatives. This also applies to the misuse or abuse of prescription and over-the-counter medications.

TOBACCO/SMOKE FREE CAMPUS

MSA believes smoking is injurious to the health of the smoker and the others exposed to second-hand smoke. MSAB and MSAD are “smoke-free” campuses. Smoking or tobacco use by staff, students, or visitors is strictly prohibited by state law. For clarification purposes, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, and/or any other smoking product, and spit tobacco, in any form.

No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented, or chartered by MSA;
- on school grounds, athletic grounds, or parking lots; or
- at any school-sponsored event off campus.

In addition to the above, no student is permitted to possess a tobacco product on campus except for American Indian students who may be allowed to carry a medicine pouch containing loose tobacco intended for an observance of traditional, spiritual, or cultural practices.

COMPUTER/INTERNET/E-MAIL USE (SEE POLICY#524)

Requirements:

Parents and students are required to sign the MSA Student Electronic Communication and Technology Agreement at the beginning of each school year. Students without signed contracts will not have access to campus computers. Chat lines, e-mail, and other non-curricular use of computers during class hours and in the Education Center are not allowed. Inappropriate use of a computer will not be tolerated. Students should refer to Policy #524 for more specific information. Students will lose computer use privileges, and parents will be informed of violations in accordance with the agreement.

Expectations and Privileges:

Use of the MSA Technology, Network & Internet Access (hereinafter referred to as Technology) is a privilege, which may be revoked by the administrators of the network at any time for abusive conduct or conduct which embarrasses, harms, or in any way distracts from the good reputation of MSA, its administration, faculty, staff, or any organizations, groups, and institutions with which MSA is affiliated. Such conduct includes, but is not limited to, placing and/or knowingly accessing unlawful or inappropriate information on the network, use of obscene, abusive, or otherwise objectionable language.

MSA reserves the right to review any material stored in electronic format and will edit or remove any material which the administration and/or professional staff believes may be unlawful, obscene, abusive, offensive, inappropriate, or objectionable. The staff and/or administration of MSA will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.

Policies, rules, and regulations of system usage may be adjusted, revised, or formulated from time to time by the administration of MSA.

Responsibilities:

Students using technology equipment and software provided by MSA shall also accept the responsibility for the preservation and care of that hardware, and/or software.

- Instruction: Only those students who have received proper and adequate instructions shall be authorized to use any hardware or software.
- Viruses: It is the responsibility of the student to take reasonable care to keep programs of a viral nature off any school equipment. The student will be held accountable for any deliberate attempts to install or spread virus programs.
- Security: It is the responsibility of the student to comply with all security measures implemented on technology equipment. Students must always log on to the network with their own username and password. Students shall not install, move, or remove any hardware or software except at the explicit direction of staff. Altering, moving, renaming, hiding, or deleting system or application files is prohibited.
- Copyright: Copyright laws will be strictly adhered to when using all technology equipment. All violations of copyright laws (i.e., copying programs without written permission from the copyright holder) will be addressed through the Academy discipline procedure. Shareware software may only be used in accordance with the author's licensing provisions.
- Libelous Action: Each student will refrain from using any libelous language that may result in prosecution and/or legal action. Libel refers to defaming a person's character, behavior, or past with untrue or unfounded statements.

Printer/Embosser Use Guidelines:

Each student will be provided with the necessary access to printers and Braille embossers in order to produce quality documents. Students using a printer or embosser shall adhere to the following guidelines:

- Each student has the responsibility to monitor their printed and Braille documents and should encourage responsible printing by others.
- Documents for non-instructional use may be printed or embossed only with prior staff permission.
- It is a student's responsibility to obtain permission from the classroom teacher, media center staff, or dorm staff to print in color.
- Students shall not print pornographic material or material otherwise deemed inappropriate for school use from being printed on any Academy printer or embosser.

Scanner Use Guidelines:

Students using a scanner shall also accept the responsibility for the preservation and care of the scanner. Only those students with prior instruction shall be authorized to use a scanner. Students using a scanner shall adhere to the following guidelines:

- Students shall not scan pornographic material or material otherwise deemed inappropriate for school use.
- Students are advised to be aware of the school's policy on plagiarism.

Network/Internet/E-mail Services Usage Guidelines:

Students using network/internet/e-mail services shall also accept the responsibility for all material received under their account. Only those students with approved instruction shall be authorized to use network services. Students using the network, internet or e-mail shall adhere to the following guidelines:

- Students have the responsibility to monitor all material received via the internet under their use.
- Students shall not furnish any confidential information or school telephone numbers over the internet.
- Students shall not download copyrighted software of any kind from the internet. Shareware or Freeware software may be downloaded only with prior permission of the Technology Coordinator or student life director and must be used in compliance with the author's license provisions. Students will not upload any materials to any internet source without first obtaining written permission from the Technology Coordinator, Director, and/or Student Life Director.
- Students shall not download pornographic material, inappropriate text or graphics files, or files dangerous to the integrity of the network via the internet.
- Students may not subscribe to any newsgroup or discussion list without prior written approval of the Technology Coordinator, Director, and/or Student Life Director.

- Students are responsible for all e-mail received under their account. Students have the responsibility to report all violations of privacy.

Disciplinary Actions:

Enforcement is first the responsibility of the classroom teacher or dorm staff. The administration will review all cases referred to them for disciplinary action. Disciplinary action may include, but is not limited to:

- The student may be advised to seek assistance in learning the proper procedure before being allowed to use technology equipment in the school.
- The student may be required to make full financial restitution.
- The student may be restricted from using scanning facilities.
- The student may be restricted from access to the Network/Internet/E-mail services.
- The student may be restricted from using any or all technology.
- The student may be suspended.

Personal Electronic Communication Devices:

Early childhood and elementary students are not allowed to bring/use personal electronic communication devices during the school day (8 a.m.-3 p.m.). Middle school and high school students may bring personal electronic communication devices (cell phones, smartphones, music devices, iPads, laptops, etc.) to school with utmost cooperation and responsibility. Once school starts, electronic devices are not allowed during class time regardless of location (classroom, computer lab, field trips, library, assembly, special events, bathrooms, etc.). It is imperative that devices be put away (inside a pocket, inside backpack, etc.) immediately when the bell rings. Students are allowed to use the devices during breaks, including lunch time. Students will not be allowed to use the devices during breaks on test days (MCA, ACT, etc.) and devices may be collected and stored during those periods of time. MSA reserves the right to periodically check devices to ensure compliance with school internet use expectations. MSA is not responsible for lost, stolen, or damaged devices and cannot provide tech support for those devices.

Students may use their personal devices during class time for educational purposes only and must obtain teacher or director permission before doing so. This includes using personal devices for music or other uses identified within the student's IEP/IFSP. Personal devices cannot be used during any state-mandated testing periods without explicit documentation in the student's IEP/IFSP. **Administrators may further restrict use of personal devices to ensure that students' educational progress is not disrupted. Changes will be announced to the students and their parents/guardians, as necessary.**

If a student continues to use the device during class time without teacher/director permission, they will be in violation of the policy. Violation of this policy will result in confiscation of the device. The device will be turned into the front office and students may retrieve their device at the end of the school day. Parents will be notified. Repeated/Frequent Offenses may result in additional consequences as determined by school administrators.

Students normally cannot leave class to receive phone calls or text messages. Except in emergencies, messages will be taken by the secretary and given to the student as soon as possible.

Filming, photographing, or audio-recording others without their knowledge/permission and storing and/or distributing those images/films/recordings are prohibited. Filming, photographing, or audio-recording classroom activities for personal use can only be done with permission from the teacher. Photographs, films, and audio-recordings taken during public events such as athletic competitions, dances, performances, and so forth must take care not to include students who have expressed a desire for privacy. Any filming, photographing, or audio-recording of others in private areas such as bathrooms, bedrooms, and locker rooms is prohibited.

Nuisance Articles: The use of articles that are nuisances may cause a disruption or a distraction to others or may cause harm to persons or property, such as spinners, water guns, etc., is prohibited in school, on school grounds, school vehicles or at school sponsored activities. Confiscation of the article, which may be returned to the student at the end of the school day or to the student's parent, will occur, as the administrator/supervisor sees fit.

LOCKER SEARCHES, ROOM SEARCHES, AND BODY SEARCHES

Pursuant to Minnesota Statutes, school lockers, dorm rooms, and other spaces provided by the Academy are the property of the Academy. At no time does the school relinquish its exclusive control of lockers, dorm rooms, or other space provided by the Academy for the convenience of students. Inspection of the interior of lockers, dorm rooms, and other space may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker, dorm room or other space may be searched only when school authorities 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 possessions, school authorities will provide notice of the search to those students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials. Notification of area searches, including lockers and dorm rooms, is not necessary.

Pat-down searches of a student may be conducted on the basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not permitted.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of school parking lot and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of vehicles on school property may be inspected whenever a school official has a reasonable suspicion that contraband is within such a vehicle.

In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy of sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

SEXUAL ACTIVITY, PORNOGRAPHY, PUBLIC DISPLAYS OF AFFECTION, AND DATING

The effective education of our students requires a school environment which promotes responsibility, respect, civility, and academic excellence in which students are safe and secure. MSA encourages the healthy social development of its students. Public displays of affection and sexual activity are not appropriate at school, or when under MSA supervision, such as during off-campus activities, transportation to/from MSA, and athletic events. For this reason, MSA also prohibits magazines, books, videos, pictures, or other materials of a pornographic nature.

All sexual activity is prohibited. Sexual activity involves touching of another's intimate parts. Intimate parts include the primary genital area, groin area, groin, inner thighs, buttocks, or breasts, as well as the clothing covering these areas. Even if consensual or mutually agreed to, sexual activity is prohibited. Sexual Activity will be investigated and referred for further follow-up

action/consequences.

Inappropriate Public Displays of Affection

All students are prohibited from engaging in public displays of physical affection which include prolonged or passionate hugging, prolonged or passionate kissing, extremely close physical contact, or any physical expression of affection that is sexual in nature. Staff members will guide students in learning appropriate physical boundaries. Violations of this type will be handled in the following manner:

- 1st Offense – Verbal Warning
- 2nd Offense – Meeting with students – increased monitoring
- 3rd Offense – Meeting with students and their parents – continued monitoring
- 4th Offense – Disciplinary Action

Actions that “cross the line” and involve contact of private areas will not be handled as Inappropriate Public Displays of Affection but will be referred for further action outlined in the Sexual Activity section above.

Violations of this policy by students may result in appropriate student discipline, consistent with the student’s IEP/IFSP. This policy shall be implemented and enforced in conjunction with the policy on student-to-student sexual harassment.

Dating

We recognize dating as a developmentally appropriate social activity for students in the high school and middle school departments. As a part of our continuing efforts to promote appropriate social interactions between our students and maintaining a safe environment for our younger students, we have established the following guidelines for dating at MSA. For clarification, MSA considers dating to include actions such as handholding, hugging, kissing, and/or similar behaviors.

1. Elementary Students are not allowed to date.
2. Dating between Middle School students and High School students is prohibited.
3. Students are only allowed to date others who are close to their age (within 36 months).
4. Students who are above 18 years of age may not initiate dating with students younger than 18 years of age. They will be made aware of the potential legal ramifications of engaging in sexual activity as defined above. (Parents of the minor student dating a student above 18 years of age will be notified if/when we become aware of the dating behavior)
5. Parents/guardians may establish additional provisions and supports for individual students by working with the director of each campus.
6. Dating must abide by the rules above regarding sexual activity and public displays of affection.

TRANSPORTATION

MSA provides transportation for its students for a variety of activities including, but not limited to, community field trips, work study placements and athletic games/tournaments. To maintain a safe and orderly environment on school buses, vans and cars, students are responsible for complying with the Transportation Safety Rules below. Failure to adhere to these rules or abusive behavior towards the public, driver, fellow passengers, or the vehicle constitutes justification for initiating corrective action against a student. Any misconduct by a student which is detrimental to the safe operation of the vehicle (based on the professional judgment of the driver) is sufficient cause for the Director and/or Student Life Director to suspend transportation privileges.

Transportation Safety Rules

1. Follow the driver’s instructions.
The driver is responsible for and in charge of the school vehicle. School vehicles are just like

classrooms: the adult is in charge. By state law, students are under the authority of the driver and, as appropriate, the vehicle aide, while in the school vehicle.

2. Remain seated, facing forward, and wear seat belts as required.
School vehicle seats are specially designed to protect passengers. They can only be effective if riders always face the front and stay in their seats until the driver tells them to stand up and exit. Seat belts and shoulder straps must be worn correctly at all times.
3. Keep hands, feet, and objects to yourself.
On a school vehicle, inappropriate behavior like fighting, pushing, horseplay or throwing something might distract the driver and cause an accident. Students must keep all parts of their body inside the vehicle where it is safe, and never throw anything out the window.
4. Be polite and respectful.
Always treat all persons with respect while on school transportation.
5. Eating or Drinking in vehicles is discouraged.
Spilled food/drink in vehicles may damage clothing, fabric, and attract germs and insects. Students are responsible for cleaning up after themselves.
6. Respect the driver's decision regarding interior lighting in vehicles.
Running vehicles at night with the interior lights on may be distracting or disruptive to the driver. The decision to use interior lights will be at the sole discretion of the driver.

STUDENT VEHICLES

Students wishing to drive their own vehicles to/from classes and park on campus must adhere to the rules below. Failure to follow the conditions outlined below may result in loss of privileges to have vehicles on campus.

The purpose of allowing student vehicles on campus is to ease the burden on parents of transporting their child to and from MSA. It is to be understood that students and their parents are responsible for vehicles driven on campus. Any vandalism or accidents involving this vehicle shall be the responsibility of the student and parents. MSA will provide parking spaces for student vehicles on campus but cannot guarantee full security for those vehicles. Students and parents must understand that they are fully responsible for the vehicles and their contents.

Conditions for bringing your vehicle on campus:

Residential Students:

1. Upon arrival at the school, keys will be delivered to the student life director (or designee) immediately.
2. The student must have permission from their parent/guardian before being allowed to drive off campus in the afternoons/evenings. Blanket permission is not allowed – permission must be obtained for each trip.

All Students:

3. Once students arrive on campus, they will park the vehicle and lock it. The vehicle will not be moved until the student goes home **or receives permission to drive off-campus in the afternoons/evenings.**
4. The student understands that the vehicle is subject to search at any time.
5. Unless prior permission is received, the student will not allow other students to ride in their vehicle.
6. The student must obey all traffic regulations and be concerned and aware of students and others on campus.
7. The student understands that staff can refuse the use of their vehicle to travel home if, in their judgment, the student is not in a condition to drive or if the time of day or road conditions is not safe for travel.
8. Special permission to use vehicles during the day for transportation to school and/or work may be given with parent and Director's approval.

9. Students must drive at or below the posted speed limit. If any staff member observes a violation of the speed limit, the student permit may be revoked.
10. Any vehicle violating parking expectations will be towed at the owner's expense.

STUDENT BICYCLES, SKATEBOARDS, AND ROLLER BLADES

Bicycles, skateboards, and roller blades are permitted. Skateboards and rollerblades must be stored within the student's room. MSA has some bicycles available for student use. Helmets must be worn at all times when riding bikes, skateboards, or roller blades. Students using skateboards and roller blades must follow standard safety practices and must travel with consideration for people and vehicle traffic. Additional pads are encouraged.

Students who wish to bring their bicycles to campus for personal use must agree to abide by the conditions below.

- Students in 6th through 12th grades may ride bicycles off campus if they have parental permission, agree to follow all laws regarding bicycles on and off campus, and agree to neither borrow nor lend a bicycle (i.e., no one rides another student's bicycle.) Students at MSAB must also meet orientation and mobility expectations before being allowed off campus. Students below 6th grade must be accompanied by an adult if bicycling off campus. Permission must be given for each trip off campus – blanket permission is not allowed.
- Bicycles may be ridden on campus roads and paths in accordance with traffic laws. Bicycles may never be ridden out of town without permission.
- Lights and reflectors are required if the student plans to ride at night. Bicycles are not to be used as transportation to and from the school buildings or on the grass.
- The dormitory will provide a bicycle rack or other suitable storage area. Bicycles must have a lock and students are responsible for putting them on after use. Bicycles should not be kept in dormitory rooms, hallways, or stairwells.
- The student and their parents assume responsibility for the bicycle brought on campus. The school will not assume any responsibility for bicycles. Parents or adult students must cover personal injury of the rider and/or others.
- A student may have bicycle privileges suspended for failure to follow rules. The length of the suspension is dependent upon the offense and number of previous offenses. Repeated offenses (or a major offense) may be grounds for revocation of privileges to have a bicycle on campus. The bicycle will be confiscated and sent home at the earliest possible time.

WEAPONS

No student shall possess, handle, or transmit any objects that can reasonably be considered a weapon on campus or at any school-related activity off campus. This includes any firearm, explosive (e.g., firecrackers), knives (**including box cutters**), and other dangerous objects or look-a-likes. Any student possessing or using a weapon will be immediately suspended from school and reported to the police; and an IEP meeting will be held to discuss modifications in the student's IEP, including possible alternate educational placements, prior to re-admission. (See Policy #501)

SELF-DESTRUCTIVE BEHAVIORS OR STATEMENTS

Emergency procedures are implemented immediately when a student demonstrates suicidal behavior or makes suicidal gestures or statements. Members of the Student Support Services, dormitory staff, Health Services staff, and/or the administration will assess the student's need for emergency intervention. If an emergency situation is indicated, the student will be referred to a nearby hospital for a psychiatric evaluation based on the assessment information. Parents/guardians will be notified immediately and will arrange for the student's voluntary admission to the hospital if it is certified by the hospital that inpatient hospitalization is necessary.

During and after hospitalization, parents are responsible for obtaining hospital/agency reports and/or providing written consents for agency staff to share reports with the Student Support Services. Parents are also responsible for contacting the Director after discussing student status with the agency/hospital regarding student service needs or discharge recommendations.

Prior to re-entry to the school program and/or dormitory, it is critical that MSA determine whether the student is a danger to self or others. A readmission IEP meeting with the student and the parent/guardians must occur to determine what, if any, additional services, IEP modifications, and/or interventions are needed. The student will be readmitted only when school administrators have reasonable reassurance that the student is not a danger to self.

THREAT TO HARM OTHERS

Threats, gestures, and actions to harm others will all be taken seriously and will all be handled in the same manner. The safety of all students and staff is the first priority. Staff will utilize all interventions to calm the student and reduce anger and aggressive actions. The family will be contacted immediately, and follow-up procedures with appropriate staff and the CST process will be implemented.

TENNESSEN WARNING

Students may be questioned by the administration about incidents that may have severe legal and/or educational consequences. Students will be provided due process rights as per Minnesota Statute 13.04 Subd. 2. The Minnesota Government Data Practices Act requires school districts, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district;
2. Whether the individual may refuse or is legally required to supply the requested data;
3. Any known consequences arising from supplying or refusing to supply private data; and
4. The identity of other persons or entities to receive the data as authorized by a state or federal law.

CORRECTIVE MEASURES

Students needing corrective measures may involve, but are not limited to, the following consequences based upon the infraction/violation of school rules, the nature of disability and team decision.

- **Student / Staff Conference:** The student and staff will meet to discuss the student's behavior and its causes, alternative behaviors, and behavioral expectations.
- **Removal from Area:** Students who cannot behave appropriately may need to be removed temporarily from an area to regain control. Staff will supervise and provide support/assistance to the student during this time out from the activity.
- **Parent Notification:** Parents of students who repeatedly have difficulty complying with MSA's behavioral expectations will receive a written "Conduct Report." As needed, parents will be notified by phone.
- **Child Study Team (CST) Conference:** When a change in behavior is noted which includes a consistent pattern that interferes with education progress, the student will be referred to the child study team.
- **In-School/In-Dorm Suspension:** Should the severity or frequency of the student's behavior reach to the point of creating excessive disruption or possible danger to others, it may be necessary to remove the student from the regularly scheduled educational and/or dormitory activities. The student will be placed in In-School Suspension or In-Dorm Suspension for either the entire day or a portion of the day and will receive full-time staff supervision. Parents will be notified. Students can make up work missed and will receive credit for this work. Days

during which a student is in in-school suspension shall not be counted in a student's total cumulated unexcused absences.

- **Out-of-School Suspension:** A student whose behavior is severe and/or unsafe may be suspended from school and/or the dorms for a predetermined number of days as determined at an administrative conference. Upon the student's return to school, a re-admission conference will be held with parents, student, and administration. Students may make up work missed for credit. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

Prior to re-entry to the school program and/or dormitory, it is critical that MSA determine whether the student is a danger to others and what supports are necessary to improve the students' behavior in order to participate in classes appropriately. A re-admission IEP meeting and/or manifestation determination with the student and the parent/guardians may be necessary to determine what, if any, additional services, IEP modifications, and/or interventions are needed. The student will be readmitted only when school administrators have reasonable reassurance that the student is not a danger to harm others.

SECTION IV: Health and Nutrition Services

HEALTH AND WELLNESS SERVICES

MSA is committed to providing safe and healthy campuses for our students, families, community, and employees. Decisions that were previously mandated by different government agencies are now made by MSA administrators, using best practices, guidance, and information available to us. Our health and wellness plans will be reviewed periodically, and updates will continue to be implemented in accordance with recommendations and/or guidelines from the Minnesota Department of Education (MDE), Minnesota Department of Health (MDH), and the Centers for Disease Control and Prevention (CDC) and as circumstances change on our campuses. Our goal is to mitigate the potential for transmission of contagious diseases and maintain the safety and health of everyone on our campuses.

At MSA, we have unique needs on our campus. Examples of our unique needs include:

- We serve students from all over the state.
- About 40% of our students live on campus.
- We have a high percentage of students with health and/or other challenges.
- We also serve a wide range of age groups (12 months through age 22) on our campuses.
- Many of our staff fall within high-risk categories.

Due to those factors, our health and wellness plans may have additional details and limitations beyond the usual mitigation strategies in neighboring school districts.

MSA provides on-site health services on each campus. At MSAD, Health Services is located in the basement of Tate Hall. At MSAB, Health Services is located across the hall from the dormitories. The Health Service Offices at MSAB and MSAD are staffed by Licensed Practical Nurses and Registered Nurses. There is a Licensed School Nurse (LSN) who works between the MSAB/MSAD campuses. Health Services at MSAD is staffed Sunday from 6:00 p.m. to 10:00 p.m.; Monday through Thursday from 6:30 a.m. to 10:00 p.m.; and Friday from 6:30 a.m. to 2:30 p.m. Health Services at MSAB is staffed Sunday from 6:00 p.m. to 9:00 p.m.; Monday through Thursday from 6:30 a.m. to 9:00 p.m.; and Friday from 6:30 a.m. to 2:30 p.m. (Hours will vary according to need and school schedule changes.)

It is necessary for all students at MSA to have their own medical provider for primary care as Health Services staff are not a substitute for this care. Consultation, observation, evaluation, treatments following physician guided plans, first aid, medication administration and monitoring, health care procedures, health education and other school nursing functions by licensed nurses shall be available to all students without charge during health service coverage hours. The health services nurses work in collaboration with other service providers to assist in supporting the physical, mental, emotional, and social health of students and their success in the learning process.

We continue to encourage all staff and students to stay up to date on routine vaccinations as this is essential to prevent illness from many different infections. Vaccines reduce the risk of infection by working with the body's natural defenses to help safely develop immunity to disease.

For any illness, the most important aspect of self-screening is to **Stay Home when Sick**. People who have symptoms of illness, respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home. Please stay home until 24 hours fever-free (without fever-reducing medication) and symptoms are significantly improved. Staying home when sick can lower the risk of spreading infectious diseases to other people.

Students who display symptoms of illness will be immediately referred to Health Services and our nurses will evaluate the students to determine if they can stay in school or must go home. Students are encouraged to report symptoms and visit the health center for additional support as needed. Students may be allowed to rest in the Health Services designated area if they are unable to participate in school or dormitory activities due to an illness or injury. A student should not be in the dormitory or school if they have a contagious illness, fever greater than 100.4 degrees, injury/illness that limits their ability to perform self-care, vomiting, diarrhea, or any illness or injury that makes it difficult to participate in school/normal activities.

Parents should not send their child to school if the child demonstrates ANY of the symptoms listed above. If a child cannot stay at school or needs to go home (due to illness, injury, other), the parents/guardians will be contacted to pick up their child. Parents are responsible to have a plan to immediately pick up their child at any time that they might become sick throughout the year, including a back-up plan in case of severe weather and/or parent illnesses/conflicts.

Health Records:

Parents/guardians are responsible for providing current health information to the Health Services Office/Staff. To provide for the health needs of each student, the following Student Health Forms must be completed and returned to the **health services office** – failure to provide completed information may result in a student being unable to attend until health information is complete:

- Student Health Info (annually)
- Standing Medication Orders (annually)
- Medication Request and Physician Authorization – Must be completed by medical provider (annually for students on medication and whenever there is a change in medication or discontinuation of a medication)
- Physician Evaluation Report – Must be completed by medical provider (annually for students who receive medication/medical treatment on a routine basis or students who have a chronic health problem; every three years for students who do not receive medication and/or have no significant health concerns).
- Student Immunizations (**Reviewed** annually)
- Consent for Release of Information (as needed for exchange of health information)
- Audiological Information (required for MSAD students – as available for MSAB students)
- Vision Examination Report (required at least every 3 years for MSAB students – as available for MSAD students)
- Sports Qualifying Physical Examination Medical Eligibility Form (MN High School League) - Must be completed by medical provider (every 3 years for students in grades 6 – 12 who participate in athletics)
- Minnesota Health Care Programs (**Information shared annually**)
- Other health information as available, including eye reports, psychiatry reports, other health specialty reports.

Communication with Health Services Staff:

Parents and students are encouraged to contact Health Services regarding any health concerns. If a student is returning to school following an illness or surgery, please visit the Health Services Office or contact us by phone or email to let us know the student's condition and provide any needed documentation. **Any student who has surgery, hospitalization, or a serious illness must have a physician's note and written authorization to return to school.**

Medications:

A written doctor's order is required for all medications including over-the-counter medications (unless the medications are included on the Academies "Over-the-Counter Medication" form). In addition, doctor's orders **or confirmation** are required when a medication is discontinued or if the dose is changed and the medication/**new dosage** needs to be supplied to Health Services. The doctor's order must include the date, name of medication, dose, route, times to be given, and a physician's signature. Medication orders are good for one year. Health Services does have some over-the-counter medications as listed on the "Over-the-Counter Standing Medication" form. The medications supplied by the Academies are given per standing health services office orders which are reviewed and signed by a local physician annually. The over-the-counter medications listed on the "Over-the-Counter Standing Medication" form may be administered as needed only if the parent or guardian has signed the "Over-the-Counter Standing Medication" form. When possible, all medications should be brought directly to Health Services by the parent/guardian. When this is not possible, please notify Health Services how the medication will arrive at the Health Services Office (coming with the student/where it can be found i.e., backpack, mailed, etc.). Controlled substances should be delivered by the parent/guardian directly to the nurse. If a parent/guardian is unable to do this, the originally labeled bottle of medication must be put in an envelope, the envelope sealed, the parent's/guardian's signature written across the seal, and a note written in the envelope stating how many tablets are in the bottle being sent. Parents/guardians must call Health Services and inform nursing staff that the medication was sent with the student. Students should be instructed to deliver all medication directly to health services as they arrive on campus.

Medication must be sent in the original pharmacy labeled container and the name, medication, dose, and frequency must match the written physician order on file for the medication.

ALL medication will be kept in the Health Services Office except in unusual circumstances as authorized by Health Services nursing. Students who are found to be in possession of any medication, either prescription or over-the-counter, may be subject to discipline - this discipline includes possible suspension. All medication will be administered by licensed nurses or **may be delegated to an identified** trained school employee (during field trips, off campus school activity, etc.). The training **can** be conducted by the Registered Nurse or Licensed School Nurse.

Contacting Physicians:

It is the responsibility of the parent/guardian to contact the doctor **if a student's illness or injury needs additional medical attention**, unless it is an emergency, or unusual circumstances exist.

Illness and Prevention:

- **Prevention:**
 - Practice good hand hygiene/washing your hands often.
 - Cover your cough.
 - Reach out to your healthcare provider if you have questions about vaccination recommendations.
 - Watch for symptoms of illness including fever (100.4 or greater).
 - Stay home when sick to help decrease the spread of illness to others.
- **Student Illness:**
 - Do not send your child to school if they are sick.

- 24 hours rule: After an illness, the student can return to school once they have been fever-free for 24 hours (without fever reducing medication) and symptoms have significantly improved.
- If a student is ill with vomiting or diarrhea, they should not return to school until their illness has resolved and they are able to eat a full meal and remain symptom free for at least 12-24 hours.
- **Return to school information for specific illnesses:**
 - Respiratory Illness Guidance: If your child has tested positive for a respiratory illness (i.e., Influenza, COVID, RSV, others) the student must stay home until they have been fever-free 24 hours (without medications), symptoms are gone/significantly improved and they can participate fully in their school day. The student may take extra precautions for several days following a respiratory illness such as physical distancing from others as able, cover your cough, wash hands often and may choose to wear a mask.
 - Norovirus: 24 hours after diarrhea and vomiting have stopped and the student is well enough to participate in their school day.
 - Rash with a fever: Your child should be seen by a healthcare provider before returning to school. A note from your healthcare provider must be sent to health services.
 - Contact Health Services if you have questions about a communicable illness diagnosis and when to return to school. msahealth@msa.state.mn.us Your healthcare provider can also share guidance.
 - A student who is ill on the weekend should not return to school or to the dormitories until the illness has resolved.

A student resting in the health services office during school hours under the direction of the health services staff will be considered an excused absence. If a student is absent from school for three (3) or more consecutive days, a request may be made to the parent/guardian for a written doctor's note which explains the reason for the absence. For frequent absences due to illness, parents/guardians will need to send a written note from a doctor/medical provider if requested from the health services director or director of the school.

Medical Emergencies:

The medical emergency system of the area in which the emergency occurs will be used to provide care. District One Hospital is very close to both academies and would be the hospital of choice for emergencies that happen at school. All students are required to have current health insurance information on file in the Health Services Office. Parents/guardians will be notified as soon as possible in the event of an emergency.

Vision Screening:

An annual vision screening shall be conducted for all identified students attending MSAD. Vision screening is a tool to help identify students with vision issues and is not intended to diagnose diseases or treat vision problems. If a student has a known vision issue that is documented and monitored by a health professional, the student may not need to participate in the screening. The health services nurses will organize and assist with annual vision screening.

Hearing Screening:

An annual hearing screening shall be conducted for all identified students attending MSAB. The screening is a tool to help identify students with hearing issues and is not intended to diagnose disease or treat hearing problems. If a student has a known hearing issue that is documented and monitored by a health professional, the student may not need to participate in the screening. The health services nurses will organize and assist with annual hearing screening.

NUTRITION/FOOD SERVICES

MSA strives to create a healthy learning environment for all students. It is our goal to provide appealing, well-balanced meals that meet the nutritional needs of our students.

Our academies participate in the National School Breakfast and Lunch Program which provides some funding for our meals. School breakfasts and lunches must meet the nutritional requirements put forth by the Federal Government and the USDA. We offer a wide variety of healthy options at all meals, snacks, celebrations, and school functions.

Our academies established a Wellness policy in 2006 (Policy #533) which guides many of our food related activities. Our policy was implemented to improve the overall health and well-being of our students and staff and safeguard our students from foodborne illnesses. This policy has been updated over the years, most recently in December of 2021.

MSA Food Services offers breakfast, lunch, and supper. All students are required to attend scheduled mealtimes while they are on campus, unless there are special exceptions as directed by a student's IEP/IFSP or other school related activities.

We will accommodate any student with special dietary/nutritional needs to the best of our ability. If a student has a special dietary/nutritional need, a signed doctor's order should be submitted, and the issues should be discussed with the Health Services Director and Food Service Director.

Parent/guardians must consult with their child's teacher and director before bringing food for student consumption. Personal snacks brought to campus should be healthy (in compliance with MSA's Wellness Policy #533.)

Students cannot order food to be delivered during the school day (Breakfast/Lunch). If students bring their own breakfast or lunch to the dining room, the meal must be for themselves only and not shared with peers/classmates.

Non-discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and rights, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- *Mail:*
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- *Fax:*
(202) 690-7442
- *E-mail:*
intake@usda.gov

This institution is an equal opportunity provider.

SECTION V: Information Specific to MSAB

CURRICULUM AND SPECIAL PROGRAMS

Curriculum for Blind and Visually Impaired Students, including those with Additional Disabilities

Core Curriculum

- Language Arts
- Math
- Science
- Social Studies
- Physical Education
- Family and Consumer Science
- Computer Literacy
- Vocational Education

Expanded Core Curriculum

- Independent Living Skills
- Orientation & Mobility
- Social Skills
- Braille
- Recreation and Leisure Skills
- Assistive/Adaptive Technologies
- Visual Efficiency Skills
- Compensatory/Functional Skills

SPECIALIZED PROGRAMS

Academy Plus (A+) Transition Program (post-high school):

The Academy Plus Transition Program is designed to increase transition skills and expose blind and visually impaired students to real life learning experiences and enrichment opportunities through community involvement. This program serves as a major transition step before students leave the educational setting. The Academy Plus program prepares students for independent living, community work, use of community resources, self-directed leisure and recreation activities within their community, and preparation for post-high school training and/or placement. The program also provides students with additional academic and compensatory training.

Academic and compensatory skill building will be available based on the student's IEP/IFSP. Assessments will also be available upon request and based upon the individual needs of the student.

Multi-Challenges Program (ages birth-22):

The Multi-Challenged Program provides instruction that emphasizes daily living skills and personal life management for students who are blind or visually impaired and have additional disabilities. It is designed to expose students to a variety of different subject areas while maintaining a single theme each week of the school year. This gives students opportunities to generalize the learned concepts as well as have them reinforced in multiple settings.

Intertwined with the traditional curriculum are the Minnesota Academic Standards and related services such as Occupational Therapy, Physical Therapy, Orientation and Mobility, Speech and Vocational/ Transitional.

MSAB GRADUATION REQUIREMENTS

A state-approved diploma is awarded to students who have completed the Academy's requirements as set forth in the student's IEP. Students are also required to complete at least 100 hours of community service prior to graduation. Prorated amounts for students who arrive at MSAB with less than 4 years of high school remaining will be arranged by the Director. Some students may also have adjusted hours or requirements determined by their IEP team.

Credits toward Graduation

(Graduation requirements include meeting state testing criteria.)

Required Courses	Credits
Language Arts	4
Social Studies	3.5
Math	3
Science	3
Fine Arts	1
Health	0.5
Physical Education	0.5
Careers	0.5
Family and Consumer Science	0.5
Total Required Credits	16.5
Electives	7.5
Total Credits possible (4 years of HS)	28
Total Credits required to graduate	23

Please note the following: Minnesota graduation standards and/or a student's IEP may change the requirements necessary for graduation. Credit Recovery options must be discussed with the administration if needed.

Course Registration:

In order to graduate from the Academy, there are many required courses which a student in High School must successfully complete. Students have the opportunity to select these core courses and all elective courses at MSA and/or Faribault Public Schools when applicable. Students will complete courses selections prior to each semester under the advisement of their parents/guardians and case manager.

RECREATION/AFTER SCHOOL ACTIVITIES

Recreation and leisure skills development is one of the expanded core curriculum areas for blind and visually impaired students. As such, students receive direct instruction and purposeful learning opportunities to develop skills necessary to incorporate this into adult life. The program facilitates the development, maintenance, and expression of an appropriate leisure lifestyle. This is based on the needs, interests, and abilities of the student.

MSAB provides a range of after school activities and programming which exposes students to a variety of leisure activities, both as spectators and as participants, which can be grouped into the following categories:

- **On Unit Activities:** These occur daily during students' free time and are led by residential staff under the direction and assistance of the Recreation Program Assistant.
- **Recreation Groups:** Students are grouped by similar ability, interest or needs. The group focuses on the acquisition of skills, knowledge, and attitudes to facilitate an independent lifestyle. Function abilities are emphasized. Groups are centered on a specific topic, activity, or goal area, i.e., cooking, arts and crafts, fitness group, gardening, etc. These groups are scheduled and under the supervision of the Recreation Program Assistant but may be staffed by residential staff.
- **Off Campus Activities:** Activities are scheduled in the local community as well as the Twin Cities and surrounding areas. Students participate not only for entertainment but to work on goals such as planning and preparing for activities, money management,

- social/interaction skills, problem solving, etc. Students/parents are responsible for any additional fees, admissions, or costs related to these activities.
- Special Events: Throughout the year, there are performers, programs, and special groups that come in to work with students. Students may also request to attend events that are not part of the recreation calendar and will receive planning assistance and oversight by the Recreation Program Assistant and supervision from residential staff as needed. Again, additional costs are the students'/parents' responsibility.
 - Currently, MSAB day students may participate in After School Programs on Mondays-Thursdays, 3-5 p.m.

Any questions regarding after-school programming can be directed to the Student Life Activities Coordinator and/or the MSA student life director. (Please refer to the Student Life section for additional information).

SECTION VI: Information Specific to MSAD

MSAD GRADUATION REQUIREMENTS

MSAD provides liberal arts, vocational, and life skills training for children who are deaf and hard of hearing from throughout the state. The Academy offers state-approved High School diplomas to students who have completed the Academy's requirements as set forth in the student's IEP. **Students that have not met graduation requirements will not be allowed to participate in the commencement program.**

Credits toward Graduation

Graduation requirements include meeting state testing criteria. Students are also required to complete at least 100 hours of community service prior to graduation. Prorated amounts for students who arrive at MSAD with less than 4 years of high school remaining will be arranged by the Director. Some students may also have adjusted hours or requirements determined by their IEP team.

Required Courses	Credits
Language Arts	4
Social Studies	3
Math	3
Science	3
Consumer Education	1
Fine Arts	1
Deaf Studies	0.5
Career and Technical Education (CTE)	0.5
Health	0.5
Physical Education	0.5
Careers	0.5
Total Required Credits	17.5
Electives	6.5
Total Credits possible (4 years of HS)	28
Total Credits required to graduate	23

Please note the following: Minnesota graduation standards and/or a student's IEP may change the requirements necessary for graduation. Credit Recovery options must be discussed with the administration if needed.

Course Registration:

To graduate from MSAD, there are many required courses which a student in High School must successfully complete. Students will have the opportunity to select these core courses and all elective courses at MSAD and Faribault Public Schools when applicable. Students will complete courses selections prior to each semester under the advisement of their parents/guardians and case manager.

Honor Roll:

Students in middle school and high school must meet the determined grade point averages to receive honors for their academic performance. Students with a perfect grade point average of 4.0 will receive the prestigious "Hilltopper Award."

Hilltopper: 4.0 GPA

Gold: 3.50-3.99 GPA

Maroon: 3.25-3.49 GPA

White: 3.0-3.24 GPA

Students receiving an "Incomplete," will not be eligible for the honor roll until the final grade is submitted.

Academy Plus (A+) Transition Program (post-high school):

The Academy Plus Transition Program is designed to increase transition skills and expose deaf and hard of hearing students to real life learning experiences and enrichment opportunities through community involvement. This program serves as a major transition step before students leave the educational setting. The Academy Plus program prepares students for independent living, community work, use of community resources, self-directed leisure and recreation activities within their community, and preparation for post-high school training and/or placement. The program also provides students with additional academic and compensatory training.

Academic and compensatory skill building will be available based on the student's IEP. Assessments will also be available upon request and based upon the individual needs of the student. Students in this program must be in good academic standing (C or higher in all classes) to be able to participate in off-campus work experiences.

HALL PASSES

During the school day at MSAD, students must have a hall pass signed by a staff member whenever they move to other places during class time. Students need passes to attend appointments with counselors and speech/language sessions, as well as to use the restrooms during class time. Passes are also required in the dorms when students move to other dorm units or buildings.

LOCKERS

Each student will be assigned a locker and a lock (where applicable). Lockers must be kept clean, and students may not deface the lockers with items that may permanently damage the locker. Lockers will be cleaned out periodically throughout the school year. Lockers are school property and may be searched by the administration if there is reasonable suspicion of a student not complying with school rules. No personal locks may be used without prior approval by the Director. The Academy is not responsible for stolen items.

EARLY CHILDHOOD STUDENTS

Diapers: For preschool students, parents are required to supply diapers and wipes for their child if they are not yet toilet trained.

Home Visits: For parent-infant families, at least one parent is required to be present during home visits. If they are unable to attend, parents must contact their home visit service provider to cancel and/or reschedule the visit.

After School Program

The After School Program (ASP) at MSAD is designed to promote exploration, creativity, leadership, and recreational learning for students outside of their school day. The program currently runs Monday through Thursday, 3:00-5:00 p.m., and Friday 2:00-4:00 p.m. The program is also designed to help students develop a lifelong appreciation for sports and recreation through the activities offered. Current MSAD students from four years old through 5th grade are eligible to participate in the program. Parents have the option of signing up their students Monday-Friday or on select days.

Currently, MSAD offers elementary team sports, guest speakers, clinics, arts and crafts, and recreational activities, including homework help. MSAD also offers a broad range of recreational activities depending on available facilities, student interest, and staffing. Students will be grouped by grade (e.g., Team Pre-K-1, Team 2-3, Team 4-5) for all recreational activities.

Examples of activities/lessons of the program include, but are not limited to, the following:

- Arts and crafts

- Cooking
- Swimming/swimming lessons
- Homework help
- Off-Campus outings
- Outdoor activities

Activities/lessons are determined yearly based on availability and the daily activity schedule. Any questions regarding after-school programming can be directed to the **Student Life Activities Coordinator** and/or the MSA student life director. (Please refer to the Student Life section for additional information).

SECTION VII: MSA Student Life Programs

The student life programs on both campuses are a vital component of the overall education and development of each child. Providing a supportive, home-like atmosphere and a place to learn and grow is the program's overall goal. Another important part of the educational process at MSA is to prepare students for independent living. The intent of our student life programs is to provide living experiences which will challenge students and offer direction to be applied towards academic and life skills training within the areas of home living skills, self-care, social skills, and the development of appropriate leisure time and/or recreational activities.

Dorm staff will communicate with parents periodically throughout the year to keep them informed about their child's skill development, behavior, and needs.

GENERAL GOALS OF THE RESIDENTIAL PROGRAM

- Demonstrate respect towards staff, peers, and self.
- Demonstrate management of personal health, safety, hygiene, clothing selection, and care.
- Ability to develop and maintain positive personal relationships and perform civic responsibilities.
- Learn home care and maintenance.
- Learn life skills related to time management, leisure, and recreational activities.
- Use problem solving techniques appropriate for group living and social interaction in the community.
- Exhibit a positive self-identity.
- Resolve conflicts in a mature manner.
- Participate in social activities.
- Accept responsibility for own actions.

DORMITORY FACILITIES

Each campus has dormitories which provide each student with a room and furniture. Common lounges, computer/study rooms, laundry facilities, and recreational areas are also available in each dorm. Students of transition age who meet the required criteria are also given the opportunity to experience independent living in our apartments.

Dormitory rooms will be assigned to students upon arrival. If students/parents prefer a roommate, such requests will be considered along with other factors such as age, interests, and supervision needs. In all cases, student life staff will approve final room assignments. Students should communicate their preferences for roommates within the first two weeks of school. All students, regardless of room/building assignment, are to bring their own bedding including towels, washcloths, laundry soap, and personal hygiene items. A list of suggested and required items is sent home each fall or may be obtained by request.

Students are encouraged to incorporate personal effects into the décor of their dormitory rooms. It is our thought that the dormitory rooms become a "home away from home" for the student. We strongly encourage the use of items such as pictures, stuffed animals, and the like. It is expected that students use good taste in selecting appropriate posters, banners, and other room furnishings. The student life staff will make final judgments on the appropriateness of decorations/furnishings. Students must maintain a clean and safe living area.

Students' rooms, though the property and responsibility of MSA, are their personal space while enrolled in school. Students' rights to privacy and security must be respected. Rooms may have to be shared with another student. Students are expected to knock or ring the doorbell (flashing

lights) before entering another student's room and not enter without permission, which includes times when the room is unoccupied. Student life staff are also expected to knock or ring the doorbell (flashing lights) before entering students' rooms/bathrooms.

Facilities must be shared among all students residing in a living space. Time and use limits will be used as needed to provide fair access for all. Students are encouraged to use equipment with consideration of the needs, rights, and feelings of others. Student Life staff will assist in negotiating use and will set limits as needed. The staff office area is off limits to students unless they have appropriate permission from student life staff. Windows are to remain closed as the building is designed to be climate controlled throughout the year.

Members of the opposite gender (parents, students, visitors) are NOT permitted in the bedroom areas or the hallway leading to the bedroom areas. If it is necessary to go into that area for some reason, please check in with the student life staff to obtain permission prior to entering that area.

Students are permitted in the lounge areas and/or designated areas within the dormitories determined by the student life director with permission from student life staff. When visiting outside of their dormitory, students are expected to be fully clothed (no sleepwear). All students must be back in their own dormitory by 9:30 p.m. unless permission is granted for special activities. The doors to rooms or lounges need to remain open if two or more students are visiting together in the room without staff supervision.

The school buildings/classroom sections are off limits during after school/evening hours unless approved or if there is a scheduled and supervised activity in that area. Students must remember to bring homework, textbooks, and/or personal belongings from the classroom area as the school buildings/areas close at 4 p.m. when teachers/administrators depart for the day. Student Life staff cannot open locked classrooms or buildings.

DORMITORY EXPECTATIONS AND RULES/REGULATIONS

Cleanliness/Daily Duties:

Students are expected to keep bedrooms neat and clean, assisting with cleaning and organizational tasks to the best of their ability. Clothes are to be picked up and on hangers, in dressers, or in laundry baskets. Beds are to be made each day. Vacuuming is done on a weekly or as needed basis. Student Life staff will teach and assist with the development of skills and the completion of these tasks.

Food in Dormitory Rooms:

Food and beverages are not permitted in dormitory rooms. Snack foods are available as part of the student life program, but students may bring such items from home. These items must be labeled with the student's name and placed in the kitchenette storage areas. No food or drinks are allowed in the dormitory computer rooms.

Laundry:

Each dormitory has washers and dryers that are available for student use. Students are encouraged to develop skills in completing laundry tasks. If student laundry is done in the dormitories, students are responsible to provide the necessary laundry products. Laundry tasks must be completed by 10:00 p.m. Due to limited units, students may prefer to take clothing items home on the weekend.

Contact with Parents/Families:

For calls home, students have access to telephones and/or videophones on a first come, first serve basis. Parents are asked to use this number when calling their child. A separate line is also available for communications with staff. If using school phones/videophones, a limit of 10 minutes per call is suggested to allow opportunity for all students to make and receive calls. Student Life staff will assist and set/enforce guidelines, as necessary. Students are permitted to have cell phones and/or other personal communication devices (iPads, etc.) in the dormitory. Student Life staff will communicate with parents to discuss guidelines regarding their child's cell phone use. Student Life staff may set/enforce limits on cell phone use when it is causing a disruption for other students. In addition to phones/videophones, computers with internet access

are available in all living areas. Computer contract rules apply (Section III). Student Life staff may set/enforce schedules for dormitory computer use.

Medications:

Student medications are kept in the MSA Health Services Office on each campus. Students are not allowed to keep medications with them or in their room. Any exceptions will be determined per guidance and approved by the Health Services Director. (See Health Services, Section V.)

Pets:

Animals are not permitted in the residence halls except for service animals. Please notify the student life director in advance if you have a service animal.

Television, Videos, Games, and other Electrical Appliances/Equipment:

The living spaces are equipped with televisions, cable TV services/DVD players for use by students. Hookup for such equipment is not available in individual bedrooms. Students who wish to bring equipment to the dormitories are responsible for their own devices. MSA will not assume responsibility for the security or maintenance of any personal devices. Contact the student life director for permission before bringing large electronic devices such as microwaves, refrigerators, or televisions to the residence halls. All electrical appliances or equipment to be used in student rooms must be checked by residential and/or maintenance staff. Items must be in good working condition (i.e., no frayed cords, etc.).

Personal media devices such as radios, MP3s, CD Players, Game consoles, and so forth are permitted and must be played at a reasonable level of sound. Student Life staff will assist in establishing what is reasonable. All audio equipment must be turned down to a quiet level by 10:00 p.m. to be respectful of those who have already retired for the evening. Students may lose the privilege of using their equipment if they do not comply with these guidelines.

Ratings for DVDs/Movies, Electronic/Online Games, and Television

DVDs and Movies

- No students are permitted to watch movies rated R or NC-17.
- Students below 7th grade are not permitted to watch movies rated PG-13 or above.
- Students' personal DVDs/videos may be watched with approval from staff, but ratings must be followed.

Electronic and Online Games

- Students below 6th grade may only play games rated EC (Early Childhood) or E (Everyone).
- Students are not allowed to play games rated M (Mature) or A (Adults Only).
- Students are not allowed to play online games which require a fee.
- Games without ratings may be played with prior staff approval and supervision.
- Ratings for the same game on CD-ROM/DVD are applied to online versions.

Television Programs

- Students are not permitted to watch programs rated TV-MA (mature audiences).
- Students below 7th grade may not watch programs rated TV-14.
- Students below 7th grade may be allowed to watch some programs rated TV-PG13 based on staff discretion.

Students who violate these rating guidelines will be subject to appropriate disciplinary consequences to be determined by the student life director.

Personal Items

All personal items must be kept clean and stored in designated storage areas in the student's room. We encourage all personal items to be labeled with the students' name to prevent confusion with others' belongings. Students are responsible for their own belongings and should be able to care for and keep track of their personal items. A list of required items and clothing suggestions is sent at the beginning of each school year and is available upon request.

Money

Students may handle their own money or deposit it in their student account. Staff from the Financial Department are on campus following established schedules so students may deposit/withdraw money. Each family should determine their child's ability to manage money and spending guidelines and discuss

these with student life staff. If students/parents do not choose to take advantage of MSA student account services, they understand that money that becomes lost or stolen is the responsibility of the student/parent.

Lending money and personal items:

Students should not lend out their personal items or make monetary loans to other students. MSA is not responsible for any monetary or personal item loans that students make to each other. MSA is also not responsible for personal items lost or stolen at the MSA dorms or on campus.

After-school Program Expectations and Activity Fees

A \$150 fee per student per school year is required for participation in the After School Program. A permission form must be on file in the Activities Coordinator's office before students can participate in the After School Program. Money will be collected at the beginning of the school year and put into a dorm activity account. This money is non-refundable and will not be returned to student funds. Students who arrive later in the year may pay a pro-rated amount determined by the student life director.

During the school year, the student life program may also provide some special off-campus activities. Additional monies may be requested from parents and guardians for those events. In the event a parent or guardian is unable to afford the after-school activity fee, please contact the student life director to make alternate plans.

After-school and Evening Activities

K-12th grade students living in the dormitories or participating in after school programs are expected to attend after school scheduled activities unless they are off-campus or participating in an MSA-sponsored activity/event during the scheduled activity times. During evenings, high school students are expected to attend evening activities. Middle school students may also attend evening activities. Students must attend regular dorm meetings scheduled by the student life director or the assistant dorm program coordinator. Permission to miss activities or meetings may be granted by the director, assistant dorm program coordinator, or **Activities Coordinator** based on extenuating circumstances.

Family Communication

It is important that parents, caregivers, or legal guardians communicate directly with the Activities Coordinator of the After School Program if the ASP staff needs to know about their child.

Changes to the students' daily transportation needs must be shared with the MSA secretary and the Activities Coordinator by 12:00pm on Mondays - Thursdays and 11:00 am on Fridays (MSAD only). All communication must be made by the parent/guardian.

Student Pick-Up

Students must be picked up by 5:00 pm. Parents/guardians will incur a late fee of \$5 if their child is not picked up by 5:05 pm, followed by an additional \$5 for every five minutes they are late. The required student pick-up time and late fees are in effect every evening regardless of evening school events. The student pick-up location is on the street in front of Rodman Hall (MSAD) or in front of the school building (MSAB). Coaches and ASP staff will remain with the student until their parents or legal guardians arrive.

Late fees must be paid within the next 24 hours after the late pick up or a payment agreement must be made with the Activities Coordinator. If the late fee is not paid, the student may not participate in the following ASP sessions. Fees can be paid to the Activities Coordinator in cash, personal check, or money order. Checks and money orders should be made payable to: MSA (Activities Coordinator on the Memo line).

Behavioral Expectations/Eligibility

Students are required to cooperate and follow all rules and expectations of ASP and the MSA Student Code of Conduct during all ASP activities. Failure to do so may result in removal from ASP and/or sports team(s). A refund of the ASP fee will not be issued.

Participating students who receive an in-school suspension or home suspension will not be allowed to participate in ASP or attend team events for the suspension. Depending on the seriousness of the violation of school rules, students may lose the privilege of participating in ASP and/or team activities for an extended period of time, including the possibility of permanent removal. Cases of inappropriate or

aggressive physical contact are considered especially serious. If a student did not attend classes fully during the school day, they may not be able to participate in the ASP activities or team events that day.

Sign-in/out and Communication with Dorm Staff

Middle School and High School students must communicate with student life staff when leaving the dormitory (whether to an on- or off-campus location). They must follow check-in/check-out procedures established for each dormitory. Elementary/Younger students must be accompanied by student life staff when going to activities outside of the dormitories.

DORMITORY SCHEDULES AND ACTIVITIES

Wake-Up Schedule:

Wake-up times will vary depending on the student, their needs and schedule. Students must establish wake-up times to give themselves enough time to take care of personal hygiene and dress before they are due at the cafeteria for breakfast.

Bedtime Schedule:

As with wakeup times, bedtimes are determined on an individual basis in conjunction with parents and with the feedback of student life and education staff. Adjustment of bedtimes can be made as needed. General guidelines for bedtimes are as follows:

<i>Under 12 (Elementary)</i>	<i>In room by 8:45 – Lights Out by 9:00</i>
<i>12 years to 14 years old (middle school)</i>	<i>In room by 9:15 – Lights Out by 9:30</i>
<i>Freshmen and Sophomores</i>	<i>In room by 10:15 – Lights Out by 10:30</i>
<i>Juniors and Seniors</i>	<i>In room by 10:45 – Lights Out by 11:00</i>

Academy Plus (A+) students and students in the apartments (independent living programs) have some discretion with bedtime schedules as long as students make reasonable choices, and their program needs are being met satisfactorily.

Dormitory Hours:

The dormitories are locked during the school day. Students must obtain permission and get a pass from their teacher, the nurse, the campus director, or the student life director to return to the dorm during the school day. Staff must accompany students to the dormitories when dorm staff are not on duty.

Meals:

Students are required to attend all meals unless ill or otherwise excused. Student life staff provide supervision and guidance for appropriate behavior, etiquette, and skill development. Mealtimes are posted in the dormitories. If students wish to cook their own meals, order food, or eat off-campus, they must obtain permission in advance so that the cafeteria can be notified. The student life director will establish appropriate deadlines and communicate those with the students.

Homework and Tutoring:

Student life staff are available throughout the afternoon and evening to assist students with homework. Completion of schoolwork is a priority. Student life staff will provide guidance in time management so that schoolwork and all other program demands are met. On the MSAD campus, tutors are also available during educational center times established by the student life director.

- Elementary students will have scheduled study time of 30 minutes daily.
- 6th-12th grade students will be provided 1 hour of scheduled study time daily.
- During scheduled study time, no other activities or meetings will be scheduled.
- In the event homework is completed in less than an hour those students in good academic standing (at least a 2.0 GPA and no D or F grades) may return to common areas for social activities in the dorm, but without interrupting others from studying. Students with low grades must remain in their study areas and continue studying and/or reading quietly until the end of study hour.

- For students with a GPA of 3.0 or above, study hours are optional, but students must remain quiet and refrain from interrupting others from studying. They will have the privilege of determining where they want to complete their study (within parameters established by the student life director).

Visitors

Advanced notification and approval by the Campus Director, Student Life Director, or designee for visits between 3:00 pm and 9:00 p.m. is required. No overnight stays are allowed. The student life staff will determine appropriate visits and any limitations in the student life director's absence. On arrival, visitors must check in at one of the dormitory offices where they will be issued a visitor's badge and asked to sign in. Students will be allowed personal visitors based on parent/guardian permission and in accordance with any court order or legal mandate (a copy of which must be maintained in the student's file in the main campus office).

OFF-CAMPUS GUIDELINES

Students can leave campus only with written authorization from parents/guardians. Permission to go off campus alone without adult supervision must be granted for each trip – blanket permission is not allowed.

Only people who have prior written authorization from parents/guardians may pick up students from the campus for off-campus activities. This information is maintained in the school's main office and in dormitory offices. Changes can be made in writing by the parent/guardian throughout the year as needed. Students will not be released from school unless proper permissions are in place. The individual accompanying the student off campus must complete the sign-out form outside the dormitory or in the main campus office prior to leaving and upon return.

Students who have obtained written authorization to go off campus must abide by the following:

- Students must complete assigned dorm duties prior to their departure off campus. Students who do not have a 3.0 or higher GPA must also complete their study hour or have a staff member sign off that they have completed all their homework before going off campus. They must also communicate their departure with the student life staff.
- Students must follow all school rules and laws while off campus. Failure to comply with school rules or guidelines may result in the loss of off-campus privileges.
- Students may request a ride from student life staff to an off-campus location. Not all requests will be fulfilled due to limited staffing.
- The student life director will establish times/days when students may go off campus. Students must follow the schedule unless special permission is granted by the student life director and parents.
- Elementary and middle school students must be accompanied by a staff member.
- High school students may go off campus in groups of two during daylight hours, following the schedule established by the student life director.
- With written permission from parents, students can go off campus alone.
- Visiting the homes of other students in the Faribault area must be approved by both students' parents. Permission must be granted for each visit – blanket permission is not allowed.
- For MSAB students, requests for independent, off-campus travel permission can be made by students by contacting the Orientation and Mobility instructors. A list with students approved for off-campus travel will be maintained and updated by O & M instructors and filed in each dormitory office. Students who have been granted off-campus travel permission must check with student life staff before leaving campus. Staff will verify travel permission and will provide final approval (or denial) for all requests.

- Students who have received approval to travel independently off campus are expected to return to the dormitory by 8:00 p.m. for Middle School Students, or 9:30 p.m. for High School Students unless given permission by student life staff for a later arrival time. Overnight visits are prohibited.

Visiting Homes of Other Students on Weekends

Students are required to produce written permission (e-mail will suffice; the student life director or designee will verify e-mails) from both sets of parents/guardians before being allowed to travel to the home of another student. The permission must be delivered to the appropriate staff preferably by Tuesdays for travel on Fridays (no later than two days prior to the date of the requested visit) so that travel arrangements can be made with transportation companies.

STUDENT RESPONSIBILITIES IN THE DORMITORIES

Students are expected to accept all responsibilities and abide by school and dormitory policies. Failure to do so in a consistent manner may result in loss of privileges. Student Life staff members are responsible for documenting and discussing incidents with a plan for improvement with students, helping them learn independent living skills and coping strategies for situations that may arise during the year.

GENERAL RESPONSIBILITIES (DAILY)

KEEPING ROOM CLEAN

- Bed made.
- Closet, drawers, and shelves in order.
- Floor swept.
- Dirty clothes in bag or basket
- Trash thrown away.

COMPLETING DORMITORY DUTIES, FOLLOWING DUTY SCHEDULE

- Cleaning Dorm Kitchen
- Laundry duties
- Storing Food
- Cleaning Bathrooms

BEHAVING APPROPRIATELY

- Respecting others' need for quiet.
- Utilizing appropriate language
- Following PDA (Public Displays of Affection) rules
- Following directions without excessive argument
- Respecting boundaries and respecting others

FOLLOW BEDTIME RULES

- In room at assigned time
- Refrain from texting or using other personal devices after lights out.
- Refrain from talking after lights out.

USING TECHNOLOGY AND COMMUNICATION DEVICES APPROPRIATELY

- Refrain from using any electronic devices to view inappropriate material (pornography, inappropriate websites, pictures, or videos)
- Refrain from watching movies rated over PG13 or playing videogames rated over T.
- Follow the guidelines for technology/Internet use outlined in MSA Policy #524

FOLLOWING MEALTIME EXPECTATIONS

- Attending meals following schedule
- Behaving appropriately in the cafeteria
- Cleaning up after meals

APPROPRIATE OFF-CAMPUS BEHAVIOR

- Follow off-campus guidelines.
- Follow campus rules while off-campus.
- Interact appropriately with community members.

FOLLOWING STUDY TIME EXPECTATIONS

- Follow schedule for study hours.
- Complete all homework assignments.
- Ask for help as needed.
- Be respectful to staff and peers.
- No sleeping or playing games/surfing the Internet during study time.

SIGN IN/SIGN OUT

- Sign out when leaving the dorm area.
- Communicating with staff about leaves and arrivals
- Signing in when returning to dorm area

FOLLOWING SCHOOL/DORM RULES

**Any violation of the school/dorm rules, including the following major offenses will be referred to the student life director for investigation and determination of consequences. Repeated offenses and/or major offenses may result in suspension or revocation of dorm privileges.*

- Breaking into School Building
- Damage to school property
- Use of Drugs, Alcohol, and/or Tobacco
- Fighting/Bullying/Hazing/Harassment
- Leaving Campus without Notifying Staff
- Sexual Misconduct
- Stealing
- Weapons

Within each category, additional incidents will result with a meeting with the student life director to discuss a plan to address the behavior and determine follow-up actions. If the behavior persists, the student life director will set up a meeting with the student, staff member, and parents to discuss additional monitoring and support.

Consequences will be determined, depending on severity of the infraction and the student's specific learning/behavior needs. Additional consequences may be added by the student life director after investigation and parents will be informed of additional consequences.

Not all incidents are documented in the handbook. This is a general guide to help staff and students maintain respect for each other and have fair consequences given for actions. If an incident happens outside of what is listed in this handbook, student life staff shall request a meeting with the student and the student life director to discuss the behavior and follow-up actions.

SECTION VIII: MINNESOTA STATE ACADEMIES POLICIES

RELEVANT TO THIS HANDBOOK

All policies can be found on the [MSA Website \(Policies\)](#) or in the Superintendent's office.

- 1) [Policy #404 – Employment Background Checks*](#)
- 2) [Policy # 413 – Harassment and Violence*](#)
- 3) [Policy #419 – Tobacco Free Environment](#)
- 4) [Policy # 501 – School Weapons](#)
- 5) [Policy #502 – Search of Student Lockers, Dorm Rooms, Other Spaces, Desks, Personal Possessions, and Student's Person](#)
- 6) [Policy #506 – Student Discipline](#)
- 7) [Policy #512 – School-Sponsored Student Publications and Activities](#)
- 8) [Policy #514 – Bullying Prohibition*](#)
- 9) [Policy #515 – Protection and Privacy of Pupil Records](#)
- 10) [Policy #516 – Student Medication](#)
- 11) [Policy #520 – Participation in Research Projects and Student Surveys](#)
- 12) [Policy #521 – Student Disability Non-Discrimination](#)
- 13) [Policy #522 – Student Sex, Gender, Gender Identity Non-Discrimination](#)
- 14) [Policy #524 – Appropriate Use of Electronic Communication and Technology](#)
- 15) [Policy #526 – Hazing Prohibition*](#)
- 16) [Policy #532 – Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds](#)
- 17) [Policy #533 – Wellness](#)
- 18) [Policy #543 – Crisis Prevention Intervention \(CPI\)](#)

*Policies required to be included in the Student Handbook.