



North Metro Flex Academy

Family and Student Handbook

Updated: 2022-2023 School Year

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North Metro Flex Academy Welcomes You!

On behalf of the North Metro Flex Academy community, welcome! We are a growing community committed to providing high quality education and care. The North Metro Flex Academy Student Handbook is designed to help students and parents become a part of the NMFA community and to integrate into our culture of caring and success. We are all responsible for knowing the contents of the handbook and for working hard to find our place at NMFA. Although this handbook does not cover every situation or question, it is designed to be your guide through the most common situations.

Our Vision:

North Metro Flex Academy's vision is to create a high-performing and innovative school that will produce graduates capable of exemplary levels of higher order thinking and student achievement, as well as prepare students for any post-secondary opportunity they may wish to pursue. Our school is a place where all students will have access to exceptional curriculum, tools, and teaching to maximize their success in life.

Our Mission:

Based on this commitment, our mission is to prepare a diverse community of elementary, middle, and high school students to be successful in college and in their careers through a flexible "blended learning" experience that develops analytical, compassionate, disciplined and self-directed learners.

We will accomplish our mission by:

- Providing a world-class education through a curriculum that exposes students to diverse cultures with a balance in fine arts, technology, character development and schoolwide activities.
- Establishing an engaged school community committed to the lifelong success of students in a global environment.
- Embracing traditional values as the cornerstone of a distinguished education.

Curriculum:

Our content-rich curriculum combines high tech with the humanities, combining the rigors of a classical education with the relevance required by contemporary culture. Our interdisciplinary program instills in students a captivating conceptual understanding and chronological picture of history, as well as an awareness of the interrelationships between different domains of knowledge.

Technology:

To master true computer literacy, students require hands-on access to computers as a tool for authentic learning. North Metro Flex Academy equips each classroom with a computer for every student, and provides a laptop for each teacher and administrator.

Assessment:

The barometers that gauge North Metro Flex Academy's success include higher student standardized test scores, marked progress in the quality of performance-based assessments, and enhanced motivation, satisfaction, and morale on the part of students, teachers, and parents.

Teachers:

North Metro Flex Academy hires, trains, and is committed to retaining star teachers and talented leaders in educational management. All teachers are highly qualified, experienced individuals who have a strong sense of purpose, and a willingness to challenge themselves as lifelong learners, as they would challenge their students. They compel all students to excel by concentrating on engaging every child in learning and by holding students to high standards.

Parents:

Because every child needs stability, continuity and a champion who believes in his or her human potential, North Metro Flex Academy works to foster a close connection between home and school. Specifically, North Metro Flex Academy works with parents and other adults with positive influence to improve attendance, to assist with homework, and to intercede at the first hint of difficulty.

Contact Information:

North Metro Flex Academy
 2350 Helen Street
 North St. Paul, MN 55109
 Phone: 651-300-6300 Fax: 612.276.3911
 Website: www.nmfamn.org

Principal: Debra Kranz
 E-Mail: dkranz@nmfamn.org

Operations Manager: Chelsea Smieja
 E-Mail: csmieja@nmfamn.org

Office Manager: Jessaca Karg
 E-Mail: jkarg@nmfamn.org

General Expectations**General Safety Expectations:**

As a community of learners, it is the duty of each individual to do her/his part in keeping our school safe. The school staff requires that all visitors coming to the building report directly to the front desk to present identification, sign in, and receive a visitor badge.

Entry to the school should be gained through the front doors after 7:30 AM daily.

Students are not to be left unsupervised at the school under any circumstances. Please do not leave your child unattended on school grounds before 7:20 and after 2:10 because there will be no one to supervise him or her. School personnel will supervise students between 7:20 AM and 2:10 PM daily.

Appropriate attire must be worn by students to the school during cold weather days. Students are expected to wear jackets, boots, hats, mittens or gloves when the temperature reaches below freezing marks. Outdoor clothing will not be worn inside of school. Students are expected to remain in seasonally appropriate attire throughout the school day.

Communication:

At North Metro Flex Academy, we believe that communication is paramount to the success of our students, and we believe that parents are essential in the communication process. Therefore, we ask that all members of the learning community adhere to the following guidelines:

- Keep up-to-date with our communication:
 - Check the school website (www.nmfamn.org) and/or our Facebook page at least weekly for updated information
 - NMFA will also communicate via email/phone calls/text messages through our student information system
 - Read every NMFA School update and any weekly/monthly newsletters
- Treat our Board, faculty and staff with respect - this includes at school events, emails, telephone conversations, and in the classrooms during and outside of school hours. Our students are held to a high standard in this regard, and they truly need to see this modeled by all adults in their lives.
- Respect our learning community - Enrolling your student at NMFA indicates your commitment to supporting and respecting the rules as outlined in this handbook. Cooperative relationships provide the win-win support that all of our students need to be able to focus on their education.

North Metro Flex Academy maintains an open door policy concerning communication with parents, students, staff and our community. Appointments may be made by calling 651.300.6300.. All concerns should follow the proper line of contact to address an issue.

- I. Email or call the teacher or personnel responsible (students case manager if Special Education); if not resolved, then:
2. Email or call the School Principal; if not resolved, then:
3. Contact the NMFA School Board; if not resolved, then:
4. Contact the Minnesota Department of Education.

Volunteering:

North Metro Flex Academy welcomes volunteers into our school to assist with day-to-day activities and special events. Background checks are required and will be conducted for any adult/volunteer who will have contact with children at North Metro Flex Academy during school hours, including field trips. Background checks will be conducted yearly.

School Directory

Under the federal Family Educational Rights and Privacy Act (FERPA), certain student information designated as "directory information" may be disclosed without a parent's written consent. The purpose of this policy is to designate certain student information as "directory information." North Metro Flex Academy shall annually provide parents notice that the School has designated certain types of student information "directory information". This notice will also inform parents of their right to refuse to allow the School to designate the information as "directory information" and indicate the period of time within which the parent has to notify the School of the parent's refusal.

Designation Of Directory Information

North Metro Flex Academy has designated the following information as directory information:

- Student's Name
- Photograph;
- Honors, and Awards Received;
- Grade Level;
- Participation in officially recognized activities and sports.

Release Of Directory Information To Outside Organizations

Directory information may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If a parent does not want North Metro Flex Academy to disclose directory information from a child's education records without prior written consent, parents must notify the school by October 1. To make this request, the parent should call North Metro Flex Academy, 651.300.6300.

See North Metro Flex Academy policy No. 5.3.3/or more information

Access to Records Rights/Opportunities

Students' parents/guardians and eligible students under federal law generally have the right to view their school records according to state and federal laws. Students have the right to privacy regarding their school records. Any disclosure of information from student records will be consistent with legal requirements and policy established by NMFA.

General Office Policies

Telephone:

Telephones in the offices and classrooms are for business purposes. Except for emergencies, students may not use the office phones.

Messages:

A message system will take messages before and after school or during times of high volume use in the school office. Messages are important to the NMFA staff and calls will be returned as soon as possible.

Copy machines:

Use of all copy machines is restricted to faculty, staff, and trained volunteers.

School Property:

The NMFA community is expected to show pride in NMFA by taking care of school facilities, equipment, materials and books, and by keeping the grounds and building free of litter.

Security Camera Use:

North Metro Flex Academy may utilize video cameras in classrooms, hallways, the cafeteria, playground areas, and other areas within our school for the safety of our students. The cameras aid in observation purposes should the need arise on behalf of the school. Since the cameras are to be used first and foremost for safety purposes, North Metro Flex Academy reserves the exclusive rights to the footage subject to applicable provisions of the Minnesota Government Data Practices Act. In certain disciplinary or safety situations, the faculty may request that an administrator view the camera footage.

Use of School Name:

At no time may any member of the NMFA community use the school name, emblem, mascot or logo for any promotional activity, in published or printed material, or in a contractual manner, without permission granted by the board of directors.

Weather And Emergency Information

Cancellations:

Because of our broad geographical student base, NMFA school delays or school cancellations due to bad weather will be determined by the administration. NMFA will close in conjunction with ISD 622, which includes Maplewood, Oakdale, and North St. Paul. However, please tune in to the radio and television stations for pertinent announcements. In all cases of bad weather, parents should exercise their own judgment whether to have their child in school. In cases of delays due to bad weather, all tardiness and absences will be excused.

Radio: WCCO 830 AM Television: KARE 11

Emergency Drills:

Students must learn all emergency procedures and instructions given by the NMFA staff. NMFA will conduct needed drills to ensure that the school community will respond to an emergency safely and effectively. Teachers will instruct students regarding the posted procedures for their classroom and the school building, including specific instructions for safe primary and secondary exits. The response to all drills is to be prompt, quiet, orderly and disciplined. Full cooperation is necessary for the proper execution of these drills, and students are to remember that their welfare is our sole purpose for practicing them.

Student Life

Conduct in the Classroom:

Individual teachers handle all matters of classroom discipline and will follow NMFA's policy on removal from the classroom. In the cases of repeated misconduct or disruption, parents or guardians will be notified. Severe misconduct will be referred to the office. Student office referrals can result in removal from the classroom, out of school suspension, or expulsion.

Conduct in the Cafeteria:

All lunches, whether hot or bag lunch, must be eaten in the cafeteria. Other than snacks or special treats, no food is to be eaten elsewhere in the building or outside. Certain types of behavior are unacceptable including but not limited to the following: throwing and spitting out food, yelling, running, tripping or pushing others, showing disrespect to supervisors, refusing to follow instructions of cafeteria supervisors or leaving a mess on the table or floor. Students who violate the lunchroom rules are subject to disciplinary action and restriction from the cafeteria.

After students are finished eating, they must remain in the cafeteria until a teacher has excused them. Students are not allowed to leave the school grounds during the lunch period.

See Appendix C for student discipline policy

Field Trips:

Parents must sign a written permission form in order for their child(ren) to participate in field trips. While on field trips, students are required to follow all policies and rules that apply at school. Students who are transported by the school are under the authority of the operator of the school approved vehicle and all other supervising adults. Students who ride school transportation to the field trip location must return via school transportation to NMFA.

Field trips are a great privilege provided by NMFA to complement the learning experience of the students in coached projects. Students who have demonstrated inappropriate or disruptive behavior in the classroom or on previous field trips may not be allowed to participate in the trip at the sole discretion of the teacher and administration.

Parents, volunteers, and all who supervise students on field trips must read and sign our "Volunteer Agreement" prior to the trip. Only pre approved adult chaperones may ride school provided transportation if room permits. Non-chaperoning adults must provide their own transportation. Siblings of students and other children may not ride school provided transportation, and should not accompany or join the class on field trips, which are for the benefit of students in the class.

Food is provided on field trips that extend over a normal lunch period. Students should not bring food onto the bus. If the student has a special dietary requirement, please notify the teacher and the student's food will be marked and kept with the field trip lunches.

A form provided by the school is to be completed by the parent/guardian granting permission for the student to participate in any scheduled field trip. Students who fail to submit the proper form will not be allowed to participate. Students may be denied participation by the school if they fail to meet academic and/or behavioral requirements

Snack Guidelines:

Please consider donating a snack for your child's classroom. We will only be able to provide donated snacks in class size portions of snacks that are nut, gelatin, and food-dye free. A suggested donation for two class size boxes of snacks per month will ensure that a healthy snack can be provided to all students each day. Students are also encouraged to keep a water bottle (water only) with a tight lid in their classroom. Approved Snacks for All Classrooms

Goldfish (not candy flavored)	Pre-popped popcorn (not candy flavored)	Cheez Its
Ritz crackers	Fruit cup	Chex Cereal
Graham crackers	Applesauce	Cheerios
Pretzels	Craisons	String Cheese
Granola bars (nut free)	Dried fruit	Sliced/Block cheese

Please note that individual snacks from home will not be allowed unless dietary restrictions (such as gluten intolerance) are a concern.

Birthdays may be celebrated with an individual size store bought treat (cupcakes, cookies, etc.), if you wish. Please do not send a birthday cake. Please see the classroom teacher for other ideas.

Food Allergies:

Parents are responsible for informing the office and their student's teachers of any food allergies their child might have. Parents(s)/Guardian(s) are encouraged to discuss severe food allergies with their students and stress the importance of not sharing food at school. Students with severe allergies can choose to bring their own lunch, or eat our hot lunch that is catered. Menus for the school hot lunch will be prepared for alternatives if there is an item of concern to a student's food allergies. Because nuts tend to be the most common severe food allergy, nutrition services and lunch room staff will maintain procedures to not allow cross contamination of peanut oils or products at lunch tables. Parents need to arrange this with NMFA's nutrition services. No snacks brought to school will be served to students unless they are in an unopened, store bought container that has all ingredients clearly labeled. Parents/guardians of students with severe food allergies need to provide alternative safe snacks for their students when snacks will be brought to the classroom.

See Appendix A for Severe Allergy Procedures

Gum:

Gum is not allowed on school property, unless given specific permission by administration.

Lost and Found:

The school cannot be responsible for lost or stolen property, but an effort is made to assist students in the recovery of their missing property. A "lost and found" will be maintained by the school. Any found items should be turned in at the office. Unclaimed items will be turned over to benevolent organizations at the end of each quarter. Students are strongly encouraged to leave valuable items, including cash, at home.

Electronics:

Cell phones, cameras, iPods, tablets, e-readers and gaming devices in any form are not allowed at school or school related events, unless Administration gives specific permission. Teachers will confiscate any of these devices if seen or heard. Items will be locked up and returned to students at the end of the day, along with a reminder note to parents that these items are not allowed in school. The school is not responsible if these items are lost or stolen, and will not spend school time looking for them.

Toys:

Toys, game cards (Pokemon, Magic, etc.), or collectable cards are not allowed at school. The school is not responsible if these items are lost or stolen, and will not spend school time looking for them.

School Photos:

At the beginning of the year, there will be an opportunity for all students to have their pictures taken. Notice will be given prior to picture day. Students will follow the dress code for school pictures. Informal pictures are taken in the spring. Students are allowed to wear their choice of clothing for these pictures.

Leaving Campus During the Day:

Students may not leave school during school hours unless a parent or guardian checks them out at the office and accompanies them. Students who become ill during the day must report to the office so that a parent, guardian, or emergency contact may be contacted.

Cold Weather Recess Guidelines:

Students are expected to go outside each day unless we have inclement weather. During the winter months, students should be dressed appropriately. Students go outside unless the actual air temperature or wind chill is below zero. See "Student Life" for appropriate winter wear.

Parties and Classroom Celebrations:

Classroom birthday celebrations should follow these guidelines:

- Students are recognized by their teachers on their birthdays, unless parents choose to opt-out.
- Only water in clear plastic screw-top bottles or juice boxes are allowed in the classroom.
- Treats should be store-bought or from a professional bakery.
- As we do not have a freezer available, no ice cream or frozen treats should be sent to school.
- Birthday treats are not allowed during lunch due to state imposed nutritional requirements and time constraints in the cafeteria
- Birthday party announcements should not be passed out at school unless the entire class is invited
- NO BALLOONS. Due to their destructive nature balloon bouquets are not allowed on campus. Due to serious health concerns, front office staff has been directed not to allow balloons to be taken to classrooms.

Celebrations: It is the responsibility of the administration to protect academic time on task.

Uniform Policy

NMFA's uniform policy has been established to help facilitate the education of our students, to ensure their safety, and to allow for parity among them. This policy will be reviewed and updated as deemed necessary by the administration and the NMFA School Board.

The policy of North Metro Flex Academy is to encourage students to be dressed appropriately for school activities and consistent with the school uniform policy. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Students are expected to be in uniform during school hours unless authorized to be "uniform free." North Metro Flex Academy school uniform standards include:

- All students must wear the school uniform shirt. A solid colored white shirt may be worn under the uniform shirt if needed.
- Boys may wear solid tan colored pants or shorts. Sweatpants are not allowed as regular school uniform attire.
- Girls may wear solid tan colored long pants, Capri pants, shorts or skirts. Sweatpants are not allowed as school uniform attire. Skirts and jumpers must be a modest length.
- Closed toed shoes must be worn at all times. Sneakers or dark solid colored shoes are acceptable. No shoes with high heels or wheelies may be worn. Boots may not be worn inside of the classroom.
- No hooded apparel may be worn in the school building.
- Hats and other outerwear are not allowed in the building except with the approval of the principal. (i.e., students undergoing chemotherapy; medical situations).
- Religious attire required by the student's sincerely held religious belief may be worn at school. All headwear should be solid colored, and skirts and pants should be tan/khaki.

The administration may recommend a form of dress considered appropriate for a specific event (i.e., field trip) and communicate the recommendation to students and parents/guardians as needed.

Shoes and Socks:

Shoes must be worn at all times. Boots, open-toed shoes, flip-flops, slippers, sandals, "wheelies", mules and "cros" are not permitted. Shoelaces shall be tied at all times. It is recommended that students wear soft sole shoes in order to protect their feet when participating in recess or other activities requiring running.

Gym shoes must be worn when participating in athletic activities in the gym. Students without proper shoes may be restricted from participating in Physical Education classes or extra-curricular activities.

Students are required to wear socks, tights, or leggings. Only solid color socks, leggings, and tights are to be worn. Tights and leggings are to be navy blue, white or black (no print patterns) and worn with skis or jumpers.

Pants, shorts, jumpers, skirts:

Pants or shorts must be tan/khaki and have a flat or pleated front. Legs need to be covered on days when the temperature is below 32 degrees during school hours. The hemline in jumpers, skirts, skorts, and shorts must be long enough to extend beyond the student's fingertips when the hand is extended down the thigh. Bike shorts may be worn under skirts if they do not show.

Exceptions:

North Metro Flex Academy respects the diversity of its students. Administration may make exceptions to this policy based on religious or medical grounds.

- Outerwear that is worn for warmth to and from school and outside at recess that is not considered a uniform item will not be worn in the classroom. No hats are to be worn in the classroom or in the school building.
- Leggings or bike shorts may be worn during PE class under skirts or jumpers.
- White turtlenecks, mock turtlenecks or plain white long long-sleeved T-shirts may be worn under an approved uniform item. No logos or emblems are allowed on turtlenecks.
- Snow boots or rain boots may be worn to school, but uniform approved shoes must be worn once inside the classroom.

General Expectations:

Students are to present a neat appearance. Shirts, pants, shorts, and skirts may not have holes or tears. Items not covered above, but considered inappropriate, unsafe, or a distraction from the learning environment are subject to review by the administration and teachers. Cheerful, consistent compliance is expected. The NMFA staff, with support of the NMFA Board, reserves the right to deny, at its discretion, any item that is noticeably different in style, color, or fabric. Any checking will be done visually and parents will be notified of non-conformance.

Enforcement:

1. The first line of uniform enforcement takes place in the student's home. Parents may be called to address a uniform concern prior to the following steps being taken.
2. Classroom teachers will be the second line of enforcement. Teachers will look for uniform policy violations at the beginning of the day and report them to the office staff.
3. Any staff member may report a uniform violation to the student's teacher.
4. After the first violation all further violations will be reported to parents and require a parental response.
5. The office staff will note uniform violations.

Consequences for Non-Compliance:

1. First violation - Verbal warning. Student remains in the classroom. If possible, student will be able to borrow an item at school.
2. Second violation - Student is removed from the classroom. Office staff notifies parents of violation. Student returns to the classroom. If possible, student will be able to borrow an item at school.
3. Third violation- Student is removed from the classroom. Office staff notifies parents of violation and asks them to bring appropriate uniform attire to school immediately. Parent(s) and student meet with the administrator or designee, and sign a Uniform Agreement. Students return to the classroom properly attired if possible.
4. Fourth violation - Student is removed from the classroom. Office staff notifies parents of violation and asks them to bring appropriate uniform attire to school immediately. Parent(s) and student meet with the administrator or designee, and sign a Uniform Agreement. Students return to the classroom properly attired if possible. If parent is unavailable, parent must accompany student to school the following day to complete the Uniform Agreement.
5. Fifth violation- Student is removed from the classroom. Office staff notifies parents of violation and asks them to bring appropriate uniform attire to school immediately. Parents are informed that the student will serve the rest of the day in an in school suspension for the uniform violation. Parent and student meet with the administrator, or his designee, and sign a Uniform Agreement. If parent is unavailable, parent must accompany student to school the following day to complete the Uniform Agreement.
6. Sixth violation - Student is removed from the classroom. Office staff notifies parents of the violation and asks them to pick up a student who is being sent home for an out of school suspension for the uniform violation. Parent and student meet with the administrator, or his designee, and sign a Uniform Agreement.

Academics

Our Curriculum:

North Metro Flex Academy uses the best available age-appropriate, research-based materials in the classroom. Our curriculum is designed to teach mastery of essential skills in each subject area and to foster critical thinking.

- Language Arts: *Houghton Mifflin Harcourt - Journeys*
- Math: *Houghton Mifflin Harcourt - Go Math*
- Science: *Houghton Mifflin Harcourt- Science Fusion*
- Social Studies: *Harcourt Social Studies*

Make-Up Work:

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be two days allowed for make-up work for each day of absence up to 10 days if the assigned work was issued during the absence. If assigned work was given prior to the absence, students are expected to turn in the work upon their return to the next time class meets. All missed exams will be taken within two occurrences of class meeting upon returning from an absence. Any exceptions for these guidelines would need to come from a school administrator prior to the excused absence.

Homework:

At NMFA, homework assignments will be provided commensurate with the grade level the student is enrolled in. Reading to or with a parent is expected every night. NMFA students are expected to turn in all class work and homework. It is expected that class work and homework will be turned in at the time designated by the teacher.

Grading System:

The academic year is divided into three trimesters. Each trimester is approximately 57-58 days in length. Grade report cards are "standards based". Grades are based on class work, homework, class participation, quizzes and tests. A student's attendance in school and/or tardiness may also affect their grade.

Report Cards/Progress Reports:

Report cards will be printed and/or emailed and distributed at the end of each trimester. Progress reports may be issued at the midpoint of each trimester. Parent/Teacher conferences may serve as the progress report for designated qualifiers.

Promotion/Probation/Retention:

North Metro Flex Academy has established and maintains high standards for all students by establishing clear academic expectations, monitoring student achievement and communicating student progress to parents/guardians in a continuous and systematic manner. North Metro Flex Academy does not practice social promotion but rather places and promotes students according to each student's instructional level. Recognizing the unique developmental needs of each student, the most appropriate educational setting will be determined to meet those needs.

Policy Statement:

No student shall be promoted to the next successive grade level based on age or other social reason unrelated to academic performance. The purpose of this policy is to provide a framework to support North Metro Flex Academy's philosophy that all students achieve optimal learning and make progress based upon high expectations and consideration of students' abilities and needs. Students who demonstrate a readiness for work at the grade level currently assigned and who indicate a readiness to work at the next grade level will be promoted to a higher grade the following year.

Retention:

Students who do not demonstrate a readiness for work at the grade level currently assigned will be retained only if the student, in consultation with North Metro Flex Academy staff, including, but not limited to the Principal and the student's teacher as well as the student's parent/guardian determines that the student is likely, if retained, to mature and achieve academic and/or social proficiencies at grade level or above.

Special Education:

The student's IEP Team will make a decision to retain a student who has an IEP. No student will be retained without consultation between North Metro Flex Academy and the student's parents/guardians. An academic improvement plan should be used when appropriate.

For more information on Promotion, Retention and Acceleration, please see policy in Appendix.

English Language Learners:

If a student's enrollment papers indicate that the student or household speaks another language, the student will need to be assessed for his/her English fluency. Upon assessment, the student will be classified as either English Proficient or English Learner. Parents are permitted at any time to request a meeting to discuss his/her child's assessment and classification.

-See North Metro Flex Board Policy No. 5.9.2 for more information.

Student Attendance

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Attendance Expectations:

Each year the Board establishes the school attendance period by adopting a school calendar. Students are expected to be in attendance in accordance with the North Metro Flex Academy adopted calendar. A 95% attendance rate is expected to meet promotion requirements. Circumstances that arise that obligate a student to finish the school year early will need an approved pre-arranged absence form on file with the administration. Excused absences will be approved. See Excused Absences below.

Parents/guardians will be expected to take the responsibility for determining whether it is safe to send their child to school due to severe weather.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school.

Parental responsibility:

According to state law, the parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. "Parent" means a parent, guardian, or other person having legal custody of a child.

Instruction required for students between 7-17:

Every child between seven and 17 years of age must receive instruction unless the child has graduated. Every child under the age of seven who is emolled in a half-day kindergarten, or a full-day kindergarten program on alternate days, or other kindergarten programs shall receive instruction.

Kindergarten attendance:

Once a pupil under the age of seven is enrolled in kindergarten or a higher grade the pupil must continue to attend school. A parent or guardian may withdraw the pupil from enrollment in the school for good cause by notifying the NMFA principal. Good cause includes, but is not limited to, enrollment of the pupil in another school, or the immaturity of the child. A pupil under the age of seven who is withdrawn from enrollment in the public school under paragraph (c) is no longer subject to the compulsory attendance provisions of law.

Kindergarten Students:

North Metro Flex Academy may excuse a kindergarten student from part of a school day at the request of the student's parent.

Excused Absences:

In order to obtain approval for a student's absence(s), an application should be made to the Principal. NMFA may ask the student's parent or legal guardian to verify in writing the reason for the child's absence from school. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse. The Principal, may approve the application upon the following being demonstrated to the satisfaction of that board:

- A. that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
 1. the child's illness, medical, dental, orthodontic, or counseling appointments;
 2. family emergencies;
 3. the death or serious illness or funeral of an immediate family member;
 4. the child has a condition that requires ongoing treatment for a mental health diagnosis;
- B. that the child has already completed state and local standards required for graduation from high school; or
- C. that it is the wish of the parent, guardian, or other person having control of the child, that the child attends for a period or periods not exceeding in the aggregate three hours in any week, a school for religious instruction conducted and maintained by some

church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This school for religious instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. However, a child may be absent from school on such days as the child attends upon instruction according to the ordinances of some church.

Unexcused Absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by NMFA of the unexcused absence whenever possible. In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school monitors individual unexcused absences with the school's information system. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel shall make a reasonable effort to notify the parent/guardian by telephone. The administration shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the administration of North Metro Flex Academy for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Truancy:

Under state law, a student is deemed a "continuing truant" if the student is absent from instruction without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods in three days if the child is in middle school.

When an NMFA student has been deemed a "continuing truant" the principal or his/her designee, shall notify the student's parent or legal guardian, by first-class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school and parents or guardians who fail to meet this obligation may be subject to prosecution;
4. that this notification serves as the notification required by truancy laws;
5. that alternative educational programs and services may be available in the student's enrolling or resident district;
6. that the parent or guardian has the right to meet with appropriate school and/or county personnel to discuss solutions to the child's truancy;
7. that if the student continues to be truant, the parent and child may be subject to juvenile court proceedings;

Tardiness:

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins after 8:00 AM. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, parents/guardians shall be notified. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his/her next class. Teachers shall honor passes presented in accordance with this policy. Students will be marked tardy by office staff if arrival is after 7:50 AM.

Leaving school early will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 2:00 PM on regularly scheduled school days. Leaving before the dismissal time is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption. Unavoidable situations will be honored, but excessive early dismissal will be documented as tardy in the attendance record.

Withdrawal from School:

If a student decides to withdraw from school for any reason, the student must follow the checkout procedure and complete a withdrawal form.

Student Health

Emergency Contact Information:

At the beginning of the school year you will receive an emergency contact information form. If your student was previously enrolled, the form will be filled in with information provided by you in the past. It is important that you update the information, as needed, and return it immediately. It is necessary that we have your phone numbers as well as the phone numbers of two additional friends, neighbors or family members who can be contacted in case your child needs emergency medical help. Home and work numbers must be included. Please be sure the persons you list on the form know that the school may contact them and they are willing to pick your child up from school if you are unavailable. It also helps if your family member, friend or neighbor is easily reachable when you are not. Please notify the offices immediately of any changes to your child's emergency information during the school year.

General Health Room Procedures:

A student entering the health room will be allowed to remain there for a maximum of 15 minutes. After 15 minutes, a decision will be made to either send the student back to class or to send the student home. If the student is being sent home a telephone call will be placed and a resolution/decision shall be made within 30 minutes as to how the student will be picked up by a parent/guardian or emergency contact person. Once the resolution/decision is made, it shall be adhered to unless the situation escalates requiring immediate medical attention. The parent/guardian or emergency contact must keep NMFA's Principal or their designee updated with their status as to their arrival at NMFA. Please be sure to provide the school with necessary emergency contact telephone numbers and update information if it changes during the school year.

Illness:

Here are a few guidelines to help you determine whether or not to send your student to school. Do not send your student to school if they have:

- A temperature is over 100 degrees F.
- Experienced vomiting or diarrhea in the past 24 hours
- Cold symptoms, such as constant runny nose, congestion, coughing, or sneezing (unless allergy related)
- A sore throat lasting longer than 3 days (a student diagnosed with strep throat must stay home at least 24 hours AFTER antibiotic treatment has been started)
- Red inflamed, swollen, or discharge from the eyes (not related to allergies)
- Weeping cold sores or other lesions (such as impetigo) until under treatment
- Rashes that have not been diagnosed

If you have any questions regarding these policies or immunization requirements for Minnesota students, please call the office at North Metro Flex Academy: 651.300.6300. The trained health assistants will then get in touch with our licensed school nurse if necessary.

Health Requirements & Immunizations:

In order to enroll or remain enrolled in any elementary or secondary school in Minnesota, the parent/guardian of a student must have a statement on file with the school administrator or other person having general control and supervision of the school that shows that the student is either:

- A. completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella; or,
- B. immunized against measles, mumps, rubella, and varicella and has begun, but not yet completed, a schedule of immunizations against diphtheria, tetanus, pertussis, and/or polio, and/or hepatitis B, as verified by a physician or clinic; or,
- C. legally exempt from one or more of the required immunizations, as evidenced by either a statement of medical exemption signed by a physician, a documented history of the varicella disease, or a notarized statement of conscientious exemption.

Communicable Diseases/Extended Illness:

Any student having a communicable disease will be dealt with on a case-by-case basis in accordance with guidelines for that disease by both state and local health departments, including the Center for Disease Control, Minnesota Department of Health, and Washington and Ramsey County Health Departments. In such cases as chicken pox, measles, and mumps, students will not be allowed to return to school until the school receives a doctor's notification that there is no risk of infecting others.

Medications Policy:

NMFA acknowledges that some students may require prescribed drugs or medication during the school day. NMFA's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and NMFA procedures.

1. Requirements

- a. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent and healthcare provider. An oral request must be in writing within two school days, provided that NMFA may rely on an oral request until written can be provided.
- b. An "Authorization for Administration of Medication at School" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- c. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- d. The school nurse, or principal may request to receive further information about the prescription, if needed, prior to administration of the substance.
- e. Prescription medications are not to be carried by the student, but will be left with the appropriate NMFA personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler and medications administered as noted in a written agreement between NMFA and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- f. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- g. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IBP.
- h. The school nurse, or other designated person, shall be responsible for the filing of the Authorization for Administration of Medication at School form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

Please Note: Procedures for administration of drugs and medicine at school and school activities should be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party.

1. Specific Exceptions:

- a. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
- b. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
- c. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
- d. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
- e. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - i. NMFA has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - ii. the inhaler is properly labeled for that student; and
 - iii. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. The student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

2. Medications:

- a. that are used off school grounds; or,
- b. that are used in connection with athletics or extracurricular activities; or,
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

Over-the-Counter Medications:

Over-the-Counter (OTC) medications require the same parental authorization and original, labeled bottle as prescriptive medications. They must be administered in a manner consistent with the instructions on the label. The licensed school nurse or principal may request further information about the medication prior to administration of the substance. Parents are asked to give OTC medications, vitamins and other non prescriptive agents during off-school hours. All medications should be discussed with the licensed school nurse or principal. All students must keep prescription and non-prescription medications in the school health office.

Epinephrine auto-injectors:

NMFA school nurses and designated school personnel will be assigned and trained on the proper technique of Epi-Pen administration. NMFA's school nurse and other designated school personnel have the authority to administer the EpiPen to any student or other individual on school premises whom they believe in good faith is experiencing anaphylaxis. Protocol requires that any time an EpiPen is administered, the individual must be transported via ambulance to the Emergency Room.

Student Health Plan and Epi-Pens:

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or,
- b. If the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's 504 plan.

Severe Allergy Safe School Policy:

Although North Metro Flex Academy cannot guarantee an allergen free environment, reasonable precautions are taken to minimize the risk of developing severe reactions to allergens occurring in the school environment for both students and staff. Some individuals have or are in a high risk group for developing sensitivity to certain allergens. Sensitivity reactions can range from mild skin irritation to an emergency and anaphylaxis. A safe environment for students and staff recognizes individual differences and an adoption of realistic practices will be promoted.

-See Appendix A for the school's policies with regard to allergens.

Food Service

NMFA Contracted Dining Services (Caterer) provides exceptional food service for schools. They believe that the simple act of breaking bread together, even at a young age, is an essential social experience that can nurture positive interpersonal relationships. The ritual of sharing a meal is essential to a strong and vibrant social community. They have worked with us to create a student dining program that is right for our families that is fresh, wholesome and cost-effective. Through their experience serving children and young adults, they have created kid-friendly meals that meet the National School Lunch Program and Minnesota Department of Education guidelines. NMFA food service actively pursues and implements every practice established by the Minnesota Department of Education (MDE).

Documents provided include a daily production record required by the MDE and approved by Food and Nutrition Services, menus, portion guides, sanitation guidelines, serving guidelines and temperature log templates. NMFA contracted dining food service will provide NMFA with all other documentation, as needed and required by MDE, to ensure that our program is running smoothly and is in full compliance with the MDE as well as our local health department.

In developing breakfast and lunch menus, it is the contracted dining services goal to maximize the nutritional value of the food they serve. They offer a large variety of whole grains, vegetables and fruits that provide the energy, protein, vitamins, minerals and fiber that are required for good health. They develop menus that have moderate sugar, salt and sodium levels and minimal levels of fat, saturated fat and cholesterol. NMFA contracted food services only uses cooking oils for meal preparation that are trans-fat free. At the same time, they know that menus need to be interesting, flavorful and fun so that everyone will enjoy them and look forward to meal time as a time when they get recharged and energized for the rest of their day.

Student Rights And Responsibilities

Equal Opportunity Rights/Opportunities:

Students have the right of equal opportunity, as allowed by law, to participate in all school activities and school education programs for which they are eligible.

Responsibilities:

Students are responsible for following the rules and procedures of the school-sponsored activity in which they participate or others participate. Students may not discourage the participation of other students.

Fair Treatment Rights:

Students have the right to due process as defined in the Minnesota Pupil Fair Dismissal Act when involved in a violation of NMFA rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation. Students have the right to be informed of all applicable classroom and school rules, expectations and procedures. Students have the right to be treated respectfully by NMFA employees and other students. Students have the right to be free from unreasonable physical contact from teachers and other students. Reasonable force by staff to restrain or correct a student from injuring self, other persons, or property, however, is allowable

Non-Discrimination/Harassment Free Environment Rights and Responsibilities:

Students have the right to a learning environment free from discrimination, harassment and violence based on an individual's race, creed, sex, gender, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affectional orientation, gender identity and expression, or disability. Students have a right not to be retaliated against for making good faith reports of discrimination, harassment, or violence.

Students are responsible for treating other students and NMFA employees respectfully and in a manner that does not discriminate or harass an individual based on protected class. Students are responsible for reporting to staff (i.e., teacher or principal) incidents of discrimination, harassment, violence or retaliation that they have experienced or of which they are aware.

Pledge of Allegiance Rights/Opportunities:

Minnesota law requires all public schools to provide students the opportunity to recite the Pledge of Allegiance at least once a week.. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and students must respect another person's right to make that choice. For more details, see Minn. Stat. § 121A.11, subd. 3(b) at revisor.mn.gov/statutes.

Code Of Conduct

Students, staff and parents all share in the responsibility of maintaining a safe and respectful learning environment. Appropriate behavior is a critical component in this safe and respectful environment and is also a strong indicator of student success. When a student engages in inappropriate behavior, staff members will work with the student to address the behavior. Possible interventions include restitution, mediation, counseling, parental meeting, time-out, loss of privileges, detention (ISS/OSS), or referral to the principal's office.

Any student who engages in any inappropriate behavior shall be disciplined in accordance with NMFA discipline policies and the Minnesota Pupil Fair Dismissal Act. NMFA policies apply to school buildings, school grounds, and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, or any other vehicles approved for school-related purposes, the area of entrance or departure from school premises or events, and all school related functions.

NMFA policies apply to any student whose conduct at any time or in any place interferes with or obstructs the mission, beliefs or operation of NMFA or the safety or welfare of the students, other students or employees. Some behaviors may be so serious as to call for dismissal, suspension, exclusion, or expulsion. These consequences are reserved for significant violation of school rules or an accumulation of a specific violation. These behaviors, which interfere and/or disrupt the educational process, pose a danger or potential danger, or threaten public and/or private property, are unacceptable, and will not be tolerated in the school setting. Behaviors of this type include, but are not limited to chemical use, major insubordination, verbal/physical assault, abuse/fighting, theft, major disruptions, statutory crime, and possession of a weapon, vandalism and possession/use of drug paraphernalia. Students who have committed these violations may be

suspended from one to ten days depending on the severity of the offense. If a recommendation is made for expulsion, an additional five days may be added to the suspension period. A parent-student-principal/BIS readmission conference may be necessary for reinstatement to school. At the discretion of a principal, the violation may be shared with the Police Liaison Officer for review for possible criminal violation.

Students who are currently identified as disabled under IDEA or Section 504 are subject to the same rules and discipline policies as nondisabled students unless educational plans require otherwise. The consequences for misbehavior by students with disabilities are also subject to the applicable state and federal law. Helping our students understand their responsibilities for proper behavior, as well as their rights to be educated in a safe environment, is important to us all.

Student Conduct Code:

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity and in certain cases when the behavior occurs off of school property. Suspension or expulsion shall be considered for serious violations in a school building or on school property.

1. Causing or attempting to cause damage to school or private property or stealing or attempting to steal school or private property.
2. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third-degree assault.
3. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
4. Violation of NMFA policy or building regulations.
5. Violation of the policy on dangerous weapons in the school. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school but the school board may exempt students from expulsion in this instance on a case by case determination
6. Violation of the NMFA's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
7. Violation of the NMFA's bullying policy and/or violent and aggressive behavior policy.
8. Violation of the NMFA's tobacco-free school policy.
9. Violation of the NMFA's policy on sexual harassment.
10. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
11. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
12. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
13. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
14. Lying or giving false information, either verbally or in writing, to a school employee.
15. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
16. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff.
17. Behavior on school property which is detrimental to the welfare, safety, or morals of other students or school personnel.
18. Behavior off school property if a) the behavior either continues conduct that occurred on campus, or has a impact to the school; and b) the behavior has a direct and immediate effect on school discipline or on the general safety and welfare of students and faculty.
19. Repeated interference with the school's ability to provide educational opportunities to other students.

Bully Prevention and Response:

North Metro Flex Academy strives to provide safe, kind, secure and respectful learning environments for all students in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

Student bullying policy; scope and application:

This section applies to bullying by a student against another student enrolled in a public school and which occurs:

1. on the school premises, at the school functions or activities, or on the school transportation;
2. by use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

See Appendix C for North Metro Flex full Bully Prevention and Response policy.

Family and Student Handbook Agreement Page

NMFA requires students and parents to acknowledge that they have read and discussed this document. NMFA students and parents are required to sign and turn in to the office the attached NMFA Handbook and Self- Parent and Student Acknowledgement and Agreement form.

Please feel free to ask any questions you may have concerning this guide. The space at the bottom of the Parent and Student Acknowledgement form is provided for that purpose. Please include an email address or phone number so we may contact you.

Copies of this handbook shall be made available to any member of the public upon request and posted on our website..

North Metro Flex Academy

Parent and Student Handbook Acknowledgement and Agreement

Yes, we have read and discussed the NMFA Handbook and the NMFA Student Conduct Guide. We agree to uphold these policies and do our best to follow the guidance they provide.

Please print name and relationship to student(s):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

(Please note that additional adults may sign and date on the back if needed)

Parent(s)/Guardian(s) Signature:

Date:

Date:

Please print student(s) name:

Name: _____

Name: _____

(Please note that additional students may sign and date on the back if needed)

Student Signatures:

Date:

Date:

Questions (optional)

Appendices

Appendix A:

Severe Allergy Procedure

Minimizing Exposure to Food Allergens:

Parent(s)/Guardian(s) are encouraged to discuss severe food allergies with their students and stress the importance of not sharing food at school. Students with severe allergies can choose to bring their own lunch, or eat our hot lunch that is catered. Menus for the school hot lunch will be prepared for alternatives if there is an item of concern to their student's food allergies. Because nuts tend to be the most common severe food allergy, nutrition services and lunch room staff will maintain procedures to not allow cross contamination of peanut oils or products at lunch tables. Parents need to arrange this with NMFA's nutrition services. No snacks brought to school will be served to students unless they are in an unopened, store bought container that has all ingredients clearly labeled. Parents/guardians of students with severe food allergies need to provide alternative safe snacks for their students when snacks are brought to the classroom.

The Parent or Guardian will:

- Notify the school and health room in writing of the student's severe food allergy upon registration
- Provide an allergy alert bracelet or necklace for the student indicating severe food allergy.
- Provide the school with a "Severe Allergy Care Plan" signed by a physician before the student starts school
- Provide the school with Physician's orders for necessary rescue medications for before the student starts school
- Provide necessary rescue medications in a proper pharmacy labeled container before the student starts school
- Communicate with the school administration; school nutrition services, and/or school nurse how to minimize risk of severe food allergy during lunch

The Student will:

- Wear an allergy bracelet or necklace at school (if provided by parents).
- Inform the teacher when experiencing allergic symptoms.
- Not share snacks with other students.

The School Nurse will:

- Maintain confidential health records regarding the student's severe allergy.
- Notify the student's teacher(s) in writing of the severe allergy and provide the student's teacher with a copy of the student's health care plan.
- Provide medication training and delegation for rescue medications to staff as needed.
- Provide a letter to parents of the classroom when there is a severe food allergy.
- Provide information regarding severe food allergies to staff.
- Provide yearly staff training on the use of an Epi-Pen.
- Maintain current rescue medications and health care plan throughout the year.
- Provide first aid and treatment for severe allergic reactions from the health room.
- Notify parent/guardian in the event of a severe allergic reaction.

Nutrition Services will:

- Provide nut-safe tables at lunch time for all students with severe food allergies whose parents choose to have them sit there with others who have nut safe lunches.
- Be aware of severe food allergy concerns in the building.
- Meal caterers will not use nut oil products in school meals.

The Student's Classroom Staff:

- Will read the provided health care plan regarding the student's severe food allergy and be familiar with procedures.
- Ensure a food allergy safe environment by not allowing students to share any food.

- Provide reminders to parents when an out of school classroom snack is going to be at school so that parents can provide an alternative safe snack that can be available for the student(s) with severe food allergies.
- Communicate with the school nurse and health assistant regarding any severe food allergy concerns.

Recognizing an Allergic Reaction

Typical mild allergic reactions can be:

- Itching, skin rash, hives, or welts anywhere on the body
- Eye irritation
- Sneezing, nasal drip or congestion
- Any known unique symptoms of the student should be identified and provided by parent/guardian on "Severe Allergy Care Plan"

Typical severe allergic reactions can be:

- Swelling of any body part, including lips, tongue, throat or gums
- Throat or chest tightness or pain
- Labored breathing or violent cough
- Fainting/unconsciousness or seizure
- Crying; may report "funny feeling" or "tingling"
- Any unique symptoms of the student that have been identified

Responding to an Allergic Reaction:

Parents will provide Benadryl (diphenhydramine) oral medication with physician's medication order and directions for administration for mild reaction. Parents will provide properly dated and pharmacy labeled epinephrine injection (e.g.: EpiPen auto injector) with physician's medication order and directions for administration for severe reaction. Parents will replace outdated medicine when contacted.

Mild allergic reaction:

Nurse or staff delegated by Nurse will:

- Have student rinse mouth with water
- Take a student to the health room for observation and administration of medication(s).
- Call parent or parent designee (see emergency contact information form and student's health care plan).
- Record administration of medication and treatment in the health room daily log.
- Continue to monitor the student for resolution of allergy, until parents come, or until severe allergic reaction procedures need to be used.

Severe allergic reaction:

Nurse or staff delegated by Nurse will:

- Administer epinephrine injection in upper leg.
- Call 911; inform EMS of the reason and time that epinephrine injection has been given.
- Call parent or parent designee (see emergency contact information form and student's health care plan).
- Call the school nurse.
- Call the student physician to inform them of the emergency condition.
- Record administration of medicine in a student's health record.
- Send a used Epi-pen and a copy of the student's care plan to the hospital with the patient.

Availability:

- In the rare instance that none of the three people that have been delegated to give rescue medications or the nurse are available at school, call EMS (911), parent or parent designee, school nurse, and student's physician.

Field Trips:

- Teacher will notify the parent and the health room as many days as possible prior to the field trip and discuss the environment of the field trip and potential severe allergy exposure.
- Parent/guardian must sign the school's field trip and potential form.
- Teacher will notify the school nurse at least 7 days before and/or as many days as possible prior to the field trip to be trained and delegated to give rescue medication.
- Teacher will carry and be trained and delegated to give rescue medications by the school nurse in case of an emergency during a field trip.

Note: Information regarding severe allergies is available from the school nurse.

North Metro Flex Academy Severe Latex Allergy Procedure Minimizing Exposure to Latex:

The Parent or Guardian will:

- Notify the school and health room in writing of the student's severe latex allergy before the beginning of the school year
- Provide an allergy alert bracelet or necklace for the student indicating severe latex allergy (If provided by parent)
- Provide the school with a "Severe Allergy Care Plan" signed by a physician before the student starts school
- Provide the school with Physician's orders for necessary rescue medications for before the student starts school
- Provide necessary rescue medications in a proper pharmacy labeled container before the student starts school
- Provide latex free school supplies (e.g.: glue, markers, erasers) or provide vinyl gloves for use with these products that may contain latex

The Student will:

- Wear allergy bracelet or necklace at school (if provided by parent)
- Inform teacher when experiencing allergic symptoms
- Be aware of possible latex products in the environment and do his/her best to avoid them and notify the classroom teacher

The School Nurse or Health Assistant will:

- Inform the faculty in writing of the life threatening latex allergy, and provide a master list of possible latex sources
- Evaluate and monitor student's school and environment for latex (special attention to gym, science, and art classes)
- Provide non-latex gloves, barriers, and alternative products in health office
- Inform all parents and students that latex balloons are not allowed in the school. Safe alternatives (Mylar) may be substituted

The Student's Classroom Staff:

- Will read provided health care plan regarding the student's severe latex allergy
- Ensure a latex allergy safe environment by removing any school supplies used by students that may contain latex
- Communicate with the school nurse and health assistant regarding any severe latex allergy concerns

Recognizing an Allergic Reaction Typical mild allergic reactions can be:

- Itching, skin rash, hives, or welts anywhere on the body
- Eye irritation
- Sneezing, nasal drip or congestion
- Any known unique symptoms of the student should be identified and provided by parent/guardian on "Severe Allergy Care Plan"

Typical severe allergic reactions can be:

- Swelling of any body part, including lips, tongue, throat or gums
- Throat or chest tightness or pain
- Labored breathing or violent cough
- Fainting/unconsciousness or seizure.
- Crying; may report "funny feeling" or "tingling".
- Any unique symptoms of the student that have been identified

Responding to an Allergic Reaction

Parent(s) will provide Benadryl (diphenhydramine) oral medication with physician's medication order and directions for administration for mild reaction. Parent(s) will provide properly dated and pharmacy labeled epinephrine injection (e.g.: EpiPen auto injector) with physician's medication order and directions for administration for severe reaction. Parents will replace outdated medicine as needed.

Mild allergic reaction

Nurse or staff delegated by Nurse will:

- Remove avenue of latex exposure (e.g.: latex glove, latex balloon)
- Remove student from area of exposure
- Take student to the health room for observation and administration of medication(s)
- Call parent or parent designee (see emergency contact information form and student's health care plan)
- Record administration of medication and treatment in health room daily log
- Continue to monitor student for resolution of allergy, until parents come, or until severe allergic reaction procedures need to be used

Severe allergic reaction

Nurse or staff delegated by Nurse will:

- Administer epinephrine injection in upper leg.
- Call 911, information EMS of reason and time that epinephrine injection has been given
- Call parent of parent designee (see emergency contact information form and student's health care plan)
- Call school nurse
- Call student physician to inform them of the emergency condition
- Record administration of medicine in student's health record
- Send used Epi-pen and a copy of the student's care plan to the hospital with patient

Availability

- In the rare instance that none of the three people that have been delegated to give rescue medications or the nurse are available at school, call EMS (911), parent or parent designee, school nurse and student's physician.

Field Trips

- Teacher will notify the parent and the health room as many days as possible prior to the field trip and discuss the environment of the field trip and potential severe allergy exposure.
- Parent/guardian must sign the school's field trip and potential form.
- Teacher will notify school nurse at least 7 days before and/or as many days as possible prior to field trip to be trained and delegated to give rescue medication
- Teacher will carry and be trained and delegated to give rescue medications by the school nurse in case of an emergency during a field trip.

Note: Information regarding severe allergies is available from the school nurse.

Appendix B.

SCHOOL UNIFORMS POLICY 5.4

NORTH METRO FLEX ACADEMY POLICY 5.4 STUDENT UNIFORM POLICY

I. PURPOSE

- A. The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. POLICY STATEMENT

- A. The policy of North Metro Flex Academy is to encourage students to be dressed appropriately for school activities and in keeping with the school uniform policy. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Students are expected to be in uniform during school hours unless authorized to be "uniform free." North Metro Flex Academy school uniform standards include:
 1. All students must wear the school uniform shirt. A solid colored white shirt may be worn under the uniform shirt if needed.
 2. Boys may wear solid colored pants or shorts. Sweatpants are not allowed as regular school uniform attire.
 3. Girls may wear solid colored long pants, Capri pants, shorts or skirts. Sweatpants are not allowed as school uniform attire. Skirts and jumpers must be a modest length.
 4. Closed toed shoes must be worn at all times. Sneakers or dark solid colored shoes are acceptable. No shoes with high heels or wheelies may be worn.
 5. During cold weather students may wear a solid color sweater or sweatshirt over their school uniform shirt. No sweater or sweatshirt hoods may be worn in the school building.
- C. Hats are not allowed in the building except with the approval of the principal (i.e., student undergoing chemotherapy; medical situations).
- D. Religious attire required by the student's sincerely held religious belief may be worn at school.

The administration may recommend a form of dress considered appropriate for a specific event (i.e., field trip) and communicate the recommendation to students and parents/guardians as needed.

Legal References:

U.S. Const., amend. I Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009) Lowly v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir, 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir, 1997)
Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 525 (Violence Prevention)

Appendix C.

Tobacco-free Schools Policy 5.3.3

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a charter school should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is banned from all school property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
 - c. All vehicles used by the charter school for transporting students, staff, visitors, or other persons.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, vaping, and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking, or both. "Tobacco" includes cloves or any other product packaged for smoking.
3. "Use" means lighting, chewing, inhaling, or smoking any tobacco product. Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and NMFA policy. This policy will be published in the student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered to be in violation of this policy will be instructed to leave school property.

Vandalism

Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Vandalism includes the knowing and unauthorized use, alteration, damage, or destruction of any computer, computer system, software, program, or computerized data. Students who are caught vandalizing school property may be suspended and/or expelled.

Violent And Aggressive Behavior

NMFA recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the school are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action taken by the school's administration.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate attention before a crisis occurs and shall be subject to disciplinary action when appropriate. Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the administration when appropriate. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law. An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with, or use of a weapon on or towards another person.

2. Physical assault. The act of striking or touching a person or a person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse. Includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed orally (including by telephone) or in writing at an individual, his or her family, or a group.
4. Intimidation: An act intended to frighten or coerce someone into submission or obedience.
5. Extortion: The use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying: The use of physical or verbal coercion to obtain control over others or to be habitually cruel to others.
7. Sexual harassment: as described in the handbooks section on sexual harassment policy.
8. Stalking: The persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
9. Defiance: A serious act or instance of defying or opposing legitimate authority.
10. Discriminatory slurs: Insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background, or handicap.
11. Vandalism: Damaging or defacing property owned by or in the rightful possession of another.
12. Terrorism: A threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror. Also, a threat causing serious public inconvenience, such as the evacuation of a building regardless of the perceived or actual ability of the person(s) issuing the threat to commit the act.

Weapons In School Policy 5.5.9

NMFA has determined that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the school.

Mandatory Expulsion in Accordance with State and Federal Law

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

If a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator, or other authorized person in the school, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate action, if any.

As used in this policy, "dangerous weapon" means:

1. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
2. Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. Any type of knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

In accordance with federal law, expulsion shall be for no less than 1 full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The school's administration may modify the length of this federal requirement for expulsion on a case-by-case basis.

Local Restrictions

North Metro Flex Academy determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using, or possessing of any knife, regardless of the length of the blade, in the school building, on school grounds, in any school vehicle, or at any school-sponsored activity without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings. However, if a student discovers that he or she has carried, brought, or is in possession of a knife and the student notifies a teacher, administrator, or other authorized person in the school, and as soon as possible delivers the knife to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

North Metro Flex Academy shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled, and the types of weapons involved, as required by law.

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school to law enforcement, unless the student has delivered the firearm or weapon to a teacher, administrator, or other authorized person in the school as soon as

possible upon discovering it. In such cases, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

Student Interrogations, Searches and Arrests

NMFA seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or school policy. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Definitions

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own personal experience, that search of a particular person, place, or thing would lead to the discovery of evidence of a violation of school policy or state laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by school policy or state law, including but not limited to drugs, alcoholic beverages, guns, knives, other weapons, and incendiary devices.

Search of School Property

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance, and search pursuant to this policy. Students shall be responsible for whatever is contained in desks assigned to them by the school. The principal or designee may search a desk or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

Search of the Student's Person

The principal or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or backpack, and/or a "pat down" of the exterior of the student's clothing. Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Seizure of Items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or school policy or school rules or which by its presence presents an immediate danger of physical harm maybe:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to any law enforcement officer in accordance with this policy.

Student Discipline Policy 5.4.4

NMFA believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The Principal or his/her designee shall develop, along with the Board's approval, procedures for handling minor and major discipline problems at each level. When all alternatives have been at the administrative level, the student shall be referred to the school board for appropriate action.

All policies and procedures for handling minor and major student discipline problems shall be designed to achieve these school policy objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

NMFA, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable, and may result in disciplinary action.

Remedial Discipline Plans

The principal or his/her designee may develop a remedial discipline plan for any student who causes material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of Special Education Students

Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan. In order to comply with all state and federal laws, the special education director shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP or behavior intervention plan.

Manifestation Determination

When a disciplinary change in placement is being considered related to a disabled student's behavior, the IEP team and qualified school personnel shall review the relationship between the student's disability and the behavior. Such a review must take place immediately, if possible, but no later than 10 business days from the date of the decision to take disciplinary action.

The team will determine whether the student's behavior is a manifestation of the disability and whether the student's disability impaired his or her ability to control or understand the impact and consequences of the behavior.

Disciplinary Action for Behavior that Is Not a Manifestation

Once the team determines that the behavior was not a manifestation of the disability, disciplinary procedures shall be applied to the student in the same manner as applied to nondisabled students. If disciplinary action includes suspension for more than 10 school days in a year or expulsion, the school will provide a free appropriate public education in a setting that addresses the student's educational needs.

Disciplinary Action/Alternative Placement for Behavior that Is a Manifestation

A student with disabilities whose behavior is determined to be a manifestation of his or her disability may not be expelled or suspended for more than 10 cumulative days from the current placement over the course of the school year, but will be disciplined in accordance with his or her IEP, any behavioral intervention plan, and this policy.

In addition to any disciplinary action provided for in the IEP or behavioral intervention plan, if school officials believe the student is likely to injure self or others, the disabled student may be placed for up to 45 school days in an appropriate interim alternative educational setting.

If a parent/guardian disagrees with the school's alternative placement, a hearing officer may order removal to an alternative setting for 45 days where NMFA demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others.

Either before or within 10 business days after any change in placement related to a disciplinary problem, the IEP team must meet to determine an appropriate alternative setting, to develop a behavioral assessment plan, or to review and modify an existing intervention plan, and review and modify the IEP where necessary.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

Expedited Hearings

An expedited hearing is available when:

1. The parent/guardian disagrees with the IEP team's determination regarding manifestation with any decision regarding placement.
2. The parent/guardian disagrees with the proposed new placement following an interim alternative placement.
3. The school believes it is dangerous for the student to be returned to the previous placement. During any challenge to placement, the student will stay in the alternative placement.

Distribution of Conduct and Discipline Code

The Principal shall arrange to have the conduct and discipline code distributed once to each student in elementary, and middle school and once to each new student. Copies shall be posted clearly in the school. In addition, any significant change in the code shall be distributed to each student and posted. NMFA shall consult with teachers, parents, students, and other members of the community in the development of the conduct and discipline code.

Bullying Prevention And Response Policy 5.4.2

North Metro Flex Academy strives to provide safe, secure, kind, and respectful learning environments for all students in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

I. Policy Statement

- a. This policy protects students against bullying and harassment on the basis of actual or perceived race, ethnicity, color, creed, national origin, immigration status, sex marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Chapter 363A. This policy also protects any student who voluntarily participates in any school function or activity, whether the student is enrolled in North Metro Flex Academy or not.

II. Definitions

- A. **Cyber bullying.** "Cyber bullying" means using electronic information and communication technologies to bully. This may include, but is not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, internet, website or forum, transmitted through a computer, cell phone, or other electronic device.
- B. **Immediately.** "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. **Prohibited conduct.** Prohibited conduct ("bullying") means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students creating an actual or perceived imbalance of power between the student engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:
 - i. Placing the student in reasonable fear of harm to the student's person or property.
 - ii. Causing a substantially detrimental effect on the student's physical or mental health.
 - iii. Substantially interfering with the student's educational opportunities and performance.
 - iv. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - v. Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation of asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.
- D. **Remedial response.** "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct. Remedial response also means a measure to stop and correct retaliation for asserting, alleging, reporting or providing information about prohibited conduct (retaliation) or knowingly making a false report about prohibited conduct (false report), prevent retaliation or false reports from recurring and protect, support and intervene on behalf of the student who is the target of the prohibited conduct.
- E. **Retaliation.** Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

- F. **School employee.** "School employee" includes school board members, administrators, educators, aides, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, bus drivers, athletic coaches, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school and its students.

III. Prohibited Conduct.

- A. Bullying of a student or group of students is prohibited:
- i. During any school-sponsored or school-sanctioned programs, activities, events or trips.
 - ii. In school buildings, school property, on school buses or other school school-provided transportation, and at designated locations for students to wait for buses and other school school-provided transportation.
 - iii. Through the transmission of information from a school computer or computer network, or other electronic school equipment.
 - iv. When communicated through any electronic technology or personal electronic device while on school property, on school buses or other school-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities.
 - v. Off campus communication and/or use of electronic technology which results in or is reasonably likely to result in material and substantial disruption of the student's education.
 - vi. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
 - vii. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
 - viii. False accusations or reports of bullying against another student are prohibited

IV. Response To Complaints Of Bullying

- A. **Where to bring complaints.** The School principal or designee (here in after principal/designee) is the person responsible for receiving reports of bullying at the building level. They will ensure this policy and its procedures are fairly and fully implemented and serve as the primary contact on policy and procedural matters. If the complaint involves the principal/designee, the complaint shall be made or filed directly with the Chair of the Board of North Metro Flex Academy.
- B. **Considerations in evaluating complaints.** When investigating a complaint, principal/designee may take into account the following factors:
- i. The developmental ages and maturity levels of the parties involved.
 - ii. The levels of harm, surrounding circumstances, and nature of the behavior.
 - iii. Past incidences or past or continuing patterns of behavior.
 - iv. The relationship between the parties involved.
 - v. The context in which the alleged incidents occurred.
- C. **Investigations.** Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the principal/designee grants in writing an additional five-day extension due to extenuating circumstances. *[See Attachment A for the investigation process.]*
- D. **Consequences.** The schools will respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Appropriate responses and consequences are outlined in *[Attachment B]*.
- E. **Appeal.** Any party who is not satisfied with the outcome of the investigation may appeal to the school's human rights officer within 10 school days of notification of the principal/designee's decision. The human rights officer will conduct a review of the appeal and, within 10 school days of receipt of the appeal, will affirm, reverse or modify the findings of the report. The human rights officer shall notify the party requesting the appeal and the principle that its decision is final and shall document that notification in the incident report.
- F. **School Employees.** When it is determined that a school employee was aware that prohibited conduct was taking place but failed to report it, the employee will be considered to have violated this policy. The principal shall consider employee discipline for such violations.
- G. **Vendors.** Remedies for offending vendors and contractors will be imposed according to their contracts.
- H. **Retaliation prohibited.** The school will take appropriate action against any student or school employee who retaliates against any person who reports alleged bullying or against any person who testifies, assists or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such bullying.

V. Notice And Dissemination Of Requirements

- A. The school will give annual notice of this policy to students, parents or guardians, and school employees, and this policy shall appear in the student handbook and posted in an electronic format in the languages appearing on its school/school website. This policy should also be:

- i. Posted in the school building administrative offices and throughout [the] school building in areas accessible to students and school employees.
- ii. Included in each school's student handbook on school policies.
- iii. Be given to each school employee and independent contractor at the time of entering into the person's employment contract.

VI. Professional Development And Education

- A. **Staff.** Professional development will be offered annually to build the skills of all school employees to implement this policy. The content of such professional development shall include, but not be limited to:
 - i. Developmentally appropriate strategies to prevent incidents of bullying and to intervene immediately and effectively to stop them in a manner that does not stigmatize the victim.
 - ii. Information about the complex interaction and power differential that can take place between and among an actor, target and witness to the bullying.
 - iii. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
 - iv. Recognizing, responding to and reporting bullying.
 - v. Information about the incidence and nature of cyberbullying.
 - vi. Information about Internet safety issues as they relate to cyberbullying.
 - vii. A review of the school's reporting requirements related to bullying and cyberbullying.
- B. **Student Education.** Developmentally appropriate programmatic instruction shall be incorporated into the school curriculum to help students identify, prevent and reduce bullying and create a safe learning environment. The Principal shall determine the scope and duration of the units of instruction and topics covered but should include evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct to engage all students in creating a safe and supportive school environment. *[See Attachment C for more information on student instruction]*

Attachment A - Template for investigation process

School Action

1. Prior to the investigation of an incident, the principal/designee will take immediate steps, at its discretion, to protect the alleged actor(s), target(s), bystander(s) or reporter pending completion of an investigation. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the complainant from additional incidents of bullying or retaliation.
2. The principal/designee shall perform the investigation. Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the principal/designee grants in writing an additional five-day extension due to extenuating circumstances. The principal/designee shall document the extension in the investigation report and shall notify the parties involved. The principal/designee will make every effort to protect the confidentiality of those who report bullying incidents and is responsible for keeping the protecting access to any written records of the investigation.
3. The purpose of the investigation is to make a determination as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.
4. The principal/designee shall identify the alleged actor(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
5. The principal/designee will conduct an individual interview in a private setting with the alleged actor and target. The alleged actor and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders.
6. The investigation may also consist of any other methods and documents deemed pertinent by the principal/designee.
7. The principal/designee will determine how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education, including but not limited to, a negative impact on academic performance, education opportunities and participation in school activities was affected.
8. The principal/designee will assess the individual and school-wide effects of the incident relating to safety, and assign school staff to create and implement a safety plan to prevent the recurrence of an incident that will restore a sense of safety for the target and other students who have been impacted.
9. If the principal/designee determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, the principal/designee may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.

10. When appropriate, the principal/designee will prepare a report identifying his/her recommendation for individual consequences. The report will comprehensively document the details of the investigation.
11. When the investigation is complete, the principal/designee shall ensure the investigation report is attached to the incident report.

Attachment B

Additional information on disciplinary actions Remedial actions may include:

For the student harmed: protect, support and intervene on behalf of the student who is the target of the prohibited. Support may include: referral to student support staff for one-to-one support or social skills training; daily check-in and check-out with a trusted adult in the school; choice to participate in a restorative process, facilitated by a trained facilitator.

For the student who violated the prohibited conduct policy: schools may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, and age-appropriate and should match the severity of the student's behavior and their developmental age. The consequences must be a natural and logical match to the prohibited behavior, consequences must be paired with meaningful instruction and guidance; and must be carefully planned with well-defined outcomes.

Consequences may include: A referral to appropriate staff for teaching and reinforcing appropriate school behavior; min-courses or skill modules to guide restitution; a referral to participate in a restorative process facilitated by a trained facilitator if the student admits to having caused harm; a meeting between the administrator and the family of the student who did the harm; a coordinated behavior plan that may include behavior contracts with a plan to prevent the prohibited conduct from recurring; individual counseling and one-to-one support to change behavior.

Consequences may also include warning, suspension, exclusion, expulsion or transfer. Schools should avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity. The school may review school-wide behavior data as well as the data related to the person who did the harm and person harmed. If the investigator determines that a violation of this policy may be the result of school climate needs, the school may conduct classroom, school or school-wide training.

When an investigation determines that bullying occurred, the principal/designee shall explain the consequences in a non-hostile manner, and shall impose any consequence immediately and consistently. The principal/designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- The actor is no longer bullying and is interacting civilly with the target.
- The target reports feeling safe and interacting civilly with the actor.
- School staff observe an increase in positive behavior and social-emotional competency in the actor and/or the target.
- School staff observes a more positive climate in the physical location where bullying incidents were high.

Remedial Response And Referrals

The principal/designee shall design and implement remedial measures to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. The principal/designee shall refer students who bully to positive-behavior small, group interventions (for anger management, trauma, or social skills) within the school, if possible, to reinforce the behavioral expectation they violated and increase their social-emotional competency. The principal/designee shall ask a school mental health professional to refer targets of bullying to individual or group therapy where they can openly express their feelings about their bullying experience, or social-skills training and/or groups where they can practice assertiveness and coping mechanisms.

Attachment C - Student Instruction

Administration is encouraged to take such actions as deemed appropriate to accomplish the following goals:

- Engage students in creating a safe and supportive school environment.
- Partner with parents and other community members to develop and implement prevention and intervention programs.
- Engage all students and adults in integrating education, intervention and other remedial responses into the school environment.
- Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct.
- Teach students to advocate for themselves and others.
- Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
- Foster student collaborations to create a more conducive environment for a supportive school climate.

Possible units of instruction could include:

1. Social emotional learning.
2. Appropriate behavior online/on social media and cyberbullying awareness and response.
3. Valuing diversity in school and society.
4. Advocacy skills for themselves and others.

5. Skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying.

The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught. Schools shall satisfy the documentation requirements established by the superintendent or designee to ensure compliance with this curricular requirement.

Student Use Of The Internet Policy 5.8.2

The Internet, a global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and student learning. NMFA believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and home computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

NMFA believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the school. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources including some that may be harmful to students.

NMFA acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the school. Students shall take responsibility for their own use of NMFA computers and computer systems to avoid contact with material or information that may be harmful to minors.

Blocking or Filtering Obscene, Pornographic and Harmful Information

Services/products that block or filter material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by NMFA, shall be installed on all school computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors, or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy

NMFA computers and computer systems are owned by the North Metro Flex Academy and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, all usage of North Metro Flex Academy computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through NMFA computers and computer systems shall remain the property of NMFA.

Unauthorized and Unacceptable Uses

Students shall use NMFA computers and computer systems in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of NMFA computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- That is not related to NMFA education objectives.
- That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap.
- For personal profit, financial gain, advertising, commercial transaction, or political purposes.
- That plagiarizes the work of another without express consent.
- That uses inappropriate or profane language likely to be offensive to others in the school community.

- That is knowingly false or could be construed as intending to purposely damage another person's reputation.
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.
- That contains personal information about themselves or others, including information protected by confidentiality laws.
- Using another individual's Internet or electronic communications account without written permission from that individual.
- That impersonates another or transmits through an anonymous remailer.
- That accesses fee services without specific permission from the system administrator.

Security

Security on School computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

1. Use another person's password or any other identifier.
2. Gain or attempt to gain unauthorized access to NMFA computers or computer systems.
3. Read, alter, delete, copy, or attempt to do so, electronic communications of other system users.

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic devices communications.

Safety

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the school or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or NMFA-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning Student Projects and Monitoring Student Use

NMFA will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications. Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

Student Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school may deny, revoke, or suspend access to technology or close accounts at any time.