



Star of the North Academy

**Student & Family
Handbook
*2021-2022***

STAR OF THE NORTH ACADEMY
1562 Viking Blvd NE, East Bethel, MN 55011
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Organizational Overview

SNA Mission & Vision Statements

Mission

Star of the North Academy provides a caring, structured, nurturing environment; collaborative instruction from educators skilled in best teaching practices, maintains high expectations of students and staff, and motivates and engages students and staff in a safe environment of continuous learning and celebration of success.

Vision

It is the vision of Star of the North Academy to provide a highly effective learning environment for the world's future leaders where all students learn, achieve, and graduate being able to communicate and work successfully in a pluralistic American society and abroad.

School Administration

Principal	Dawn Madland	dmadland@snacharterschool.org
Operations Manager	Walid Kandil	wkandil@snacharterschool.org
Office Manager	Susan Wong	swong@snacharterschool.org

COVID19 Plan for the Start of the School Year

Face coverings

- Students and staff and visitors, regardless of vaccination status, will be required to wear face coverings indoors
 - Masks are required at all times on the school bus

Physical distancing

- Staff and students will be asked to attempt at least 3 feet of distancing when possible and to reduce any unneeded physical contact with other people

Contact tracing

- When SNA is made aware of a positive Covid case, the school will conduct contact tracing to determine those people who would be deemed Close Contacts

Quarantining

- We will continue to follow the protocols for quarantining students and unvaccinated staff members according to the MDH Decision Tree when they
 - Have been exposed as a Close Contact to someone who is Covid positive
 - Are displaying 1 common or 2 less common Covid symptoms AND do not have an alternative diagnosis
 - They or a family member is awaiting the results of a Covid test that was administered due to symptoms or exposure
- Family members DO NOT need to quarantine when another family member has Covid-like symptoms UNLESS there has been an exposure to Covid

Student and staff COVID-19 testing

- Students and Staff will be encouraged to get tested for Covid when
 - They have been identified as a Close Contact to a person who is Covid positive

- They are experiencing Covid-like symptoms and do not have an alternative diagnosis
- They have ongoing, persistent Covid-like symptoms regardless of an alternative diagnosis
- They are interested and able to do so pro-actively

Meal time

- We will continue to eat meals in our cafeteria
 - We will have 3 lunch periods to allow for students to be spread out while they eat.
- Dividers and spacing will be used when the concern for Covid rises to the level where the school feels that masking of staff and students is necessary

Special areas

- The building will be used as it is in a typical school year
 - These restrictions will be specific to the situation at hand and the risks that may be present

Recess

- Students will be permitted to attend recess and have shared use of the playground among their paired grade level
- Increased social distancing may require a rotation of the playground space depending on instances of positive Covid cases within the school population

Distance Learning

- SNA will NOT offer a dedicated Distance Learning program for students
- Students who are not able to attend in-person will still be able to participate in their education through 'remote attendance'
 - This may include
 - Live-streaming of instruction via video conferencing
 - Working asynchronously on assigned work via Google Classroom or SeeSaw

- Having modified work assignments or opportunities as is necessary/possible due to student illness
- Students, parents and teachers will be expected to collaborate when a student is in quarantine to ensure that the student is able to continue to learn remotely

Attendance

- Students who are on campus will be marked as present
- Students who are off campus will be marked absent UNLESS all of the following are true
 - Parents report their absence with State-approved reason OR the students have been assigned to quarantine by the school.
 - Students fully engage in the learning goals assigned to them for the day
- Students who do not participate actively in the learning goals/activities while in quarantine may be marked as Absent-Sick if parents contact the school each day to inform the school that the child is not well enough to attend remotely
- Students who do not complete school work when learning remotely and do not respond to attempts from school staff to support them will be marked absent
 - After multiple 5 days with no contact, the school could begin to process truancy reporting
 - After 15 days of no meaningful contact, students will be dropped from being enrolled at SNA (as required by law)

Attendance *(See also: Policies and Procedures: Truancy)*

It is our belief that regular attendance at school is essential for an educational program to be successful. Make-up work does not duplicate the dynamics of a classroom. It does not afford the opportunities for interaction and discussion that many times define the “learning moment.” Parents and school staff must work cooperatively to ensure that students attend school. Parents are encouraged to use sound judgment when excusing their child from attendance at school. Attendance will be taken daily, Monday-Friday, even for students in our Distance Learning option. This may include student and teacher communication, students logging into online learning platforms or turning in school work.

Absences

Parents must notify the school office by 8:30 a.m. if their child will be absent that day. Parents should state the child’s name, grade and reason for the absence. When the school is made aware of an absence, the Office Manager will communicate this with the teacher via email, a note in their mailbox, or a phone call to the classroom.

If a parent does not call by 8:30 a.m., a staff member from the school may contact the parent to verify the absence. If the school office is unable to reach the parent to verify the absence, a written note signed by the parent must be presented to the office upon return to school. The notice must be dated and include the reason for the absence. If written verification is not received within three school days of return to school, the student’s absence will be unexcused.

Make-up work is required for all work missed due to absences. The make-up work is the responsibility of the student, not the teacher. It is the student’s responsibility to contact teachers to determine the work to be made up. Work missed due to absence will be issued at parent’s request through the office for students who are absent two or more days. Parents are asked to call the office by 9:00 a.m. to request work.

Attendance Review

Parents/guardians will be contacted in writing should excessive absences occur.

Parents/guardians will receive their first notification following three (3) unexcused absences during the school year.

Excused Absences

The following are examples of excused absences:

1. Illness (A doctor’s note may be required.)
2. Death or serious illness in the immediate family.

3. Medical or dental appointments. Whenever possible, these appointments should be made outside of school hours. If this is impossible, excuses for such appointments, along with an out of building pass must be secured from the office.

*Notes: No excuses will be given for hair appointments, babysitting, shopping, etc. A written excuse from parents **does not necessarily** constitute an excused absence.*

Compulsory Instruction and Truancy Policy

Parents are responsible for making sure that their children attend school every day. In accordance with the Minnesota Compulsory Instruction Law, M.S. 120A.22, students are REQUIRED to attend all assigned classes every day school is in session. Parents are obligated to compel the attendance of their child at school and those who fail this obligation to provide for instruction of a child may be subject to prosecution. Minnesota law defines a student as “truant” if he/she is absent from instruction at school without valid excuse for seven days within a single school year.

Illness

Your student must be fever free without the use of medication and must not have vomited for 24 hours before returning to school. It is especially important to keep students home if they are showing any symptoms of being sick. We will have a room designated for students who don’t feel well during the day until a parent can come and pick the child up. It is crucial that you update your emergency contact information in case we need to get a hold of someone.

Family Vacations

It is recommended that family vacations be taken outside the parameters of the school calendar. Should parents find it necessary to remove students from school for vacation purposes, a written request should be submitted to the office five days in advance.

Work may be requested in advance, however, it is a joint decision with administration and the classroom teacher to determine if work will be issued before the departure. Work missed due to absence must be made up within the same number of calendar days missed plus one from the date of return to school.

Tardiness

Late to School – When a student arrives to school after 8:45 a.m., a parent/guardian must sign the student in at the front office. A pass is required to enter the classroom. Parents/guardians will be contacted in writing should excessive tardies occur.

Late to Class – Students are expected to be in the classroom on time. An unexcused tardy will be issued to students who fail to comply. Unexcused tardies could result in them turning into unexcused absences (3 unexcused tardies= 1 unexcused absence), loss of privilege, missed assignments (lowered grades), and communication with parents.

Leaving School during the Day

Students are required to remain in school the entire day unless excused by the office. Students who need to leave during the school day must be signed out by parent/guardian the office.

Bathroom & Hallway Passes

Passes will be issued from the classrooms by the teacher in charge. Only one student per class is permitted to use a bathroom pass at a time.

Homework & Grading

Homework

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Star of the North Academy staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

- **Practice** exercises to follow classroom instruction
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

Time

Actual time required to complete assignments will vary with each student's study habits, and academic skills. Students should expect to have thirty minutes to an hour of homework to be completed each night. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

Students in grades K-5 should have daily homework in math and reading, with science, social studies, and writing as determined by the teacher. Students in grades 6-8 should typically have daily homework in all 4 core subjects. This may not be the case during testing windows. Teachers will communicate homework schedules with parents. Parents should contact teachers if they have questions and concerns about their students telling them they don't have homework.

Students in grades 3-8 should keep track of daily assignments in their planners. Students are encouraged to pursue non-assigned, independent, leisure reading.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability. Produce quality work.
- Make sure assignments are done on time and according to the given instructions.
- Keep track of their homework in their planners (grades 3-8).

Late Work Policies

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following:

- partial credit
- no credit
- missed reward activity
- communication with parents
- Study Hall for grades 6-8

Students who miss homework because of an absence will receive the opportunity to make up for missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work missed due to illness or absence from the teacher.

Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes of homework per night.

Grading

The following grading scale will be used in 3-8:

A = 100 – 90%

B = 89 – 80%

C = 79 – 70%

D = 69 – 60%

F = 59% – 0%

The following grading scale will be used in Kg-2:

E = Exceeds Expectations

S = Satisfactorily Meets Expectations

P = Partially meets Expectations

N = Not meeting Expectations

Report Cards

Grades become a part of the permanent records of the school. They reflect the student's performance on a daily basis. Classwork, homework, quizzes, and comprehensive assessments are reflected in the final grade. Conferences are offered according to the school calendar, but parents/guardians are welcome to arrange a time to come in and discuss student progress with teachers and/or the principal at any time during the school year.

Midterm Progress Reports are submitted and uploaded into JMC approximately 6 weeks into each trimester according to the schedule below. Report cards will be issued after completion of

each trimester. Parents can check grades and missing work at any time on JMC using the link on the school website and the login information provided by the Administrative Assistant.

Families can view updated reports in JMC by:

Term	Midterm Report Due	Report Card Due
Tri 1	October 20	December 6
Tri 2	January 26	March 11
Tri 3	April 27	June 15

Retention Process & Academic Probation

Students performing below grade level in core subject areas, reading or math, may not be promoted to the next grade. This will be done in consultation with the classroom teacher, school administration and the family. Parents will be informed throughout the year if their student’s performance may indicate a need to repeat their current grade. Students with Individualized Education Plans (IEP) will be promoted to the next grade level based on the successful completion of the goals and objectives outlined in the IEP. At any time during the year, parents are encouraged to contact the classroom teacher or the Principal with their concerns about their child’s academic progress. Students in grades 3-8 who fail 2 or more core academic classes in a quarter will be placed on Academic Probation. This means the student will meet with our student success coordinator and/or Principal to create an “Academic Success Plan”. This plan may include daily check-ins, daily reports from teachers and other academic interventions. Parents will be notified that the child is on Academic Probation and informed of the plan. If grades do not improve the next quarter, parents must come in for a meeting with the Principal to discuss the next steps to help their student achieve academic success

Special Education/Child Find Process

If students demonstrate significant challenges in the areas of behavior or academics, a parent/guardian or teacher/staff member may refer the student to the Child Find Team for additional interventions. This is a team composed of the Principal, intervention teacher, ESL teacher, classroom teacher and SPED teacher at minimum. Prior to referring a student to this team, at least 4 weeks of documented intervention must occur and the parents will be notified of the concern. The purpose of the Child Find team is to identify the student’s deficits and suggest and perform interventions to strengthen the student’s skills in those areas. Student progress towards meeting the goals will be tracked, and the student may be exited from the intervention process if enough improvement is demonstrated.

In some cases, referrals for Special Education evaluations may be the appropriate course of action. In collaboration with the parent/guardian, members of the Child Find Team may proceed with an evaluation after at least 6 weeks of intensive interventions through the Child Find Process that show limited to no improvement.

Parents/guardians are encouraged to be actively involved in both the Child Find and Special Education processes, and have the right to opt their child out of any additional intervention services or testing at any time by providing the request to the Principal in writing.

SECTION 504: PARENT/GUARDIAN & STUDENT RIGHTS

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free, appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation date, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;

9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation or an impartial hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Special Education Teacher.
15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

Student Published Information

Student published information includes, but is not limited to, student executive directories, photos, and names of students who have received awards and participated in classroom and extracurricular activities. These may be published in local newspapers, school district publications, and appear internally within the school on bulletin board and other recognition showcases. If you do not want your child's name or photo to be used for these purposes, please contact the Office Manager.

Uniform Policy (We are suspending the uniform policy to start the school year)

Appearance & Hygiene

Every student will be responsible for arriving at school neat and clean. Students should get ready at home and arrive at school ready to learn. Dress and grooming must meet standards of safety, health and decency. Clothing, attire or personal grooming that disrupts the educational process or that violates common standards of decency as they apply to a school setting are not permitted.

Outerwear or items that may be removed during the day must be labeled with the student's name. Students will need to have appropriate winter clothing when the weather changes: this includes snow pants, winter boots and jacket and hat waterproof gloves. Students will be spending more time outside this year.

School Operations

Building Hours & Use

The school building will be open at 8:00 a.m. and will be closed at 4:30 p.m.

Staff Hours

Teachers arrive at school by 8:00 a.m. and are in school until 4:30 p.m. Monday through Friday on working days. Please make an appointment with teachers if you would like to meet with them.

Student Hours

Students should not arrive in the building before 8:30 a.m. Students who are not riding the bus home and are parent pick up need to be picked up by 4:15 p.m. We do not have supervision for students remaining in the building after school. Please call the front office to inform staff of parent pick up. If we have not heard from parents that their children are being picked up, we will have the students take the bus home.

Emergency Drills

Fire, severe weather, and lockdown drills will be held at intervals throughout the year. It is important that students take these drills seriously and know the procedure to follow in case of an actual emergency. Students should know the exit route to use from their classroom. Teachers will cover evacuation procedures with students at the beginning of the school year.

Food Guidelines

Lunch Procedures

All lunches, whether hot or bag lunch, must be eaten in the cafeteria unless otherwise specified by the teacher. No food is to be eaten elsewhere in the building, outside, or on the buses.

Certain types of behavior in the lunchroom are unacceptable. These include: throwing or spitting out food, yelling, running, tripping or pushing others, showing disrespect to lunchroom staff,

refusal to follow directions, 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 and staff will be following COVID19 guidelines when it comes to meals and food service.

Food Allergies

If your child has an allergy to any foods, please provide this information to the Office Manager in writing.

Food Restrictions

SNA does not allow food containing peanut butter or any nut products to be eaten or distributed in the school. Food or treats brought from home to share with the class for birthdays or other occasions must be store-bought. No homemade treats may be distributed to students.

Pop, candy, gum, and other snacks are not allowed during the school day, including lunchtime, buses and recess. If students bring these items to school, the items will be confiscated. The student could lose Success Points or face other consequences.

Medication

All medications, including over-the-counter non-prescription drugs, taken by students during the school day must be dispensed under the direction of the school office, and in accordance with Minnesota State Law and School Board Policy. All prescription drugs must come in current pharmacy-labeled medication bottles. Over-the-counter medications must come in their original containers. Under no circumstances are students to be carrying medication of any kind. Cough drops and lip balm may be allowed at the discretion of the teacher, as long as they do not interfere with the learning environment.

Recess and Outside Time

At SNA, every attempt will be made to provide children in grades K-5 with a daily outdoor recess (approx. 20-30 minutes). Middle school students will have mask break times outside throughout the day.

Outside Temperature/Wind Chill

We will use the following guidelines in determining whether children will be allowed to go outside for recess and or gym time: if the outside air temperature is less than 0 degrees

Fahrenheit or the wind chill is -10 degrees or below, students will have recess indoors. Please be sure children are dressed to be outside in the winter weather.

If your child needs to stay inside for a recess because of a health issue, we ask that you provide a note from a medical doctor at that time. Otherwise students will need to go outside during recess and gym times.

Outside Air Quality

When the air quality index is above 151, all elementary students will be kept inside for recess (151-200 is unhealthy for all groups and 201-300 is very unhealthy for all groups).

When the air quality index is 130-150, elementary students with respiratory problems will be kept inside for recess; other students will go out for a short time (101-150 is unhealthy for sensitive groups).

Air Quality Index (AQI)

Good 0-50

Moderate 51-100

Unhealthy for Sensitive

Groups 101-150

Unhealthy 151-200

Very Unhealthy 201-300

Phone Usage

Cell Phones

Students are not permitted to use or make visible any cell phones at school or on school-provided transportation. If their phone is powered on, visible, or making noise it will be confiscated. Students should also understand that they are not allowed to take pictures of themselves or friends in bathrooms, lockers, or any other school areas without authorized permission. If scholars violate this policy the following steps will be taken:

- The first time a scholar’s phone is confiscated, s/he will be given a warning, and the phone will be returned at the end of the day.

- The second time a scholar’s phone is confiscated, and a parent/guardian may pick up the phone at their convenience during school hours, Monday through Friday.
- The third time will result in a one-day in-school suspension and the phone may not be returned until the last day of school.

Administration is not responsible for the security of cell phones while in their possession. It is the responsibility of the parent/guardian to retrieve all phones as quickly as possible and hold their students accountable to the policies and procedures of cell phone use. To prevent any confusion, SNA administration suggests that parents/guardians ensure that their scholar follows the rules. For safety reasons and to minimize classroom distraction the administration asks that parents/guardians contact students only through the main office. We will not reimburse any items that are lost or stolen.

Classroom Telephones

Should parents/guardians have occasion to contact students during school hours, office staff will be glad to take the message and deliver it between classes or during class at teacher discretion. If it is an emergency, we will contact the student immediately. Students may use the office phone for illness or emergency only, with staff permission. Misuse of the school telephones will result in disciplinary action.

School Closings

If we need to move into a school wide distance learning mode, we will give parents as much notice as possible and will be working with MDH, MDE and Anoka County to make this determination. Families are encouraged to plan for this possibility as it could occur any time during the school year.

If it is decided that school will be delayed or closed due to severe weather, the school will make a decision by 6:00 a.m. Parents/guardians should check KARE 11 for the announcement and the school will also send out an automated message on JMC to all families using the automated phone or email system. If school needs to end early because of the weather, we will notify parents as soon as possible so that arrangements can be made for students who will be returning home earlier than normal. Please have backup plans in place if the weather necessitates these occasions.

Transportation COVID19 Guidelines

Bus Stop Procedures

- Arrive at the stop five minutes before the bus is scheduled to arrive

- Make safe choices, such as staying off the road and out of others' property while waiting
- Form a single-file line to enter the bus
- Wait for the bus to come to a complete stop and for the door to fully open before trying to enter
- Use the handrail and take one step at a time
- Keep your hands, feet, and personal belongings to yourself

Bus Seating Procedures

Assigned seats will be provided to all students on all buses.

- Enter the bus calmly and quietly.
- Quickly find your assigned seat, due to social distancing, students will be assigned to sit with their families and **MUST** remain in that seat or section of the bus.
- Stay seated at all times and wait for the bus to come to a complete stop before trying to exit the bus

Bus Riding Expectations

- Respect the driver and other bus riders at all times
- **Masks must be worn on the bus**
- Stay seated while the bus is in motion.
- Electronic devices, weapons, and food are not allowed on the bus
- Windows may only be opened at the direction of the bus driver
- Throwing objects in or outside of the bus is not allowed
- Keep your hands, feet, and personal belongings to yourself
- Keep the bus clean

Dismissal from School

All students will be dismissed by 4:15 p.m. Monday - Thursday. Fridays will be early release days, all students will be dismissed by 12:00pm.

Parents/guardians are required to contact the school by 10 a.m. to inform of any changes in mode of transportation for their child. In the event the call does not occur before 10 a.m., the student will be dismissed utilizing the mode of transportation previously established by the parent.

Transportation change requests must be approved by the Operations Director, Walid Kandil.

Students will not be allowed to ride on a different bus home due to physical distance requirements.

Students in grades K-5 will be escorted to the buses by teachers, and 6-8th grade students will be dismissed according to their bus number. For the safety of your child we ask that parents/guardians please not pick up their child while s/he is boarding the bus. If you need your child to get off the bus, please go to the main office to speak with the Office Manager, and your child will be escorted back into the building for pick up. Our current transportation provider is American Transportation.

Bus Behavior

Bus drivers must focus on the road to make sure all students arrive at school and home safely. On the bus, scholars must remain in their seats, talk quietly, and follow all directions given by the bus driver. Scholars who behave poorly on the bus compromise the safety of themselves and others. We treat the bus as an extension of the school. As such, we expect our students to behave on the bus the same way they behave at school. Poor bus behavior may result in loss of Success Points, suspension, or termination of transportation services. If your child is suspended from the bus it will be the parent's/guardian's responsibility to arrange for alternative transportation. Students serving bus suspension are still required to attend school, and an absence on those instances will be counted as unexcused.

Visitors

Due to the ongoing pandemic, we may need to limit the number of people visiting the building. All visitors will be required to wear masks. Parents/guardians of SNA students should make an appointment to meet with teachers over the phone or other electronic means. SNA students are not permitted to bring other students with them to school as visitors.

Withdrawing a Student

In the event that you wish to withdraw your child from Star of the North Academy, we ask that you notify the school of your child's withdrawal date. If you are moving out of the area, please share your new address as well. All books and materials borrowed from Star of the North Academy must be returned to individual teachers or the office prior to a student's departure. Failure to return books, tech devices, and/or materials borrowed may result in having a hold placed on the student transcript until the item(s) have been returned or reimbursement has been paid.

Policies & Procedures

School Behavior Expectations and Discipline Guidelines

Discipline is a concern for all adults in the building at all times - not merely when in the classroom, but in the halls, lunchroom, bathrooms, and on school grounds. Discipline, carried out properly, is instruction. Most discipline cases are symptoms of something else. It is essential that all of us, working together, attempt to find the cause and act to solve the problem.

Each student shall:

- Come to school prepared to learn.
- Actively participate in classroom activities and take responsibility for their own learning.
- Participate in providing a safe, orderly, and respectful environment for all students and staff.
- Interact in courteous, respectful ways without bothering others.
- Demonstrate appropriate behavior during lunchtime by eating properly, talking quietly, participating in clean-up activities, and leaving the lunch area in an orderly manner.
- Pledge that the hallways at Star of the North Academy will be safe and quiet where people interact with courtesy and respect.
- Work at keeping the restrooms and hallways of Star of the North Academy quiet, safe, clean, and used as intended.
- Arrive and depart each day in a safe and orderly manner.
- **Follow all school COVID19 safety guidelines, including masks and social distancing.**

Success Points System for Students in Grades K-5

Our teachers use a large array of strategies to promote positive behaviors and to correct problem behaviors. One of the supporting strategies is the Success Points system, where scholars begin each day with 9 Success Points. Based on their behavior, they could end each day with up to 12 points. Success Points are the “currency” for scholars to earn various rewards, including Fun Friday, class parties, and field trips. Our staff use positive reinforcement whenever possible, doing our best to “catch” scholars doing the right thing. We recognize and celebrate scholar success at every opportunity and award bonus points to scholars who go above and beyond, or when they fix their misbehavior. We also use consequences and a problem-solving approach to help scholars fix behavioral problems.

Deduction of Success Points can occur, and points are taken from scholars for a variety of infractions. Scholars may also lose privileges (social time, parties, trips, etc.) when they violate the rules.

Discipline and Student Code of Conduct

School is a special place for children. It is our wish to encourage and guide every child to: 1. feel self-worth; 2. act responsibly; 3. develop good relationships with peers and staff members; and 4. experience academic success.

Referral to Connection/Reflection Room

Minor Infraction	1 st -3 rd time infraction committed Consequence and Intervention Options	Repeat Offenses/Intervention Options
Class tardiness	Conference with teacher and follow-up plan	Referral to student behavior specialist Administration & parent conference.
Disruptive hall/bathroom behavior	Address behavior by witnessing teacher	Referral to student behavior specialist administration and parent conference
Gum chewing, candy & snacks	Address behavior by witnessing teacher	Referral to student behavior specialist administration, parent conference, and community service
Disruptive classroom behavior or insubordinate (low level)	Address behavior by witnessing teacher & parent contact.	Referral to student behavior specialist administration, parent conference, and Behavior Contract

Not following COVID19 rules	Referral to student behavior specialist administration, parent conference, and Behavior Contract	In school suspension
Inappropriate computer/internet use	Address behavior by witnessing teacher & parent contact.	Referral to student behavior specialist administration, parent conference, and Behavior Contract
Major Infractions	1 st -3 rd time infraction committed Consequence and Intervention Options	Repeat Offenses/Intervention Options
Insubordination (high level) Examples: <ul style="list-style-type: none"> • Swearing • Throwing things • Disrespect (to other students/teachers/staff) 	Refer to student behavior specialist Administration, Behavior Contract, parent contact, and in or out of school suspension from 1-3 days	Contact parent, Suspension, alternative plan, and possible police involvement
Assault (sexual or physical) Examples: <ul style="list-style-type: none"> • Punching • Kicking • Inappropriate touching • Hitting • Choking 	Refer to student behavior specialist Administration, Behavior Contract, parent contact, and in or out of school suspension from 1-3 days	Contact parent, Suspension, alternative plan, and possible police involvement

<p>Bullying/Harassment</p> <p>Examples:</p> <ul style="list-style-type: none"> • Derogatory comments • Racial comments • Exclusion/gossip /spreading rumors • Threats 	<p>Refer to student behavior specialist Administration, Behavior Contract, parent contact, in or out of school suspension from 1-3 days , and possible police involvement</p>	<p>Contact parent, Suspension, alternative plan, and possible police involvement</p>
<p>Illegal acts: stealing, damaging property, drug/weapon violations (possession or use of drugs), and possession of a weapon or facsimiles</p>	<p>Replacement of stolen item(s). Refer to student behavior specialist Administration, Behavior Contract, parent contact, in or out of school suspension from 1-3 days , and possible police involvement.</p>	<p>Contact parent, Suspension, alternative plan, and possible police involvement</p>
<p>Bomb Threats and False 911 Calls</p>	<p>Refer to student behavior specialist Administration, Behavior Contract, parent contact, in or out of school suspension from 1-3 days , and possible police involvement</p>	<p>Contact parent, Suspension, alternative plan, and possible police involvement</p>

All suspensions will be in accordance with the Pupil Fair Dismissal Act of 1974 sec. 127.26-27.40. Administration may impose or recommend a longer suspension, expulsion, or alternative consequence as appropriate on a case-by-case basis. Regardless of any provision in this policy to the contrary, a student may be subject to a suspension of up to 10 days or expulsion for violation of any provisions in this policy.

Students are not allowed to participate in field trips or any extracurricular school activities.

Occasionally it may become necessary to restrain students from certain situations, i.e. fighting, causing injury to self or others, where a certain amount of physical restraint is necessary. These

occasions are the only time physical restraints can be justified and staff trained in physical restraint must be involved.

Board Policies on Student Behavior

Bullying Prohibition Policy

An act of bullying, by either an individual or a group of students, is expressly prohibited on school property, buses, or at school-related functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school, safety or welfare of the student, other students, or employees. A copy of the complete policy can be obtained from the Principal's office.

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.
- Star of the North Academy expects students and/or staff to immediately report incidents of bullying to the principal or designee.
- Each complaint of bullying will be promptly investigated.
- This policy applies to students on school grounds, while traveling to and from school or a school sponsored activity, during the lunch period, and during a school-sponsored activity.
- Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.
- If the complainant, student, or the parent of the student, feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the School Human Rights Officer.
- The school system and the law prohibit retaliatory behavior against any complainant, or any participant in the complaint process.

Harassment & Violence

Everyone at Star of the North Academy has the right to feel respected and safe. Therefore, we want parents and students to know about our policy to prevent harassment and violence of any kind based upon race, religion, or gender.

A harasser may be a student or an adult. Harassment may include, but is not limited to, the following when related to religion, race, or gender:

- Name calling, jokes, or rumors
- Pulling on clothing
- Graffiti
- Inappropriate or threatening notes or cartoons
- Unwelcome touching of a person or clothing
- Bullying- teasing, name calling or engaging in risky behavior regarding COVID19 concerns either in-person or online.

If any words or actions make a student feel uncomfortable or fearful, they need to tell a teacher or Principal. Students and parents may also make a written report to be given to the Principal. A right to privacy will be respected as much as possible.

We take all reports of harassment or violence based upon religion, race, or gender seriously and will take all appropriate actions based on the report.

Star of the North Academy will also take action if anyone tries to intimidate or take action to harm because of a reported situation. Complete policies are available in the executive director's office upon request.

Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of SNA and are prohibited at all times. "Hazing" means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

· No student, teacher, administrator, volunteer, contractor, or other employee of Star of the North Academy shall plan, direct, encourage, aid or engage in hazing.

- No teacher, administrator, volunteer, contractor or other employee of Star of the North Academy shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- Star of the North Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who is found to have violated this policy.

Weapons Policy

It is unlawful and against school policy to have a weapon on one's person or in an area subject to one's control on school property or at a school activity.

"Weapon" refers, but is not limited to, firearms or any device that is designed as a weapon or through its use capable of threatening or causing bodily harm.

Possession of a weapon will result in:

1. An initial suspension for five (5) days.
2. Confiscation of the weapon and notification of the Anoka County Sheriff's Department.
3. A recommendation to the Principal that the student be expelled for the remainder of the school year may follow.

Complete policies are available in the administration office upon request.

Internet & Computer Warning (School Technology Use Notification)

Additional information provided regarding our 1:1 device plan will be provided to families.

Computer technology is a powerful tool for acquisition and manipulation of information. The Internet is an information system with great educational potential. The use of the Internet is a privilege. It is the school's responsibility to teach students the skills to be responsible users of the Internet and adopt guidelines for student use of the Internet. Achieve staff work to control the Internet environment to provide access to the most appropriate educational sites and materials for students and staff. To protect the due process rights of students, the guidelines below define appropriate educational and ethical uses of the Internet at SNA, identify individual student responsibilities, and outline the responsibilities of the school in carrying out these guidelines. The SNA network and computer storage systems may be treated like school lockers. Designated SNA staff may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Material stored on any computer is not private. SNA will not provide access for recreational computing during school hours.

Computers and computer storage areas are school property and officials may review filed and communications to ensure that users are engaging in responsible activities. Misuse of this privilege will result in disciplinary action ranging from loss of privilege (after 3 warnings) to suspension, expulsion, or possible legal action involving the authorities.

If parents wish to revoke their child's access, please notify the Principal in writing. Students will still be required to take state and local exams on-line.

Student responsibilities:

1. Use only Internet sites that are connected to what is being studied in class, or that a teacher has OK'd for use.
2. Respect school rules and behavior standards.
3. Use the computer network in a manner, which does not violate any laws, regulations, or copyright.
4. Accurately represent self. That means using only your own name (not someone else's) and never use your whole name, or give your address or telephone number.
5. Remember that email is not private. That means the teacher, or other people who operate the network can read it.

6. Respect the privacy of others. That means that use of someone else's password to open or change anyone else's files will not be done.
7. Respect computer equipment and the use of the network and share computer resources and time with other students.
8. Do not manipulate or enter files or accounts that are not registered to you unless specifically directed to do so by school personnel. Violations may result in the loss of access as well as other disciplinary and/or legal action.

Novelty Items

The only items students are allowed to bring to school include a backpack, school books, and school supplies. Electronic, cellular or Wi-Fi devices, laser pointers, headphones, and other items games, skateboards, rollerblades, cameras, toys, fidget spinners, playing/trading cards, and other novelty items as designated by the Principal will not be permitted in school. The school is not responsible for the loss or theft of these items while on school property.

The same policies for cell phones apply for any major electronic games (tablets, PlayStations, Gameboys, etc.).

Truancy Policy

I. PHILOSOPHY AND PURPOSE

The School Board believes that regular attendance in school and punctuality in being at school and in class on time are important factors in determining a student's success in academic work, including success in meeting state and local requirements for graduation.

Students who attend school consistently and are on time develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, and responsibility and have more success academically.

Each child who is between seven (7) and eighteen (18) years of age shall be enrolled and attend school. This policy recognizes that school attendance is the responsibility of the student and parent/guardian, supported by the teachers and administration. Therefore, the purpose of this policy is to encourage regular school attendance and punctuality so that learning can take place. It is intended to be positive and not punitive, and all measures taken will be in the students' best interest. This policy will assist families and school personnel in making attendance decisions.

II. SHARED RESPONSIBILITY

The School Board recognizes that class attendance is a responsibility shared by the student, parent or guardian, and the school. This policy is intended to involve all parties in promoting regular school attendance.

A. Student's Responsibility: It is the student's responsibility to:

1. Attend all assigned classes and other instructional activities on time every day that school is in session;
2. Be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;
3. Request any missed assignments due to an absence; and
4. Complete assigned work in a timely manner.

B. Parent or Guardian's Responsibility: It is the responsibility of the student's parent or guardian to:

1. Ensure the student is attending school;
2. Inform the school in the event of a student absence;
3. Be aware of and follow the correct procedures for reporting student absence; and
4. Work cooperatively with the school and the student to resolve any attendance issues that may arise.

C. Teacher's Responsibility: It is the teacher's responsibility to:

1. Take daily attendance and to maintain accurate attendance records in each assigned class and other instructional activities;
2. Be familiar with all procedures governing attendance and to apply these procedures uniformly in classroom assignments and for all assigned students;
3. Provide any student who has been absent with any missed assignments upon request;
4. Work cooperatively with the student's parent or guardian and the student to resolve any attendance issues that may arise; and

5. Work cooperatively with the student’s parent or guardian when the student’s attendance record impacts academic performance.

D. Administrator's Responsibility It is the administrator's responsibility to:

1. Require students to attend all assigned classes and other instructional activities;
2. Be familiar with statutes, policies and procedures governing attendance and apply them uniformly to all students;
3. Ensure that all teachers properly account for student attendance in a timely manner;
4. Maintain accurate records on student attendance and prepare a list of the previous day's absences stating the status of each;
5. Inform the student's parent or guardian of the student's attendance and work cooperatively with them and the student to solve attendance problems; and
6. Work collaboratively with the teaching staff to develop and implement uniform attendance procedures.

III. ATTENDANCE REQUIREMENTS

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, students are required to attend all assigned classes and/or other instructional activities every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence, as determined by the School Board.

A. Excused Absences: These include family authorized absences and school authorized absences. The following reasons shall be sufficient to constitute excused absences:

(New for 2021-2222 school year per MN State Statute: Students who will be absent from school due to a religious holiday may be counted as an excused absence but parent or guardian must inform the school of this absence.)

1. Family authorized excused absences:
 - a. Personal illness
 - b. Family emergency or death in the family

- c. Medical or dental treatment
- d. Prearranged college visits
- e. Religious instruction not to exceed three hours any week and major religious holidays
- f. Legal matters including court appearances
- g. Other activities as approved by the school (Vacation, Travel etc.,)
- h. Families should plan vacations according to the SNA calendar. Students absent from school for 15 consecutive school days during the regular school year shall be dropped from the roll and classified as withdrawn. The open seat due to the student being withdrawn will be taken by the students on the waiting list.

2. School authorized excused absences:

- a. Approved field trips
- b. Interscholastic athletic and fine arts competitions and events
- c. Student recognition/awards ceremonies
- d. Suspension from class or school
- e. Other activities as approved by the school

B. Unexcused Absences: - These are absences which are not authorized by the parent or guardian or the school. The following absences are examples of absences which will not be excused:

- 1. Class “cuts” or skips”.
- 2. Leaving school premises without authorization from the front office.
- 3. Family trips/vacations for which no prior arrangement have been made with the school.
- 4. Other absences not authorized by the school or parent/guardian.

IV. TRUANCY

A. Definitions

1. Continuing Truant

Minnesota Statute §260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute §120A.22 and is absent from instruction in a school, as defined in Minnesota Statute §120A.05, without valid excuse within a single school year for:

- a. Three days if the child is in elementary school; or
- b. Three or more class periods or three days if the child is in middle school, or high school.

2. Habitual Truant

- a. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, or high school.
- b. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statute Chapter 260A.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statute §260A.03 provides that the school attendance officer or other designated school official 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 pursuant to Minnesota Statute §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute §120A.34;
- 4. That this notification serves as the notification required by Minnesota Statute §120A.34;
- 5. That alternative educational programs and services may be available in the district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statute Chapter. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statute §260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Resources and Supportive Services

The school district may cooperate with other community-based agencies and groups to provide a variety of intervention, prevention, and educational services for truant students and their families. Services may include:

1. Assessment for underlying issues that are contributing to the child's truant behavior;
2. Individual or family counseling, educational testing, psychological evaluations, tutoring, mentoring, and mediation;
3. Transition services to integrate the child back into school and to help the child succeed once there;
4. Culturally sensitive programming and staffing;
5. Increased school response, including in-school suspension, closer attendance monitoring and enforcement, after school study programs, and in-service training for teachers and staff; and

Legal References: Minnesota Statute §260A.02

Minnesota Statute §120A.22 (Compulsory Instruction)

Minnesota Statute §120A.05

Minnesota Statute §127.26-127.39 (Pupil Fair Dismissal Act)

Our Family has received the 2021-2022 Student Handbook. We have read and reviewed it with our students.

We acknowledge that our students and family will comply with the policies and procedures outlined in this handbook.

Print Parent Name: _____

Sign Parent Name: _____

Children's name and grade:
