



Star of the North Academy

Student & Family Handbook

2025 - 2026

Star of the North Academy

East Bethel Campus

1562 Viking Blvd. NE,
East Bethel, MN, 55011
Office : 763-450-5560

Coon Rapids Campus

1313 Coon Rapids Blvd NW,
Coon Rapids, MN, 55433
Office : 763-762-4645

info@snacharterschool.org

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Mission & Vision Statement

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 celebrates 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 with the ability to communicate and work successfully in a pluralistic American society and abroad.

School Administration Team

Name	Designation	Email	Phone
Mr. Magdy Rabeaa	Executive Director	mrabeaa@snacharterschool.org	763-450-5561
Mr. Arbaz Mohamed	Associate Director Coon Rapids	amohammed@snacharterschool.org	763-762-4646
Mr. Kamrul Hassan	Operations Coordinator	khasan@snacharterschool.org	763-450-5327
Mr. Daniel Zacharda	Coon Rapids Instructional Coach	dzacharda@snacharterschool.org	763-762-4645
Mr. Griffin Rush	East Bethel Instructional Coach	grush@snacharterschool.org	763-450-5562
Hawo Farah	Coon Rapids Administrative Assistant	hfarah@snacharterschool.org	763-762-4645
Fariha Mansoor	East Bethel Administrative Assistant	fmansoor@snacharterschool.org	763-450-5562
Lulzim Axhijaj	SNA consultant	laxhijaj@snacharterschool.org	763-450-5562
Merita Haliti	Humane Resources	mhaliti@snacharterschool.org	763-450-5562

Illness Guidance

We use these prevention strategies to help prevent the spread of various infectious diseases, such as: COVID-19, influenza (flu), respiratory syncytial virus (RSV), and norovirus, etc, and support a healthy learning environment for all.

We follow the guidance from the Centers for Disease Control (CDC)-Guidance for Preventing Spread of Infections in Schools to Keep Children Healthy and Learning & MN Dept of Education (MDE):

Staying Home When Sick

Staying home when sick can lower the risk of spreading infections..

If a child's needs while sick with an infectious illness would interfere with school staff's ability to teach and care for other students, the child should stay home. Parents should balance the risk of infectious disease spread with educational, social, and mental health needs of children when determining when students should stay home.

If a student has the following symptoms, they should stay home because their illness could affect their ability to participate in school and there is concern that they might spread an infection to staff and students.

- Fever, including a fever with a new rash
- Vomiting more than twice in the preceding 24 hours
- Diarrhea that causes 'accidents', is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage
- Respiratory virus symptoms that are worsening or not improving and not better explained by another cause such as seasonal allergies

The above list describes symptoms of **common** illnesses experienced in school-aged children.

Return to School

When a student can return to school depends on the nature of the illness. In general, a child returning to school should be well enough to participate in school (e.g., can adequately manage improving cough and congestion on their own, not overly fatigued), and care of the returning child should not interfere with the school staff's ability to teach or care for other students.

For the general symptoms described in the stay at home when sick section of this guidance, ***students can return to school when:***

- The child has not had a fever (and is not using fever-reducing medicine) for at least 24 hours.
- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has resolved overnight and the child can hold down food / liquids in the morning.
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more

than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return.

- Respiratory virus symptoms are getting better overall for at least 24 hours. Students and staff returning after a respiratory illness can consider additional actions to reduce spread.

State and local health departments have additional guidance for staying home when sick and return to school considerations for some illnesses; we will refer to those policies, in addition to this guidance.

Please see refer to the links below for more information:

- <https://www.cdc.gov/media/releases/p-0517-guidance-k-12.html>
- <https://www.cdc.gov/orr/school-preparedness/infection-prevention/index.html>

Meal time

- We will continue to eat meals in our cafeteria
- We will have several lunch periods to allow for students to be spread out while they eat.

Special areas

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

Recess

Students will be permitted to go to recess and have shared use of the playground.

Distance Learning

SNA does not offer a dedicated Distance Learning program for students, but will continue to make use of Distance Learning due to severe weather conditions & other situations that may arise.

Attendance & Truancy Policies

Star of the North Academy is dedicated to academic achievement & success for all our students and regular school attendance is a critical part of that success. It is our belief that regular school attendance is essential for an educational program to be successful, and for the social & emotional growth of our students. Parents are encouraged to use sound judgment when excusing their child from attendance at school & to ensure they are learning to their full potential. Attendance will be taken daily for all school days (In-person & E- Learning).

Absences~

Parents must notify the school office by 9:00AM. 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 Administrative Assistant will update the student(s) attendance in our JMC student record management system

If a parent does not call school to excuse their student(s), parents will receive a phone call via JMC by 11:45 AM that day to alert them of their student(s) unexcused absence. A staff member from the school may contact the parent to verify the absence. If written or verbal 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 absence. 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 three or more days. Parents are asked to call the office by 9:00AM to request work.

Attendance Review~

Parents/guardians will be notified of excessive absences via phone or letter.

Excused Absences~

The following are examples of excused absences & include family authorized and school authorized absences:

1. Family authorized excused absences:

- a. Personal illness-(physical or mental) A doctor's note may be required.
- b. Family emergency or death in the family
- c. Medical or dental appointments. Whenever possible, these appointments should be made outside of school hours.
- d. 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 **without a valid excuse from school for 15 consecutive school days during the regular school year** shall be dropped from enrollment 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

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

Unexcused Absences~

These are absences which are not authorized by the parent or guardian or the school. The following 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 has been made with the school.
- 4. Missed bus
- 5. Oversleeping
- 6. Other absences not authorized by the school or parent/guardian.

Tardiness~

Late to School: Tardy is when a student arrives at school after 9:00 AM. A parent/guardian must bring the student in and explain the tardiness. A tardy pass is required to enter the classroom. Parents/guardians will be contacted should excessive tardies occur. **After 2 or more unexcused Tardies**, a letter will be sent home, which includes a copy of the SNA Attendance policy.

Late to Class: Students are expected to be in the classroom on time. Being late to class will be marked as Tardy. Continued tardiness will result in loss of privilege, detention, 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 a parent/guardian at the office.

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 when school is in session. Parents are obligated to compel the attendance of their child at school and those who fail this obligation may be subject to prosecution. Minnesota law defines a student as "truant" if he/she is absent from instruction at school **without a valid excuse** for **seven or more days** within a single school year.

Truancy Policy

I. PHILOSOPHY AND PURPOSE

The Star of the North Academy believes that regular attendance, 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.
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's absence.
3. Be aware of and follow the correct procedures for reporting student absence.
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 in JMC by the designated time 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.
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.
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.

IV. TRUANCY*

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;
- b. **Three or more class periods or three days** if the child is in middle 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 valid/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.

Reporting Responsibility~

When a student is initially classified as a continuing truant, Minnesota Statute §260A.03 states that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by phone call, 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. Alternative educational programs and services may be available in the district (If the habitual absence will have an impact on students' achievement the school will require students to attend summer school, or repeat the school year.).
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statute Chapter. 260.
7. 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..

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.

***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)

Family Vacations

It is required that family vacations be taken in times when they will not conflict with the school calendar. If parents find it necessary to remove students from school for vacation purposes, a verbal or written request should be submitted to the office AT LEAST five days in advance. **Family vacations may NOT exceed 15 school days and must be approved by the school's administration.**

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. ***Without prior approval and work completion students may be at risk for retention or may be disenrolled from school.***

Bathroom & Hallway Passes~

Passes will be issued from the classrooms by the teacher in charge. Students must have permission from teachers to use the bathroom. Any medical reasons for frequent bathroom use must be accompanied by a doctor's note.

Homework & Grading~

Homework

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the SNA 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 towards a response or a 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-8 will have daily homework. Parents should contact teachers if they have questions and concerns about their students telling them they don't have homework. Students in grades 2-8 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 of assignments.
- Give feedback and/or check 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 students 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 homework in 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 have an 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 is students' responsibility to get from their teachers all of the assignments missed due to illness or absence.

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 recommended time of homework per night.

Grading~

- **The following grading scale is used in grades 6th - 8th:**

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

- **The following grading scale is used in KG - 5th:**

E = Exceeds Expectations (90-100%)	Performs above grade level with strong understanding
S = Satisfactorily Meets Expectations (70-89%)	Meets grade-level standards with accurate and complete work.
P = Partially Meets Expectations (60-69%)	Shows some understanding but needs support and consistency.
N = Not Meeting Expectations (Below 60%)	Struggles with concepts and needs significant support.

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, participation, 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 discuss student progress with the classroom teachers, dean of students, and/or executive director 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.

MidtermProgress Reports should be available in JMC on the following dates:	October 14, 2025 <i>Midway of Trimester 1</i> January 14, 2026 <i>Midway of Trimester 2</i> April 22, 2026 <i>Midway of Trimester 3</i>
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Report Cards available in JMC on the following dates:	November 26, 2025: <i>End of Trimester 1</i> February 27, 2026: <i>End of Trimester 2</i> Jun 12, 2026 <i>End of the School Year</i>
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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 trimester will be placed on academic probation. This means the student will meet with school administration 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 their child is on academic probation and informed of the plan.

If grades do not improve the next trimester, parents must come in for a meeting with school administration to discuss the next steps to help their student achieve academic success.

Special Education/Child Find Process

When students demonstrate persistent academic or behavioral concerns, a teacher, staff member, or parent/guardian may initiate a referral to the Student Support Team (SST)—often referred to locally as the Child Find Team. This multidisciplinary team includes, at a minimum, the executive director, classroom teacher, intervention specialist, MLP teacher, and special education teacher. Additional staff may be included as needed based on the student's needs.

Before a formal referral is made, a minimum of four weeks of documented, evidence-based interventions must be provided within the school's Multi-Tiered System of Supports (MTSS) framework. These interventions should be progress-monitored and implemented with fidelity. Parents/guardians will be notified in writing of any academic or behavioral concerns and invited to collaborate in the process.

The purpose of the SST/Child Find Team is to:

- Review student data and determine areas of need.
- Recommend targeted interventions or adjustments.
- Monitor student response to intervention (RtI) over time.
- Determine next steps based on progress (e.g., continued support, exit from intervention, or possible referral for special education evaluation).

If, after a minimum of six weeks of intensive, data-driven interventions, the student continues to demonstrate minimal or no progress, the team may, with parent/guardian collaboration and consent, initiate a special education evaluation in accordance with Minnesota Rule Chapter 3525 and federal IDEA guidelines.

Parents/guardians are essential partners in both the intervention and special education processes and must be given opportunities to participate in decision-making. They may decline additional intervention or evaluation services at any time by submitting a written request to the school principal.

Section 504: Parent/Guardian & Student Rights

In accordance with Section 504 of the Rehabilitation Act of 1973, students with disabilities are entitled to specific rights to ensure equal access to education. These rights include:

1. Access to public education programs and activities without discrimination due to a disability.
2. Notification of rights and procedural safeguards under federal law.
3. Prior notice regarding the identification, evaluation, or placement of your child.
4. A Free Appropriate Public Education (FAPE) in the least restrictive environment.
5. Education in facilities and programs comparable to those provided to non-disabled peers.
6. Access to special education or related services if eligible under IDEA or Section 504.
7. Educational decisions based on comprehensive data and a team knowledgeable about the student.
8. Free transportation if required by the student's placement.
9. Equal participation in non-academic and extracurricular activities.
10. The right to examine and obtain educational records.
11. The ability to request corrections to records believed to be inaccurate or misleading.
12. A timely response from the school to questions about records or decisions.
13. The right to mediation or an impartial hearing regarding disputes.
14. The right to be represented by legal counsel during hearings.
15. The possibility of reimbursement for attorney's fees if the claim is successful.
16. The right to file a local grievance concerning compliance with Section 504.

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 and school district publications and appear internally within the school on bulletin boards and other recognition showcases. If you do not want your child's name or photo to be used for these purposes, please contact the administrative assistant.

Student Appearance, Hygiene, and Uniform Policy

Appearance & Hygiene Expectations

Students are expected to come to school clean, well-groomed, and dressed according to the school's uniform policy each day. Maintaining good hygiene and a tidy appearance helps create a respectful, focused learning environment and shows a commitment to learning.

Students should arrive fully prepared for the day; grooming or adjusting personal appearance should not occur during instructional time. All outerwear and removable clothing items (such as sweaters and jackets) must be in the student's locker labeled with the student's full name.

Purpose of the School Uniform

Our school maintains a required uniform policy for the following educational and community-based reasons:

- **Promotes Unity and Belonging**

Wearing a school uniform fosters a sense of identity and shared purpose within the school community. It reminds students of the collective commitment to our school's values and academic expectations.

- **Reduces Distractions and Peer Pressure**

Uniforms minimize social pressure related to clothing trends and reduce classroom distractions, allowing students to focus on learning.

- **Supports Equity**

Uniforms help create a level playing field for all students, regardless of socioeconomic background, reinforcing that all students are equally valued and capable of academic success.

- **Encourages Professionalism**

Uniforms contribute to a scholarly mindset. Students are dressed "ready for school," promoting discipline and respect for the learning environment.

- **Enhances School Safety**

Uniforms assist staff in easily identifying students on and off campus, thereby improving building security and student safety.

Required Standard Uniform

All students must wear the school-approved uniform daily unless otherwise noted (e.g., school spirit days or special events). The following items are approved:

Tops:

- Solid-colored red, white, or black polo shirts or button-down shirts (short or long-sleeved) with a collar (with or without the SNA logo).
- T-shirts are not permitted.



Bottoms:

- Black or khaki pants (no jeans, cargo pockets, or sweatpants).
- Black or red skirts (knee-length or longer) with plain black leggings underneath.
- Leggings are only permitted under skirts, jumpers, or abayas—not as standalone pants.



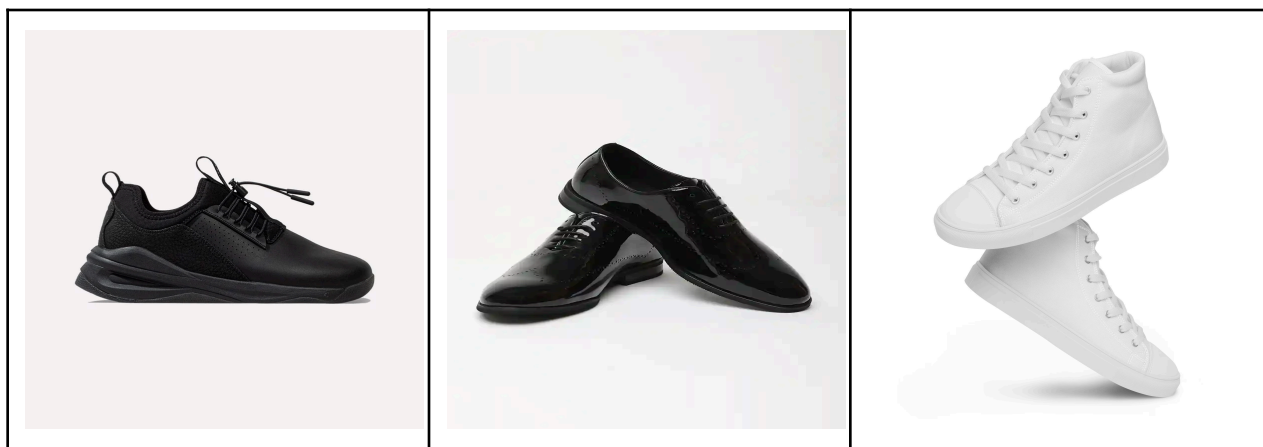
Dresses and Abayas (if worn):

- Solid black or red long dresses or abayas with no embellishments (no sparkles, jewels, decals, or sleeveless styles).
- Head coverings, if worn, must be solid black, red, or white with no decorations.



Footwear:

- Closed-toe plain sneakers only (no lights, heels, sandals, Crocs, or flip-flops).
- Snow boots may be worn outdoors during recess but not indoors.



Grooming Guidelines

Hair and Head Coverings:

- Hair must be clean, neat, and of a natural color.
- Styles that disrupt the learning environment (e.g., shaved designs, mohawks, faux hawks) are not permitted.
- Hijabs, if worn, must be plain red, black, or white, free of designs or adornments.

Nails and Makeup:

- Nails must be trimmed, neat, and clean.
- Makeup and nail polish are not permitted. Students wearing either will be asked to remove it.

Optional Uniform Items

Students may layer for warmth or modesty using the following:

- Solid-colored black, red, or white sweaters or crewneck sweatshirts (no hoods).
- Khaki or black formal shorts may be worn in warm weather (no athletic shorts).
- Solid-colored undershirts or turtlenecks (black, red, or white only) may be worn under uniform shirts.
- Small stud earrings are allowed. All other jewelry (necklaces, bracelets, rings, nose rings, or visible body piercings) must be removed or kept out of sight during the school day.

Prohibited Clothing & Items

- Pants worn below the waist (sagging).
- Tight or form-fitting clothing.
- Hooded sweatshirts and jackets may only be worn **outside**.
- Jeans, cargo pants, sweatpants, and leggings as pants.
- Slippers, sandals, flip-flops, Crocs, or heels.
- Non-uniform items must be removed upon arrival and stored in student lockers or bags.
- Hats, beanies, or other headwear (except for approved religious head coverings).

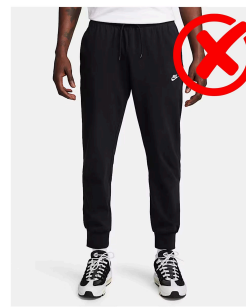
Here are some examples of not allowed apparel:



No Hoodies



No Tights



No Joggers

Compliance and Accountability

Students are required to arrive in full uniform each school day. Uniforms must be **clean, neat, and worn appropriately**. If a student arrives out of uniform, consequences will follow per the school's discipline procedures.

Note: Families will be notified in advance of any designated out-of-uniform days.

The **Executive Director** retains the authority to make final decisions regarding uniform policy, compliance concerns, and disciplinary outcomes.

Out-of-Uniform Consequences

1st Offense:

Parents/guardians will be reminded of the school's uniform policy and informed of the potential consequences for continued non-compliance. A copy of the uniform policy will be sent home with the student to be signed by a parent/guardian and returned to school.

2nd Offense:

A disciplinary referral will be issued and communicated to parents/guardians via written notice, email, text message, or phone call. The student will receive a lunch detention.

3rd Offense:

Parents/guardians will be contacted by phone and asked to bring the appropriate uniform to school for their child. The student will also receive detention.

Subsequent Offenses:

A parent/guardian meeting will be scheduled to address the ongoing non-compliance, and additional disciplinary actions may be implemented as deemed appropriate.

Please note that there will be designated out-of-uniform days throughout the school year. Parents/guardians will receive prior notification when these days are scheduled.

Final Authority:

The Dean of Students & Executive Director will determine all final decisions regarding uniform requirements, compliance, or non-compliance.

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. Monday-Friday.

Staff Hours:

Monday through Friday teachers arrive at school by 8:00 a.m. and are in school until 4:30 p.m. Parents/guardians who wish to meet with teachers should make an appointment directly with the teacher.

Student Presence in School:

When school is in session students should not arrive in the building before 8:30 AM. Please call the front office to inform staff of parent pick ups.

Parent pick-up students need to be picked up from 3:55 PM to 4:15 PM. We do not have supervision for students remaining in the building after school. If we have not heard from parents before 3:00 PM that their children are being picked up, we will have the students take the bus home.

Emergency Drills

Fire/evacuation, 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 lunches, 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 finish eating, they must remain in the cafeteria and clean up until a teacher dismisses them. Food Allergies:

If your child has an allergy to any foods, please provide this information to the administrative assistant 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.

The parents should inform the school or the teacher at least 2 days in advance.

Soda pop, candy, gum, and other chips/cookies are not allowed during the school day, including lunchtime, buses, and recess. If students bring these items to school, the items will be confiscated.

SNA Non-Discrimination statement related to civil rights

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant

Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
(2) fax: (833) 256-1665 or (202) 690-7442; or
(3) email: program.intake@usda.gov This institution is an
equal opportunity provider.

Medication

All medications, including over-the-counter nonprescription drugs, taken by students during the school day must be dispensed under the direction of the school office staff and in accordance with Minnesota State Law and School Board Policy.

All prescription medications must come in current pharmacy-labeled medication bottles. Over-the-counter medications must come in their original containers.

In order for a student to take ANY medication (prescription/OTC) at school, the student's parent/guardian must complete & sign the SNA Administration of Medication Form- to be kept on file in the school office.

Under no circumstances are students to self-carry medication of any kind. Students who bring medication to school will have it confiscated. Cough drops and lip balm may be allowed at the discretion of teachers, as long as they do not interfere with the learning environment.

Phone Usage~

Cell Phones:

Students are not permitted to use or make visible any cell phones at school. 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, locker areas, or any other school areas without authorized permission. If students violate this policy, the following steps will be taken:

1st offense:

The student's phone will be confiscated, s/he will be given a warning, and the student will pick up their phone from the school office AT THE END OF THE SCHOOL DAY.

2nd offense:

The student will be required to bring (surrender) their cell phone to the school office **daily during school hours** FOR ONE WEEK.

3rd offense:

The student will be required to surrender their cell phone to the school office **daily during school hours** FOR TWO WEEKS.

***** If a student continues to violate the SNA student cell phone policy, further disciplinary steps will be taken by school administration, including additional in-school suspension and/or in-school confiscation of their cell phone for an extended time—up to the end of the school year.***

- Administration is not responsible for the security of cell phones while in the student's 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 child follows the rules.
- For safety reasons and to minimize classroom distraction the administration asks that parents/guardians contact students only through the main office.
- SNA 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 it is decided that school will be delayed or closed due to severe weather, the school will make a decision by 6:00 AM. Parents/guardians should check KARE 11 for the announcement. We will also send out an automated message via JMC automated phone, text & email message system, update info on the SNA website & post to our FB Community Page.

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 returning home earlier than normal. Please have backup plans in case weather necessitates these occasions.

Weather Guidance~

SNA uses the Child Care Weather Watch Table to determine if children will go outside for recess. Children will go outside **everyday** for recess throughout the school year **unless** it is deemed necessary to stay indoors due to extreme temperature/wind chill/heat index. The final decision will be made by the administrative team.

Transportation~

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 Riding Expectations

- Respect the driver and other bus riders at all times
- Stay seated while the bus is in motion
- Food and drink are not allowed on the bus
- Windows may only be opened at the discretion 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 3:55 p.m. Monday - Thursday. Fridays will be early release days; all students will be dismissed by 11:55 pm.

Parents/guardians are required to contact the school by 3:00PM to inform them of any changes in transportation for their child. In the event the call does not occur, the student will be dismissed utilizing the mode of transportation previously established by the parent. Transportation change

requests must be approved by the administrative assistant.

KG students will be escorted to the buses by teachers, and 1st-8th grade students will be dismissed according to their bus number. For the safety of your child, we ask that parents/guardians not pick up their child while he/she is boarding the bus. If you need your child to get off the bus, please speak with the staff member in charge, and your child will be escorted back into the building for pickup. Our current transportation provider is North Star Transportation (Ph# 763-425-2542)

Student Transportation Behavior Policy

In accordance with Minnesota state education standards and our commitment to student safety, equity, and a supportive learning environment, transportation services are considered an extension of the school day. All students are expected to demonstrate respectful, safe, and responsible behavior while riding the school bus, consistent with school-wide behavioral expectations.

Student Responsibilities on the Bus:

To ensure the safety of all passengers and allow drivers to focus on the road, students must:

- Remain seated while the bus is in motion.
- Use quiet, respectful voices when speaking.
- Follow all directions provided by the bus driver promptly and respectfully.
- Keep hands, feet, and objects to themselves and inside the bus.
- Treat the bus environment and fellow passengers with care and respect.

Failure to follow these expectations compromises the safety of all and will be addressed accordingly.

Behavioral Interventions and Consequences:

Unsafe or inappropriate behavior on the school bus will be addressed through a progressive discipline approach, with consideration for the nature of the behavior, age and needs of the student, and the student's behavioral history. Possible interventions and consequences may include:

- Verbal warnings and reminders
- Assigned seating
- Communication with parents/guardians
- Restorative conversations or problem-solving conferences
- Temporary suspension of bus privileges
- In cases of repeated or serious misconduct, long-term or permanent suspension from bus transportation may occur

Every effort will be made to ensure that consequences are fair, equitable, and in line with the student's individual circumstances, in accordance with **Minnesota Pupil Fair Dismissal Act** and relevant district policies.

Parent/Guardian Responsibilities:

If a student's transportation privileges are temporarily or permanently suspended due to behavior, the parent/guardian will be responsible for arranging alternative transportation to and from school. Please

note:

- Students suspended from the bus are still required to attend school.
- Absences due to lack of transportation during a suspension will be recorded as **unexcused**, unless otherwise excused per school attendance policy.

Commitment to Equity and Safety:

Our transportation policies aim to ensure every student travels to and from school in a safe, respectful, and supportive environment. The school remains committed to fair and inclusive practices and will engage families in finding proactive solutions when behavior challenges arise.

Visitors~

Parents/guardians of SNA students should make an appointment to meet with teachers over the phone, in person, or virtually. Invited guests of staff or students need to make prior arrangements with the Executive Director before their visit to school.

SNA students are not permitted to bring other students with them to school as visitors. All visitors need to sign in & get a name badge upon entrance to the building in the school office.

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 technology, books and materials borrowed from Star of the North Academy must be returned to individual teachers or the office prior to the 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 reimbursed.

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.

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.

Minor Infraction	1 st -3 rd time infraction committed Consequence and Intervention Options	Repeat Offenses (more than 3 infractions) Consequence and Intervention Options
Class tardiness	Problem-solving circles with the students and teacher, Behavior reflection sheets and follow-up plan; admin calls parents	Referral to Dean of Students, lunch detention, and parent conference.
Disruptive hall/bathroom behavior/bus behavior	Address behavior by witnessing teacher/bus driver Problem-solving circles with the students, Behavior reflection sheets, and phone calls to the parents	Referral to Dean of Students • Parent conference • Bus suspension only if safety is at risk (per policy) and after tiered interventions

Gum chewing, candy & soda pop	The teacher addresses the behavior directly with the student. The teacher requests the student to toss the gum or any candy.	Referral to Dean of Students • Restorative consequence: lunchroom cleanup or copying food policy • Parent conference • Non-punitive, reflective task
Disruptive classroom behavior or insubordinate (low level)	The teacher addresses behavior • Parent contact • In-class logical consequences (e.g., seat change, reflection form)	• Referral to Dean of Students • Parent conference • Creation of Behavior Support Plan or Contract • Restorative circles
Cell Phone prohibition	The phone is confiscated per school policy • Student reminded of expectations • Parent contacted if pattern begins • Confiscation • Parent conference • After-school reflection or detention if necessary • Consider parent/teacher/student meeting	Phone is confiscated per school policy • Student reminded of expectations • Parent contacted if pattern begins • Confiscation • Parent conference • After-school reflection or detention if necessary • Consider parent/teacher/student meeting

Major Infractions	1st-3rd time infraction committed Consequence and Intervention Options	Repeat Offenses /Intervention Options
Insubordination (high level) Examples: Swearing Throwing things Disrespect (to other students/teachers/staff)	• Teacher addresses behavior • Parent contact • Behavior contract • Restorative practice • Suspension (only if safety is involved, 1–3 days max) • Dean of Students meeting with family • Review of supports and possible Functional Behavior Assessment	• Teacher addresses behavior • Parent contact • Behavior contract • Restorative practice • Suspension (only if safety is involved, 1–3 days max) • Dean of Students meeting with family • Review of supports and possible Functional Behavior

	(FBA) • Suspension with documentation of nonexclusionary steps	Assessment (FBA) • Suspension with documentation of nonexclusionary steps
Assault (sexual or physical) Examples: Punching Kicking Inappropriate touching Hitting Choking	• Immediate referral to Dean • Parent contact • Behavior contract • In- or out-of-school suspension (1–3 days) • Police involvement if required • Alternative educational plan • Safety planning • Continued collaboration with outside agencies • Follow-up restorative conference if appropriate	• Immediate referral to Dean • Parent contact • Behavior contract • In- or out-of-school suspension (1–3 days) • Police involvement if required • Alternative educational plan • Safety planning • Continued collaboration with outside agencies • Follow-up restorative conference if appropriate
Bullying/Harassment Examples: Derogatory comments/Racial comments Spreading rumors Threats	• Dean referral • Conflict resolution or mediation • Restorative practice • Suspension (if behavior persists) • Parent contact • Mediation with admin oversight • Student support plan • Possible police involvement if threats are serious	• Mediation with admin oversight • Student support plan • Referral to mental health services • Possible police involvement if threats are serious
Illegal acts: Stealing or damage of: school property or property of others (staff, students or visitors) Drug/weapon violations (possession or use of drugs), and possession of a weapon or facsimiles.	• Dean referral • Restitution (if applicable) • Behavior contract • Suspension (1–3 days) • Police involvement if required • Parent contact • Alternative learning plan • Continued engagement with family and community supports • Expulsion only if required by law (after due process)	• Dean referral • Restitution (if applicable) • Behavior contract • Suspension (1–3 days) • Police involvement if required • Parent contact • Alternative learning plan • Continued engagement with family and community supports • Expulsion only if required by law (after due process)

Skipping classes	• Referral to Dean • Parent contact • After-school support or reflection • Documented nonexclusionary interventions	• Meeting with Dean and parent • Explore root causes (e.g., transportation, anxiety) • Plan to improve attendance (not punitive)
Bomb Threats / False 911 Calls	• Parent contact • Immediate referral to authorities • In or out-of-school suspension (1–3 days) • Safety protocol enacted	• Review of student safety plan • Team meeting for alternative placement • Possible police involvement and documentation of interventions

Important Notes (Per 2023 MN Law):

Dismissals for PreK–3rd grade are prohibited for truancy and minor infractions.

Restorative and nonexclusionary practices must be used first.

Suspension or expulsion must only occur after documentation of failed tiered supports or if safety is at immediate risk.

Recess detention, referrals, and consequences must be communicated with parents and documented.

Star of the North Academy – Student Discipline Overview

Suspension, Expulsion, and Due Process

All disciplinary actions, including suspensions and expulsions, will be administered in accordance with the Minnesota Pupil Fair Dismissal Act (Minn. Stat. §§ 121A.40–121A.56) and other relevant legislation. The school is committed to ensuring due process and equitable treatment for all students.

Suspensions (up to 10 school days) and expulsions will only be used after nonexclusionary interventions have been attempted, unless the student poses a significant safety threat.

Administration may recommend alternative consequences (e.g., restorative plans, behavior contracts, community service) based on the nature and frequency of the behavior.

Students on suspension may not participate in school-sponsored activities or field trips during the suspension period.

A student who has been suspended more than three times may be considered for additional interventions, including a review for alternative placement or expulsion, only after a documented record of failed tiered support.

Our specific discipline policy is as follows:

Bullying Prohibition Policy

Star of the North Academy prohibits all forms of bullying, including cyberbullying, whether on school property, at school-sponsored events, or in settings that impact the learning environment or safety of students.

This policy applies to both direct and indirect bullying, including students who support or encourage bullying behavior.

Bullying interventions include:

- Immediate staff intervention when witnessed
- Reporting by students, staff, or parents to the Dean of Students or Executive Director
- Prompt investigation and documentation
- Use of **restorative responses**, mediation, or mental health support when appropriate
- Consequences may include **suspension** for repeated or severe bullying and **possible police involvement** if threats are involved

Retaliation against any student or staff member who reports bullying is strictly prohibited and subject to disciplinary action.

Harassment & Violence

Everyone at Star of the North Academy has the right to feel **safe, respected, and free from discrimination**. Harassment and violence based on **race, religion, gender, or other protected characteristics** will not be tolerated.

Harassment may include, but is not limited to:

- Derogatory jokes, slurs, or graffiti
- Unwelcome touching
- Threats, notes, or drawings
- Bullying and teasing, in person or online

If a student feels unsafe or uncomfortable, they should immediately report it to a teacher, Dean of Students, or the Executive Director. Students and parents may also submit a written complaint. All reports will be investigated promptly, and **privacy will be respected** to the extent possible.

Disciplinary actions will be appropriate to the severity and frequency of the offense and may include restorative practices, suspension, or referral to legal authorities.

Bomb Threats

Any student making a **bomb threat** will:

- Be referred to law enforcement authorities immediately,
- Face **school disciplinary action**, which may include suspension or expulsion, depending on the threat's nature and the investigation outcome.

Weapons Policy

In compliance with state and federal law, **weapons of any kind are strictly prohibited** on school property, buses, or at school events.

"Weapon" includes, but is not limited to:

- Firearms (real or look-alike)
- Knives
- Any object used or intended to inflict harm

Response to a weapons violation:

1. Immediate **confiscation** of the weapon
2. **Notification of law enforcement** (Anoka County Sheriff's Department)
3. Initial **5-day suspension**, with consideration for:
 - Extended suspension
 - Referral to an alternative program
 - **Expulsion recommendation** to the Executive Director

Full copies of the **Bullying, Harassment, and Weapons Policies** are available upon request from the Executive Director's office.

Internet & School Technology Use~

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. School staff will 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 files 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 Executive Director 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 not using your whole name, nor giving 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 tolerated.
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.

The SCHOOL will provide to the STUDENT, according to the terms and conditions specified in this Agreement, the following device, equipment and accessories:

- One (1) Tablet: KG- 2nd
- One (1) Chromebook: 3rd- 8th
- One (1) Power cord: (for each student)

Use of the term "device" is understood to include all of the items listed under "loaned property."

Terms of Agreement

This Agreement will begin on the first day of school and will end on the last day of school, upon withdrawal of the student from Star of the North Academy, or upon termination of this Agreement.

The DISTRICT agrees to:

- Provide a device in good working order upon delivery.
- Provide support for the student to learn how to use the Chromebook for their learning activities at school.
- Diagnose technical issues and determine repair options. These include but are not limited to: reconfiguring the device, swapping the device and/or providing repair estimates for damaged hardware.

It is understood if the device breaks down and repairs needed, it may result in the loss of access to the device. Because the data is stored in Google, students will have access to their folders and content when they are logged into any device.

In the event of loss or damage to a student's Tablet or Chromebook of any kind, the SCHOOL will, at its sole discretion, determine the cost and family's obligation associated with any damage to the device. Also the SCHOOL will determine if the damage is due to negligence which will void this contract.

The PARENT/GUARDIAN and STUDENT agree to:

- Follow the *Chromebook Care Expectations*.
- Use the device in a careful and proper manner, and be liable for loss, damage, or defacement of the Chromebook.
- Return the device to their homeroom teacher at the end of the school year. Participate in all written and oral evaluation procedures.
- Contact their school's IT department when problems arise with the Chromebook.
- Indemnify and hold harmless the SCHOOL and its agents against any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees and costs arising out of, connected with or resulting from the device, use of the device, or this Agreement, including, without limitation, the manufacture, delivery, possession, use, operation, or return of the device.

Pay all repair costs for any damage/loss to the Tablet or Chromebook.

- The following list may be used as a guideline for the costs of typical Chromebook repair. Actual charges may vary:
 - Chromebook Screen Replacement - \$200
 - Chromebook Keyboard Replacement - \$150
 - Damaged/Lost Charger - \$50
 - Lost or damaged Tablet - \$200
 - Lost or damaged Chromebook - \$400 (*unusable*)
 - **Cleaning Fee (if device is returned in need of cleaning) - \$60**

*** The parent/guardian and student understand that the device is, and at all times shall remain, the sole and exclusive property of the SCHOOL, and the student shall have no right, title, or interest therein, except as set forth in this Agreement. Any violation of the above conditions will result in the removal of the device from the student.**

We shall ask the parents to make up for any damaged pieces at the end of the year or during the year, and we may retain the report card without sending it home if the parents do not complete the payment.

Chromebook/Tablet Care Expectations~

Students are responsible for the general care of the Chromebook/Tablet they have been issued by the school. Chromebooks/Tablets that are broken, or fail to work properly, must be submitted to the school's IT department as soon as possible so that they can be taken care of properly.

General Care

- Keep food and liquids a safe distance from a Tablet/Chromebook.
- Cords, cables, and removable storage devices used with a Tablet/Chromebook must be inserted and removed carefully.
- Tablet/Chromebooks should not be used or stored around active pets.
- Use extra care when adjusting the rotatable camera, and return it to a "flat" position before closing the Chromebook.
- Tablet/Chromebooks should not be used with their power cords plugged in when the cords may be a tripping hazard. Bent or broken power adapters will need to be replaced at the user's expense.
- District-owned Tablet/Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Tablet/Chromebooks.

Cases/Covers

Although cases and protective sleeves are reinforced to help protect Tablets/Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their devices.

Carrying Tablets/Chromebooks

- Tablets/Chromebooks should always be transported with care.
- Tablets/Chromebooks should never be lifted by the screen.

Screen Care

- The Tablets/Chromebook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. Do not put pressure on the top of a Tablet/Chromebook when it is closed. (The weight of textbooks crack screens regularly.)
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- **Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. NO WIPES**

Student Technology User Guidelines~

When a student uses school provided technology, including wireless access, they are agreeing to:

1. Follow all school and district policies, procedures, and practices.
2. Keep your password private.
3. Log in only as themselves.
4. Log out before leaving a computer.
5. Respect the privacy of others.
6. Follow copyright and license laws.
7. Cite your sources.
8. Protect your personal information at all times.
9. Limit their printing.
10. Maintain a personal backup of important files when appropriate.
11. Report concerns of inappropriate or illegal activity to building staff.
12. Use district resources for educational purposes only.

A student is also agreeing to:

1. Never attempt to bypass or alter computer security.
2. Never attempt, assist in or gain unauthorized* access.
3. Never modify device configuration. (sounds, hardware, etc.)
4. Never use technology to harass others or violate any other school policy.
5. Never request, access, transfer, copy or store inappropriate materials.
6. Never use or store unauthorized* applications on school devices.
7. Never install or download software without authorization.*
8. Never use technology resources for commercial, personal profit or illegal enterprises.
9. Never act in any manner that hinders the use of technology by students and staff.

** Authorization may only come from district staff.*

School staff may access student accounts at any time. Any information stored or in use on district resources or on school grounds can and may be reviewed and/or removed at the school's discretion.

The use of personal devices on school grounds is at the discretion of district staff and will be held to the standards listed above where appropriate.

Further Agreements

The parent/guardian and student understand that the device is, and at all times shall remain, the sole and exclusive property of the SCHOOL, and the student shall have no right, title, or interest therein, except as set forth in this Agreement. Any violation of the above conditions will result in the removal of the device from the student.

FNovelty 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, and other items games, skateboards, rollerblades, cameras, toys, fidget spinners, playing/trading cards, Smart Watches, and other novelty items as designated by the Executive Director or Dean of Students 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, etc.).



Star of the North Academy

Student & Family Handbook

2025 - 2026

Acknowledgement of Receipt

Our Family has received the **2025-2026 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.

Please sign and return this form to your child's teacher by September 15, 2025.

Parent Name (**Print**): _____

Parent Signature: _____

Date: _____

Children's name(s) and grade(s):

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Keep the handbook for your reference. Thank you!