



South Campus



Family
Handbook



and Calendar

2017-2018
mtcs.org



K-12 Academic Community

Member of **MTCS** | K-12 Academic Community

Banaadir Academy (North & South), Banaadir Math & Science, MTS Elementary, MTS Secondary, Powell Leadership, P.E.A.S.E., MN Virtual, MN Connections

Welcome to the 2017-2018 school year at Banaadir Academy, a member of MTCS | K-12 Academic Community.



Minnesota Transitions Charter School Mission Statement

The Minnesota Transitions Charter School's core purpose is to empower each student and ensure that all students acquire the skills and knowledge necessary to experience success in their future.

MTCS Core Values

- Be Respectful
- Be Responsible
- Appreciate and Celebrate Diversity
- Have Integrity
- Have Compassion for Others



Banaadir Academy Mission Statement

The mission of Banaadir Academy is to enable each student to become a responsible, competent, and prepared lifelong learner, as well as a conscientious citizen.

Goals of Banaadir Academy

1. Develop positive self-esteem and interpersonal relationships
2. Continue building academic competencies and critical thinking skills
3. Practice problem solving and decision making
4. Explore their aptitudes, interests, and creative abilities
5. Develop a sense of responsibility to themselves, their home and their community

At MTCS, student growth is a priority. We believe in the power of potential.

A Note from Our Principal

Dear Banaadir Families and Students,

Welcome to the 2017-2018 school year! We are excited for the school year to begin. This calendar/handbook has been created for you to have a deeper understanding of Banaadir Academy, and answer many of your questions.

The calendar is here for your convenience, so that you can plan and prepare for upcoming events during the school year. As you will see, some dates are already included, but there will be many more that will be added as the year goes on.

Here at Banaadir Academy, we welcome and value your input into your child's education. Our work is a shared responsibility that is built upon academic outcomes through healthy relationships and trust. We look forward to getting to know you and your child/children.

If there is anything that we can do for you or your family, please do not hesitate to stop in and see us, connect with a phone call or send an email. We have an open door policy, which means, "All Are Welcome!"

Here's to a successful 2017-2018 school year!

Sincerely,

Rani Hayden

Principal

rhayden@emailmtcs.org

A Note from Our Superintendents

Dear Families and Students,

It is always exciting when a new school year begins, and all of us have the opportunity for a fresh start. We welcome new students and staff, new programs and renewed energy toward making school a positive place, where success is both encouraged and supported. We intend to do everything we can to make our school community, including its nine onsite, online and specialized programs, the best place to get a K-12 education.

There are many ways to get information about the Minnesota Transitions Charter School (MTCS) and your selected program, and this handbook provides a guide for navigating school culture. It tells all of us what we can and cannot do, how we get some things done and where we get more information. Students and parents/guardians are encouraged to use this handbook as a guide.

You may also find what you need on our newly designed website (mtcs.org), following us on social media, contacting or visiting your program or by calling the MTCS office (612-722-9013). Please don't hesitate to ask for help. Our students and families are our number one priority.

Sincerely,

Dennis Carlson

Superintendent

dcarlson@emailmtcs.org

Keith Lester

Deputy Superintendent

klester@emailmtcs.org

K-12 Academic Community





Banaadir Academy

South Campus
2526 27th Avenue S
Minneapolis, MN 55406

Main Office: 612-724-4680
Fax: 612-729-0536
MTCS: 612-722-9013
Transportation: 612-668-2300

School Hours: 7:30 am-2:20 pm
Office Hours: 7:00 am-3:30 pm

Please Note: Students will be allowed in the building at 7:15 am. Students who are not under the supervision of an adult are asked to leave the building promptly after dismissal. Teachers have meetings both before and after school and are not available to supervise students.

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Staff Directory

Main Office

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Tutor
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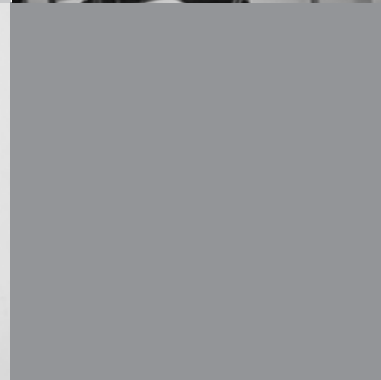
Main Office: 612-724-4680

Fax: 612-729-0536

MTCS: 612-722-9013

Transportation: 612-668-2300

mtcs.org





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Achievement

School is your child's work! Your child is here to learn to achieve all the success that he/she possibly can. If you help your child to follow these directions, you will greatly improve his/her chance to be academically successful!

As a student at Banaadir Academy, you should:

- Arrive on time for the bus, school, and classes
- Engage in learning
- Come prepared for class
- Ask for help if something is not understood
- Become an active participant in classroom discussions and activities
- Focus and complete all assigned tasks
- Be willing to try new tasks even when they may be challenging
- Be responsible for school books, materials and technology
- When a mistake is made, do not give up...learn from it because it is through mistakes that learning takes place
- Be responsible for following the rules and knowing the expectations of our school
- Stay healthy, get enough sleep and eat well
- Share with your family and friends what you learned at school
- Have fun!

Address, Email and Phone Changes

Parents are requested to **inform the office of any student address, phone or email changes.** The office will route this information to all persons' who work with that student. This includes the health office staff, teachers, attendance, social worker and transportation.

Attendance

MTCS recognizes that daily attendance is critical to academic achievement. It is our goal to work with students, families, and communities to support regular school attendance and improve academic achievement. Please call us for further assistance or questions about the attendance policy.

For EVERY absence, please:

- Call the main office (you may leave a message). Please make sure to call no later than 8:00 am the day of the absence, even if you have talked and/or emailed the teacher.
- Send a note with the reason for the absence.

It's the law! Minnesota law states that all students are required to attend school from age 7, or when they enter kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the parents/guardians and the student.



Tardiness

It is vital that students arrive to school on time. Some of the most important information and community building take place the first 20 minutes of class. By 7:50 am, instruction in core curriculum and specialists classes begins. Students need to be present every day for this valuable time. If this is an ongoing concern, the school social worker will be reaching out to provide support to your family. Again, it is vital that your child/children arrive to school on time. Thank you for your help with this!



What are Excused Absences?

- Doctor/Dentist Appointments – Whenever possible, please schedule doctor and dentist appointments before and after school. If you must schedule an appointment during school, the appointment will be considered excused.
- Illness – Students are allowed up to 8 total absences a year, or 3 days in a row, due to illness. A doctor's note must be provided if your child is gone from school more than 8 total days over the school year, or 3 days in a row. Because your child's health is important to us, school staff can help your child if you do not have health insurance or cannot afford to see a doctor. Please contact the school if you need help.
- School Bus Problems – If your child misses school because the bus was late or did not show up at the bus stop, you must report this to the school that morning.
- Religious Holidays/Cultural Observances – If your child will be gone due to a religious holiday or cultural observance, you must notify the school.
- Funeral – Students may be gone up to 4 days a year because of a funeral. If your child will be gone more than 4 days, you must get written approval for additional excused time from the Principal, Assistant Principal, or Social Worker.
- Family Emergency – Students may be gone up to 3 days a year because of a family emergency. If your child will be gone more than 3 days, you must get written approval from the Principal, Assistant Principal, or Social Worker.
- Family Activity – A student may be gone up to 5 days from school for a pre-approved family activity such as a vacation.
- All days of vacation after 5 days will be considered unexcused.



Building: Keep It Clean

Banaadir Academy is YOUR school. Please help to ensure that it stays clean and organized. You can do this by keeping your cubby and/or locker clean, keeping your desk and work area neat and throwing your trash into the garbage. If you see any graffiti or damage to the building, tell an adult.

September 2017

Fall

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 27 Franklin Open Streets 11 am-5 pm	August 28 First Day of School	August 29	August 30	August 31	1 Staff Development Eid Holiday	2
3	4 Labor Day	5	6	7	8	9 West Broadway Open Streets 11 am-5 pm
10	11	12	13	14	15 Progress Reports	16
17	18	19	20	21	22 First Day of Fall	23
24 Nicollet Open Streets 11 am-5 pm	25	26	27	28	29	30

Bus Policy

Safety Rules

- Stay out of the "Danger Zones" outside the bus
- Follow the driver's instructions
- Be on time
- Always SIT DOWN
- Be respectful, no fighting, swearing or yelling
- No EATING or DRINKING on the bus
- Keep your bus clean – Do not damage the bus
- Keep your head and arms inside the bus windows
- No dangerous objects or pets
- Windows may not be open over half way

The bus is an extension of the school day. Bus consequences may be superseded by the MTCS policy. The bus driver has the authority to assign seats. The MTCS sexual/racial/religious harassment policy and weapons policy will be strictly enforced on the bus as well as at school. See pages 19 and 9 for more information.

We thank you for your continued support to ensure all of our students have a safe ride to and from school. We look forward to partnering with you during the 2017-2018 school year.



Cell Phones | Electronic Devices

Elementary school children ARE NOT allowed to possess or use a personal electronic device (cell phone, iPad, mini iPad, tablet, mp3 player, etc.) at school, on the school bus or on field trips UNLESS the parent/guardian and school have agreed to a plan.** Please understand that LOST OR STOLEN DEVICES WILL NOT BE REPLACED by Banaadir Academy.

Please note the following response to students who bring in cell phones or electronics:

- 1st Offense: Teacher/Staff speaks with student, device turned into staff with a phone call/email to parent as a gentle reminder of the policy. Device returned to student at the end of the day.
- 2nd Offense: Device turned into staff. Administration team speaks with student, phone call made to the parent to problem solve a solution. Electronic device remains at school until school and family communicate to make a plan.
- 3rd Offense: Device turned into staff. Administration speaks with student. Device remains at school until a parent comes to pick the device up.

** Students who require a specific plan for after school safety MUST have a formal conference which includes, parent/guardian, student and social worker.



Clothing: Hooded Sweatshirts (Hoodies)

Students may wear hooded sweatshirts to school; however, students must keep the hood down during the school day. If this becomes a power struggle, administration has the right to request that the child no longer wears a hooded sweatshirt/hoodie to school. The family will be notified, should this become a problem.



Communication

Notes

School staff will communicate with parents/guardians through written notes. Please ask your child daily if there are any messages from school.

Weekly Folders | Kindegarten-3rd Grade

Students in Kindergarten through third grade will be provided with a folder that will travel with them on a daily basis. The folder will be an opportunity to stay connected to your child's day at school. Items that may be included in the folder are student work, notes from the teacher, homework, permission slips, progress reports, school/classroom newsletters or other flyers.

Newsletters

Look for weekly communication from your child's teacher. Newsletters, progress reports and notices are sent home in folders and planners.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Progress Reports	7
8	9 Fire Prevention Week	10	11	12	13	14
15	16 Bus Safety Week	17 Conferences 4-7 pm	18 Conferences 12-4 pm	19 MEA Break	20 MEA Break	21
22	23 School Resumes	24	25	26 MTCS Annual Meeting 5-7 pm at MTCS	27	28
29	30	31				

Student Progress: Conferences, Report Cards

In addition to receiving daily and weekly work, you have opportunities to learn of your child's progress through the form of parent teacher conferences and student report cards.

Conferences

Twice a year, you will have the opportunity to meet with your child's teacher during parent/teacher conferences. Please check the calendar for these dates. You are encouraged to request a conference at any other time you feel there is need. You may e-mail, leave a voicemail or send a note for your child's teacher to schedule this additional time. The teacher will set the conference at a mutually convenient time.

Report Cards

Report cards will be completed and sent home four times this school year. If you have questions regarding your child's report card, please contact your child's teacher.



Website (mtcs.org)

The Banaadir website is a good resource information for families, the greater community and staff. Look under **K-12 Academic Community** and select Banaadir Academy, or select the link on the homepage. Bookmark the website for easier access.

Social Media

Follow MTCS to hear about the exciting things happening in our K-12 Academic Community and at Banaadir Academy. **Twitter** (@1MTCS) **Facebook** (MN Transitions Charter School)

Food Service: Breakfast And Lunch Program

Banaadir Academy is proud to announce the addition of our new food service program from Taher Foods. Their philosophy goes hand in hand to our commitment to provide the best learning environment for our students.

Taher staff cook from scratch with fresh, quality ingredients. They partner with farmers and growers who are committed to sustainable practices and humane standards. The licensed dietitians stay current on advancements in nutritional knowledge and continuously weave these into menus – like the addition of more whole grains and the complete phase out of all trans fats.

At Banaadir Academy, your children can expect the following:

- Meals prepared at their Plymouth kitchen using no pork products, with no pork onsite and at a separate time from other programs
- Meals delivered hot
- Fresh fruit and vegetable bar provided, offering five selections of fresh fruits and vegetables
- Menu selections include one hot entrée per day and one hot breakfast item per week

Health Care

Immunizations: Minnesota laws require proof of immunizations for all school children. Parents are asked to provide immunization records upon school registration. If you have questions regarding immunization requirements, contact your health care provider or school health office staff.

Livio Health Service

This year we will be partnering with Livio to bring a community health clinic to MTCS. Contact the front office to set up an appointment. For more information about Livio and the kinds of services provided check their website at liviohealth.com.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Quarter 1 Ends/ Grades	3 Staff Development	4
5 Daylight Savings Begins	6 Quarter 2 Begins Winter Hazard Awareness Week	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Thanksgiving Break	23 Thanksgiving Break	24 Thanksgiving Break	25
26	27 School Resumes	28	29	30		

Medications

According to the Minnesota Transitions Schools policy, medication will only be administered at school with written consent from the health care provider and parent/guardian. Updated medication consent needs to be provided every school year. Medication must be sent to school in the original prescription (or over the counter) bottle/container indicating the student's name and correct instructions for medication administration. In order to be least disruptive to student's time in the classroom, families are encouraged to space medication doses outside of the school day whenever possible. Medication consent forms are available from the office.

Asthma Medications

Students with asthma are encouraged to keep asthma reliever medication at school so that it is available if asthma concerns arise and/or if asthma medication is required prior to exercise. (The above noted medication policy applies to asthma medication as well.) Students requiring nebulized medication need to provide asthma medication and the nebulizer machine with tubing. If your health provider has given you an "Asthma Action Plan," please send a copy of this to school. Asthma Action Plans that are less than a year old and signed by the health care provider and parent are considered written consent for administering asthma medication at school. If you would like your child to self-carry asthma medication, please contact the main office.



Homework

The purpose for homework is to provide extra practice that students can use at home. Please make sure to take the time and ask your child about what work can be done at home. Teachers will communicate how homework will be delivered throughout the week. Please contact your child's teacher with any questions regarding homework.

Illegal/Unsafe Items

Students may not bring to school items that are against the law for minors to have, such as alcohol and tobacco. Students may not bring to school items that are against the law for people of any age to have, such as illegal drugs, controlled substances, or mood-altering substances. Do not bring items that contain unsafe inhalants, lighters or matches. Weapons and look-alike weapons are not allowed at school or on the bus.



Parent Involvement

At Banaadir Academy we want all parents, family and community members to feel involved in their children's education. Here are 3 quick ways to stay involved:

- Open Communication: Phone calls, visits, or sending notes/emails to the teacher
- Folders/Planners: Look through your child's folder/planner to find out what is happening
- Ask your child to tell you more about the work they did or upcoming event
- Volunteer either in the classroom or with the school at large

Section 504 Process for Students

Some students with disabilities may not qualify for special education services. These students may qualify for accommodations and supports under Section 504 or the Rehabilitation Act of 1973. Section 504 is a civil rights law that prohibits discrimination against persons with disabilities in any agencies receiving federal dollars. The law defines a person with a disabling condition as anyone who:

1. Has a physical or mental impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment. If a student has a physical or mental impairment that may be impacting him/her in the educational setting, parents/guardians should contact the building administrator regarding their concerns.



Special Education Services for Students

Minnesota Transitions Charter School conducts child find, evaluates and serves students with disabilities. MTCS staff use a comprehensive child study process to evaluate students to determine eligibility for special education services from ages 5-21. An Individual Education Plan (IEP) Team meets following evaluation for qualifying students to determine the goals and objectives necessary to meet the student's needs.

December 2017

Winter

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Progress Reports	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 First Day of Winter	22 Progress Reports	23
24	25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break	30
31						

Students requiring special education will receive specialized instruction from a special education teacher and/or related service providers as the IEP Team determines appropriate. Students are entitled to a free appropriate public education in the least restrictive environment. If parents/guardians have concerns that their student is experiencing learning difficulties or behavioral issues at school, they should contact their child's teacher or building administrator to discuss concerns. You may request a copy of the Notice of Procedural Safeguards from your building administrator, special education teacher or download it from the MTCS website: mtcs.org.

Special Events

Open House (August 24)

Prior to school beginning, we host an open house for your child and family to explore the school, meet staff and see your classroom.

Banaadir Family Picnic (June 1)

Come join our school community as we conclude the school year with a fun family picnic. Games, music, and food will all be a part of this fun family activity.



Promotion Ceremony (June 7)

Help us celebrate the wonderful accomplishments of all our students over the year, and specifically, kindergarten and 6th grade students as they continue in their education.

Family Title 1 Night

Family Title 1 Night is our way to celebrate family literacy and support young readers.

Field Day (June 24)

Each May, we come together for Field Day. This is a fun day where students showcase their track and field and teamwork skills. Each child receives a Certificate of Participation. Watch for details to see how you can become involved.

Field Trips

Field trips are an extension of your child's learning experience. At the beginning of the year, your child will come with an open-ended walking field trip permission slip. However, you will be notified whenever your child's class will be going on any field trip (walking or bus). For field trips that require a bus, a permission slip will be sent home prior to the field trip. Your child will not be allowed to participate in a field trip without your permission. Students who are unable to manage their behavior at school may not be permitted to go on field trips. If there is a concern with your child, you will be notified to help problem solve.

Visitors

We encourage and welcome parents/guardians to visit classes throughout the school year. A note or phone call to your child's teacher in advance is always appreciated. If you call your child's teacher, he/she will be able to inform you of specific times to avoid, such as during testing, field trips and special programs. Please check in at the main office for a visitor badge. **All are expected to sign in and out at the main office and get a visitor's badge.**

Weather Information

Severe weather conditions can sometimes close school because of extreme heat, cold, snow or ice. In the event of a school closing, announcements will be made before 7 am on local radio and television stations and on the school website. Please listen to one of the following:

WCCO AM 830 • KSTP TV CHANNEL 5 • KBEM FM 88.5 • KMSP TV CHANNEL 9
WCCO TV CHANNEL 4 • KARE TV CHANNEL 11

If weather is severe, but not impassable, we ask that you use your own judgment about sending,



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Winter Break	2 Winter Break	3 Winter Break	4 Winter Break	5 Winter Break	6
7	8 School Resumes	9	10	11	12	13
14	15 Rev. Dr. Martin Luther King Day	16	17	18	19	20
21	22	23	24	25 Semester 1 Ends/ Grades	26 Staff Development	27
28	29 Semester 2 Begins	30	31			

your child to school. Age of the child and special health concerns should be considered. If the weather conditions outside become treacherous buses may run late. Please make sure your child is dressed with appropriate outside attire. If you need support in accessing winter weather items for your child/children, please contact the school social worker.

English Language Learner Program

English Language Learner (ELL) Services Goal:

The goal of the English Learner program at MTCS is to assist students in achieving Academic English Language proficiency in order to be successful learners in the classroom.

English Language Learner Identification:

During the enrollment process, if a family designates a language other than English as the first language, MTCS asks families to complete a Home Language Questionnaire. The questions on the Home Language Questionnaire include:

- First language learned by student
- Prior schooling



- Language normally used by student at home
- Language normally used by parents at home

- Educational gaps

When these forms are completed, the EL Coordinator is notified. Records are requested of previous schools when available. If the student is new to the country, or if the records are unavailable, the EL teacher administers the W-APT test to the incoming student. The results of this assessment will assist in determining if the child will benefit from English Learner services. Each year, parents will receive a "Notification of EL Services" letter. This letter informs the parent of either the result of the W-APT test, or the student's score on the previous spring's ACCESS for ELLs test. It also explains the program and the types of EL services available to their child. If a parent wishes to refuse EL services, a meeting must be set up at the school site. This meeting will discuss the needs of the child. Parents must complete a "Refusal of Services" form in order to stop EL services.

On-Going Identification

Minnesota is part of the WIDA© consortium. WIDA© provides member states with high quality standards, assessments, research and professional development for educators. Since Minnesota is a member of WIDA©, students are assessed using the ACCESS for ELLs 2.0 English language proficiency assessment. This assessment is for Kindergarteners through twelfth grade students who have been identified as English Learners (ELs). This assessment is given each year between February and March. The results of this assessment determine students' English language level and the information is used by teachers to determine the EL services the students receive.

Newcomer Services

Students, with little to no English language skills, are typically enrolled in our Newcomer Program, located at Banaadir Academy. Our Newcomer Program teach students the basics of reading, writing, listening and speaking in English, so that they can begin to participate in an American school setting. The intensive, all-day programming also teaches math, science and social studies content to students. Typically, students remain in the Newcomer Centers for about a year, until they pass assessments that show they have enough basic literacy and English proficiency to participate successfully in a regular education classroom.

Elementary K-6 EL Services

Elementary EL students receive language instruction at their elementary schools from a licensed EL teacher. Students receive services based on their language level, which is provided from the W-APT or the ACCESS for ELLs 2.0 assessment. Students may receive instruction through a combination of services, such as a co-teaching model, pull-out setting for small group instruction or individual language instruction. The time provided for each student depends on the needs of the student



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Groundhog Day	3
4	5	6	7	8	9	10
11	12	13	14	15 Progress Reports	16 Staff Development	17
18	19 Presidents Day	20	21	22	23	24
25	26	27	28			

and the type of services provided. The service time typically ranges from 30 minutes to an hour of EL instruction. EL teachers focus on developing academic language proficiency in listening, speaking, reading and writing. The instruction is aligned to the state English Language Arts standards and the WIDA English Language Development Standards. EL teachers communicate regularly with mainstream classroom teachers regarding student progress.

Middle School 7-8 EL Services

EL students may receive direct English instruction for up to two hours daily, depending on their level of language proficiency. Students receive daily language instruction in listening, speaking, reading and writing. Students also develop academic language that is relevant to math, science, social studies and language arts. EL services may be provided through co-taught mainstream classes, small group instruction and/or sheltered English Learner classes. The services provided depend on the students' level of English language proficiency. Instruction is aligned to the state English Language Arts standards and the WIDA English Language Development Standards.

High School 9-12 EL Services

Students at the Beginning and Developing levels (Levels 2 & 3) receive two hours of EL support in reading, writing, listening and speaking daily. These levels also provide students with general background knowledge in content areas such as language arts, science and social studies.



Exiting the EL Program

When a student has met the EL Exit Criteria, the student will be reclassified and will no longer receive EL services. Parents will be notified of this reclassification. Students will continue their education in the regular mainstream classrooms. Please see the document MTCS Entrance and Exit Criteria to see the criteria used to determine when a student is ready to be exited from the program.

I Am RESPECTFUL · I Am RESPONSIBLE · I Am SAFE

Banaadir Academy strives to solve problems in a peaceful, nonviolent way. We develop a student's ability to utilize critical problem solving skills. When developmentally appropriate conflict occurs, we model, teach and reinforce solutions that prepare our students with various tools to solve conflict with peace. Our belief is that these skills will transcend between home, school and community as they grow older; therefore, here at Banaadir Academy, we expect students to use peaceful ways to solve problems.



Overview of Student Policies and Procedures

Here are some important policies that you and your child should review. We expect that all MTCS students will do their best to follow these policies and expectations. Sign off in an agreement to follow these policies and procedures is necessary. Some policies listed are shown in summary and others in entirety. **Complete policies can be found at mtcs.org.**



Policy 419 (Tobacco-Free Environment): "Smoking or use of tobacco, tobacco-related devices, or electronic cigarettes is prohibited. This prohibition extends to all facilities whether owned, rented or leased and all vehicles that MTCS owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes. The prohibition includes all MTCS property and all off-campus events sponsored by MTCS.

Policy 503 (Student Attendance): The purpose of this policy is to encourage regular school attendance. It recognizes that class attendance is a joint responsibility to be share by the student, parent or guardian, teacher, and administrators.

Policy 506 (Student Discipline): In view of the need for a safe, orderly and respectful environment at MTCS Schools and in accordance with Minn. Stat. § 121A.55, the MTCS Board, with the participation of MTCS administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of MTCS.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Read Across America	3
4	5	6	7	8	9 Progress Reports	10
11 Daylight Savings Ends	12	13	14 Conferences 4-7 pm	15	16	17
18	19 MCA Science	20 MCA Science First Day of Spring	21 MCA Science	22 Conferences 4-7 pm	23	24
25	26 Spring Break	27 Spring Break	28 Spring Break	29 Spring Break	30 Spring Break	31

Policy 515 (Student Directory and Privacy of Student Records – Annual Notice 2017-2018): The following “directory” Information refers to information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognize activities and sports, honors and awards received, and the most recent educational agency or institution attended. MTCS may disclose directory information from the education records of a student and information regarding parents without prior consent of the parent of the student or eligible student, unless notified their intent to refuse to allow such disclosure. If you wish to disallow sharing of this information, a form is provided with this handbook.

Policy 520 (Student Surveys – Annual Notice, 2017-2018): Occasionally, Minnesota Transitions Charter School (MTCS) utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. Student surveys maybe conducted as determined necessary by MTCS. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h. MTCS must give parents the opportunity to review the survey and to opt their students out of participating in the survey.



Policy 534 (Unpaid Meal Charges): The purpose of this policy is to ensure that students receive healthy and nutritious meals through Minnesota Transitions Charter School's (MTCS) nutrition program and that MTCS employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.



Policy 502 (Search of Lockers): At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Policy 524 (Acceptable Use):

The purpose of this policy is to set forth policies and guidelines for access to MTCS computer system and acceptable and safe use of the Internet, including electronic communications.

Internet Use, Electronic And Audiovisual Publications

Computing facilities, local area networks and/or Internet access are available to students and teachers at Banaadir Academy. Our goal is to provide opportunities for the Banaadir community to gain the technological skills necessary to have access to people and information beyond our campus and to further use this knowledge to design create and display student work outside the boundaries of the classroom.

MTCS Computer and Audiovisual Facilities

Computer facilities for students and staff are located in the library, computer lab, classrooms and offices. These facilities exist to enhance the educational programs we offer. With the availability of desktop and publishing facilities in the computer labs, we also have the opportunity to produce and publish student work through electronic and audiovisual media.

The Internet and Telecommunications

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you may become aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his/her Internet access privileges will be revoked.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Quarter 3 Ends/ Grades	7
8	9 MCA Reading Quarter 4 Begins	10 MCA Reading	11 MCA Reading	12 MCA Reading	13 MCA Reading	14
15	16 MCA Reading Severe Weather Awareness Week	17 MCA Reading	18 MCA Reading	19 MCA Math	20 MCA Math	21
22 Earth Day	23 MCA Math	24 MCA Math	25 MCA Math	26 MCA Math	27 MCA Math Progress Reports	28
29	30					

Transmission of any material that is in violation of federal or state law/regulation is prohibited. This includes, but is not limited to, annoying, libelous, threatening or obscene material and material protected by trade secret. Users shall respect all U.S. copyright laws and licensing agreements pertaining to material entered into and obtained via the system. Users shall make proper citations and not plagiarize any sources. MTCS also prohibits transmitting of pornography, unethical or illegal solicitation, and sexually explicit or inappropriate language/graphics/audio segments. Hate mail, harassment, discriminatory remarks, other antisocial behaviors, and chain letters are prohibited on the network.

Students and parents/guardians will be required to agree to the terms of the complete Acceptable Use Policy (mtcs.org) before using computers or other internet capable devices at school.



Policy 413 (Harassment) [Minn. Stat. § 121A.03]:

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

A. The policy of Minnesota Transitions Charter School (MTCS) is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. MTCS prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other MTCS personnel harasses a student, teacher, administrator, or other MTCS personnel or group of students, teachers, administrators, or other MTCS personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, MTCS personnel includes MTCS Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school.)

C. A violation of this policy occurs when any student, teacher, administrator, or other MTCS personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other MTCS personnel or group of students, teachers, administrators, or other MTCS personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. MTCS will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other MTCS personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color,

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Staff Development	5
6	7 Teacher Appreciation Week	8	9	10	11	12
13 Mother's Day	14	15	16 Ramadan Begins	17	18 Progress Reports	19
20	21	22	23	24 Field Day	25	26
27	28 Memorial Day	29	30	31		

creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical or mental impairment which substantially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections



afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other MTCS personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Banaadir Family Picnic 5-7 pm	2
3	4	5	6	7 Quarter 4 Ends Last Day for Students K & 6 Celebration 10 am	8 Last Day for Teachers	9
10	11	12	13	14	15	16
17 Father's Day	18	19	20	21 First Day of Summer	22	23
24	25	26	27	28	29	30

- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion,

national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other MTCS personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other MTCS personnel or group of students, teachers, administrators, or other MTCS personnel should report the alleged acts immediately to an appropriate MTCS official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, MTCS may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. MTCS encourages the reporting party or complainant to use the report form available from the principal/director or building supervisor of each building or available from the MTCS office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a MTCS human rights officer or to the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the MTCS human rights officer by the reporting party or complainant.

D. In Each School Building. The building principal/director, the principal/director's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult MTCS personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the MTCS human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. Upon receipt of a report, the building report taker must notify the MTCS human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

F. In MTCS. MTCS hereby designates Mary Becker, Director of Human Resources, 2872 26th Avenue South, Minneapolis, MN 55406, (612) 722-9013, mbecker@emailmtcs.org, as the MTCS human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.

G. MTCS shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

H. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

I. Use of formal reporting forms is not mandatory.

J. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

K. MTCS will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with MTCS's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

L. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

M. False accusations or reports of violence or harassment against another person are prohibited.

N. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits,

condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with MTCS's policies and procedures.

- Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
- Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.
- Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from MTCS property and events and/or termination of services and/or contracts.

V. INVESTIGATION

A. By authority of MTCS, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by MTCS officials or by a third party designated by MTCS.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, MTCS should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, MTCS may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other MTCS personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The MTCS human rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the MTCS Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. MTCS ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, MTCS will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. MTCS action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable MTCS policies and regulations.

B. MTCS is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of MTCS. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence

incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, MTCS shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

MTCS will discipline or take appropriate action against any student, teacher, administrator, or other MTCS personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

B. Nothing in this policy will prohibit MTCS from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each MTCS employee and independent contractor who regularly interacts with students at the time of initial employment with MTCS.

C. This policy shall appear in the student handbook.

D. MTCS will develop a method of discussing this policy with students and employees.

E. MTCS may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

Policy 514 (Bullying) [Minn. Stat. § 121A.031]:

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human

relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. Minnesota Transitions Charter School (MTCS) cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of MTCS and the rights and welfare of its students and is within the control of MTCS in its normal operations, MTCS intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist MTCS in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on MTCS property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of MTCS or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off MTCS property and/or with or without the use of MTCS resources.

B. No teacher, administrator, volunteer, contractor, or other employee of MTCS shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying shall be subject to discipline or other remedial responses for that act in accordance with MTCS's policies and procedures, including MTCS's discipline policy. A teacher, administrator, volunteer, contractor, or other employee of MTCS who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false report of bullying shall be subject to disciplinary action. MTCS may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.
- Consequences for students who commit acts of bullying or other prohibited conduct may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. MTCS shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout MTCS, and foster student, parent, and community participation.
 - Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
 - Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from MTCS property and events.

G. MTCS will act to investigate all complaints of bullying reported to MTCS and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of MTCS who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on MTCS property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than one school day.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on MTCS property, at school functions or activities, or on school transportation" means all MTCS buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for MTCS purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. MTCS property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, MTCS does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in MTCS.

IV. REPORTING PROCEDURE

- A. Any student who believes he or she has been the target or victim of bullying should report the alleged acts immediately to an appropriate MTCS official designated by this policy. A person may report bullying anonymously. However, MTCS may not rely solely on an anonymous report to determine discipline or other remedial responses. Any teacher, administrator, volunteer, contractor, or other employee of MTCS with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate MTCS official.
- B. MTCS encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the MTCS office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a MTCS human rights officer or the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the MTCS human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by MTCS shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. MTCS personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. MTCS will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with MTCS' obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. MTCS ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, MTCS shall undertake or authorize an investigation by the building report taker or a third party designated by MTCS.
- B. The building report taker or other appropriate MTCS officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, MTCS will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. MTCS action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable MTCS policies; and applicable regulations.

E. MTCS is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of MTCS. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, MTCS shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

MTCS will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of MTCS who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. MTCS shall discuss this policy with school personnel and volunteers and provide appropriate training to MTCS personnel regarding this policy. MTCS shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with MTCS. MTCS or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. MTCS shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying

or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. MTCS annually will provide education and information to students regarding bullying, including information regarding this MTCS policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of MTCS is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students. The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

F. Affected students and their parents may have rights under state and federal data practices laws to obtain access to data related to an incident and to contest the accuracy or completeness of the data.

VIII. NOTICE

A. MTCS will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of MTCS and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with MTCS.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on MTCS's or a school's website.

F. MTCS shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the MTCS Board shall, on a cycle consistent with other MTCS policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Policy 526 (Hazing) [Minn. Stat. § 121A.69]

I. PURPOSE

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 Minnesota Transitions Charter School (MTCS) and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of MTCS shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of MTCS shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with MTCS's policies and procedures.
- Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
 - Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
 - Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from MTCS property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. 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.
- I. MTCS 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 MTCS who is found to have violated this policy.

III. DEFINITIONS

- A. "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 school-related purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of MTCS policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.

- C. "On school premises or MTCS property, or at school functions or activities, or on school transportation" means all MTCS buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for MTCS purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. MTCS property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, MTCS does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate MTCS official designated by this policy. A person may report hazing anonymously. However, MTCS may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. MTCS encourages the reporting party to use the report form available from the principal/director of each building or available from the MTCS main office, but oral reports shall be considered complaints as well. The building principal/director, the principal/director's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a MTCS human rights officer or to the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the MTCS human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. MTCS personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. MTCS will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with MTCS's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. MTCS ACTION

- A. Within three (3) school days of the receipt of a complaint or report of hazing, MTCS shall undertake or authorize an investigation by MTCS officials or a third party designated by MTCS.
- B. The building report taker or other appropriate MTCS officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, MTCS will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. MTCS action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable MTCS policies and regulations.
- E. MTCS is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of MTCS. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, MTCS shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

MTCS will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of MTCS who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. MTCS will develop a method of discussing this policy with students and employees.

Policy 531 (Pledge of Allegiance) [Minn. Stat. § 121A.11]:

I. PURPOSE

The Minnesota Transitions Charter School (MTCS) Board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in MTCS shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. This statement allowing students to elect to not participate shall be included in the student handbook.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.



"Education is our passport to the future, for tomorrow belongs to the people who prepare for it today."

Malcom X

Discipline Addendum

MTCS Elementary Programs

All students have the right to an excellent education. At MTCS, we strive to maintain a safe learning environment. Students that consistently disrupt the learning environment or exhibit unsafe behaviors will be subject to discipline.

A suspension from school is: The student's right to education at the school is suspended (put on hold) for a period of time, typically 1-5 days.

An expulsion from school is: A school board decision to suspend the student from all MTCS programs for a period of 12 months.

Events that may result in discipline including expulsion:

1. Multiple suspensions
2. Physical attack on a student or a teacher
3. Harassment of any kind and terroristic threats
4. Sexual Conduct
5. Theft / Burglary
6. Threatening Acts
7. Arson
8. Possession of ammunition, fireworks, explosives, alcohol, drugs, and/or weapons or items that look like or function as weapons

**"Never underestimate
the power of dreams
and the influence of the
human spirit. We are all
the same in this notion;
the potential for greatness
lives within each of us."**

Wilma Rudolph



Bus Offense Discipline Guidelines

Class 1 Bus Offense	Class 2 Bus Offense
Spitting	Hanging out the window
Excessive noise	Throwing and/or shooting of any object
Excessive horseplay	Physical aggression or bullying against any person
Eating/Drinking/Littering in the bus	Profanity and/or threats towards bus driver and/or aide
Leaving seat and/or standing without permission from driver	Possession and/or use of tobacco or any controlled substance
Use of liquid containers in any form	Vandalism to bus (restitution will be made)
Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable materials	Holding onto or attempting to hold onto any portion of the exterior of the bus
Disobedient to driver and/or aide	Lighting of matches, lighters or any flammable object or substance
Riding unassigned bus or using unassigned bus stop	Unauthorized entering or leaving bus through emergency door and/or tampering with bus equipment
Opening window past safety line	Possession or threat of weapons, explosives or flammables
Other offenses as reported by the driver or principal	Possession or use of laser pens and/or pointers
	Other offenses as reported by driver or principal
	Making false accusation against drivers and/or students

CLASS	1st Offense	2nd Offense	3rd Offense	4th Offense
1	School team conference with student and a warning 1-5 day suspension from bus	School team conference with family notified and a bus plan created for success 1-5 day suspension from bus	5-10 day suspension from bus school team conference with family notified and a bus plan revised for success	Parent/Guardian, principal and school team meeting 10 day minimum suspension from bus Possible loss of bus privilege
2	Parent/Guardian, principal and school team meeting Bus plan created for success 5 day suspension from bus	Parent/Guardian, principal and school team meeting Bus plan revised for success 5-10 day suspension from bus	Parent/Guardian, principal and school team meeting Bus plan revised for success 10 day minimum suspension from bus	Parent/Guardian, principal and school team meeting Loss of bus privilege

Nondiscrimination Policies

MTCS does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies:

Section 504 Coordinator
Kelly Dietrich
Kdietrich@mtcs.org
2872 26th Ave South,
Minneapolis, MN 55406
612-722-9013

Title IX Coordinator
jmonsrud@emailmtcs.org
Jeff Monsrud
2872 26th Ave South,
Minneapolis, MN 55406
612-722-9013

Alternate Section 504 Coordinator
Lisa Jaroslowski
ljaroslowski@emailmtcs.org
2872 26th Ave S
Minneapolis, MN 55406
612-722-9013

Alternate Title IX Coordinator
Jake Esteson
jesteson@emailmtcs.org
2872 26th Ave S
Minneapolis, MN 55406
952-843-9040

K-12 Academic Community



Expectations	Arrival Dismissal	Hallway	Cafeteria	Playground	Bus	Assemblies	Bathroom	Classroom
I Am Respectful	I arrive on time – I have a pass when late	I am silent (0) voice	I use appropriate language	I settle differences peacefully	I use appropriate language	I keep my attention on speaker(s)	I allow others privacy	I use appropriate language
	I use a whisper (1) voice	I follow all staff directions	I use a conversation (2) voice	I follow all staff directions	I use a conversation (2) voice	I use a whisper (1) voice	I wait my turn	I listen and use good manners
	I walk on the sidewalks outside		I follow all staff directions	I take turns	I follow driver and bus supervisor directions	I follow all staff directions	I use a whisper (1) voice	I use materials appropriately
	I follow all staff directions			I use an outdoor (4) voice			I follow all staff directions	I follow all staff directions
I Am Responsible	I walk directly to breakfast and then class	I show a pass when out of class	I make healthy food choices	I line up when instructed	I am on time for the bus	I enter promptly, quietly and orderly	I have a pass when not with class	I am on time
	I have belongings ready to exit	I walk directly to my destination	I clean up properly	I return equipment to proper place	I keep my food in my backpack	I am ready to learn	I keep clean and flush	I am prepared and have supplies
	I get on assigned bus and stay seated	I use designated hallways and stairs	I stay seated and raise my hand for help	I collect my personal belongings	I keep the bus clean	I follow quiet signal (pride pledge/show me 5)	I wash my hands with soap and water	I am ready to learn
	I use correct hallways and stairs		I keep all food in cafeteria				I conserve supplies	I complete classwork and homework
			I only eat extra food from the sharing cart				I put my paper towel in the trash	I dress appropriately
								I follow expectations
I Am Safe	I keep my hands, feet & body to myself	I keep my hands, feet & body to myself	I keep my hands, feet & body to myself	I keep my hands, feet & body to myself	I keep my hands, feet & body to myself	I keep my hands, feet & body to myself	I keep my hands, feet & body to myself	I keep my hands, feet & body to myself
	I walk at all times	I walk at all times	I walk at all times	I walk at all times	I sit back to back and seat to seat	I sit with my teacher	I walk at all times	I walk at all times
	I follow crossing guard directions	I stay in line	I stay seated until excused	I stay in play area	I stay out of the danger zone	I wait to be dismissed	I use the toilet/urinal	I leave personal items at home: gum, candy, toys, electronics
I BELONG • I Am RESPECTFUL • I Am RESPONSIBLE • I Am SAFE					I stay on bus until my assigned stop			



K-12 Academic Community



Banaadir Academy
South Campus
2526 27th Avenue S
Minneapolis, MN 55406

612-724-4680
mtcs.org