



Welcome to the 2022-2023 School Year
MTS Secondary and General Colin L. Powell Leadership Academy
MTCS | K-12 Academic Community

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.

MTS Secondary Mission Statement

MTS Secondary is a diverse community of learners working collaboratively to promote creativity, responsibility, and excellence. Each student is valued and empowered to reach their full potential in our diverse and global world.

Values of MTS Secondary

- Promoting personal integrity and respect
- Providing a nurturing environment characterized by teamwork and collaboration
- Caring for and believing in every individual
- Encouraging creativity and independent thinking
- Understanding that growth and learning are an essential part of life

Minnesota Transitions Charter School is a student-centered learning community that inspires and supports all learners to achieve excellence through equitable, relevant learning experiences.

MTCS Core Values

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

Grades 7 - 12
mtssec@emailmtcs.org |
mtcs.org

2872 26th Avenue South
Minneapolis, MN 55406

Main Office: 612-235-5786
Fax: 612-724-4763
MTCS District Office: 612-722-
9013
Transportation: 612-695 5017

School Hours:

MTS Secondary and Powell Leadership Academy 8:30 am-3:18 pm

Please Note: Students will be allowed in the building at 7:50 am. Dismissal is at 3:18pm. 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.

2022-2023 High School Bell Schedule

1st Period	8:30	9:18
2nd Period	9:22	10:10
3rd Period	10:14	11:02
4th Period	11:06	11:54
Advisory	11:58	12:18
Lunch	12:22	12:42
5th Period	12:46	1:34
6th Period	1:38	2:26
7th Period	2:30	3:18

2022-2023 Middle School Bell Schedule

1st Period	8:30	9:18
2nd Period	9:22	10:10
3rd Period	10:14	11:02
4th Period	11:06	11:54
Lunch	11:58	12:18
Advisory	12:22	12:42
5th Period	12:46	1:34
6th Period	1:38	2:26
7th Period	2:30	3:18

MTS Secondary 2022-2023 Events Calendar

Event	Date	Time
Open House	September 1, 2022	4:30pm - 6:30pm
Graduation	June 10, 2023	TBD
Conferences	October 18, 2022	4:30pm - 7:30pm
Conferences	October 19, 2022	8:30am - 3:30pm
Conferences	February 23, 2023	4:30pm - 7:30pm



A Note from the Principal of MTS Secondary School and Powell Leadership Academy

Dear Families and Students,

Welcome to the 2022-2023 school year! We are excited for the school year to begin. The family handbook has been created for you to have a deeper understanding of MTS Secondary School and Powell Leadership Academy. As a parent or a student, many questions that you have about school will be answered throughout this handbook.

Here at MTS Secondary School and Powell Leadership 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 or connect with us through phone or email. We have an open door policy, which means, "All are welcome!"

Here's to a successful 2022-2023 school year. Also, please never forget that today is a wonderful day to be a wolf!

Sincerely,

Raunn Finley,

Principal MTS Secondary

(e) rfinley@emailmtcs.org

(p) 952-843-9067 (c) 612-386-5884



Dear Students and Families,

Welcome to the 2022 and 2023 school year at Minnesota Transitions Charter School. We are so thrilled to have you as part of our school community. We are looking forward to a wonderful new school year!

We believe in the possibility of each and every student at Minnesota Transitions Charter School. With our many schools, each with unique opportunities and learning styles, we have programs for all learners, and we are committed to make school meet every student where they are. The MTCS community is truly a place where everyone belongs. We work together to prepare each student to be successful in school, and ready for college, careers and life.

The events of the past two years have changed the world we live in and the way students and families access education. We are grateful for the opportunity to build strong home to school relationships while making up for so much of what was interrupted by our inability to gather. We look forward to seeing more of you on our campuses while continuing to benefit from our ability to connect virtually.

Please read through this handbook and familiarize yourself with the expectations of your particular school, as well as the District. The handbook provides you a guide to navigate school culture, policies, and procedures. Visit MTCS.org where our policies are listed, and handbooks are posted. You may also call the MTCS office at (612)722-9013. Please do not hesitate to ask for help. We care about your success.

We are honored you have chosen us as your school and we look forward to being your partner on your education journey. We believe in you.

A handwritten signature in black ink that reads "Shawn Fondow". The signature is written in a cursive, flowing style.

Shawn Fondow
Executive Director

School Leadership/Contact Information

Raunn Finley
Principal
rfinley@emailmtcs.org

Brian Lloyd
Dean of Students/Activities Director

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Brady Larson

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Family Liaison/Teen Parent Advocate

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Marisa Rivera Lugo

Family and Community Engagement
Coordinator

mrivalugo@emailmtcs.org

**Please visit MTSsecondary.org and go to
the staff page for all staff.**

Steven Chapman

General Colin L. Powell

Leadership Academy

I Am RESPECTFUL · I Am RESPONSIBLE · I Am SAFE

Achievement

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. Students that attend school consistently have a greater chance of excelling academically.

Communication

Communication is an important part of every relationship, including school and home.

MTS Secondary will communicate with families in multiple ways:

Remind

Remind is the official messaging platform for MTS Secondary. Remind is a messaging system that allows the sending of messages via SMS, in app notifications, or email and phone calls to members of MTS Secondary, without revealing personal contact information. As our school and district wide messaging system, Remind will be used to send a variety of important communications throughout the school year.

SchoolInfoApp

MTCS has a school app for each program which is available to download on smartphones or devices. Information will be provided to every student and family and will be an important HUB where you can connect with the information and resources you are looking for. This is a growing resource.

Social Media

Follow MTCS to hear about the exciting things happening in our K-12 Academic Community and at MTS Secondary and Powell Leadership Academy. You can find and follow the social media channels from the home page of your school website.

Website

The website is a good resource for families, the greater community and staff. You may look under **MTCS K-12 Academic Community** and select your program, or you may go directly to your school at: mtssecondary.org or powellacademy.org. Bookmark the website for easier access.

Included on the site is the listing of all staff members and instructional supervisors, department phone numbers, email addresses, student activities information, general calendar and online versions of student publications.

Conferences, Report Cards, Student Progress

In addition to receiving daily and weekly work, you have opportunities during the school year 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 email, 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.

Grade Access: Parents will have access to their students grades through the Skyward Grade portal. This can be set up through the Dean of Academics. Call for more information (612-385-6150).

Class Scheduling Policy

1. Students will be divided between the Deans and School Counselor for scheduling and advising purposes.
2. Students will be scheduled according to what they need to meet MDE requirements.
3. Electives can be requested by the student or manually assigned by the Deans and Counselor.
4. Students will not be allowed to change a course after the 10th day of the Quarter unless deemed necessary by the Dean of Academics.
5. Partial credit will be given depending on the start date of a new student. This is determined in three-week increments throughout the Quarter.

Approved reasons for a schedule change:

- Student has been scheduled into a course previously passed.
- Student has been scheduled into a course out of sequence.
- Student did not pass a class that was a prerequisite for another.
- Student has an incomplete schedule.
- Senior is missing a requirement for graduation.
- Administrator must balance class sizes.
- Administrator deems a change is necessary due to extenuating circumstances.
- IEP has been modified.

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 your student. This includes the health office staff, teachers, attendance, social worker and transportation.

Attendance

Minnesota law requires all children and youth, beginning at age seven, to be at school every day on time. Minnesota Transitions Charter School (MTCS) believes that regular school attendance is directly related to success in academic work, benefits students socially by building relationships, provides opportunities for important communications between students and teachers, and establishes regular habits of dependability and responsibility important to the future of the student. Being present in the classroom provides students the ability to ask for clarification, engage in meaningful discussions, and take notes and maintain their coursework.

MTCS and each individual MTCS school supports and will make reasonable efforts to accommodate any pupil who wishes to be excused from school for a religious observance, pursuant to Minnesota Statute section 120A.35.

Student Responsibility

- It is your right to be in school. It is your responsibility to make sure that you are in school on time, to every class, every day. If you are absent, it is your responsibility to

communicate with all your teachers and obtain any missing work. Students generally have two days per day of absence in which to turn in make-up work.

- First period begins at 8:30 am, which means that you are in your assigned area and ready to learn at that time.
- To ensure your safety, once you enter the doors of MTS, you may not leave. If you need items for your day, you MUST obtain them prior to entering the building for the day. If you leave and then attempt to return, we will be notifying your parent/guardian.
- If you are going to be tardy to school, you MUST provide a note from a parent/guardian or they need to contact the main office in order for the absence to be excused. If you are 18 years of age or older, it is your responsibility to provide the appropriate documentation to excuse your absences.

Parent/Guardian Responsibility

- It is your responsibility to encourage and ensure the student is attending school every day, to inform the school in the event of a student's past and/or upcoming absence, and to work cooperatively with the school and the student to solve any attendance issues that may arise. Please notify us as soon as possible. You may call and or leave a message 24/7 as it is checked each morning school is in session.
- If your child is out ill for two or more days in one week, a note from a doctor is required in order for it to be excused. We offer health services two days a week here at school as well.
- If a student is absent from class for any reason and has not cleared the absence with the Attendance Team, you will receive an automated phone call at home to alert you that they have been marked absent. The information relayed by the automatic dialer is not necessarily a complete or accurate representation of the student's attendance activity, but a reminder that the absence has yet to be cleared. Detailed attendance information is available for both students and parents to review through the Skyward Student Portal. If a student has been marked absent by mistake, please contact us to clarify.

Teacher, Staff and Administration Responsibility

- It is the teacher's responsibility to take attendance daily for EACH class they teach to maintain accurate attendance records, to provide any student who has been absent with any missing assignments upon request, and work collaboratively with the student and/or the parent/guardian to solve any attendance problems that may arise.
- It is also each staff member's responsibility to be familiar with all the procedures regarding attendance and to apply these procedures uniformly. All staff are responsible for promoting healthy relationships to help foster students' connection to school by welcoming them to the building upon their arrival.

Types of Absences

A. Excused Absences: To be excused, the student's parent/guardian must provide a note in writing, call and leave a message, or email the reason for the student's absence. Reasons EXCUSED will be as follows:

- School-sponsored curricular and curricular activities;
- Official religious holidays;

- Death or funeral of an immediate family member (parent, stepparent, guardian, sibling, grandparent) or close friend;
- Unique or emergency circumstances (related to family, natural disaster etc) which are authorized (or, whenever possible, pre-authorized) by a school administrator;
- Chronic or long-term illnesses which are verified by a doctor's signed statement and authorized by a school administrator;
- Authorized appointments with school personnel;
- Military deployment of a family member or student;
- In-school suspension, out-of-school suspension
- Illness (if gone for two or more days in a week, a Dr.'s note is required)
- Serious illness in the student's immediate family;
- Medical, dental, or mental health appointments that cannot be made outside of school time. If it needs to be during the school day, please arrange for the appointment to be right away in the morning or later in the afternoon to respect the student and teacher's time in the classroom.
- School Bus Transportation-If the school bus arrives late or did not show entirely, you must report this to the transportation company AND the School as soon as possible to address the issue.
- Court appearances occasioned by family or personal action
- College field trips-MUST be Pre-Approved
- Absences related to homelessness approved by Homeless Liaison
- Pre-authorized, pre-planned absences of one day or more. This must be arranged prior (preferably at least one week) to the absence in order to be verified.

B. Unexcused Absences: Unexcused absences occur when a student chooses to be absent from school without school approval, the school has not been notified by a parent/guardian, or the student's absence is not valid. Reasons that are UNEXCUSED:

- Truancy: An absence by a student not approved by the parent and/or school
- Doing school work at home
- Working at their job, including family owned businesses (unless have an approved work contract on file with the school)
- Vacations with family
- Shopping
- Absences resulting from accumulated unexcused tardies (Four (4) tardies equal one unexcused absence)

C. Tardies: are defined as being late to class without an excused pass.

The student is expected to be in their assigned area at the conclusion of the bell, each class period. Students arriving tardy to class will be marked accordingly unless they arrive with a written excuse from a staff member. Being punctual is an important habit to develop to promote responsibility and independence. Students who are tardy to class miss valuable instruction and cause disruption in their class. Consequences such as lunch or after school detention may be assigned. Again, four tardies equal one unexcused absence.

Procedures to Improve Attendance

MTCS utilizes Hennepin County Attendance Laws as the majority of our student populations reside there. If your student does not reside in Hennepin County, we will consult with the appropriate county.

Step 1: At any point in the school year, any staff member may meet with the student and/or contact the parent/guardian to discuss a student's attendance. However, the formal process begins once a student reaches 3 *unexcused absences*, including non-consecutively and only tardies, and a member of the Attendance Improvement Team has met with the student. This meeting may include, but not limited to:

- Explain the attendance policy to the student;
- Provide the student with their attendance report;
- Talking with the student to learn barriers to getting to school on time every day;
- Create an agreement between the staff member, teachers, the student, and the parent;
- Notify the parent and obtain input regarding their role in supporting the student's attendance in school.
- Provide the agreement to necessary people in order to provide support to the student.

Step 2: If the student continues to be truant from school and reaches 5 *unexcused absences*, notification of the absences will be communicated to the student's parent/guardian by mail. At this time, a meeting with the student and their parent/guardian will also be requested.

Step 3: If the student continues to be truant from school and reaches 9 *unexcused absences*, the student will be referred to the Hennepin County Attorney's Office Be@School Program. The Hennepin County Attorney's Office will contact the parent/guardian directing them to attend a Parent Group Meeting (PGM). At the PGM, a be@school representative will explain compulsory school attendance laws and consequences of continued unexcused absences, the benefits of education, and the services available to assist families. Some families will be assigned to a Contracted Community Agency (CCA) at this time. The CCA will provide direct services to assist the family in getting the child to school and refer the family to other services needed to remove attendance barriers.

Step 4: If the student continues to be truant from school and reaches 12 unexcused absences, the second referral will be made to the Hennepin County Attorney's Office. All families will be directed by mail to contact their assigned CCA worker and begin case management services. Some families will be directed to attend a School Team Attendance Review (STAR) meeting. The STAR meeting will be attended by the parent(s), the student (12 – 17 years), a be@school representative, the CCA worker, and if available, a school representative. The goal of the STAR meeting is to create a detailed plan to resolve barriers which negatively impact the student's attendance.

Step 5: If the student continues to be truant from school and reaches 15 unexcused absences, the third referral will be made to the Hennepin County Attorney's Office. If the student continues to miss school after the third report, the County Attorney's Office will consult for a possible petition filer in juvenile court. The court hearing will focus on services and sanctions that promote attendance and educational

success for the student (e.g., tutoring, credit recovery, mentoring, etc.). Parent involvement will be actively pursued. If multiple interventions have been attempted and the child becomes an older truant, services may no longer be offered.

If a student has unexcused absences for 50% of the class time, the administration may impose a loss of academic credit in the class(es) from which the student has been absent. However, prior to the loss of credit, a meeting must occur with the academic dean, member of the attendance improvement team, student and parent/guardian.

Resources

Main Office/Attendance: 612-235-5786

Coherent Bus Company (Transportation): 612-757-7919

Email: info@coherentbuscompany.com

Attendance Improvement Team Coordinator:

Mary Wattley

mwattley@emailmtcs.org

Homeless Liaison and School Social Worker:

Courtney Stenseth

cstenseth@emailmtcs.org

Hennepin County Be@School Website (found at hennepinattorney.org):

hennepinattorney.org/prevention/students-youth/be-at-school

Illness During the School Day: Students becoming ill during the school day have access to and services available at the school office. Any student leaving school during the day due to illness must be excused by the office or a parent/guardian through the front office. Friends will not be excused to transport students.

For additional information refer to School Board Policy *** on the school district website or in the school office.

Meals

Lunch will be provided by CKC Foods. Their philosophy goes hand in hand to our commitment to provide the best learning environment for our students.

Your children can expect the following:

Meals prepared using no pork products, with no pork onsite and at a separate time from other programs. Menu selections include one hot entrée per day.

Dress Code

All students must be appropriately dressed for school. This includes but is not limited to the following:

- Covered from mid-thigh to top of chest in non-see-through-material
- No clothing referring to illegal drugs or alcohol

- No clothing with inappropriate language or messages
- The administrative team has the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code

Students will be given the option to wear school provided clothing. If there is a failure to comply, students may be subject to further disciplinary action.

Electronic Device | Cell Phone Policy

Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, calculators, electronic games, video players, computers, and personal digital assistants. PEDs may be used during passing time or in classrooms with teacher permission, or in the commons during study time.

Electronic use should NOT disrupt the school environment, promote inappropriate behavior or violate rights to privacy (this includes staff and students). Cell phones should be turned off and remain in the student's locker or backpack during class time.

Appropriate electronic device use looks like, but not limited to:

- Use before or after school, passing time and during lunch
- Approved classroom use

Inappropriate electronic device use looks like, but not limited to:

- Unapproved use in classroom
- Recording and/or photographing students or staff
- Promotion of incidents through recording and/or photographing
- Posting of videos and/or photographs

If there is a failure to comply with the classroom requirement, students will be asked to hand in their phone to a member of the administrative team. Continued violation will result in disciplinary action and a cell phone contract between the student and the dean of students.

Parent Communication via Cell Phones

Please refrain from contacting your child during the school day. If you need to get in touch with your child due to an emergency, please contact our office at 612-235-5786.

Items and messages brought to school for students during school hours are to be brought to the office. Please do not deliver them to the classroom, as this interferes with the continuity of the learning process.

Computer Use/Copyright Policies: Computers are provided for student use at several locations. Students are advised that "computer hacking," use of the computers to duplicate copyrighted materials or other inappropriate use may result in losing access to the machines and/or referral to authorities. Faculty and administrative computers are off limits to students. MTS Secondary School provides students with a district assigned email. All email messages sent and received by students are archived and retained per legal statutory requirements. The district reserves the right to revoke a student's email account at any time due to inappropriate use.

Food Service: Breakfast and Lunch Program

We are proud partners with CKC Good Food for healthy and nutritious food. Their philosophy goes hand in hand to our commitment to provide the best learning environment for our students.

At MTS and PLA, 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,
- Menu selections include one hot entrée per day

Breakfast will be served each school day. Students may not leave campus to get lunch, as we are a closed campus. Parents may drop off lunch for students as long as it does not interrupt class time. If brought during class, it will be kept at the front desk until the student's lunch period.

STUDENTS MAY NOT ORDER FOOD FROM A RESTAURANT AND HAVE IT DELIVERED TO SCHOOL.

Graduation Requirements

Students are required to have 64.5 semester credits for graduation (4 years). 16 credits are granted for successfully completing all courses that meet each day for a school year, 8 credits are granted for a semester course. PLEASE NOTE: There is no community service graduation requirement.

Minnesota students are required to complete the following requirements by the time they graduate. (Minnesota Statutes, section 120B.024).

- Language Arts 12 credits
- Mathematics 9 credits
- Science 9 credits
- Social Studies 10.5 credits

HOMEBOUND INSTRUCTION: Students who are absent for 10 consecutive days due to an illness or medical condition are eligible for homebound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to Brady Larson (612-385-6150) and can be initiated before the time lines are in effect.

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.

Illness and injury at school: If your child becomes ill while in school, school personnel need to be able to contact you. We will not release ill students to go home without contacting a parent or guardian. All school-related accidents (including extracurricular and out-of-town activities) should be reported to the office. Accident reports are kept on file for significant injuries.

Illness at home: Students should stay home from school when they have a fever of 100.0 degrees or higher, if they are vomiting or they have diarrhea. Students should stay home for 24 hours after symptoms resolve. If your student is diagnosed with a condition and you are wondering if he or she can attend school, please contact the health office directly for guidance.

Medication: No prescription medication will be administered by school personnel without written authorization from the parents/guardians and signed doctor's orders. All over-the-counter medication (including Tylenol, Ibuprofen, nasal spray, eye drops, etc.) requires parental signatures on the medication request form part of the student application. Medication request forms are available in the health office or with the medication policy on the district website. All medicine must be in the original bottle with the appropriate label, and the student's name should be on it. If at all possible, medication should be given at home.

Lockers

Each student will be given a locker and combination. They will be held responsible for the condition of the locker assigned to them. All lockers are school property and loaned for student use. As school property, lockers are subject to search by school officials. Please do not use any locker that has not

been assigned to you and do not give your combination to a friend. Students may only use school issued locks on their lockers.

Pass Policy

Students will be expected to stay in class for its entirety, and will be expected to use their passing time for their restroom break. Passes will not be granted during the first and last 5 minutes of a class period.

School Safety | Emergency Policy

Promoting a safe environment is a high priority at MTCS programs. All students will participate in multiple fire drills and lockdown drills throughout the year, and it is important they are taken with the utmost seriousness. As always in promoting a safe school, "If you see something, say something."

Transportation

For the 2022-2023 school year, MTS will provide a school van/bus for all students in the Metro area. Students in grades 11 and 12 may receive a Student Go-To Card through Metro Transit.

MTCS School Bus

Transportation (buses, cars, vans) is an extension of the school day. Transportation consequences may be superseded by the District policy. A transportation driver has the authority to assign seats. The Minnesota Transitions Charter Schools sexual/racial/religious harassment policy and weapons policy will be strictly enforced on the bus as well as at school

Have a safe trip on the bus/van!

1. Stay out of the "Danger Zones" outside the bus.
2. Follow the driver's instructions.
3. Be on time.
4. Always SIT DOWN.
5. Be courteous. No fighting, swearing or yelling.
6. No EATING or DRINKING.
7. Keep your bus clean. Do not damage the bus.
8. Keep your head and arms inside the bus windows.
9. No pets or dangerous objects.

MTCS Transportation Policy

Riding a school bus is a privilege, not a right. To help ensure the safety of students, transportation employees and other motorists, students are expected to abide by all student behavior rules outlined in board policy and reviewed in this handbook, and by the additional transportation safety rules reviewed in the following chart. Video cameras are used on some school buses, and students' conversations and actions may be recorded on video/audio tape. The use of video cameras is intended to decrease student misbehavior and allow safe bus operation for students, drivers and other motorists.

While riding in a district vehicle, in accordance with state law, students shall not transport gasoline, animals or any other dangerous or objectionable objects, except for animals specifically trained to assist people who are blind or have other disabilities. Students are allowed to bring other items on the bus that can be held on the student's lap or at his/her seat in a safe manner as long as it does not displace another student. Items such as skateboards, roller blades, ice skates, bats, etc. are allowed on

the bus when stored in an appropriate bag/container so as to prevent injury to bus passengers. Items that are longer than 39 inches (the height of the bus seat back) are prohibited without approval from the Transportation Department. Students who violate these or other district policies and regulations while riding in a district vehicle or at a school bus stop will be disciplined in accordance with student behavior rules outlined in board policy and reviewed in this handbook and may be denied transportation privileges in addition to the consequences listed on the Bus Behavior Offense Chart located on the MTCS.org Website.

**Student conferences and parent/guardian notification; may include, but is not limited to, parent conference, restitution, detention, one day suspension from the bus and up to one day out-of-school suspension.*

To ensure on-time arrival at schools, students are expected to be present to the bus stop 10 minutes prior to the scheduled pick-up time. The bus driver is responsible for maintaining appropriate student behavior on the bus and is authorized to assign students to specific seats. Once students board the bus they must remain on the bus until they have reached their school or designated stop. The driver will report students who violate the rules to the student's school principal or the Transportation Department student conduct specialist.

If a student's transportation privileges are denied because of the student's misbehavior, the student's parent(s) or guardian(s) will be responsible for transporting the student to and from school. Any student who is issued a citation trespassing them from a school property will lose their bus riding privileges to/from that property. (Student behavior policies will be adjusted – as required by federal and state laws and regulations – for special education students who have individual education plans [IEPs].)

Minnesota Statute 121A.59 states: "Transportation by school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under the Individuals with Disabilities Education Act, United States Code, title 20, section 1400 et seq., section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section 794, and the Americans with Disabilities Act, Public Law Number 101-336, are governed by these provisions."

MTS Metro Go-To Card Program

A Go-To Card is a pre-paid fare card that allows for unlimited rides on city buses and light rail to and from school instead of riding the traditional yellow school bus. The cards can be used after school hours for other student activities.

- Students may also use their Go-To Cards for extracurricular activities before and after school hours. It offers students scheduling flexibility and access to a wide variety of learning opportunities in the community.
- Students will have more opportunities to remain at school for academic programs, sports and other activities beyond the regular school day.
- The program supports improved student attendance and retention.
- For more information go to the district website mtcs.org (Transportation)

Receiving Go-To Card

Staff will be available to assist with route planning when students pick-up their Go To Card Pass the week prior to school starting. Students will need to go to the MTS Secondary school the week prior to school starting to pick-up their Student Go-To Card and student ID. At this time, students and parents will be asked to review and sign the transportation code of conduct. Metro Transit is adding and adjusting routes and times to better serve students. Routes can be planned.

Visitors

For the safety of the students at MTS Secondary and Powell Leadership Academy, we ask that ALL parents sign in at the MTS Secondary front office when on campus for volunteering purposes.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time. The following resources are available to any parent who wishes to know how his/her child is doing in school:

- Parent-teacher conferences
- Skyward School Data System
- Back To School/Registration Night
- Report cards, progress reports
- Guidance counselor connection
- Meetings with the principal

All are expected to sign in and out at the main office and get a visitor's badge.

Vocational Opportunities Annual Notification

The schools offer a variety of vocational opportunities through the Business Education, Industrial Technology and Family and Consumer Science Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses. The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

Section 504 Coordinator
Rashel Lane
2872 26th Avenue South
Minneapolis, Mn 55406
612-722-9013
rlane@emailmtcs.org

Alternative School 504 Coordinator
Courtney Stenseth
2872 26th Avenue South
Minneapolis, Mn 55406
cstenseth@emailmtcs.org
612-722-9013

Title IX Coordinator
AnneMarie Lanning
2872 26th Avenue South
Minneapolis, Mn 55406
612-722-9013

Weather Information

Occasionally the Executive Director of Schools will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow or ice. As soon as the decision to close

schools is made, an announcement will be made on the district website and all local radio and television stations 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 the weather is severe, but not impassable, we ask that you use your own judgment about sending 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.

CRISIS MANAGEMENT: MTCS (Minnesota Transitions Charter Schools) and MTS Secondary School, Powell Leadership Academy have a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school. For additional information refer to School Board Policy *** on the school district website or in the school office.