

MTS ELEMENTARY



2025-26 HANDBOOK

Part of MTCS K-12





MTS Elementary

Grades K – 6
2526 27th Avenue South
Minneapolis, MN 55406
mtselementary@emailmtcs.org
MTCS.org

Main Office: 612-729-9140
Fax: 612-521-4007
MTCS District: 612-722-9013
Transportation: 612-386-9809

Student Hours: Monday – Friday, 9:15am – 3:30pm

Office Hours: Monday – Friday, 8:00am – 4:00pm

A strong, welcoming community where everyone belongs.

Convenient Links to Resources you Need:

Calendar	Staff	Policies
Menu	Health Services	Board
Transportation	Student Services/testing	

RESOURCES:

National Suicide Prevention Lifeline: Call / Text 988

Crisis Text Line: Text HOME to 741741/Text AYUDA for help in Spanish

Trevor Project (LBGTQ+) Crisis Services: Call 866-488-7386 / Text 678-678

County Crisis Lines:

Anoka County Crisis Services: 763-755-3801

Carver County: 952-442-7601

Dakota County: 952-891-7171

Hennepin County Crisis Services, adults or children: 612-596-1223

Ramsey County Crisis Services: Adult - 651-266-7900 / Children - 651-266-7878

Scott County: 952-818-3702

Washington County: 651-275-7400

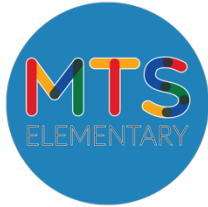
Minnesota Transitions Charter School does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability.

Welcome to the 2025- 2026 School year at

MTS Elementary

Part of the 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.



We offer you:

Support
Education
Inspiration

Minnesota Transitions Charter School:

We are a student-centered learning community that inspires and supports all learners to achieve excellence through equitable, relevant learning experiences.

MTS Elementary Mission Statement:

To provide learning experiences with high expectations that support academic, social and emotional growth and enhance individual character in partnership with students, families and community within a supportive, safe and stable environment.

Goals of MTS Elementary

1. Standards of behavior that promote academic success and good citizenship
2. Attain academic proficiency in the five domains: reading, writing, speaking, listening and comprehension
3. Communication that facilitates developmental growth and accountability
4. Classroom expectations that foster respect and appreciation for individuals and cultures
5. Expand the use of technology as a learning tool for students
6. Augment student achievement in core subjects and statewide testing

We are here to help your student thrive in an ever-changing world.



MTS Elementary Families and Students,

Welcome to the 2025-2026 school year! We have a great school year ahead of us and I am excited to work with your student this year. This calendar/handbook has been created for you to have a deeper understanding of MTS Elementary, 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 we move through the school year.

Here at MTS Elementary, we welcome and value your input into your child's education. To support and enhance the collaboration between families and school, we will offer four family listening sessions this school year and continue with our Family Advisory monthly meetings. These sessions are intended for open dialogue around education, child development and what's happening at our school. The agendas for these meetings will be open to whatever topics are on the minds of the attendees. I hope everyone will be able to attend at least once during the school year. 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 2025-2026 school year!

Sincerely,

Nick Sofio
Principal, MTS Elementary



Dear Students and Families,

Welcome to the 2025 – 2026 school year at Minnesota Transitions Charter School. We are grateful that you have chosen to be part of our school community. We are committed to serving your student and are looking forward to a wonderful new school year together!

At MTCS, we believe that each and every student can be successful. MTCS has seven schools with each offering unique opportunities and learning styles. Our hope is that you find the school that works best for your family. We are committed to school meeting your child, exactly where they are. Whether you are in one of our online programs or one of our physical buildings, we will work with you to prepare you for success in school and to be ready for what is next, college, careers and life.

Please take the time to read through this handbook and familiarize yourself with the expectations of your particular school, as well as the policies of the District. The handbook provides you a guide to school culture, policies and procedures. We have created links to all important resources, and you can also find everything you need to know about the District and your school at MTCS.org. You may also call the MTCS office at 612-722-9013. Please do not hesitate to ask for help. We are here for you!

We are honored you have chosen MTCS for your family and we look forward to partnering with you on your education journey. The MTCS community is truly a place where everyone belongs—it is our commitment.

Sincerely,

Shawn Fondow
Superintendent

School Leadership & Key Contact Information

Nick Sofio

MTS Elementary Principal
nsofio@emailmtcs.org

Hanna Puccio

Administration Assistant
hpuccio@emailmtcs.org

Cece Thill

Social Worker
cthill@emailmtcs.org

For a listing of all the staff at both MTS Elementary and the Minnesota Transitions Charter School District:

All Staff

[MTS Elementary Staff](#)

Transportation
612-386-9809

SCHOOL DAY EXPECTATIONS

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.

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.

For EVERY absence, please:

Call the main school office (you may leave a message). Please make sure to call no later than 8:30 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.

Tardiness

It is vital that students arrive at school on time. Some of the most important information and community building take place the first 20 minutes of class. 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.
- 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.
- 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.

[Read the policy about Attendance](#)

Bus/Van Policy

Safety Rules

- Stay out of the “Danger Zones” outside the bus/van
- 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/van
- Keep your bus/van clean – Do not damage the bus/van
- Keep your head and arms inside the bus/van windows
- No dangerous objects or pets
- Windows may not be open over halfway
- Wear your seatbelt when provided

The bus/van is an extension of the school day. Bus/Van consequences may be superseded by the MTCS policy. The bus/vans driver has the authority to assign seats. The MTCS policies will be strictly enforced on the bus/van as well as at school.

[Read the MTCS Transportation Safety Policy](#)

Cell Phones

MTCS has a District-wide cell phone policy which you may read in full here. For any individual school considerations, please talk with your school’s director.

[MTCS Cell Phone Policy](#)

Dress and Appearance

The policy of Minnesota Transitions Charter School (MTCS) is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

[MTCS Dress and Appearance Policy](#)

Food Service: Breakfast and Lunch Program

CKC Foods provides breakfast and lunch at our schools. Their philosophy goes hand in hand to our commitment to provide the best learning environment for our students. The current menu is on your school's website.

School Safety

MTCS Schools are committed to being a safe place for all students, families and staff. Students may not bring to school items that are against the law for minors to have, such as alcohol and tobacco. Students may no 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.

There are specific policies adopted by the MTCS Board of Directors addressing issues related to safety. Please read about what is or is not appropriate at school and what is expected.

[501 – School Weapons Policy](#)

[506 – School Discipline Policy](#)

[514 – Bullying Prohibition Policy](#)

[524 – Internet Acceptable Use and Safety Policy](#)

[526 – Hazing Prohibition Policy](#) (Policy in full at end of handbook)

COMMUNICATION

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. It is very important that we know how to reach you.

ParentSquare

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

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 school conferences and student report cards.

Conferences

Twice a year, you will have the opportunity to meet with your child's teacher during school 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.

Website (mtcs.org)

The MTCS website is a good resource for information for families, the greater community and staff about any of the schools. Look under K-12 Academic Community and select the school you are interested in:

MTCS.org

Social Media

Follow MTCS to hear about the exciting things happening in our K-12 Academic Community and in your school. You can find and follow the social media channels from the home page of your school website on the far right side of the bottom of the any web page.



MTS Elementary Specific Communication

Notes

School staff may communicate with parents/guardians through written notes. Please ask your child daily if there are any messages from school. Please notify your child's classroom teacher if you prefer to receive information in an alternative format.

Weekly Folders | Kindergarten-6th Grade

Students 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, permission slips, progress reports, school/classroom newsletters or other flyers.

Newsletters

Look for regular communication from your child's teacher. Newsletters, progress reports and notices are sent home in folders and planners. School newsletters will go home with students the first Friday of each month.

STUDENT SUPPORT SERVICES

Health Services

Our mission is to encourage all students' growth, development, and academic success in a positive and safe environment. We strive to eliminate health barriers by providing skilled nursing services, promoting wellness, enhancing healthy behaviors, and encouraging self care.

MTCS provides health services to all students in each building. Students have access to health services by a Licensed School Nurse (LSN), certified nursing assistants (CNA) and/or health aids. who will dispense and monitor medication with written direction from both parent and health care provider, provide first aid and emergency care, maintain health records, and create and implement health care plans. Health Services is also actively involved in creating and implementing accommodations to support student achievement.

All students must have **two emergency contacts** on file with the school at all times. It is the responsibility of parents/guardians to ensure this information is accurate and up to date.

If a student becomes ill and is unable to remain in school, they **must be picked up within one hour** of notification.

Immunizations: Minnesota State Immunization laws (M.S. 121A.15) 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 or injured while in school, school personnel need to be able to contact you. We will not release students to go home without contacting a parent or guardian. Emergency contacts are updated annually. Please keep the school updated on phone number changes or emergency contact information.

Illness at home: Students should stay home from school when they have a fever of 100.4 degrees or higher, if they are vomiting or they have diarrhea. Students should stay home for 24 hours after symptoms resolve without the use of medications. 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.

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 your school administrator and can be initiated before the time lines are in effect

For additional information about health forms, required immunizations, dispensing of medications, screenings, emergency contacts, communicable diseases and more refer to the School Board Policy or Health Services page on the school district website or in the school office.

PARENTS & GUARDIANS INVOLVEMENT

At MTS Elementary we want all parents, family and community members to be involved in their children's education. You are welcome at MTCS schools! There are many events throughout the year and the best way to stay up to date is to look at your school calendar. There are conferences, open houses, family night events, field trips and more.

[MTS Elementary Calendar](#)

Here are 3 quick ways to stay involved:

- Open Communication: Phone Calls, Visits, or sending Notes/Emails to the teacher
- Attend school activities, join the MTSE events and conferences
- Volunteer either in the classroom or with the school at large
- Folders/Planners: Be sure to look through your child's folder and/or planner to find out what is happening at school. Ask your child to tell you more about the work they did or upcoming event

There are specific policies about visitors entering the schools.

[Visitors Policy](#)

Policies in place 2025 & 2026 School Year

Minnesota Transitions Charter School has many policies that guide how we work with students and families as well as the running of a school. Below are a listing of policies that are more specifically dealing with students and families, for a full listing of all policies approved and passed by the School Board of Minnesota Transitions Charter School, visit:

[MTCS Policies](#)

The descriptions provided are not intended to be all encompassing but, to provide a brief description of the purpose and/or content found in the policy. Follow the link to get the entire policy.

- [102 – Equal Education Opportunity](#)
The policy of MTCS is to provide equal educational opportunity for all students. MTCS does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. MTCS also makes reasonable accommodations for disabled students.
- [103 – Grievance and Complaint Procedure Policy](#)
Minnesota Transitions Charter School (MTCS) takes seriously all concerns, grievances, or complaints by students, employees, parents, or other persons. If a specific complaint/grievance procedure is provided within any other MTCS policy, such as Title IX, Harassment, Discrimination, or another policy area, the specific procedure outlined in that policy shall be followed in response to such a complaint. If a specific complaint/grievance procedure is not provided, the purpose of this policy is to provide a procedure that may be used.
- [206 – Public Participation in School Board Meetings](#)
The policy of the MTCS Board is to encourage discussion by citizens of subjects related to the management of MTCS at MTCS Board meetings. The MTCS Board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties. The MTCS Board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.
- [413 – Harassment and Violence](#)
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, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- [413 Form – Harassment and Violence Report Form](#)
- [414 – Mandated Reporting of Child Neglect](#)
The policy of Minnesota Transitions Charter School is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. A violation of this policy occurs when any school personnel fails to immediately report

instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

- [414 – Sample Form](#)
- [417 – Chemical Use and Abuse](#)
Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with MTCS policies with respect to a Drug-Free Workplace/Drug-Free School.
- [418 – Drug Free Workplace Drug Free School](#)
- [418 Form – Acknowledgement of Drug-Free Workplace Drug-Free School Policy](#)
- [419 – Tobacco-Free Environment](#)
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.
- [501 – School Weapons Policy](#)
No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a Minnesota Transitions Charter School (MTCS) location except as provided in this policy.
- [502 – Search of Student Lockers, Desks, Personnel Possessions and Student’s Person](#)
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.
- [503 – Student Attendance](#)
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.
- [504 – Student Dress and Appearance](#)
The policy of Minnesota Transitions Charter School (MTCS) is to encourage students to be dressed appropriately for school activities

and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

- [505 – Distribution of Nonschool-Sponsored Materials](#)
MTCS recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of MTCS, the MTCS Board adopts the regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities found in this policy.
- [506 – Student Discipline](#)
The purpose of this policy is to ensure that students are aware of and comply with Minnesota Transitions Charter School's (MTCS) expectations for student conduct. Such compliance will enhance MTCS's ability to maintain discipline and ensure that there is no interference with the educational process. MTCS will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.
- [506 Form – Notice of Suspension](#)
- [512 – School-Sponsored Student Publications](#)
The purpose of this Policy is to address students' rights to freedom of speech and freedom of the press in the production and distribution of school-sponsored media while balancing the Minnesota Transitions Charter School's (MTCS) role in supervising school-sponsored media and the operation of the School. This Policy is designed to ensure all students enjoy the freedoms of speech and press within the confines of the law, including Minnesota Statutes Section 121A.80, and to encourage responsible student journalism.
- [513 – Student Promotion Retention and Program Design](#)
- [514 – Bullying Prohibition Policy](#)
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.

- [515 – Protection and Privacy of Student Records](#)
Minnesota Transitions Charter School (MTCS) recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.
- [515 Form – Public Notice and Juvenile Justice System Request for Information](#)
- [516 – Student Medication](#)
The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at Minnesota Transitions Charter School (MTCS). MTCS acknowledges that some students may require prescribed drugs or medication during the school day. MTCS’s licensed school nurse, trained health clerk, principal/director, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and MTCS procedures.
- [516.5 – Overdose Medication](#)
As a means of enhancing the health and safety of its students, staff and visitors, MTCS will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on MTCS property during the school day or at MTCS activities.
- [520 – Student Surveys](#)
Student surveys may be 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.
- [520 Form – Public Notice Form](#)
- [521 – Student Disability Nondiscrimination](#)
The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations.
- [522 – Sex Nondiscrimination Policy, Title IX Grievance Procedure \(Title IX\)](#)
- [524 – Internet Acceptable Use and Safety Policy](#)
The purpose of this policy is to set forth policies and guidelines for access to Minnesota Transitions Charter Schools (MTCS) computer system and acceptable and safe use of the Internet, including electronic communications.
- [524.5 – Personal Electronic Communication Devices](#)
The objective of this policy is to support Minnesota Transitions Charter School’s (MTCS) focus on learning in alignment with the school’s mission to ignite students’ passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or

interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

- [526 – Hazing Prohibition](#)
No student, teacher, administrator, volunteer, contractor, or other employee of MTCS shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of MTCS shall permit, condone, or tolerate hazing (This policy is provided in full in each of MTCS's Family Handbooks.)
- [530 – Immunization Requirements](#)
The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students at Minnesota Transitions Charter School (MTCS).
- [531 – The Pledge of Allegiance](#)
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. 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 policy is provided in full in each of MTCS's Family Handbooks.)
- [532 – Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds](#)
The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.
- [533 – Wellness](#)
The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.
- [534 – School Meals](#)
Policy 534: The purpose of this policy is to ensure that students receive healthy and nutritious meals through the 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 a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.
- [535 – Section 504 Policy Adopted April 2017](#)
The purpose of this policy is to set forth Minnesota Transitions Charter Schools' (MTCS) obligations under Section 504 of the Rehabilitation Act of 1973 and to articulate the school's commitment to prohibit discrimination against students with disabilities and to provide a free

appropriate public education to eligible students as required by the Act.

- [536 – Surrogate Parent Procedures](#)
The purpose of this policy is to establish procedures used to determine the need for surrogate parents, assignment of surrogate parents, qualifications necessary to serve as a surrogate parent, and the process and criteria for removal of a surrogate parent, pursuant to the laws related to special education services.
- [537 – Enrollment Policy](#)
The purpose of this policy is to clearly outline the policies, processes, and guiding principles that will be used by MTCS in responding to student applications for admissions, granting admission to students, and enrolling students in MTCS. MTCS admits students regardless of their race, color, creed, religion, national origin, sex, marital status, status with regarding to public assistance, sexual orientation, or disability. MTCS will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, and will comply with all federal and state laws prohibiting discrimination.
- [601 – School District Curriculum and Instruction Goals](#)
The purpose of this policy is to establish broad curriculum parameters for Minnesota Transitions Charter School (MTCS) that encompass the Minnesota Graduation Standards and federal law and are aligned with creating the world’s best workforce.
- [602 – Organization of School Calendar and School Day](#)
The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year. The purpose of this policy is to provide for a timely determination of the school calendar and school day.
- [603 – Curriculum Development](#)
The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum. II. Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of Minnesota Transitions Charter School (MTCS).
- [606.5 – Library Materials](#)
The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.
- [609 – Religion](#)
MTCS shall neither promote nor disparage any religious belief or nonbelief. Instead, MTCS encourages all students and employees to have appreciation for and tolerance of each other’s views.
- [612-1 – Development of Parents and Family Engagement Policies for Title I Programs](#)
The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within Minnesota Transitions Charter School (MTCS).

- [613 – Graduation Requirements](#)
The purpose of this policy is to set forth requirements for graduation from MTCS.
- [616 – School District System Accountability](#)
Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for Minnesota Transitions Charter School (MTCS). MTCS will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. MTCS also will establish a system to review and improve instruction, curriculum, and assessment, which will include substantial input by students, parents or guardians, and local community members. MTCS will be accountable to the public and the state through annual reporting.
- [620 – Credit for Learning](#)
This policy recognizes student achievement that occurs in post-secondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the charter school will recognize student achievement obtained outside of the charter school.
- [621 – Literacy and the Read Act](#)
This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.
- [624 – Online Instruction](#)
The purpose of this policy is to recognize and govern online instruction options of students enrolled in MTCS for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.
- [630 – Tele-Related Services](#)
This tele-related services policy provides a comprehensive protocol for the use of web-based tele-related services to students within Minnesota Transitions Charter School (“MTCS”). Tele-related service is the application of telecommunications technology for the delivery of professional services at a distance by linking a professional to a student for assessment, intervention, and/or consultation.
- [707 – Transportation of MTCS Students](#)
The purpose of this policy is to provide for the transportation of students consistent with the requirements of law and the vision of the school board.
- [709 – Student Transportation Safety Policy](#)
The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.
- [722 – Public Data and Data Subject Requests](#)
Minnesota Transitions Charter School recognizes its responsibility

relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

- [723 – Purchasing, Procurement and Contracting](#)
The purpose of this policy is to establish procedures for carrying out purchasing, procurement and contracting functions of the charter school, to provide efficient use of public monies, and to ensure compliance with all applicable state and federal laws, including Minn. Stat. 124E.26, Subd. 4, with respect to procurement using state funds.
- [801 – Equal Access to School Facilities](#)
The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.
- [801 Form – Application for Use of Facilities Form](#)
- [806 – Crisis Management Policy](#)
The purpose of this Model Crisis Management Policy is to act as a guide for Minnesota Transitions Charter School (MTCS) and building administrators, MTCS employees, students, MTCS Board members, and community members to address a wide range of potential crisis situations in MTCS. The step-by-step procedures suggested by this Policy will provide guidance to each MTCS school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.
- [903 – Visitors to School Buildings and Sites Policy](#)
The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school properties.

Policies in full, as per requirement

526 HAZING PROHIBITION

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.

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.

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.

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.

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.

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.

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.

