



Scholar/Parent Handbook

**2018-2019
School Year**

355 Randolph Avenue Suite # 300
Saint Paul, Minnesota 55102
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www.cpe-k-6.org

**ONCE YOU HAVE FINISHED READING THE
STUDENT/PARENT HANDBOOK,
PLEASE SIGN THE LAST PAGE ALONG WITH YOUR
CHILD.**

**TEAR OUT AND RETURN THE SIGNED PAGE TO
YOUR CHILD'S TEACHER.**

KEEP THIS HANDBOOK FOR YOUR REFERENCE

Revised June 2018

Approved July 2018

College Prep Elementary (CPE) is a K-6 charter school located in Saint Paul, Minnesota. Our school was established in 2009 to serve Hmong and minority families through a specialized focus on college and career readiness. We have a small school environment to accomplish our mission of preparing every student to succeed in college and career. CPE utilizes research-based, proven methods to promote English language development and literacy, mathematics proficiency, science mastery, and engagement in the learning process. We provide our students with a strong educational program within a learning community that builds self-confidence and awareness of diverse cultures and ideas.

CPE's authorizer is The Minnesota Guild, through extensive academic preparation and community collaboration, we give our scholars the tools to succeed in college, career, and life.

WELCOME TO COLLEGE PREP ELEMENTARY

Dear Parents and Guardians,

It is our pleasure to welcome everyone back for another exciting and fun-filled year at CPE. For those families new to CPE, we welcome you to our Team and Family. For returning families, welcome back. It is our mission to ensure every scholar feels welcomed, connected, and is a part of our CPE family. Additionally, we are striving to prepare culturally competent scholars for success in the 21st Century environment and promote academic growth and achievement by engaging all learners in a relevant and rigorous environment.

We are also proud of the academic growth our scholars have made during their time at CPE. Thank you for all that you do to help our scholars. As a school, we have made significant growth in many areas of academics; however, we still have much work to do in truly preparing our CPE scholars for middle school, high school, college, and life. This journey requires an even stronger partnership between home and school. Together we need to support, challenge, and push our scholars towards excellence. We must expect nothing less than their very best—and not accept any excuses along the way. By working together, we can ensure that ALL of our scholars graduate and accomplish remarkable things.

We look forward to working closely with you to ensure a great year and an even brighter future for our students and for our community. Please remember that with your partnership we will help our scholars develop their skills and prepare them to be leaders of tomorrow and have life-long successes like what is installed in our CPE motto: Starting Young, Starting Strong...For a Lifetime of Success.

This handbook is provided to families so that you can learn more about our school and its policies and procedures. Please read it thoroughly. If you have questions, do not hesitate to contact me.

Sincerely,

Dao Lor

Executive Director

TABLE OF CONTENTS

School Profile	6
Board of Directors	7
Admission Policy	8
School Operation Policy	10
Visitor Policy	15
Attendance Policy	19
Transportation Policy	21
School Uniform Policy	27
Academic Program	28
Parent-Teacher Academic Resolution Policy	34
Harassment Policy	35
Health/Medication Policy	37
Technology Policy	40
Anti-Bullying Policy	42
Student Discipline Policy	45
Anti-Bullying	Appendix A, 47
Student Discipline	Appendix B, 56
Code of Conduct	67

COLLEGE PREP ELEMENTARY SCHOOL PROFILE

SCHOOL NAME: College Prep Elementary School

LOCATION: 355 Randolph Avenue, Suite 300 St.Paul, MN 55102 (651) 605-2360

PROGRAM: Culturally Diverse, Small School Environment, offering individualized attention that nurtures the development of each scholar.

SPECIAL PROGRAMS: STEM, Hmong Language, Karen Language, Special Education are provided as needed, and English Language Program. Free and Reduced Lunch, Free Door-to-Door Transportation.

ENROLLMENT: Approximately 340 Scholars

MASCOT: Phoenix

SCHOOL COLORS: Green and White

4Ps: The CPE scholar is always **PREPARED, PRESERVERES** through challenges, is **PATIENT** with others and remains **POSITIVE**.

MOTTO: Starting Young, Starting Strong...For a Lifetime of Success.

BUILDING STAFF: Approximately 70

OUR VISION:

College Prep Elementary (CPE) prepares scholars with a rigorous program that builds character and acceptance of multiple cultures.

OUR MISSION:

We are a small learning community that prepares scholars to succeed in college, career, and life.

BOARD OF DIRECTORS

Shelly Patraw, Board Chair, shelly.patraw@cpe-k6.org

Mike Hang, Board Vice Chair, mike.hang@cpe-k6.org

Maya Kruger, Board Secretary, maya.kruger@cpe-k6.org

Stacy Johnson, Board Treasurer, stacy.johnson@cpe-k6.org

Barbara Washington, Board Member, barbara.washington@cpe-k6.org

Grace Eggan, Board Member, grace.eggan@cpe-k6.org

John Trenter, Board Member, john.trenter@cpe-k6.org

Nalee Her, Board Member, nalee.her@cpe-k6.org

Yang Xiong, Board Member, yang.xiong@cpe-k6.org

MONTHLY BOARD MEETINGS

The monthly College Prep Elementary Board Meetings will be held on the LAST Monday of each month starting at 6:30pm at College Prep Elementary.

Copies of all minutes of Board meetings are in the main office and posted on the website of College Prep Elementary website: ww.cpe-k6.org.

The Public is always welcomed. If you are interested in being a member of a committee or being on the Board, please contact the Board Chair or the Executive Director.

- **Board Chair:** Shelly Patraw, shelly.patraw@cpe-k6.org or 651-605-2360
- **Executive Director:** Dao Lor, dao.lor@cpe-k6.org or 651-605-2360

CPE ADMISSION POLICY

College Prep Elementary is a public charter school open to any student in the state of Minnesota. All students have a right to an education, however registration is required. A student application can be found on the school website (www.cpe-k6.org) or when parents do a walk-in. Parents may also call the school to enroll by phone or a representative can be sent to a student's house to describe the benefits of enrolling at College Prep Elementary.

As a public charter school, CPE's admission policy is governed by federal and state laws. Under MN statutes, if the number of applications exceeds the capacity of CPE's program, grade level, or building, students must be accepted by lottery. For any grade level where we have more applicants than spaces available, we will conduct such a lottery to determine admission for that grade. Applicants who do not receive classroom placements in the lottery will be put on a waiting list in the order they were selected in the lottery. They will be notified promptly if a space becomes available. Per MN state statute, each school year is a separate enrollment period. Those students on a waiting list for one school year will have to submit a separate application the following year.

At CPE enrollment preference will be given to a sibling of an enrolled CPE student. We define siblings as children that share a parent, guardian, and/or caregiver. Children of CPE employees are given preference in this same manner.

Scholars currently enrolled in the school are automatically enrolled for the following school year.

Birth certificates are required by the state to be presented to the school upon enrollment. Because of the McKinney-Vento Act, all students that enroll at CPE will be accepted whether they have appropriate birth certificates or not. However, it is also the responsibility of the school to ensure all birth records are quickly completed.

KINDERGARTEN ADMISSION POLICY

It is College Prep Elementary School's policy that children applying to Kindergarten must turn 5 years of age on or before September 1 of the year they will be starting school.

Parents who would like to enroll and their scholars who would be turning 5 years of age between September 2 and December 31, will need to go through an extensive evaluation process to ensure the scholar is ready, socially and academically, for school. Based on the results of the evaluation and the decision of the Kindergarten Enrollment Committee, the student will be admitted or declined. The scholar will have one week to interact with peers to make sure he/she is ready. The Kindergarten Enrollment Committee will determine at the conclusion of the week if that scholar can continue or should wait another year.

NON-DISCRIMINATION POLICY

College Prep Elementary does not discriminate on the basis of sex, religion, color, national and ethnic origin in its admission or educational policies, athletics, and other school administered programs.

College Prep Elementary will comply with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of disability, age, race, creed, color, gender, national origin, religion or ancestry.

NON-SECTARIAN POLICY

College Prep Elementary agrees that it will operate, in all respects, as a non-sectarian, non-religious, non-home-based public school. The school will not be affiliated with any non-public or sectarian school or religious organization.

SCHOOL OPERATION POLICY

SCHOOL DAY

School Hours: 9:15 AM – 4:00 PM

Breakfast is at 8:45- 9:15 to ensure all buses have arrived and all students have an opportunity to eat breakfast. Classes begin at 9:15 AM. School will be open Monday through Friday, except as indicated on the school calendar.

MAIN OFFICE PROCEDURE

Office Hours: 8:00 AM – 4:30 PM

All visitors must report to the Main Office where student business is transacted. Scholar(s)/parent(s)/guardian(s) should go to the front desk to secure admit slips to: obtain permission to leave school, make arrangements to withdraw from school and/or conduct other appropriate business.

EMERGENCY CLOSINGS

Due to severe weather, College Prep Elementary reserves the right to close the school as deemed necessary by the Executive Director. If the school closes due to weather conditions, WCCO will announce College Prep Elementary closures.

SCHOOL PROPERTY

All students are expected to respect the school facility and property. College Prep Elementary will investigate all incidents of vandalism. Scholars will be held responsible for school furniture, equipment, and property which are deliberately or carelessly defaced, damaged, marred, or broken and if found responsible, students will be charged for the damage and/or required to restore the property to its original condition.

The textbooks used by students are supplied by and are the property of the school. Each student should take exceptional care of the books issued to him or her. Scholars are responsible for textbooks and other school-issued materials and must pay for any lost or damaged items. Scholars questioning the condition of a textbook at the time of issue should consult their teacher.

LOST AND FOUND

Scholars are discouraged from bringing valuables to school. College Prep Elementary does not accept responsibility for any articles lost by students. Labeling garments, boots, gloves, etc. and bringing money to school, only when necessary, can prevent such losses. Losses should be reported to a teacher or the Main Office immediately. All found items are to be turned in to the office or brought into the classroom.

THEFTS

Scholars are *discouraged* from bringing valuables to school. College Prep Elementary is not responsible for any stolen items. Stolen items should be reported to a teacher or an Administrative staff. Every effort will be made to recover the article.

FOOD SERVICE

We provide Breakfast and Lunch for students every day.

College Prep Elementary is implementing a new food program called **Community Eligibility Provision (CEP)**.

What does this mean for me and my students who attend CPE?

All students enrolled in a CEP school are eligible to receive a health breakfast and lunch at school at **no cost** to your household each day of the school year. No further action is required. Your children will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Do I still need to complete an Application for Educational Benefits form?

You may still need to complete the application of Educational Benefit form. Our school is eligible to receive additional state and federal funds based on the number and/or percentage of students enrolled who reside in households that meet established federal income guidelines. We use the Application for Education Benefits to collect household information. The application also helps College Prep Elementary qualify for education funds and discounts.

MONEY BROUGHT TO SCHOOL

Please note: Any money for field trips, book orders, etc. should be placed in a sealed envelope with the student's name, teacher's name, and purpose stated on the front of the envelope.

PHOTO PERMISSION

College Prep Elementary may take photos of your child's image. These images may be published by College Prep Elementary in various brochures, promotional materials, school year book, and on the World Wide Web (internet). If you do not want us to use your child's image, please inform the Main Office.

PLEDGE OF ALLEGIANCE

"Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Student must respect another person's right to make that choice." Minnesota State Statute #121A.11, Regarding the Pledge of Allegiance.

TELEPHONE USE

Scholars will be allowed to use the school telephones for **emergencies only**. The school phones are business phones.

CHANGE OF ADDRESS

It is important to keep office personnel informed of any changes of address, telephone numbers, email, and places of employment of parents, guardians and emergency contacts.

EMERGENCY CONTACT FORM

Emergency forms are filled out by a parent or guardian when the student is enrolled in College Prep Elementary. When changes occur, it is the responsibility of the parent or guardian to notify the Main Office via a phone call and in writing.

ACADEMIC HONESTY POLICY

College Prep Elementary School emphasizes honesty in academics. The following acts of dishonesty are not tolerated:

- **Cheating:** This includes but is not limited to copying someone else's work or allowing your work to be copied, talking or texting during a quiz or test, working with unauthorized assistance, representing the work of others as your own, or turning in work generated from the Internet as your own.
- **Plagiarism:** This is the act of presenting another writer's ideas or words as if they were your own without acknowledging the source.

The classroom teacher will handle incidents of academic dishonesty. The teacher may also refer the student to an administrator for further disciplinary action.

ELECTRONIC DEVICE POLICY

College Prep Elementary does not allow students to bring *any* electronic devices to school (cell phones, I-Pods, etc.). Any personal items brought from home to school will be confiscated by staff. Items confiscated the first time will go to office for student pick-up at the end of the day. Items confiscated thereafter will go to office for parent pick-up. If student brings personal electronic device or personal property to school and it gets lost or stolen, College Prep Elementary is not responsible in retrieving and/or reimbursing the item.

MESSAGE FOR STUDENTS

The school accepts messages from parents/guardians to give information to students. However, CPE does not accept phone calls to change bus pick-up or drop-off schedules from anyone other than the parents or guardians listed in our student database. In order for any other person to be able to request changes in a student's schedule, permission must first be in writing from the parents/guardians and must be on file with the school before any changes will be made per a phone message. Our faculty and staff work earnestly to ensure all students receive messages from the parents/guardians. However, CPE is not responsible for messages left for students during the school day.

COMMUNICATIONS WITH PARENTS

College Prep Elementary believes that communication with parents is the key to a child's education. Therefore, we believe in open lines of communication between students, parents, staff, and families. College Prep Elementary encourages the involvement of parents in their child's education. Several forms of communication include:

- ❖ College Prep Elementary website: www.cpe-k6.org
Please see our website for news and upcoming events at College Prep Elementary.
- ❖ Open Houses: Every student and family are encouraged to attend Open Houses to meet their teachers, become familiar with the school, and make new friends.
- ❖ Conferences: Conferences are held 2-3 times a year. Parents are encouraged to attend parent teacher conferences to discuss expectations and progress of your child's education.
- ❖ The Executive Director will be available to field any parent concerns with an appointment.
- ❖ Letters & Flyers: Letters and flyers will be sent home on a regular basis. All letters and flyers sent by College Prep Elementary will have our logo and/or letterhead. If you receive letters or flyers that don't have either, please contact the school at your earliest convenience.
- ❖ Automated Voice Messages will be sent to family phone numbers given to CPE.

STUDENT RECORDS

Your child's school records may be viewed at any time. Parents are requested to give the school a written notice one day prior to school personnel in order to provide adequate time to pull student records. The student records may only be reviewed in the presence of an Administrator privately. If parents would like copies of the records, the school will need 10 days post the written request from the parent or guardian to prepare the report. CPE will charge a printing fee.

VISITOR POLICY

PARKING AND CONTROL OF COLLEGE PREP ELEMENTARY PROPERTY

Visitors are only authorized to park vehicles on College Prep Elementary property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this Policy or as otherwise specifically authorized by College Prep Elementary officials.

VISITOR PROCEDURES

As discussed in the Visitor Policy, College Prep Elementary welcomes and encourages parents, guardians, and guests to visit any time throughout the year, where such visits are consistent with the health, safety, and wellbeing of students and staff and the safe and efficient operation of the educational and work environment. To implement the goals outlined in the Visitor Policy, College Prep Elementary has adopted the following visitor procedures:

1. All guests must check in at the Main Office to sign-in and obtain a Visitor Badge.
2. Visitor badges must be worn continuously while guests are in the school building.
3. Guests must stay in the front office unless and until escorted to another location by College Prep Elementary staff.
4. Items may only be delivered to students by parents or guardians. Any individual seeking to deliver an item to a student must check in at the front desk to verify his or her identity and describe the item to be delivered. If appropriate, College Prep Elementary staff will deliver the item to the student.
5. Scholars may not be interrupted in class to visit with guests. Messages for scholars must be given to front desk personnel to be delivered to students.
6. If a parent or other guest would like to speak with a teacher, the meeting time must be arranged in advance. Meetings with teachers can only be arranged before or after school hours, as teachers cannot be pulled away from classroom duties to confer with guests on a moment's notice.
7. College Prep Elementary will maintain a log of all visitors.

VISITATION PARAMETERS

To protect the rights and safety of students, staff, and community members, College Prep Elementary will only accommodate requests to visit College Prep that satisfy the following criteria:

- A. All visitors must comply with the visitor procedures and requirements adopted by the School Board;
- B. Visits and visitors must not be disruptive to the educational or working environment,
- C. Visits and visitors must not endanger the health or safety of students, employees, or others;
- D. The presence of the visitor(s) must not violate, or be likely to violate, the rights, including, but not limited to, data privacy rights, of College Prep Elementary students, employees, or others;
- E. While classes are in session parents and guardians of current College Prep Elementary students are only permitted to visit common areas of College Prep Elementary and general education classrooms to which their students are currently assigned or to which College Prep Elementary has assigned them for the following school year;
- F. While classes are in session, parents and guardians of prospective College Prep Elementary students are only permitted to visit common areas of College Prep elementary and those classrooms to which College Prep Elementary staff have determined that the student may be assigned upon enrollment; and
- G. The visit otherwise must be in the best interest of students, employees, and College Prep Elementary, as determined by the Executive Director or the Executive Director's designee.

College Prep may deny an individual or group permission to visit College Prep elementary, school property, classroom(s), or a specific location within the school or school property, or such permission may be revoked if a visit or visitor does not comply with the above-listed criteria.

PARENT PICK UP

During school hours, no student will be released from College Prep Elementary to any persons, *other* than the parent or legal guardian. Prior notice in writing or phone call must be obtained from the parent/guardian before a student is authorized to leave with an individual other than the parent/guardian. In the event that

the parents are separated, the school will only release scholars to the parent/guardian who has full custody based on the most up-to-date custody papers CPE has on file.

PROCEDURES FOR PARENT PICK UP

If a student becomes ill and needs to go home or if a student must be excused during the school day, the following procedures will be used:

1. Parent or guardian (or an individual who has been authorized in writing by the parent/guardian or direct verbal permission to school personnel) must sign the scholar out at the office.
2. Scholars leaving school early for any reason are not to be transported by school personnel to home, after-school daycare or other pre-determined areas unless a direct emergency warrants it.
3. School personnel will contact parent/guardian or emergency contact when student becomes sick or injured via phone, electronic means, or other forms of direct communication.
4. Where appropriate/applicable, siblings of a sick or injured student that leaves school prior to dismissal time will be contacted by the office.
5. Accident Reports are to be filled out and parents notified in a timely manner when injury warrants a phone call to the parent/guardian.
6. School personnel will assist students who are visibly upset on school property or during school hours/programs and notify parents and the Director for support in resolving the problem in a reasonable and prudent manner.

VOLUNTARY WITHDRAWAL FROM SCHOOL

In order to officially voluntarily withdraw from College Prep Elementary, the following procedure must be followed:

- Parent/Guardian fills out Volunteer Withdrawal Form with the Executive Director or school secretary
- College Prep Elementary checks to see if student has any money owed to the school
- Scholar returns textbooks to Main Office
- Scholar returns any uniform attire borrowed from College Prep Elementary
- Check-Out forms must be completed before information will be forwarded to the next school

Procedure must follow through before other schools request records from CPE.

Completion of the withdrawal process will not be allowed if student has a balance owed to the school.

EMERGENCY PROCEDURES

College Prep Elementary maintains safety and protection of students and employees as one of our greatest concerns. Every effort is made to keep work areas safe and hazard-free. An emergency procedure chart is located in every classroom for easy access for use by teachers. Mandatory drills are conducted throughout the year.

FIRE DRILLS

Check the instructions posted in each classroom, which indicate how to leave the building in case of a fire. Teachers will also provide information to students regarding procedures to follow. Scholars are to exit the building with their class in an orderly fashion, moving quickly and quietly, and should listen for additional instructions given by staff members. Scholars are to move across the street from the building and must not stand in the street. Scholars should return promptly to their classes when the all-clear signal has been given. Scholars on the second and third floors who are unable to use stairs will be instructed to use a safe room during emergency exit drills.

LOCKDOWN DRILLS

Lockdown drills will be held during the school year to practice staying inside a classroom or other area should a situation warrant it. Another term for the drills is code red/code yellow.

TORNADO DRILLS

Tornado drills will be held during the school year. Classrooms and teachers are assigned specific shelter areas. Teachers will inform students where their shelter area is located in the building, and drills will be conducted to practice evacuation to the shelter areas. Scholars are expected to participate in the drill and follow all directions given by staff members.

PBIS AT CPE

CPE believes in a restorative approach to behavior. Scholars take responsibility in the classroom with staff and Scholars by engaging in each class respectfully as a learner. Teachers and Scholars establish class routines and rituals in order to create an equitable rigorous, and safe learning community. Scholars who have an in-class challenge, work with the teacher in order to get back on track. The attached behavioral matrix visual outlines student expectations and staff action when there is a class challenge. If a student is sent out of the class, school administration combines restorative practices with accountability and consequences when necessary. These could include a family conference, student conference with teacher and administration, time to re-group, or a behavioral plan. If a pattern continues with a student unable to work in classroom, CPE defers consequences to administration per the student handbook.

ATTENDANCE POLICY

Regular attendance is important to ensure children will learn the skills necessary to be successful. College Prep Elementary believes that in order for learning to take place, the student must first be in the classroom. Scholars are expected to be in school on a **daily** basis. If your child must miss school due to illness or other emergency, you must **call our main office or leave a voicemail at 651-605-2360 by 8:30 AM. *If the child is absent and the school has not been notified, the parent/guardian will be contacted.***

Parents/guardians have the responsibility to inform the school of the reason for any absence or tardiness within **3 days** of the absence. **College Prep Elementary has the right to accept or deny parents' requests for excused absences or tardiness.**

Scholars, who are late to school, for any reason, must always be checked in at the Front Desk by their parent/guardian. The parent/guardian will sign-in their child with the Main Office personnel. The student will then be sent to their classroom with a tardy pass.

❖ **The Lawful Reasons for Being Absent (Excused Absences)**

1. Sickness
2. Doctor or Dentist visit (avoid school hours if possible)

3. Religious holidays when the school is notified in advance
4. Funeral or other family emergency
5. Family activity for up to 5 days when arranged in advance with school
6. Transportation problems caused by failure of school transportation system.

❖ **Unlawful Excuses (Unexcused Absences)**

- | | |
|------------------------------|---------------------------------|
| 1. Staying home to baby-sit | 5. Travel/Family Vacation |
| 2. Overslept | 6. Needed at Home |
| 3. Missed bus | 7. Weather/Building Temperature |
| 4. Waiting to change schools | |

❖ **Family Vacations**

Family vacations are discouraged during the school year. Learning that is lost due to absence can never be adequately replaced. If absolutely necessary, parent/guardian must give the office written notice up to *two weeks in advance*.

Families can play an important role in making sure students are in school. When excessive absences occur, the school will intervene by phone call and/or written notice to the family. If the child continues to have unexcused absences after notification, the school shall make a referral to the Family Truancy Intervention Program (FTIP) of the Ramsey County Attorney's Office.

Under Minnesota Law, an elementary student who is absent 3 or more days in a school year without a lawful excuse is considered a continuing truant. Upon a child's classification as a continuing truant, the school shall notify the child's parent or legal guardian by first-class mail. If attendance does not improve, the school will refer the student to Ramsey County Attorney's Office for the FTIP Parent Meeting. This Parent Meeting is the first step in the Ramsey County Attorney's Office Truancy Intervention Program. Failure to improve attendance may result in continued involvement in this program with possible negative consequences for both student and parents.

Since good attendance is so important to success in school and life, CPE hopes that by working together we can address any issues that may be affecting attendance for your child

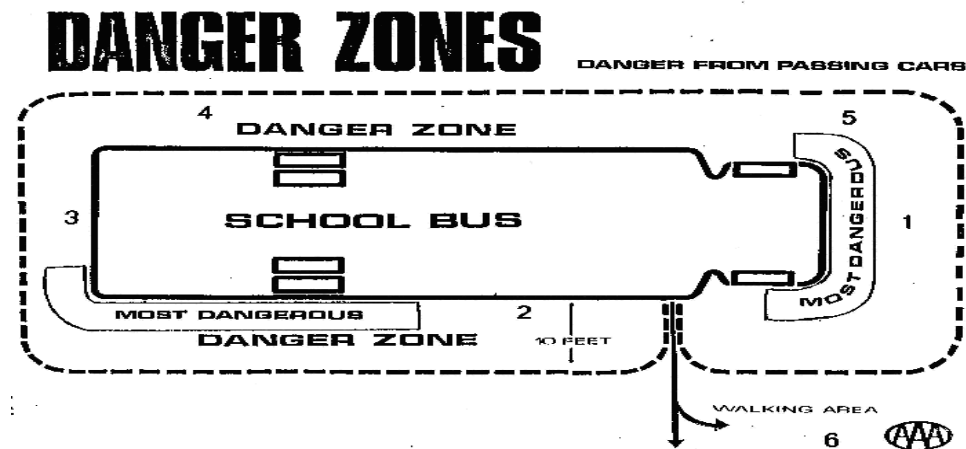
TRANSPORTATION POLICY

College Prep Elementary exercises safety in all aspects for the students. For students not riding the bus, the Drop Off/Pick Up Area is located at the Main Office. **Do not drop off or pick up your child in any other area besides the designated area. All students must be signed in and out at the Front Office desk.**

It is important when dropping your child off at school that you sign your child in at the front desk. Due to busing before and after school, it is critical that you watch for other students as well as any oncoming traffic.

Due to snow and bad weather conditions buses may run late picking up students and dropping students off. Parent's must call the school if the bus has missed your child's pick up or drop off within 10 minutes. The school will then call the bus company to verify if the bus made the stop and to see if the bus can come back to pick up the student or drop the student off.

All students must travel or walk in groups. Under no circumstances should students walk between buses. If attended by a teacher, please make sure to follow safety instructions given by the teacher or staff. **Please beware of bus danger zones.** Stay with your group and teachers until instructed to board or descend the bus by the teacher or staff. In case of an emergency, please notify the Main Office immediately to call 911.



BUS/VAN SAFETY AND DISCIPLINE

Riding the bus/van is a privilege, not a right. Scholars must conform to established rules of behavior and regulations governing ridership. Failure to follow the bus/van driver's instructions may result in loss of privilege to ride the bus/van to school.

When riding in a school bus/van, College Prep Elementary students are responsible for their behavior because their behavior could affect the safe operation of the bus/van. Misbehavior could result in the bus/van driver becoming distracted, which could endanger the lives of all students being transported. It is important that parents explain the importance of appropriate behavior when on the school bus/van. They are also expected to help their child improve his/her behavior if needed.

The primary responsibility of the bus/van driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report any behavior infractions to the proper authority and disciplinary action will be taken in accordance with the established guidelines.

Bus/Van Rules

1. Follow directions the first time they are given.
2. Sit in the assigned seat, facing forward with feet on the floor.
3. Swearing or loud, obnoxious behavior will not be tolerated.
4. No eating or drinking on the bus. Scholars are only allowed to eat/drink on the bus when on select out-of-town events and are expected to clean up any messes that may occur.
5. Scholars should not litter, write on or damage the bus or anyone else's property in any way.
6. Loud music is not allowed on the bus at any time.
7. Scholars are not allowed to get off the bus/van at any place other than their home without written permission from their parent/guardian, along with the Principal's signature.

Behavior Guidelines and Consequences

The following behaviors will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious offenses will result in moving into the Major Infractions category - first offense, second offense or third offense. Behavior consequences escalate if the student continues to violate the guidelines.

Minor Infractions

Failing to follow rules 1-7 listed above will result in the following consequences:

Minor - First Offense: Driver or CPE Staff has a conference with the student, identifies the infraction, completes the bus/van conduct report with copies to the Executive Director or his designee, and calls the parent/guardian.

Minor - Second Offense: Driver or CPE Staff has a conference with the student, identifies the infraction, completes the bus/van conduct report with copies to the Executive Director or his designee, and calls the parent/guardian.

Minor - Third Offense: Driver or CPE Staff has a conference with the student, identifies the infraction, and completes the bus/van conduct report with copies to the Executive Director or his designee. The Executive Director or his designee will contact the parent/guardian, reviews the student's behavior records, and suspends riding privileges for one to five days. All succeeding offenses in the minor category will be treated as Major Infractions-first offense, second offense and then third offense.

Major Infractions

- a. Hanging out of windows
- b. Throwing or shooting objects
- c. Physical aggression of any kind against any person
- d. Possession or use of tobacco, alcohol or any controlled substance
- e. Vandalism to the bus/van. Scholar will be expected to make restitution.
- f. Lighting matches, firecrackers or any other flammable object or substance
- g. Holding on to, or attempting to hold on to, any portion of the exterior of the bus/van
- h. Extreme disrespect toward the bus/van driver
- i. Other behaviors as determined by the Transportation Supervisor
- j. Bullying or other prohibited conduct as defined in the Anti-Bullying Policy [hereinafter "bullying conduct;" see Appendix A].

Minimum Consequences for Major Infractions

Major - First Offense: Driver or CPE Staff has a conference with the student, identifies the infraction, and completes the bus conduct report with copies to the Executive Director or his designee. The Executive Director or his designee will contact the parent/guardian, reviews the student's behavior records, and suspend riding privileges for one to five days. The parent/guardian and the student must attend a conference with the Executive Director or his designee and the driver before riding privileges are reinstated. If the bus/van conduct report alleges bullying conduct, the Executive Director or his designee will follow the

procedure outlined in Anti-Bullying Policy. The Executive Director or his designee may suspend riding privileges.

Major - Second Offense: The same procedure will be followed as for the first offense. However, riding privileges will be suspended for 3 to 5 days. If the second offense is for bullying conduct, the Executive Director or his designee will follow Anti-Bullying Policy, regardless of whether the first offense was bullying conduct. The Executive Director or his designee may suspend riding privileges.

Major - Third Offense: The same procedure will be followed as for the first offense. However, riding privileges will be suspended for 5 to 10 days. If the third offense is for bullying conduct, the Executive Director or his designee will follow Anti-Bullying Policy, regardless of whether the first or second offense was bullying conduct. The Executive Director or his designee may suspend riding privileges. Any further offenses will result in immediate suspension of riding privileges and the case will be present to the Board with a request for action on their part.

These are minimum consequences. Depending on the severity of the offense, the consequences could be more severe. All of these guidelines and consequences are in accordance with state and federal law.

Scholars who requested a bus for transportation in the beginning of the year each have their designated bus, bus pick-up & drop-off time and bus stop. Every student is checked into their buses by staff after school dismissal so that every student is on the correct assigned bus to be dropped off straight to his/her home.

No students are allowed on another bus other than the bus assigned in the beginning of the year.

If there is a change of address, a parent or guardian must call or have a signed note to College Prep Elementary, indicating old address, new address, current phone number and if a bus is needed at new address. Bus changes are made effective only on Monday. For example, if you notify the school after Monday, bus changes will not take in effect until the following Monday. If you notify the school on Tuesday or Wednesday your change should take effect the following Monday. Our Transportation Coordinator will call you with your confirmation and your new change information on Thursday. We will also send home a notification with your child's new transportation schedule.

BUS PASS

When a student needs to go on another bus for a different destination other than home, **College Prep Elementary needs written permission from ONLY a parent or guardian who is listed in our student database. Parents must request bus pass permission by 2:00 pm. Emergency bus pass will only be granted if changes are requested verbally or in writing, by the parent by 2pm of the same day.**

Please take time to review these rules with your children before the first day of school so all students may ride safely:

1. Scholars are expected to be at the bus/van stop eight (8) minutes prior to the bus/van arrival. In fairness to other students, buses/vans cannot wait for students who are late.
2. Scholars are expected to go promptly to the bus/van after school. Seven (7) minutes is allowed for loading and then the bus must leave in order to stay on schedule.
3. By law, students must remain in their seats at all times.
4. The bus/van cannot start moving until all students are safely in their seats.
5. All students' feet should be on the floor, not on the seats. Scholars should not stand on the seats, nor stand or sit on the backs of seats.
6. Eating or drinking on the bus/van is *not* allowed. Buses/vans are cleaned daily and kept in good shape. Drinks and treats cause extra hours of work for bus drivers to clean the bus.
7. Keep arms, hands, elbows, and heads inside the bus at all times. Do not shout inside or outside of the bus/van. Throwing things outside bus/van windows are against the law.
8. Do not destroy bus/van property. If there is damage of any sort, an investigation will be made and student caught damaging bus property will be disciplined. **In addition, the student will be required to pay for the damage or repair.**
9. If the driver assigns a seat to a disruptive student, the student must remain there until the driver gives the approval to move elsewhere. Failure to obey the bus/van driver is equivalent to disobeying a staff/faculty. Scholars will be denied the privilege to ride the bus/van if disruptive behavior persists.
10. Scholars should not stand on the steps or sit on the engine cover while the bus is in motion.
11. Buses/vans will stop only at authorized stops. Please do not ask drivers to make exceptions.

12. In order to insure the safety of all students, the following items are *not* allowed on buses/vans:
Animals (dead or alive), fire-arms, weapons, breakable containers, flammables, explosives of any type or any other article which could adversely affect the safety of the bus and passengers.

**IT IS VERY IMPORTANT FOR THE SCHOOL TO HAVE
CURRENT PHONE NUMBERS WHERE PARENTS MAY BE
REACHED BOTH DURING THE DAY AND IN THE EVENING.**

If there is a change of phone number, please contact the Main Office immediately.

SCHOOL UNIFORM POLICY

DRESS CODE

CPE has adopted a uniform policy as a means of building character and distinction in the lives of the students. The policy is intended to serve as a tool to promote a student's self-respect, lessen peer pressure, maintain an atmosphere consistent with our instructional goals, promote unity among students, and to provide the opportunity for CPE students to make a positive statement in our community.

CPE requires that all scholars in grades K-6 obtain from CPE one CPE Green Polo Logo Short Sleeve Shirt and one Long Sleeve Shirt. Parents may purchase additional CPE Polo Shirts from CPE. Scholars must wear a CPE Green Polo Logo Shirt or a solid green polo shirt exclusive of ornamentation. Tennis shoes or suitable shoes need to be worn daily. No open toe shoes are allowed. CPE Uniform consequences will be applied to all other worn garments.



Scholars may wear their CPE long sleeve sweatshirt on top of other clothing, as needed. Scholars may also wear a long sleeve shirt underneath their uniform polo shirt as long as it is a solid color. It is important that the established uniform policy is consistently applied by the student, the parent, the teachers, and the office. It is the students' responsibility to wear a uniform shirt when school is in session. It is the parents/guardians' responsibility to provide a clean uniform shirt on school days.

Dressing for the Weather

Please make sure your child is dressed appropriately each day for the weather, especially during the colder months. Winter coats, hats, gloves, socks, boots, and snow pants are needed on snowy days.

ACADEMIC PROGRAMS

CPE use best practices and several curriculum resources, both online and printed materials to teach the Minnesota Standards and Benchmarks. These standards for each subject can be found at the MN Department of Education website under “Academic Standards.”

<http://education.state.mn.us/mde/index.html>

Listed below are some of the materials and resources used at CPE to meet these standards and ben

K-2

Reading/Language Arts:

- Superkids Curriculum Reading
- A to Z Reading and Writing
- Scholastics Guided Reading
- Leveled Program
- TradeBooks/Children Literature

Math

- Saxon Math

Science

- McMillian/McGraw-Hill
- Foss Kits
- STEM

Social Studies

- National Geographic Resources

GRADE 3-6

Reading/Language Arts:

- Benchmark Literacy
- Reading and Writing A to Z
- Scholastics Guided Reading
- Leveled Program
- TradeBooks/Children Literature
-

Math

- Houghton Mifflin Math

Science

- McMillian/McGraw-Hill
- Foss Kits
- STEM

Social Studies

- National Geographic Resources
- Scott Foreman Social Studies
- Northern Lights text (only in 6th Grade)

DESCRIPTION OF MATERIALS/RESOURCES:

The Superkids Reading Program:

Superkids is a comprehensive core literacy curriculum just for K-2. It provides a deliberate text approach built on systematic phonics, balances all five essential elements of reading, integrates reading, writing, spelling, and grammar, combines rigor with fun, and completely aligned to our MN state Standards. <http://www.superkidsreading.com/>

Benchmark Literacy:

Benchmark Literacy is a comprehensive literacy program that enables students to access complex text. It is a research-proven solution aligned to new State Standards and empowers teachers with:

- 30 weeks of explicit comprehension-focused lessons for the whole class, small groups, and intervention
- Assessment-driven instruction that is differentiated and includes responding to text
- Gradual release and built-in choice that support student progress and teacher creativity
- Precisely leveled texts for your full range of students, including ELs and striving readers
- Leveled Reader's Theater and diverse genres that engage students and extend learning
- Research-based resources and professional development that have been proven effective
- Interactive technology that motivates student learning, involvement, and excellence

<http://www.benchmarkeducation.com/literacy/>

Scholastic Guided Reading Leveled Program:

The Scholastic Guided Reading Program is a varied collection of books that are categorized by the kind and level of challenge they offer children as they are learning to read.

<http://www.scholastic.com>

Reading A to Z/Writing A to Z:

Reading A to Z provides professionally developed leveled readers, poetry, read-alouds, decodables, and more, with accompanying lessons, worksheets, assessments, and other teaching and learning materials. The curriculum materials cover all the key reading skills. In addition to widespread use in mainstream classrooms, Reading A to Z materials benefit educators and students in special education, Title I, ESL, and dual and bilingual language programs.

Writing A to Z contains a comprehensive collection of leveled writing lessons and materials in five main writing genres: expository, narrative, persuasive, procedural, and transactional.

<http://www.learninga-z.com/>

Tradebooks/Children's Literature:

Literature for children is being recognized as increasingly important in children's literacy development. Trade books used at CPE are children's literature written by published and well known authors. One of the benefits of using trade books/children's literature in the classroom is to increase student reading. High quality trade books spark interest and keep the children involved in their reading.

Saxon Math (grades K-2):

The Saxon Math curriculum has an incremental structure that distributes content throughout the year. This integrated and connected approach provides deep, long-term mastery of the content and skills called for in the Common Core State Standards.

<http://www.hmco.com/shop/education-curriculum/math/saxon-math>

Houghton Mifflin Math (2007) (grades 3-6):

Houghton Mifflin Math contains research-based lessons that focus on best practices and differentiated instruction to meet the needs of all learners.

http://www.hmco.com/products/products_elementary.html; eduplace.com

STEM:

CPE promotes the incorporation of science, technology, engineering and math throughout curriculum, celebration, and other school activities.

Macmillan/McGraw-Hill 2011

This program is designed to empower students to develop a foundational understanding of science at an early age through conceptual learning and hands-on activities.

<http://www.mheducation.com/prek-12/category.30710.html>

Foss Science Kits:

Foss (Full Option Science System) is a research-based science curriculum for grades K–8 developed at the University of California at Berkeley. FOSS is also an ongoing research project dedicated to improving the learning and teaching of science. The FOSS project began over 20 years ago during a time of growing concern that our nation was not providing young students with an adequate science education. The FOSS program materials are designed to meet the challenge of providing meaningful science education for all students in diverse American classrooms and to prepare them for life in the 21st century. Development of the FOSS program was, and continues to be guided by advances in the understanding of how youngsters think and learn.

<http://www.delta-education.com/science/foss/index.shtml>

National Geographic Resources:

National Geographic School Publishing provides quality PreK-12 instructional materials, including resources for emergent and early literacy, reading/language arts, ESL, and content (science and social studies) literacy development. <http://education.nationalgeographic.com/education/>

LITERACY PLAN

A copy of the CPE Literacy Plan can be found on the website and is available by request. www.cpe-k6.org

HOMEWORK POLICY

Teachers assign homework as a learning extension for the school day. Scholars are expected to turn in homework when it is assigned. Each teacher will set the policy for homework and homework turned in late. Please refer to the information that you received from your child's teacher for specific homework policies related to that class.

FIELD TRIPS POLICY

Field trips are an important asset to the educational process. Field trips are a privilege and an earned experience. Scholars are subject to all school rules of conduct and discipline during trips.

Scholars may not attend field trips without a signed permission form by their parent and/or guardian and forms must be turned into the teacher by the date specified. **Parent permission by phone will not be accepted.** Parents can be assured that all field trips are related to a learning objective of the class. Under special circumstances, please speak with the Executive Director.

All students attending a Filed trip must wear their CPE uniform unless told otherwise by the school teacher. In addition, students attending field trips are representing College Prep elementary and expected on their best behavior. Those who fail to comply with CPE policies will be allowed to attend the field trip and additional field trips. Participation on field trips may be forfeited due to misbehavior in class and/or previous outing.

ACHIEVEMENT TESTING/ASSESSMENT

The specific tests that are administered are the state level tests in reading and math (MCA III) for students in 3rd through 6th grade. The NWEA test is administered up to three (3) times per year to K-6 in reading and math. FAST assessments are used multiple times per year as standardized, nationally normed assessments as well as a progress monitoring tool. The purpose of these tests is to determine where our students stand and how our school can help the students' progress in their class. Results will be mailed to parents or given to parents at parent/teacher meetings.

GRADING SYSTEM

Grading Scale for Kindergarten through grade 6:

- A Exceeds Grade Level Standards
- B Meets Grade Level Standards
- C Partially Meets Grade Level Standards
- SI Shows Improvement
- NI Needs Improvement

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Parents/students will receive student report cards at the end of each trimester and progress reports mid-way through each trimester. Two times a year College Prep Elementary hosts Parent Teacher Conferences in which parents will have the opportunity to speak with their children's teachers and discuss the specifics about their children's academics. In addition, teachers may request parents to come for a special conference whenever there is a need. Parents may request conferences at any time by contacting their child's teacher or the school office. A conference will be scheduled at a time that is convenient for both the parent and teacher.

STUDENT PROMOTION AND RETENTION POLICY

Scholars who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school.

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement.

CHILD ABUSE AND NEGLECT

In accordance with Minnesota Statutes, *all* employees of College Prep Elementary are mandatory reporters of child abuse or neglect to Child Protection Services (CPS). An employee of College Prep Elementary who has knowledge of/or reasonable cause to believe that a student is the victim of physical abuse, or neglect, shall immediately convey the information to the Director. This includes a student who is tardy or repeatedly absent.

As provided in the Minnesota Statutes, College Prep Elementary will keep the name of the reporter confidential. Only a court order, following an investigation may release the name of the reporter to the alleged perpetrator.

PARENT-TEACHER ACADEMIC RESOLUTION POLICY

CPE understands that disagreements about the educational program of a student can sometimes occur between a parent and CPE staff. Disputes about educational placements regarding a student with an IEP or Section 504 plan will be resolve by the IEP/Section 504 team through a collaborative process. In other cases, the following procedure will be used to reach an acceptable working relationship:

1. When a problem arises, the parent will be asked to contact their child's teacher to deal with the situation.
2. If the problem cannot be resolved between the student and the teacher, the Educational Lead will become involved to meet with both parties to address the situation.
3. If the problem still cannot be resolved, the parent, the teacher, the Educational Lead, and the Director will meet to resolve the problem.

College Prep Elementary strives to be a peaceful community. Under no circumstances will abusive, threatening behavior be tolerated by anyone in the College Prep Elementary community. All business will be conducted with calmness and respect. Anyone that does not comply will be told to leave the school community and all family members with them.

STUDENT COMPLAINT POLICY

If a student has a complaint about an employee at College Prep Elementary, the following process needs to be followed to resolve the conflict:

1. When a problem arises, the parent will be asked to contact their child's teacher to resolve with the situation.
2. If the problem cannot be resolved between the student and the teacher, an Administrator and the Parent Liaison will become involved to meet with both parties to address the situation.
3. If the problem still cannot be resolved, the parent, the teacher, an administrator, the Parent Liaison and the Executive Director will meet to resolve the problem.

HARASSMENT POLICY

Harassment on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is a *serious* offense and is NOT tolerated at College Prep Elementary. College Prep Elementary maintains a learning and working environment free from *all* forms of harassment and violence.

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct and/or other verbal or physical conduct or communication. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Harassment consists of physical or verbal conduct relating to an individual's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

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

It is a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of any of this nature and/or any student or employee to be violent to a student or employee. Please see CPE's Harassment and Violence Prevention Policy.

In any case should a student need to report such behavior, Harassment and Violence Report Forms are available in the School Office.

College Prep Elementary will act to investigate all complaints, formal or informal, verbal or written, of harassment or violence and to discipline any student or employee who harasses or is violent to a student or employee of the school.

HEALTH/MEDICATION POLICY

PERSONAL HEALTH

Every reasonable provision will be made to provide a wholesome, healthy atmosphere for each child during his/her stay at school. There is a very real correlation between a child's health and his/her experience at school and the ability to profit from it. The home can make a great contribution in this area by:

- Seeing that your child consistently gets adequate rest and sleep. The typical elementary student aged 5-10 years needs 10-11 hours of sleep each night. The student aged 10-17 needs 8.5-9.25 hours of sleep each night.
- Seeing that your child eats well. A good breakfast before he/she come to school is extremely important.
- Making sure your child wears weather appropriate clothing including winter coats, boots, hats and mittens during winter. Because of our rapidly changing weather, make sure the entire day's weather forecast is considered when preparing your children for school.
- Informing the health office of any/all health concerns that may affect your child's learning, wellness, and safety at school (this includes but is not limited to: allergies, asthma, mental health concerns).
- Not allowing a child who is sick or may be sick to come to school. Please see "Illness Policy".

ALLERGIES

Which may be life threatening should be reported immediately to the school health office or administration by the parent/guardian in order to protect the child. An Anaphylactic Action Plan and Special Diet Form may need to be completed by the parent/guardian and doctor. Please see the nurse or administration for further details.

ASTHMA

Is a serious respiratory concern which requires a plan should the child having any respiratory issues while at school. The school nurse or administrator should be notified of a child's asthma, and an Asthma Action Plan should be completed by the parent/guardian **and** physician. In the event of an **accident or injury** at school, depending on the severity, emergency first aid is administered or 911 will be called and the student

may be transported to the nearest hospital for emergency treatment. Every effort is made to contact the parent/guardian followed by the emergency contacts listed should we not be able to reach the parent/guardian. **The parent/guardian of the child is responsible for any expenses incurred as a result of emergency action taken by school personnel including emergency transport.** Following the return to school, consideration will be given to support injured students through student volunteers, assigned staff members or other appointed personnel. A written note by the doctor needs to be provided if there are any restrictions. **Students who have asthma must provide the school nurse with the appropriate asthma plan.**

LICE

Parents of the **students** who are found with live head **lice will be contacted by a staff member with next steps and appropriate treatment.**

SCHOOL MEDICATION POLICY

ANY and ALL medication administered to your child during the school day must follow this protocol:

- A **current school year** written physician order and written parent/guardian permission (see form “Administration of Medication in the School”). This includes permission for both over-the-counter medications **and** prescription medications.
- Prescription medication must be brought to school in its original container with the student’s name, medication name, dose and time for administration, and the physician’s name printed on the label. The container must be unopened. Upon request, the pharmacy will divide the medication into two bottles (one for home and one for school).
- The parent/guardian must notify the school nurse or administrator when a medication is discontinued or the dose or time of administration has changed.
- The parent/guardian is responsible to provide/keep an adequate supply of necessary medications in the health office.
- Over-the-counter medication must come to school in its original container with written permission from parent/guardian **and** doctor as noted above.
- If you wish for your child to be able to take medications as needed for headaches, pain, etc. while at school, written permission must be supplied by parent/guardian **and** doctor ahead of time.
- All medication (prescription and over the counter) will be kept in a locked cabinet in the health office.

ANY and ALL medication your child carries and self-administers (including, but not limited to inhalers for asthma, Epi-pen, Tylenol, Advil) will require:

- A written physician order/signature **and** parent of guardian permission/signature (see form “Administration of Medication” which can be obtained from CPE Health Office).
- Do not send medications for your child to carry in a pocket, backpack, or keep in a desk. All medications including topical medications and cough drops must follow the procedure above to carry and self-administer.

SCHOOL ILLNESS POLICY

Fever: No child will be allowed in school with a temperature at or above 100.0 degrees Fahrenheit. If the child has a fever while in school, the parent/guardian will be contacted and the child needs to be picked up immediately to avoid exposure of the illness to other children and staff. The child may NOT return to school until their temperature has remained under 100.0 degrees Fahrenheit for a full 24 hours without medication such as ibuprofen or Tylenol keeping the fever down.

Vomiting/Diarrhea: Children are not allowed in school with any case of vomiting or diarrhea. If either of these symptoms occurs while at school, the parent/guardian will be contacted and the child will need to be picked up immediately to avoid exposure of the illness to other children and staff. The child may NOT return to school until a full 24 hours has passed since the last time there was diarrhea and/or vomiting.

Rash: The parent/guardian of a child with an unexplained rash will be contacted to pick up their child from school. The child will need a note from a physician prior to returning to school.

Eyes: If a child comes to school with red/pink eyes, the parent/guardian will be contacted to pick the child up from school. The child will need a note from a physician prior to returning to school.

Children with any communicable disease (including, but not limited to chicken pox, pertussis) will be excluded from school until the physicians deems it safe for the child to return to school. A doctor’s note needs to accompany a child when they return back to school.

Parent/Guardian will need to contact CPE *each day* a child is absent in order to excuse the absence. Contact Laula at 651-236-8701.

If a child is absent for more than three days due to an illness, CPE has the right to ask for a doctor’s note upon return to school according to Minnesota Statues.

SCHOOL IMMUNIZATION POLICY

In order to enroll or remain enrolled in any elementary school in Minnesota, according to Minnesota Statutes, the parent/guardian of a student must have a statement on file with the school that shows that the student is either:

- a. immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella, or
- b. immunized against measles, mumps, rubella, and varicella and has begun, but not yet completed, immunizations against diphtheria, tetanus, pertussis, and/or polio, and/or hepatitis B, as verified by a provider or clinic, or
- c. legally exempt from one or more of the required immunizations, as evidenced by either a statement of medical exemption signed by a provider, a notarized statement of conscientious exemption, or, in case of varicella disease, provider-documented history of varicella disease.

International students new to the country must comply with the law the same as a Minnesota student, according to age and grade.

Transfer students have a maximum 30 day grace period to submit their immunization records. Once the grace period has elapsed, the student must be in compliance with the law, the same as any non-transferring student.

Homeless students are allowed immediate enrollment into school even if they do not have the required immunization documents. The school will attempt to obtain records from the previous school. If a previous school is not known, the parent/guardian must submit the records of the student indicating the month, day, and year of each immunization given. If the student's records cannot be found, the student will need to either restart their immunizations or seek serological testing for immunity. Serological testing is available for measles, mumps, rubella, tetanus, varicella, diphtheria, hepatitis B, and polio.

TECHNOLOGY POLICY

Scholar Internet/Intranet Users

All users are responsible for their actions.

INTERNET/INTRANET USAGE AT COLLEGE PREP ELEMENTARY

Academic computer usage precedes all recreational computer usage. Scholar Internet usage is allowed only when a teacher is present and is willing to supervise the user directly. Internet usage may be terminated at any time by a teacher or by action of the School Board. Community members may use College Prep

Elementary facility but only with supervision and only outside of the normal school hours. All internet activity is tracked, logged and available to the Director and/or the School Board for periodic review. All computer and internet use can be monitored by CPE. There is no expectation of privacy in any student use of CPE technology or internet.

INTERNET/INTRANET ETIQUETTE

Use of the School's Internet/Intranet access is a privilege, not a right. Use of the School's Internet/Intranet is voluntary on the part of student, teachers, administrators, and the community. All users of the computers and networks are expected to abide by accepted rules of network etiquette. The rules of acceptable behaviors are as follows:

1. Personal information shall not be revealed.
2. Communication and information are considered private property or copyrighted.
3. Unlawful information shall not be placed on any network system.
4. Use of the School's Internet/Intranet may be terminated without notice at any time. The School shall not be held liable for individual(s) actions on the Internet/Intranet.
5. Use of the Internet/Intranet is for College Prep Elementary academic purposes only. Inappropriate use includes, but is not limited to: online chatting, personal emailing, viewing of inappropriate obscene sites, on-line message forums, on-line shopping.

Breaches can result in the denial of privileges, suspended, and/or expulsion.

INAPPROPRIATE USE

- illegal activity
- specifically named violations in this policy
- violation of the school's regulations
- other use that hampers the integrity of security of the School's computer network or any computer networks connected to the Internet/Intranet.

Transmission of any material in violation of any international, United States or state law is prohibited. This includes, but is not limited to: copyright materials; threatening, harassing, or obscene materials, and

personal usage. Use of the Internet for commercial (for profit) activities or product advertisement is prohibited. Forgery of electronic mail messages, changing, files belonging to users and downloading of any files (i.e. movies, games, etc.) into CPE's computers is prohibited.

INTERNET /INTRANET AND ELECTRONIC DEVICE POLICY

It is the policy of the College Prep Elementary to provide access to online resources and computer for students with the purpose of promoting the educational goals of CPE.

Violation Consequences

Transmission of any material in violation of any international, United States or state law is prohibited. This includes, but is not limited to: copyright materials; threatening, harassing, or obscene materials, and personal usage. Use of the Internet for commercial (for profit) activities or product advertisement is prohibited. Forgery of electronic mail messages, changing, files belonging to users and downloading of any files (i.e. movies, games, etc.) into CPE's computers is prohibited. Violations of the law, through the use of CPE's Internet access may result in disciplinary action or litigation against the offender by the proper authorities.

ANTIBULLYING POLICY

College Prep Elementary prohibits bullying and has adopted a policy prohibiting bullying pursuant to the Safe and Supportive Schools Act (See Anti-Bullying Policy, Appendix A). CPE believes that every student has the right to enjoy learning, free from intimidation. Our school community will not tolerate bullying behavior of any kind. Scholars are prohibited from engaging in any act of bullying on school premises, school district property, at school functions or activities, or on school transportation. School policy also applies to an act of cyberbullying that occurs on school premises or through the use of school resources as well as cyberbullying that occurs off school premises to the extent such acts substantially and materially disrupt student learning or the school environment. Retaliation for asserting, alleging reporting or providing

information about an act of bullying or cyberbullying, as well as knowingly making a false report of bullying are also prohibited.

What is Bullying?

Per Minnesota law, bullying is defined as: intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

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

What Conduct is Considered to be Intimidating, Threatening, Abusive, or Otherwise Harming?

“Intimidating, threatening, abusive, or harming conduct” that constitutes bullying means, but is not limited to, conduct that does the following:

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

What is Cyberbullying?

“Cyberbullying” means bullying using technology or other electronic communication. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off

school premises to the extent that it substantially and materially disrupts student learning or the school environment.

What Happens if My Child is Accused of Bullying?

If there is a report that your child allegedly engaged in conduct that may be bullying under the above definitions, we will take the following actions:

1. We will investigate the report;
2. While the investigation is pending, intermediate steps may be taken to protect the alleged victim, the reporter as well as your child including, but not limited to, separating the parties involved and increasing supervision when the parties may be together (lunch, recess).
3. Your child will be informed of the complaint and allowed to tell his or her side of the story both during the investigation and if disciplinary action is taken, before such action is taken.
4. When a bullying incident is confirmed, depending upon the circumstances, parents/guardians will be given notice of the alleged bullying conduct to the extent permitted by data privacy laws.
5. If your child is determined to have engaged in an act of bullying, he or she may be disciplined as set forth in the student discipline policy. A copy of the Scholar Discipline Policy is attached as Appendix B.

What Happens if my Child is the Victim of Bullying?

If you, your child or anyone else reports that your child may be the victim of bullying under the above definitions, we will take the following actions:

1. We will investigate the report.
2. While the investigation is pending, intermediate steps may be taken to protect your child and any other students who may have witnessed or reported the incident such as separating the parties involved and increasing supervision when the parties may be together (lunch, recess).
3. We will ask to speak with your child to determine what conduct did or did not occur.
4. Parents/guardians will be given notice of the alleged bullying conduct to the extent permitted by data privacy laws.
5. We will take action to address a confirmed report of bullying including any actions listed in the Anti-Bullying Policy and/or the Scholar Discipline Policy. A copy of the Scholar Discipline Policy is attached as Appendix B. To the extent permitted by state and federal privacy laws, we will inform you of the remedial action taken in response to the report.

What Can I do as a Parent to Help my Child with Bullying?

Parents can help their children by being informed as to the behavioral expectations their child must meet at school and assisting their children in understanding the need to treat others with respect. Parents can also be alert to warning signs of bullying and talk to their children if they suspect bullying may be occurring. The Olweaus Bullying Prevention Program publishes common warning signs of bullying which may be found at http://www.violencepreventionworks.org/public/bullying_warning_signs.page. Finally, we can all address and prevent bullying by communicating with each other. If you know or suspect bullying is occurring in school, whether it involves your child or another student, it is important that school officials receive that information as soon as possible. Valuable information can be lost when investigations are delayed and action cannot be taken to address the situation if we do not know that an incident occurred.

What Resources on Bullying are Available to Parents?

Many resources on bullying can be found through the Minnesota Department of Education (“MDE”) at <http://education.state.mn.us/MDE/JustParent/BullySafeSch>.

STUDENT DISCIPLINE POLICY

College Prep Elementary Bans Guns from All School Premises, Any students who bring weapons of any sort to school will be subject to disciplinary action and possible expulsion from College Prep Elementary School District in consultation with the Board of Directors.

College Prep Elementary teaches and practices **zero tolerance** in all forms of inappropriate behaviors that interfere with the environment that is conducive to teaching and learning at the school. These behaviors include, but not limited to:

Bringing weapons of any sort to school.

The use of foul language at any time and toward anyone.

Physical, emotional, and verbal assault or threat directed to other individuals.

Disrespect for school properties, self, and other individuals.

Refusal to follow directions and instruction given by College Prep Elementary staff.

Any other unsafe acts.

College Prep Elementary reserves the right to discipline students in conformity with the severity of the student's behavior regardless of the student's previous discipline history. Date, time, and specific nature of any above activities are electronically documented.

The Discipline Policy for College Prep Elementary is a matter of public record, and is attached as Appendix B. The policy information will be shared with staff/faculty, students, and parents. By signing the Scholar Code of Conduct, parents and students are acknowledging the school's discipline policy.

APPENDIX A

ANTI-BULLYING POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn or a teacher's ability to educate students in a safe environment. College Prep Elementary 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 the school and the rights and welfare of its students and is within the control of the school in its normal operations, it is College Prep Elementary intent to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school property, or at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school, or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school property and/or with or without the use of school resources.
- B. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- C. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- D. Intentional false accusations or reports of bullying against another student are prohibited.

E. A student who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying shall be subject to discipline or other remedial responses for that act in accordance with the school's policies and procedures, including the school's discipline policy. The school may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school, and foster student, parent, and community participation.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events.

F. The school will act to investigate all complaints of bullying reported to the school and will discipline or take appropriate action against any student who is found to have violated this policy.

III. **DEFINITIONS**

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

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

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

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school property, or at school functions or activities, or on school transportation” means all school 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 school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student’s walking route to or from school for purposes of attending school functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct, or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Scholar” means a student enrolled in a public school or a charter school.

IV. **REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school official designated by this policy. A person may report bullying anonymously. However, the school may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school encourages the reporting party or complainant to use the report form available in the School Office, but oral reports shall be considered complaints as well.
- C. The Executive Director or his designee (hereinafter “the report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct. If the complaint involves the report taker, the complaint shall be made or filed directly with the Board of Directors by the reporting party or complainant. The report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The report taker or a third party designated by the school shall be responsible for the investigation. The report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the report taker immediately. School personnel who fail to inform the report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school 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 the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations, including, but not limited to, the Minnesota Government Data Practices Act ("MGDPA") and the United States Family Educational Rights and Privacy Act ("FERPA").

V. SCHOOL ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school shall undertake or authorize an investigation by the report taker or a third party designated by the school board.
- B. The report taker or other appropriate school officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School 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; the student discipline policy and other applicable school policies; and applicable regulations.

- E. The school is not authorized to disclose to a victim private or confidential educational data regarding an alleged perpetrator who is a student of the school. The School presumes that the report taker will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident. Report takers, however, have the discretion to not provide such notification if they deem it inappropriate to do so.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school shall discuss this policy with school personnel and volunteers and provide appropriate training to school personnel regarding this policy. The school shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school. The school board or Executive Director may accelerate the training cycle or provide additional

training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school shall require ongoing professional development, consistent with Minn. Statutes to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school annually will provide education and information to students regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' report taker;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the School Office.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school's website.

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

IX. POLICY REVIEW

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

APPENDIX B

STUDENT DISCIPLINE POLICY

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Scholars must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

I. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- I. To respect and maintain the school's property and the property of others;
- J. To conduct themselves in an appropriate physical or verbal manner; and
- K. To recognize and respect the rights of others.

II. UNACCEPTABLE BEHAVIORS

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school

buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees.

1. Continuous Disruption
2. Bullying
3. Violence
4. Harassment
5. Dangerous Defiance
6. Vandalism
7. Leaving School Grounds
8. Fighting/Physical Aggression
9. Use of Inappropriate Language/Gesture Towards Staff
10. Drugs, Alcohol, Cigarettes
11. Weapons (See CPE's Scholar Weapons Policy)
12. Terroristic Threats
13. Theft/Stealing

III. DISCIPLINARY ACTION OPTIONS

The general policy of the school is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school. At a minimum, violation of school rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Scholar conference with teacher, principal, counselor, or other school personnel, and verbal warning;
- B. Confiscation by school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school policy, rule, regulation, procedure, or state or federal law. If confiscated by the school, the confiscated item, article, object, or thing will be

released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. No-contact contract
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school.

IV. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the conduct listed as unacceptable behaviors in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

V. **DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion. The school shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities;
or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including school employees, or property of the school.

4.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board of Directors, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the Board of Directors with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in

the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the Executive Director or his designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board of directors' action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board of directors.
2. "Exclusion" means an action taken by the school board of directors to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board of directors.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Statutes.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe

alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school shall record the hearing proceedings at the school's expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school board. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board of directors shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board of directors may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school.

VI. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior,

including completing a character education program consistent with Minn. Stat. § 120B.232, subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

VII. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, Executive Director or other school official may provide additional notification as deemed appropriate.

VIII. STUDENT DISCIPLINE RECORDS

The policy of the school is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school policies and federal and state law, including the Minnesota Government Data Practices Act.

IX. DISABLED STUDENTS

Scholars who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school shall continue to provide special education and related services during the period of expulsion or exclusion.

X. OPEN ENROLLED STUDENTS

The school may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program or Enrollment in Nonresident District at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court.

XI. DISTRIBUTION OF POLICY

The school will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in the School Office.

XII. REVIEW OF POLICY

The Executive Director and representatives of parents, students and staff shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted for consideration to the school board, which shall conduct an annual review of this policy.

STUDENT CODE OF CONDUCT

College Prep Elementary asks for a commitment of respectful, honest, and responsible behavior. We are committed to modeling, teaching and reinforcing attitudes and behaviors that will prepare students to be productive citizens. It is our hope that our students will embody these principles in school, in their homes and in their everyday life. Therefore, we ask that students behave in a manner that will not interfere with the learning process and/or endanger the safety of themselves or others. Each student is responsible for knowing the expectations of the school.

AS A STUDENT, I WILL:

- ✓ Continually challenge myself to push beyond what I already know and learn something new every day (i.e. write a summary of what was learned at the end of each class)
- ✓ Have a positive attitude, be enthusiastic and have fun in my school environment
- ✓ Give my best effort to everything
- ✓ Be respectful of myself and treat every member of the school community with respect at all times
- ✓ Be respectful of personal, school and community property (i.e. do not allow another to harm school in any way)
- ✓ Be respectful in my use of language
- ✓ Help in maintaining the cleanliness of the school
- ✓ Arrive on time and always be prepared for class
- ✓ Walk in the halls
- ✓ Honor the school dress code and uniform policy. Proudly wear my uniform
- ✓ Leave the building only with the supervision of an adult

Consequence

- ❖ I am aware that if I do not meet or follow the above expectations, or other expectations set forth in this Handbook or communicated by College Prep Elementary, any of the consequences stated in the Scholar Discipline Policy (Appendix B) including, but not limited to, the below may follow:

- ❖ Loss of privilege(s), restitution (giving back something to anyone harmed) and/or assigned work
- ❖ Scholar referral to the Education Lead and/or Director of the school
- ❖ Scholar conference with teacher(s) and/or administration
- ❖ Parent notification
- ❖ Scholar behavior contracts/No contact-contract
- ❖ Suspension
- ❖ Expulsion

By signing below, I acknowledge receipt of the Revised 2018-2019 Scholar Handbook.

Parent Signed _____ Date _____

Scholar Signed _____ Date _____

PLEASE TEAR OUT THIS SIGNED COPY AND
RETURN TO SCHOOL. THANK YOU.