

FAMILY HANDBOOK

2016-2017



SAGE ACADEMY Mission Statement:

- **Develop a community of reflective learners**
- **Achieve academic excellence**
- **Actively promote tolerance, respect, and understanding as citizens of the world**
- **Student-centered educational setting**
- **Provide life-long preparedness for a global community and global environment**

Pending approval by SAGE Academy Board- Aug. 2016

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BOARD OF EDUCATION

Jacob Baker	(763) 742-2726
Kitty Beal	(763) 245-0603
Diana Bigger	(763) 315-4020
Cari-Ana Garcia Luna	(952) 426-8741
Gwen Gmeinder	(651) 336-3142
Theodore Kamis	(763) 710-5060
Steven Martinez-Grande	(651) 788-0399
Diane Scholten (Ex Officio)	(763) 315-4020
Lorrie Semmelink (Ex Officio)	(763) 315-4020
Valerie Swenson	(651) 487-6473
Kim Turitto	(763) 315-4020

SAGE ACADEMY STAFF

Heather Bickert	Admin. Assistant/ MARSS Coordinator
Joshua Bickert	Phys Ed./ Advisor/ Dean Of Students
Diana Bigger	Math
Jackie Boller	Special Ed. Para
Kelly Clampton	Social Studies/ Advisor
Jan Dahlstrom	Lunch Coordinator
Lois Elrod	Special Ed. Para
Leslie Geist	Special Ed.
Les Harrison	Language Arts Educator/Advisor
Sandy Maron	Student Services Coordinator/ Marketing
Sam Northey	Science/ Advisor
Diane Scholten	Administrative Director/ Math Educator
Lorrie Semmelink	Business Manager
Kris Silas	Special Ed. Para
Marilyn Thompson	Special Ed. Coordinator
Kim Turitto	Program Director

CONSULTANT

Carol Knicker	Special Education Director (800)-281-9980
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SAGE MISSION STATEMENT AND PHILOSOPHY/GOALS

SAGE Academy seeks to:

- Develop a community of reflective learners, who
 - Achieve academic excellence
 - Actively promote tolerance, respect, and understanding as citizens of the world
 - Participate in a student-centered educational setting
 - Engage in life-long preparedness for a global community and global environment
- Employ Staff who:
 - Encourage life-long learning
 - Imbue respect for a diverse, global community
 - Create awareness of the earth's limited resources
 - Promote understanding of social justice issues throughout the world
 - Promote active participation as citizens of the world
 - Offer multiple and diverse opportunities for leadership in team dynamics and problem solving experiences
 - Provide academic environment of excellence for secondary students

HOMEWORK PHILOSOPHY

SAGE Academy is a project-based learning environment that requires students to engage in learning at school, home, and the community at large.

CONFERENCES

Conference dates are listed on the school calendar. Verbal and/or written notices will be provided prior to conferences. Students and parent(s)/guardian(s) are required to attend conferences.

RULES OF STUDENT BEHAVIOR

- It is expected that, at all times, students conduct themselves in a manner that respects the rights of other students and staff. This includes:
 - The right to a safe, non-threatening environment
 - The right to courtesy at all times
 - The right to protection of private property
 - The right to a clean school environment
- Students are expected to use language which is non-offensive to others, and to express themselves creatively in non-demeaning and appropriate ways.
- Students are expected to arrive at school and for all classes punctually.
- Students arriving late for school in the morning must sign in at the Office.
- Students leaving during the day must sign out, and have guardian/parental permission.
- Students must be present at school (not suspended) the entire day to participate in school sponsored activities. (sports, choir, prom, etc.)
- Students are expected to dress in a manner that is appropriate for a school setting.

- Clothing that advertises illegal, immoral activity, or obscene language will not be allowed. Administration reserves the right to have final say on appropriate dress.
- All prescription and nonprescription medications must be left with the nurse. Students are not allowed to carry medications with them except in situations where medically instructed. Inhalers for asthma are an exception. (See policy on prescription drugs Pg.6-7)
- Smoking or possession of illegal substances, including e cigarettes, is not permitted in the building, on school grounds, or at any school-sponsored activity. All students, even those 18 and older, will lose cigarettes, lighters, and paraphernalia if found on their persons.
- Students on overnight expeditions, e.g. Deep Portage, who possess or use tobacco/illegal substances will be sent home at parent's expense.
- Any student suspected of coming to school under the influence of alcohol or other illegal substances may be asked to complete a drug evaluation at family expense with the results forwarded to the school administration.
- Both students and staff have the responsibility to maintain these rights. Any community member may call for the restorative justice process if these rights are violated. A "no tolerance" policy rather than "zero tolerance" will be utilized.
- If a student has been kicked out of class:
 - First offense: Administrator will call home letting the parent(s) know and informing them that if it happens 2 more times, they may be removed from the class permanently.
 - Second offense: Administrator will call home letting the parent(s) know and informing them that if it happens 1 more time, they may be removed from the class permanently.
 - Third offense: They are out of the class. Administrator will call home letting the parent(s) know.

If a student is out of control and will not follow teacher or administrator directions, the police will be called.

Incident Reports:

Incident reports are given to students that are not following appropriate protocol or are breaking the school rules. Examples of violations on an incident report include: excessive displays of affection, harassment, insubordination, profanity, vandalism, inappropriate clothing, and inappropriate bus behavior. **Incident reports will result in a detention**, detention will be after school on Wednesdays or Thursdays from 2:50 until 3:15pm.

All detentions must be served prior to graduation.

GUIDELINES FOR STUDENT DISCIPLINE/ RESTORATIVE JUSTICE

The following are guidelines for student discipline. The guidelines are an attempt to provide consistent, progressive consequences for student behaviors. As such, the administration may choose to move to higher or lower offences if individual situations warrant. Each case will be judged on its individual situation. Where violations of law occur, the administration will refer students to the Brooklyn Park Police Department in addition to school discipline. The administration will make every

attempt to contact parent. Any off campus behavior that has a detrimental effect or is a violation of school rules may also be subject to school discipline. For example, misconduct at school events, harassment of staff off campus, etc. A violation of policy may subject a student to loss of privileges, suspension, exclusion and/or expulsion.

HISTORICALLY OFFENSIVE SYMBOLS:

Ethnically offensive items (confederate flags, swastikas, etc.) and nuisance articles such as laser pens, walkie-talkies and others are not allowed on school grounds.

RESTORATIVE CIRCLE PROCESS:

A process, which includes the offender, the victim(s), and the community in an effort to repair the harm done and restore the peace. The process involves a pre-conference, conference, an agreement and follow up. Circles may be used with students, families and or staff in order to restore balance and provide open communication to all participants.

WEAPONS POLICY

The purpose of this policy is to assure a safe school environment for students, staff, and the public. No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location. Weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students.

The school policy will recognize the seriousness of any offense involving a weapon, consider a variety of approaches and consequences to hold the student accountable for his/her behavior, and take into account mitigating circumstances. The consequences for students possessing, using or distributing weapons may include, but are not limited to:

- Immediate out-of-school suspension;
- Confiscation of the weapon;
- Immediate notification of police;
- Parent or guardian notification; and
- Recommendation to the Board Chairperson for dismissal/expulsion.

Pursuant to Minnesota law, a student who brings a firearm to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

When the student who violates this policy transfers to a new school, the SAGE Academy administration has the responsibility to inform that school of the weapons policy violation.

PUPIL FAIR DISMISSAL

DISTRICT POLICIES

- The School Board shall establish uniform criteria for dismissal and adopt written policies and rules. The policies shall emphasize prevention of dismissals through early detection of problems and recognize the continuing responsibility of the school for education during the dismissal period. (Even if the student is 16 or older).

GROUND FOR DISMISSAL: “THE THREE WILLFULS”

- Willful violation of any reasonable school board regulation
- Willful conduct that disrupts the rights of others to an education
- Willful conduct that endangers the pupil, others, or school property

DISMISSAL

- Dismissal under Minnesota law means the denial of the appropriate educational program to any pupil, including: exclusion, expulsion and suspension
- It does not include removal from class for a period of one day or less
- It does not include in-school suspension, unless the student is formally suspended and then allowed to participate through the in-school suspension setting

SUSPENSION

- Prohibit attendance for a period of no more than 10 days
- The district must implement alternative educational services to the extent the suspension exceeds five consecutive days
- If a student is given out of school suspension, they are not allowed on school grounds or at school activities during their suspension.

CONSECUTIVE SUSPENSIONS

- Consecutive suspensions may not be imposed for the same course of conduct:
 - Unless the student will create an immediate and substantial danger, or
 - Where the district is in the process of initiating an expulsion
 - In either case, the total suspension may not exceed 15 days
 - Note: An extension is not an option for a student with a disability under any circumstances

SUSPENSION PROCEDURES

- Informative administrative conference before the suspension. Student must be given:
 - Grounds for suspension
 - An explanation of the evidence
 - An opportunity to present their version of the facts
- The district shall make reasonable efforts to notify the parent(s) of the suspension by telephone as soon as possible
- Also advisable to give Tennessee Warnings

TENNESSEN WARNINGS

M.S. 13.04 Subd. 2

- An individual asked by a public agency to supply private or confidential data concerning the individual shall be informed of:
 - The purpose and intended use of the data
 - Whether the individual may refuse or is legally required to supply the data
 - Any known consequence arising from supplying or refusing to supply the data
 - The identity of any other person or entities authorized to receive the data

Questions: Consult the MN Department of Education

WRITTEN NOTICE

- Written notice must be served personally on the pupil at the time the suspension is to take effect and upon the parents by mail within 48 hours of the administrative conference.
- Notice must contain:
 - Grounds for suspension
 - Brief statement of the facts
 - Description of the testimony
 - Copy of the Pupil Fair Dismissal Act
 - And MAY include a readmission plan

TECHNOLOGY USE POLICIES

Technology is an important part of a progressive learning environment. SAGE Academy has spent considerable time and resources purchasing the technology throughout the school. Students are encouraged to utilize this technology in various learning activities and to comply with the following policies:

iPADs and COMPUTERS:

- iPADS must be returned by the end of each day. Students leaving early must give the iPad to the front desk.
- Applications, operating systems and related files will be set up and changed only by SAGE Academy staff.
- Food and drinks are not allowed near the computers or iPADS or on student workstations.
- Concerning the network, students will only access sites that are strictly for academic purposes.
- Students should not share their personal passwords
- iPADS and Computers will only be used for activities appropriate to a school environment and within the bylaws of SAGE Academy.

SPECIFICS RELATING TO ABOVE COMPUTER AND IPAD POLICIES:

- Students will not alter any aspect of the iPad or computer setups.
- Students will not add any programs to a computer or iPad. (If a student believes the school will benefit from a particular program, he or she may discuss this with the computer coordinator.)
- Students will not alter, copy or delete another student's work.

- SAGE Academy staff and computer coordinators have the right to monitor all computer and iPad work and activity.

INTERNET:

Computers and other electronic and telephonic media (e.g. facsimile, telex) are to be used solely for educational purposes. The use of electronic media for private purposes violates the school policy and may subject the student to disciplinary action. Electronic communications are private but subject to review and monitoring by the staff. All personal passwords can be overridden and communication reviewed.

Any inappropriate use of Internet will be dealt with on an individual basis.

- Only sites that are appropriate to a school environment may be accessed.
- Only school related e-mail may be used. All e-mail must contain appropriate language and content. All e-mail usage needs to be approved by a staff member.
- Chat rooms may only be used for interview purposes relating to project based work and only with the permission of a teacher.
- Graphics and text retrieved from the Internet must comply with copyright laws and sources must be properly documented.
- Students are not allowed to access music sites on their iPad or computer.

SPECIFICS RELATING TO ABOVE INTERNET POLICIES:

- Students mistakenly accessing inappropriate sites must exit the site immediately and notify a staff member.
- Students will not download programs from the Internet
- Students will not use the Internet in ways that significantly reduce the performance of the network. (Large downloads, streaming video, etc...)

PRINTING POLICIES:

- Students are not allowed to print color pictures without staff permission.
- Graphics/Pictures that are for purposes other than school related work are not to be printed.
- Articles should, whenever possible, be read online with students copying and pasting important data to a notepad document. Collecting important information in this manner is an effective way of researching.

Breakages of the above mentioned policies would result in the student being held to the appropriate consequence listed below.

- First offense: Student will lose iPad privileges for 1 or more days depending on offense.
- Second offense: Student will lose iPad privileges for 1 week (5 school days.)
- Third offense: Student's iPADS will be locked for an indefinite period of time. Students will have an opportunity to earn the return of their iPad with the review and approval of one or more of the following Groups: Staff/Parent/Guardian

CELL PHONE POLICY

When are cell phones allowed?

Cell phones are allowed during lunch, before and after school only.

Not on the concourse or during class. Cell phones may never be used in the bathrooms. This is due to the picture taking and Internet capabilities of the new cell phones and other such devices. Violations will result in immediate loss of the phone and will lead to administrative consequences. Students are also warned that taking, posting, sending, and receiving sexually explicit photos that are retrievable within a school facility or grounds, may result in suspension or expulsion by the school. Additionally, law enforcement officials will be notified, leading to possible arrest on serious criminal charges. Parents that need to contact students, please call main office number at 763-315-4020 rather than cell when possible.

What happens if I'm caught with my cell phone?

Cell phones are not permitted in classrooms or concourse. If a student is caught using a cell phone during class time:

- First offense: Teacher takes away phone until end of the day.
- Second offense: Parent(s) must pick up phone.
- Third offense: Student will no longer be able to have a cell phone on school property.

STUDENT USE OF HEADPHONES

Use of headphones in school is a privilege. Permission for use is determined by the class instructor. Students are to adhere to the following rules:

- Students would only use their iPads as a source for music. No phones or ipods or other personal devices
- When not in use, students would have headphones clearly visible on table for staff to see.
- Students would need to have music at a low volume, no one should be able to hear what they are listening to
- Students may never listen to music during instruction
- Students are to use only music apps provided as a source of music (i.e. Pandora.)
- Students must be on task, excessive searching for music or sharing of music with other students will not be allowed.
- Video based music is not allowed, (i.e. YouTube)

Consequences for not following the Headphone policy:

- First offense: Turned into office
- Second Offense: Turned into office and parents must pick up
- Third offense: Turned into office and meeting with parents to discuss next steps
- Teacher reserves the right to say a student loses all privileges to use headphones within their class

Since these items are expensive and easily stolen, students choosing to bring them to school do so at your own risk therefore:

Administration will not investigate theft of the above-mentioned items.

NON-PRESCRIPTION MEDICINE POLICY

SAGE prohibits possession, use or distribution of non-prescription drugs and medication on campus or as part of SAGE Academy activities, unless expressed permission is granted a student in writing by a parent or legal guardian and a current permission form is on file in the nurse's office.

SAGE Academy allows the administration of certain non-prescription medicines under the following conditions:

Prior current signed permission of the parent or legal guardian is secured and on file for the student. All Non-prescription drugs must be labelled with the student's name and kept in the nurse's office at all times; they may not be in the student's possession.

SAGE will not be responsible for maintaining a supply of such medicines on the school premises. SAGE will not suggest or recommend specific non-prescription drugs as remedies. SAGE Staff will give no non-prescription drugs, including cough drops. SAGE will provide minor first aid treatment for the benefit of students with prior parent/legal guardian permission. More serious injuries or illnesses shall be reported to the student's parent or guardian, or to the designated medical professional. It is the specific duty of the parent or legal guardian to identify any known allergies or other adverse reactions a student may have to any non-prescription medicine. It is the specific duty of the parent or legal guardian to ascertain the facts related to prescription drugs the student is taking and how the use of specific non-prescription drugs will affect the student.

PRESCRIPTION MEDICATION POLICY:

Prescription medications may be administered while the student is in school. A parent must provide a permission slip (provided to parents in the August mailing) as well as the medication in the original pharmacy container with correct labeling.

All medications are kept in a safe, locked medication cart in the health room. The medications must be administered by the health para (or other staff in the event of the absence of the health para.) All medications are recorded as they are dispensed.

The student is not to have any prescription or over the counter meds with them (purses, file cabinets, pockets, etc.) during the school hours.

In the event of an overnight stay, students must surrender all of their medications to the health para (in a plastic bag, fully labeled). These will accompany a staff member who will be available for distributing the meds while away from home/school. The exception is an inhaler for diagnosed asthma.

ASTHMA

Attacks of asthma should be taken VERY seriously, as they can lead to an emergency situation in a hurry. The Minnesota Department of Health requires that all students (with known asthma) have an 'Asthma Action Plan', while they are attending school. A brief plan of action will be individualized for each student and placed on file in the health office. Parents will be involved in this plan through notifications from the nurse and by signing the plan.

This plan also enables students with asthma to care for their own health in the event of an asthma attack while at school or on school expeditions. As always, each asthmatic will be permitted to carry their own asthma rescue inhalers and use them at their own discretion.

In the event that a student **does not** have their own inhaler at school, 911 will be called to assist. **PLEASE** send your child with an inhaler to avoid costly medical fees. It is against the law to share any medications. SAGE Academy **does not** have inhalers available and are required to seek an emergency team if necessary.

OTHER HEALTH INFORMATION: According to the Minnesota Department of Health, if a student is ill with a communicable illness (as in the flu), **a parent must make immediate arrangements for their child to be picked up from school.** To not pick up your child within a reasonable amount of time (or to not have an emergency back up ride home), **is considered 'neglect' under the law and may be reported as such.** If we cannot reach you (or the emergency contact person you listed on the emergency card) within 30 minutes, the school may make other arrangements for the wellbeing of your child and the health and safety of the other students and staff. **If we can not reach you by phone, the following interventions may be used:** calling 911 (if necessary), calling a cab to deliver your child to you (you are responsible for payment), and/or by calling the authorities to report the neglect of your child's health. **Until the age of 18, a parent is responsible for their child's health decisions and/or care.** Please be responsible!

PARENTAL NOTIFICATION

According to the Minnesota Department of Health, parents must be available in the event that the school contacts them for a medical reason. If a child has a communicable disease (as determined by the school nurse), and a parent does not make immediate arrangements to have that child removed from school, it is considered neglect and may be reported as such. A communicable disease infects many people in a short time and anyone with such, must be isolated from the larger group.

In the event of a medical or emotional emergency, if a parent is unreachable, the emergency contact person will be notified. In the event that no one responds, the school will make decisions for the student based on recommended medical treatment plans. Neglect (not responding to the needs of your child) may be filed if no one is available.

ADOPTED CHEMICAL USE POLICY

Student Chemical Use/Abuse:

PURPOSE

The SAGE Board of Directors recognizes that chemical use and abuse is a serious threat to both the physical and mental health of students and is a serious detriment to the learning environment and process. The SAGE School Board believes that public schools have a responsibility in education, intervention and prevention of chemical use and abuse. The purpose of this policy is to support SAGE in its goal of preventing chemical use and abuse by providing processes for education and intervention and its significant role in maintaining a safe and healthy environment for students and staff.

POLICY STATEMENT

No student, regardless of age, may possess, use, be under the influence of, distribute, sell and/or exchange unauthorized or illegal chemical substances including, but not limited to, narcotics, drugs, or other controlled substances, alcohol, or other intoxicating substances or mood-altering chemicals, drug paraphernalia or look-alike substances, or other articles that are illegal or harmful to persons or property. This includes one student sharing with, or selling, a prescription drug to another person.

This policy applies at all school related activities, expeditions, trips and functions whether on or off school property, school bus stops, school buses or other vehicle(s) approved for travel purposes related to SAGE activities.

Students using, possessing, and/or exchanging chemical substances will be subject to discipline as stated in the following Policy which may include notification to law enforcement agencies and school suspension and/or expulsion procedures. Students suspected of being under the influence, according to medically recognized symptoms*may be subject to parental notification as well as subject to any or all of the disciplinary procedures/consequences listed below.

Students who are requested to complete a urine analysis or to have a treatment evaluation may return to school once the appointment has been scheduled and verified by school personnel. If, however, it is a repeat offense or the student returns to school under the influence while waiting for the evaluation, further consequences will be administered including, but not limited to, further suspension time, exclusion, or expulsion.

Students not presently under the influence who seek support with their problem will be treated in a non-punitive manner. If a student receives treatment off campus, every effort will be made to support continuation or re-entry to the SAGE community.

Should the student's family refuse to have the student complete the urine analysis, the consequence is that the student will be sent home after parent notification and the student will have an out of school suspension the following day. A second incident with family's refusal to complete the urine analysis, the consequence will be sent home after parent notification and the student will have out of school suspension for that day and the following four school days. A third such event may result in pursuing expulsion with the Board of Directors.

Students not presently under the influence who seek support with their problem will be treated in a non-punitive manner. If a student receives treatment off campus, every effort will be made to support continuation or re-entry to the SAGE community.

DISCIPLINE PROCEDURES/CONSEQUENCES:

Disciplinary consequences will be sufficiently severe in order to appropriately prohibit the above behaviors and to conform to state laws. Such disciplinary actions may include, but are not limited to the following:

- Warning
- Request for a Urine Analysis
- Recommendation for Treatment
- Suspension
- Law Enforcement Notification
- Exclusion
- Expulsion

SAGE wishes to credit District 279 and District 287 for support with the above adaptations from their policies.

*See attached sheet of medically recognized symptoms and evaluative forms

SAGE Academy Charter School

Chemical Screening Input Form

Name: _____ Date/Time: _____

Referred By: _____ Grade: 9 10 11 12

Emergency Assessment

B/P _____ Pulse _____

Respirations _____ Temp _____

Circle all that apply

Level of Consciousness:

Alert/oriented restless poor coordination sleepy confused unresponsive

Eyes: _____ mm reactive to light watery pink/red nystagmus swollen

Tracking: yes/no glasses contacts

Chronic medical conditions/Prescription drugs used

Allergies: _____

Do you use drugs? Yes No

History of drugs used: _____

Impairment Assessment

Breath: Alcohol Chemical Cannabis Fruity

Face: Flushed Pale Perspiration

Behavior:

Verbal Abuse Blaming Defiant Disruptive Fighting Interruptive

Cheating Crying Mood Swings Delusions Defensive Silly Slow

Speech: Incoherent Slurred Rapid Repetitive Slow Rambling Mumbling

Physical:

Dry Mouth Itchy Nodding Droopy Raspy Voice Track marks

Grinding Teeth Hyper Vomiting Tremors Nasal Redness Headache

Poor Hygiene Unsteady Drug Supplies Stomachache Obvious Odor

Tongue color Runny Nose

Comments: Substance Abused: Suspected or Admitted Abuse

Route: _____ Amount: _____

Time: _____

Possession: Lighter Matches Rolling Papers Pills Dugout/One Hitter Other

DISTRIBUTION/ DISPLAY OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND STAFF

The purpose of this policy is to protect the exercise of students and employees free speech rights, taking into consideration the educational objectives and responsibilities of the school.

The school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.

- Students and staff have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school sponsored material.
- The staff leadership team, on a case-by-case basis, will review requests for distribution of non-school sponsored material. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - Is obscene to minors;
 - Is libelous or slanderous;
 - Is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students for which it is intended;
 - Advertises or promotes any product or service not permitted to minors by law;
 - Advocates violence or other illegal conduct;
 - Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 - Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Any student or staff wishing to distribute non-school sponsored material must first submit for approval a copy of the material to the leadership team at least four days in advance of the desired distribution time, together with the following information:

- Name and phone number of the person submitting the request.
- Date(s) and time(s) of day of intended display or distribution.
- Location where material will be displayed or distributed.
- If intended for students, the grade(s) of students to whom the display or distribution is intended.

If the person submitting the request does not receive a response within three school days, the person shall contact the staff team to verify that the lack of response was not due to an inability to locate the person.

If the person is dissatisfied with the decision of the staff team, the person may submit a written request for appeal to the Board Chairperson. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of

submitting the appeal, the person shall contact the Board Chairperson to verify that the lack of response was not due to an inability to locate the person.

Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by the school, the staff team, the school board, or the individual reviewing the material submitted.

RELIGIOUS ACCOMMODATION POLICY

POLICY STATEMENT

It shall be the policy of the Board of SAGE Academy Charter School to provide equal treatment of and access to all religions and to safeguard protections afforded to individuals. It shall also be the policy of the Board of SAGE to ensure that all of the activities of the school are religiously neutral in that they neither foster religion nor preclude it. In order to safeguard the religious rights of individuals and to ensure that the school is not engaged in an unlawful establishment of religion, the Board of SAGE adopts the following policy regarding religious accommodation.

POLICY TERMS

- Accommodation of Free Exercise of Religion: The Board of SAGE is committed to legal accommodation of a student's right to free exercise of religion. In determining whether to accommodate a request regarding a student's free exercise rights, school officials should determine whether the policy, rule, regulation or other issue being questioned by the student "substantially burdens" a student's free exercise of religion and whether the school has a "compelling interest" in adhering to the particular policy, rule, regulation or other matter at issue. Because these are legal terms, questions regarding their application should be made in consultation with legal counsel as needed.

The school shall not consider student religion upon application for admission. This shall apply to both standard application and a lottery in the event that limited applicant space is available.

- School Official Neutrality When functioning as a teacher or administrator: School officials may not encourage or discourage student religious or anti-religious activity and may not engage in religious activities with students at the school. School officials may take part in private religious activity during the school day if the activity is in conformance with rules and regulations generally applicable to use of private time, or before or after school during non-instructional time.
- Teaching and Homework: Students may be taught about religion, but school teachers may not "teach religion" in the sense that the teacher is engaging in preaching or proselytizing activity. Students may express their religious beliefs in the form of projects, reports, homework and artwork if the responsible teacher (and administrator if there is a question about the matter) determines that the work is "appropriate" to the subject matter. In making judgments about the appropriateness of a student's work, teachers will be guided by the following:
 - Relevance of the religious expression to the topic and assignment;
 - Pedagogical concerns such as (in the case of written work) quality of grammar, the substance of the presentation, and adherence to the assignment.

Assuming that the work is relevant and meets pedagogical concerns, teachers at SAGE may not reject or sanction a student's work simply because it includes a religious symbol or addresses religious themes; similarly, teachers may not require students to modify, include or excise religious views in submitted work.

Teachers at SAGE must ensure that oral presentations made by students on religious subjects do not subject other students to unwelcome religious persuasion, coercion or proselytizing.

- Student Religious Activities: The students of SAGE have the right to engage in religious activities during the school day so long as those activities do not interfere with the rights of others and so long as students conform to the rules that normally apply to any given setting.
 - Students have the right to pray individually or to pray in groups and/or engage in religious discussions during the school day when they are not engaged in school activities and instruction, subject to the same rules of order as apply to other student speech.
 - Religious expression or other religious discussion shall not interfere with the rights of others
 - Students may participate in religious activities before or after school on the same terms as apply to participation in non-curriculum activities on the school premises.
 - The Board shall consider a request for student-led religious expressions at graduation or other ceremonies on a case by case basis in consultation with legal counsel. School officials may not in any way organize a religious ceremony that is sponsored by the school.
 - Non-coercion A student's right to engage in voluntary religious expression or religious discussion or activity does not include the right to coerce others into participating and does not include the right to have a captive audience listen to the religious expression or discussion or to engage in the religious activity. School officials shall ensure that students are not discriminated against in violation of the Board's policy on Religious Harassment
- Should SAGE Academy allow religious student groups, clubs or other organizations on school premises during non-instructional time, SAGE will not deny the opportunity for any other SAGE student organization to have equal access. The SAGE Academy Board and administration shall not promote any organization.
- Student Dress: Dress code policy shall not be implemented in a way that restricts students exercise of religious freedom. Should exemptions from standard dress code be necessary they shall be considered on a case-by-case basis by administration. The dress code policy shall not be worded or implemented in a way that promotes a particular religion or particular religious customs.
- Holidays: Teachers at SAGE may teach about religious holidays, and may celebrate the non-religious aspects of a religious holiday. Neither teachers nor school officials, however, shall observe the holidays as religious events. School officials should excuse students who do not wish to participate in holiday events.
- Release Time for Religious Instruction: In accordance with Minn. Stat. §124E. 03 subd. 4(a) as it incorporates Minn. Stat. §120A.22 subd. 12 (clause 3), it is the policy of the Board of SAGE Charter School to provide release time for religious instruction. The period approved for such release time shall not exceed in the aggregate three hours in any week. In order to receive approval for such release time, a parent, guardian, or other person having control of a child,

who wishes the child be released to receive religious instruction will apply to any member of the attendance coordinator or the school's administrative director to have the child excused from attendance for such instruction. The religious instruction must be conducted and maintained by some church, or association of churches or any Sunday school association incorporated under the laws of this state. The school providing religious instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A student, however, may be absent from school on such days as the student attends instruction according to the ordinances of said church. School officials shall neither encourage nor discourage students from utilizing the provisions of this release time policy. School officials shall not allow religious instruction by outsiders on school premise.

TRANSPORTATION POLICY

- **No Contradictions:**
Nothing in this transportation policy is intended to conflict nor shall be construed to contradict State or Federal Law out,ie transportation policies for Charter Schools. Should governing laws change, this policy shall defer to those laws where applicable.
- **Duties and election to provide transportation:**
The board has duty under Minnesota Statute 124E.15 to provide to and from transportation to school in accordance with 123B.88 subd 1. Pursuant to those laws, and because SAGE is located within Osseo District 279, SAGE will provide transportation to all District 279 students by one of the following means. Either: Allowing Osseo School District 279 to provide transportation services for its students, or; providing transportation for its students who live within district boundary.
- **Contract Services:**
SAGE may elect to contract with a suitable vendor to provide school bussing services in accordance with 123B.52.
- **Establishment of routes:**
SAGE, in conjunction with its transportation provider, shall establish safe, convenient, and economical routes within the school district. SAGE may, at its discretion, provide transportation outside the district by these means if it deems necessary and appropriate.
- **District 279 Students not near a route:**
Those students who are in district 279 who are not located near an established route may be provided transportation to SAGE by alternative means, including but not limited to Type III school bus transportation, reimbursement for transportation, or other reasonable means as deemed appropriate by SAGE.
- **Pupils out of the district:**
For pupils who reside outside the district in which charter school is located, the charter school is not required to provide or pay for transportation between the pupil's residence and the border of the district in which the charter school is located. A parent may be reimbursed by the charter school for costs of transportation from the pupil's residence to the border of the district in which the charter school is located if the pupil is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not

exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week.

- **Notify Students at time of Enrollment:**

At the time a pupil enrolls in a charter school, the charter school must provide the parent or guardian with information regarding the transportation.

(d) If a charter school does not elect to provide transportation, transportation for pupils enrolled at the school must be provided by the district in which the school is located, according to sections 123B.88, subdivision 6, and 124D.03, subdivision 8, for a pupil residing in the same district in which the charter school is located. Transportation may be provided by the district in which the school is located, according to sections 123B.88, subdivision 6, and 124D.03, subdivision 8, for a pupil residing in a different district. If the district provides the transportation, control and discipline of the pupils under this paragraph shall be within the sole discretion, control, and management of the district.

PARKING

The school district does not carry insurance to cover damage to auto vehicles parked on school property. Students parking in school parking lots are doing so at their own risk. Any damage sustained while parked on school property is the responsibility of the auto owner and/or their insurance agency. We encourage students to utilize the bus system for transportation to and from school. Students who drive to school shall follow the following policy: (Check specific rules listed on parking registration form for further information.)

All student drivers are required to park in the student portion of the parking lot.

Parking permits will be required to park in the student lot. Each student will be required to pay \$50.00 (non-refundable) for the use of the parking lot all year, or \$20 per trimester.

- Students needing to park on school property only occasionally may do so if space is available. Students need to stop in the office for a daily permit.
- All transfers of parking permits (i.e. car to car, person to person) must be approved by SAGE Academy.
- Parking lots are “off limits” during the school day. Permission to go to a car or leave the student lot (during school hours) must be obtained from a staff member.
- The speed limit at all times in the school parking lots should not exceed 10 m.p.h. Any student exceeding the limit, driving in a reckless manner, or refusing to yield to pedestrians and/or buses may have their permit revoked for an appropriate length of time. (Cars without the proper permit will result in ticketing (\$5.00). Students will be provided the opportunity to appeal their ticket.)
- There are a limited number of spaces available for student parking. When those spaces designated for students have been allotted, no further parking permits will be issued. Students who anticipate needing a permit later in the school year are encouraged to buy a permit early in order to ensure getting a space.
- Any student's car without a permit may risk being towed at owner's expense.

- Students are not allowed to park in the street with or without a permit (according to the city of Brooklyn Park.)
- Unexcused tardies to school by drivers may result in loss of parking privileges. Leaving school with a student who does not have permission will result in an incident report.
- Students riding with a student who drives to SAGE will receive the same consequence as the driver for school infractions.

EXPEDITIONARY FEES

SAGE embraces the idea of experiential learning, or learning outside the walls of the school. Students are required to obtain four Expedition credits to graduate. There are opportunities for independently created expeditions that are not fee based. Another option is the supplemental fee-based expeditions offered by the school.

A fee of \$450 per year is assessed to cover optimal student participation in community/SAGE expeditions. This fee may be paid in full (\$450), or paid monthly (\$45) for ten months. A separate fee yet to be determined will be charged to cover expenses for our overnight expedition. Families qualifying for Educational Benefits have adjusted fees. Students choosing to decline the expedition program may elect to design his/her own expeditions.

CRISIS MANAGEMENT POLICIES

Minnesota Statute § 121A.035 and § 229F.301, relating to public school crisis management policies, must be conducted on an annual basis. Schools will conduct five lock-down drills, five fire drills, and one tornado drill.

FIRES/FIRE DRILLS:

City regulations require that a fire drill be held periodically during the school year. Each exit in the school is clearly indicated. The exit to be used is clearly indicated in each classroom.

Every fire alarm is to be regarded as a real fire, even if you do not smell smoke or see fire. All students should vacate the building immediately during a fire alarm. They must not collect belongings, but should leave the building in an orderly manner. Students must report to the designated area outside the building immediately to be accounted for. This is for the safety of the students and the safety of emergency workers.

LOCKDOWN CRISIS SITUATION:

1. Proceed to nearest classroom if not already in a classroom
2. Allow access to any person needing protection
3. Secure and lock door after making sure no stragglers are outside of room
4. Keep students away from windows and doors. Start a quiet activity.
5. Do Not let a student out of the room for any reason until the all clear has been given.

These are the steps taken by SAGE Academy staff during the following events:

FOR A FIGHT:

Teachers/staff

- will separate the individuals involved
- diffuse spectators
- do not further agitate the assailant.
- summon help by sending a runner to the office
- complete an incident report

Leadership Team

- Clear the spectators
- Limit and contain confrontation incidents
- Notify family members
- Administer discipline
- Call police if necessary

GANG VIOLENCE:

Teachers/staff

- Seek assistance
- Diffuse situation, if feel comfortable
- Clear the area of spectators
- Separate students who are directly involved
- DO NOT APPROACH if crisis level is dangerously high

Leadership Team

- Call 911
- Signal LOCK DOWN
- Limit and contain confrontation incidents
- Notify family members
- Administer discipline

Before Crisis

- Remove all gang graffiti
- Ban gang paraphernalia from campus

WEAPONS ON CAMPUS:

Teacher/staff

- Inform Leadership Team member
- Isolate suspect and remove bystanders
- Call for LOCKDOWN
- DO NOT APPROACH
- DO NOT ATTEMPT TO TAKE WEAPON

Keep students and staff in classroom, away from windows

Leadership Team

- Call 911
- Attempt to obtain weapon using search and seizure procedures
- Stall for time
- Call for LOCKDOWN if suspect if “outsider” student is uncooperative or weapon is visible.
- Eliminate student and staff movement in area.

TORNADO WARNING:

A tornado warning is when a tornado has been sighted and may be approaching the school or the immediate area. These procedures will be followed: (the same procedure is followed for tornado drills).

1. An announcement will be made.
2. Walk in an orderly manner – move rapidly but DO NOT RUN. No talking or unnecessary noise.
3. Teacher and students should remain calm and take prescribed route to the assigned shelter. Students and teachers are to sit on the floor in proper tuck position.
4. Teachers will account for students who were in their classroom at the time. TAKE ROLL and maintain order and discipline in the shelter areas.
5. A messenger will bring the all-clear message

SCHOOL PROPERTY

When damage to property occurs, students are encouraged to report the damage. Honesty will be recognized in the restorative justice process. If nobody admits to the damage, all possible means will be made to identify the students responsible and to deal with them accordingly, including paying for the damage. If textbooks or other items given to the students by the school are damaged or lost, the students must replace them or cover their cost.

ATHLETIC ACTIVITIES

SAGE Academy has a conciliatory agreement with Osseo District #279 for students to participate in school sponsored athletic activities.

Responsibility for participation and information on these activities is the family's and student's.

TRANSFERRING TO SAGE ACADEMY

Grade categories are determined by the number of credits a student has upon enrolling to SAGE. All returning student grade categories are determined in the fall. Note: Grade levels do not change within a school year. Exceptions to this policy can be made by administration.

Trimester Credit Classifications:

0 to 16.5	Grade 9
16.51 to 33.0	Grade 10
33.1 to 49.5	Grade 11
49.51 to 66	Grade 12

WITHDRAWALS/ TRANSFERS

Parents/guardians of students transferring to another school are asked to notify the office at least three to five days before their student's last day of attendance. The student should report to the administrator's office on the morning of his/her last day of attendance to pick up a withdrawal form which teachers must sign. All student accounts must be paid in full prior to the completion of withdrawal process.

GRADING STANDARDS

An advisory of teachers, parents and students will design the profiles to ensure that all students master the basic skills and will be able to apply them.

Students will be assessed on the Minnesota Standards rating scale of 1-4, with 4 = A, 3 = B, 2 = C, 1 = D, 0 = No Credit, NG= No Grade.

GRADUATION REQUIREMENTS

Students must fulfill the required MN High School Standards.

- In order to meet SAGE Academy Graduation Requirements, students must complete the MCA Reading Test in grade 10, the MCA Math Test in grade 11, and the MCA Science Test upon the completion of Biology. Parents/Guardians do have the right to opt out of these tests if SAGE receives a written opt out form at least one week in advance of the testing date. Students are also required to complete the MAP/NWEA tests in accordance with the SAGE SMART goals. Students in grades 11 or 12 may also choose to take the ACT or the Accuplacer which demonstrates college readiness skills. Career
- Students must complete 66 credits in designated curricular areas.
- Seniors must complete a 3 credit Capstone Project which will be presented at a family night presentation or an honors senior night.

CREDITS REQUIRED FOR GRADUATION

Language Arts	12.0 Credits
Science	9.0 Credits
Mathematics	9.0 Credits
Social Studies	10.0 Credits
Life Fitness	4.0 Credits
Fine Arts	3.0 Credits
Health	1.0 Credits
Life Skills	1.0 Credits
Expeditions	4.0 Credits
Service	3.0 Credits
<i>Community Service</i>	
<i>Service Learning</i>	
Electives	10.0 Credits

Please Note: 12 credits must be earned by independent project completion.

Total Required	66.0	Credits
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SAGE Academy Four-Year Plan

2015-2016	2016-2017	2017-2018	2018-2019
Math	Math	Math	Math
Algebra II (A)	Inter. Algebra(A)	Algebra II (A)	Inter. Algebra (A)
Pre-Calculus (1)	Geometry (A)	Pre-Calculus (1)	Geometry (A)
Inter. Algebra(A)	Stats and Prob (1)	Inter. Algebra(A)	Stats and Prob (1)
Science	Science	Science	Science
Biology (A)	Science Elective	Biology (A)	Science Elective
Chemistry (A)	Biology (A)	Chemistry (A)	Biology (A)
Science Elective	Physics (A)	Science Elective	Physics (A)
Social Studies	Social Studies	Social Studies	Social Studies
Economics (1)	Humanities, World (A)	Economics (1,2)	Humanities, World (A)
Humanities, U.S. (A)	S.S. Elective (3)	Humanities, U.S. (A)	S.S. Elective (3)
U.S. History (A)	U.S. Government (1)	U.S. History (A)	U.S. Government (1)
	World Geography (2)	S.S. Elective	World Geography (2)
	World History (A)		World History (A)
Language Arts	Language Arts	Language Arts	Language Arts
Reading Groups (A)	Reading Groups (A)	Reading Groups (A)	Reading Groups (A)
Advisory (A)	Advisory (A)	Advisory (A)	Advisory (A)
*Composition II (2)	Composition I (1)	*Composition II (2)	Composition I (1)
American Lit (1-3)	LA Elective (3)	American Lit (1-3)	LA Elective (3)
Composition I (1)	World Literature (A)	Composition I (1)	World Literature (A)
Short Fiction (3)	*Composition II (3)	LA Elective (3)	*Composition II (2)
Physical Education	Physical Education	Physical Education	Physical Education
Life Fitness (1,2,3)	Body Mechanics (2)	Life Fitness (1,2,3)	Body Mechanics (2)
Personal Training (1)	Life Fitness (1,2,3)	Personal Training (3)	Life Fitness (1,2,3)
Sports Exploratory (2)	Personal Training (3)	Sports Exploratory (1)	Personal Training (3)
	Sports Exploratory (1)		Sports Exploratory (1)
Expeditions	Expeditions	Expeditions	Expeditions
Local, State, National, Inter.	Local, State, National, Inter.	Local, State, National, Inter.	Local, State, National, Inter.
Health Projects	Health Projects	Health Projects	Health Projects
Career Ed	Career Ed	Career Ed	Career Ed
Life Skills (1)	Life Skills (1,2)	Life Skills (1)	Life Skills (1,2)
Community Service	Community Service	Community Service	Community Service
Service Learning	Service Learning	Service Learning	Service Learning
Career Eelective	Career Eelective	Career Elective	Career Eelective
Exploratory Term	Exploratory Term	Exploratory Term	Exploratory Term
Exploratory Term	Exploratory Term	Exploratory Term	Exploratory Term
World Language	World Language	World Language	World Language
On-line	On-line	On-line	On-line

*** Prerequisite: Composition I required before taking Composition II

REQUIRED STANDARDS

Careers

Standard

Career Investigations 8.H.3

Art

Literacy and Arts Creation Performance Profile

Physical Education/Health

Individual and Community Health Profile
Physical Education and Fitness 8.H.1

Language Arts

Reading Stands 9.4 and 11.4 combined with 9.5 and 11.5
Writing Benchmarks 9.7 and 11.7
Speaking, Viewing, Listening, and Media Literacy
9.9 and 11.9
Language Benchmark 9.11 and 11.11
Public Speaking 2.H.3
Interpersonal Communications 2.H.4

Mathematics

Algebra II Academic Standard
Geometry and Measurement Academic Standard
Data Analysis and Probability Academic Standard

Research

Research Process
Subject Area Writing

Science

Biology Academic Standards
*Chemistry Academic Standards
*Physics Academic Standards

*Select One

Service Learning

Community Interaction Profile

Social Studies

Economic Skills Macro and Micro
Geography
Government and Citizenship Standard
Historical Skills
Literacy In Social Studies or History
United States History
World History

POST SECONDARY OPTIONS

- Post Secondary Options is a program offering high school juniors and seniors the opportunity to enroll in college courses while remaining enrolled in the high school program. **Students will be responsible for meeting all graduation requirements of SAGE Academy.** Meeting with your advisor will be important in planning for PSEO as well as ensuring the college classes taken will meet the high school requirements. It is within the jurisdiction of the high school to grant the number of credits that you will receive for the PSEO classes; therefore, you will need to meet with your advisor if you have questions in this regard. Following is the ratio used by District 279 and which SAGE will utilize in determining PSEO credits:

College Quarter / High School Trimester

1 credits	.43
2 credits	.86
3 credits	1.29
4 credits	1.71
5 credits	2.14

College Semester / High School Trimester

1 credit	.75
2 credits	1.50
3 credits	2.25
4 credits	3.00
5 credits	3.75

- **Keep in mind that PSEO is not an opportunity to see if you like college.** It is, in fact, college. This means that once you officially register for a college course, you have a college transcript. Any course you drop or cancel must be approved by your advisor. Failure to follow the drop/withdrawal college deadlines will result in a (0) on both the college and high school transcripts, and SAGE will not be responsible for the cost of that course. Failure to pay for the course or courses will result in revoked PSEO privileges. Colleges do have the right to restrict the number and/or kinds of classes that PSEO students may take. No PSEO student should take courses at more than one college at a time. Each college determines its own admission policies; however, it is common that juniors must rank in the upper 1/3 of the class and seniors in the upper 1/2 of the class. Costs of tuition, books and lab fees will be covered by SAGE as part of your high school program.

Question? See the SAGE Career Counselor.

- The SAGE Board of Directors recommends that the first semester of PSEO be limited to one course.
- Part time PSEO students must attend SAGE's exploratory term .
- Full time PSEO students in grade 12 are automatically considered an "Honor Senior" with all of its commitments. Failure to meet Honor student guidelines may eliminate the student from the Honors designation.

ATTENDANCE PLAN

PURPOSE

- The school staff believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this plan is to encourage regular school attendance. It is intended to be positive and not punitive.
- This plan also recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher and administrators. This plan will assist students in attending class. The MN Dept. of Education holds each public school to reaching a minimum of a 90% attendance rate.

GENERAL STATEMENT OF PLAN

- Responsibilities:
 - Student's Responsibility: It is the student's right to be in school. It is also the student's responsibility to be in all selected classes every day that school is in session and to be aware of and follow the correct procedures when absent from a selected class. Finally, it is the student's responsibility to request any missed assignments or test due to an excused absence.
 - Parent/Guardian's Responsibility: It is the responsibility of the student's parent/guardian to ensure the student is attending school, to inform the school in the event of a student absence within one school day, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Failure to comply with guidelines will result in truancy or an unexcused absence. Parents must provide a reason for their child's absence. **Parents must provide a doctor's note for their child if the child is absent three consecutive days or a total of 10 days in the school year.** The absence will be unexcused until the doctor's note has been provided. Students may lose credit for unexcused absences. Note: Family emergencies and vacations, are not included in the 10 days.
 - Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. In addition, teachers will provide any student who has an excused absence with any missed assignments or tests. Finally, it is the teacher's responsibility to work cooperatively with the student's parents/guardians and student to solve any attendance problems that may arise.
 - Administrator's Responsibility: It is the administrator's responsibility to require students to attend all selected classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

ATTENDANCE PROCEDURES

All absences will initially be recorded as unexcused, unless the absence meets one of the following criteria:

EXCUSED ABSENCES

- The following reasons shall be sufficient to constitute excused absences:
 - Illness
 - Serious illness in the student's immediate family
 - A death in the student's family or of a close friend
 - Medical or dental treatments
 - Court appearances occasioned by family or personal action
 - Physical emergency conditions such as fire, flood, severe weather, etc.
 - Official school field trip or other school-sponsored outing
 - Removal of a student pursuant to a suspension (suspensions will be handled as an excused absence)
 - Prearranged family vacations
 - Administrative approved parent request
 - Students who attend state activity competitions in which they have participated for the whole season.
 - Post-Secondary Education (PSEO).
 - Other circumstances at administrative discretion.
- Requirements of Excused Absences
 - Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- Procedure for excusing absences
 - Phone call, message, e-mail message to hbickert@sageacademy.org or note on or before the day the student returns to school. (If e-mailing, include a phone number to be reached so verification can be done if necessary)
 - School personnel may check validity of the excused absence
 - Parents need to provide a reason for their child's absence so that the administration will be able to determine the student's excused or unexcused status.
 - Phone calls must be made by 10:30 A.M., or phone calls will be placed to parent's/guardian's place of work. Should no phone call be received by 3 pm, the student's absence will be considered unexcused.
- Procedures for leaving building.
 - Students must sign out in the front office.
 - Students must show signature of parent/guardian.

UNEXCUSED ABSENCES

- The following are examples of absences which will not be excused:
 - Truancy is an absence by a student which was not approved by the parent and/or the school official
 - Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures

- Vacations which have not been prearranged
- Personal trips to schools or colleges that have not been prearranged
- Missed bus
- A tardy of more than 15 minutes
- Shopping
- Personal grooming appointments (tanning, hair cuts, etc.)
- Oversleeping
- Skipping a class
- Others at administrative discretion.
- Consequences of Unexcused Absences & Truancies
 - In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.
 - Students with unexcused absences must follow the classroom teacher's policy.
 - Consequences for unexcused absences may include after school cleaning, after school detention or in school suspension
 - It is up to the instructor if the student with three unexcused absences is allowed to remain in the class. (An appeal process is available).
 - Six days in absences per trimester may result in the removal from all concerned classes. (An appeal process is available).
 - All unexcused absences for the entire school day, the student may lose credit for each class missed.

TARDINESS: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

- Excused Tardies
 - Any tardiness for which the student has been excused in writing by an administrator or faculty member.
- Unexcused Tardies
 - An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - Three tardies equals an unexcused absence.
 - Consequences for unexcused tardies will be determined by the teacher.
- Tardies relationship to absences.
 - Five tardies are equivalent to one half day of absence.
- Students coming to school with student drivers receive the same consequences as the driver.

REQUIRED REPORTING

- Continuing Truant: Minn. Stat. §260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. §120A.22 and is absent from instruction in a school, as defined in Minn. Stat. §120A.05, without valid excuse within a single school year for 3 or more class periods on 3 days if the student is in middle school, junior high, or high school.
- Reporting Responsibility When a student is initially classified as a continuing truant, Minn. Stat. §260A.03 provides that the school attendance officer or other designated school official

shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- That the child is truant;
- That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
- That this notification serves are the notification required by Minn. Stat. §120A.34;
- That alternative educational programs and services may be available in the district;
- That the parent or guardian has the right to meet appropriate school personnel to discuss solutions to the child's truancy;
- That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
- That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. §260C.201; and
- That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

HABITUAL TRUANT

- A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A. Students will be subject to 4 interventions prior to filing truancy with the Hennepin Co. District Attorney's office.

Legal References:

- Minn. Stat. 120A.22 (Compulsory Instruction)
- Minn. Stat. 120A.24 (Reporting)
- Minn. Stat. 120A.26 (Enforcement and Prosecution)
- Minn. Stat. 120A.28 (School Boards and Teachers, Duties)
- Minn. Stat. 120A.30 (Attendance Officers)
- Minn. Stat. 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. 260C.007 Subd. 19 (Habitual Truant defined)
- Minn. Stat. 260A.02 (Definitions)
- Minn. Stat. 260A.03 (Notice to Parent or Guardian when Child is Continuing Truant)
- Goss v. Lopez, 419 U.S.565, 95 S.Ct. 729 (1975)
- Slocum v. Holton, 429 N.W. 2d 607 (Mich. App. Ct. 1988)
- Cambell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
- Hamer v. Board of Education of Township High School District No. 113, 66 Ill.App.3d 7 (1978)
- Gutierrez v. School District R-1, 585 P.2d 935 (Co Ct. App. 1978)
- Knight v. Board of Education, 348 N.E.2d 299 (1976)
- Dorsey v. Bale, 521 S.W.2d 76 (Ky 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

EXTENDED STUDENT ABSENCE

Contact the school office and teachers to make prior arrangements for homework for any extended absence.

PARENT/GUARDIAN ABSENCE

If parent/guardian will be away from home and the student will be under the supervision of another person, parents/guardians are asked to call or send a note to the office giving the dates they will be away, the name of the person with whom the student will be staying, along with telephone numbers where this person may be reached during the school day.

LOST AND FOUND

Lost and found items will be located in the office. Students should report both lost and found items immediately.

SCHOOL CANCELLATIONS

- SAGE Academy will close due to inclement weather.
- SAGE Academy may be closed at other times due to unforeseen emergencies such as loss of power or other conditions beyond control.
- WCCO Radio / WCCO Television and www.WCCO.com will provide information on school closings by 6:00 am.

ANTI-BULLYING/ HARASSMENT POLICY

It is the policy of SAGE Academy School District 4087 School Board to maintain a learning and work environment that is free from harassment, bullying or violence including, but not limited to : religious, racial, sexual, gender, gender identification, sexual preference, national origin, disability, academic, or socio-economic. It shall be a violation for any student or staff member of the District to harass or inflict violence upon a student or staff member through conduct or communication as defined by this policy. Bullying/harassment constitutes any action that makes another person uncomfortable. This includes cyber bullying which makes a student or staff uncomfortable and affects their safety and learning environment. Employees or students can raise concerns and make reports without fear of reprisal. A student or staff member will be warned to discontinue behavior that causes another discomfort; if they choose to continue, they will face consequences which may include detention, suspension, expulsion, loss of job, Board position, or other appropriate discipline. Flagrant bullying/harassment may result in immediate suspension while the facts are being gathered. Any action deemed detrimental to surrounding students' academic performance will be handled by the staff overseeing the students.

SAGE Academy will act promptly to investigate all complaints, either formal or informal, verbal or written, of bullying/harassment and to discipline any student or staff member who harasses a student or staff member of SAGE Academy School District #4087. Complaints should be addressed in written form to any member of the SAGE Leadership Team; all complaints will be handled in a timely

and confidential manner. A complete copy of Policy # 514 Anti-bullying/Harassment, is on file at SAGE Academy and is included in the SAGE Student/Family Handbook.

Any occurrence of bullying, harassment, violence, including cyber bullying; should be reported directly to a school staff person or administrator. Any staff person should immediately notify a member of the Leadership Team who will investigate the complaint. An appropriate course of disciplinary action will be taken. As previously mentioned, consequences may include a warning, detention, parent conference, restorative justice process, suspension, expulsion, job loss and/or police involvement.

Racial and Religious Harassment is defined as being any comment, gesture, joke, language, or behavior displayed in any manner that draws attention to racial, religious or cultural differences in a demeaning, disrespectful, or offensive manner.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature. Spreading sexual rumors, sexual name-calling, sexual jokes/cartoons/pictures, homophobic remarks and/or statements, inappropriate patting or pinching, intentional brushing against one's body, pressure for sexual activity and/or any unwelcome discussion that is sexual in nature: all of the above examples are sexual harassment.

Sexual Violence is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose or other illegal or inappropriate sexual conduct.

Guidelines for Behavior Regarding Harassment/Bullying:

- To know the difference between behavior that is acceptable and behavior that constitutes harassment, remember these guidelines:
- Be aware of the difference between the intent of your behavior and the impact of your behavior.
- Be sure that there is equal initiation and participation when you interact with others.
- Treat people as they would like to be treated, not as you think they would like to be treated.
- Do not use words and/or gestures that are unkind, uninvited, unwanted, uncomfortable, offensive, and derogatory.
- Cyber-bullying of SAGE students or staff is considered harassment whether the bullying is committed on or off campus and will be dealt with as the above guidelines dictate.

HARASSMENT IS ILLEGAL BEHAVIOR

The law says that everyone has a right to feel safe and respected and not be harassed at work or school.

HARASSMENT

Harassment is illegal behavior

Harassment means:

***Behavior or words of a "put down" nature that is
Not welcome which pressure or intimidate
You or make you uncomfortable at school,***

***School activities or at work that affect
Your education or job in a bad way.***

Some examples of harassment are:

Sexual or dirty jokes, rating books
Sexual gestures, comments
Displaying pornographic or sexually explicit materials
Whistling or catcalls
Name-calling
Rumors

**The law says that everyone has
A right to feel safe and respected and not
Be harassed at work or school.**

**It also requires that your school or
Work must investigate and take timely and
Appropriate corrective action in harassment cases.**

These are only a few examples. If you feel you have been harassed you should talk to someone at school you know such as a teacher, administrator, nurse, or secretary. If it occurs at another location, tell a parent or work supervisor. All schools have a harassment policy and must investigate.

DISCRIMINATION POLICY

It is the policy of the School Board of SAGE Academy School District No. 4087 to comply with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, gender, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefit of or otherwise be subjected to discrimination under any education program or in employment, or recruitment, consideration, or selection, therefore full time or part time under any education program or activity operated by the district for which it received federal financial assistance.

Any student of SAGE Academy School District No. 4087 who feels he/she has been discriminated against in violation of the District's non-discrimination policy may avail himself/herself of filing the grievance with a Staff member.

SCHOOL BOARD

A formal board meeting is held the third Thursday unless otherwise noted. These meetings are open to anyone who wishes to attend.

INTERNET SITE FOR MINNESOTA STATUTES

For more information this is the website:

<http://education.state.mn.us>

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

It is the policy of the school district to fully comply with Minn. Stat. §626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

“Mandated Reporters” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

PROTECTION AND PRIVACY OF STUDENT RECORDS

SAGE Academy gives notice to parents of students currently in attendance of their rights regarding pupil records.

Parents and eligible students are hereby informed that they have the following rights under this policy:

- The right to inspect and review the student’s education records.
- The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights;
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated there under.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated there under;
- The right to be informed about rights under the federal law; and
- The right to obtain a copy of this policy in the central office at SAGE Academy

SAGE Academy has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- It classifies records as public, private and confidential.
- It establishes procedures and regulations to permit parents or students to inspect and review a student’s education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of records.
- It establishes procedures and regulations to allow parents or students to request the amendment of a student’s education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- It establishes procedures and regulations for access to disclosure of education records.

- It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

“Directory information” will be included in a student directory and will include the following information relating to a student: the student’s name; address; telephone number; and date of birth. Directory information does not include identifying information on a student’s religion, race, color, social position or nationality.

The “directory information” shall be public information that the school may disclose from the education records of a student. Should the parent of a student or an eligible student so desire, any or all of the listed information will not be disclosed without the parent’s or student’s prior written consent except to school officials as provided under federal law. In order to make any or all the directory information listed above as “private” the parent or eligible student must make written request to the student’s advisor/teacher or school office within thirty (30) days of receiving this information.

SAGE Academy is committed to providing equal opportunity to all students and employees in accordance with all applicable federal, state, and local laws. SAGE Academy does not discriminate based on race, color, creed, religion, national origin, sex, disability, age, or any other basis under federal, state, or local law.

SECTION 504

Section 504 of the rehabilitation act of 1973 (Section 504) prohibits discrimination, by entities receiving federal funds, against individuals who have disability. If you are concerned or would like more information please the 504 Coordinator, at 763-315-4020

REFERRAL PROCEDURES FOR SPECIAL EDUCATION/ 504

School districts are required to develop systems to identify persons with disabilities attending school. SAGE Academy has developed an identification system in accordance with requirements of nondiscrimination. SAGE Academy receives referrals from a variety of sources including parents.

Procedures for referral process:

1. Parent or teacher identifies a concern with the student's academic performance, communication, health/physical status, social/emotional or behavioral skills, motor skills, or functional skills.
2. Parent and teacher discuss concern.
 - If the parent requests a special education evaluation, the teacher will contact the special education teacher.
 - If a parent makes a request for evaluation either verbally or in writing, of any member of the SAGE Academy staff, that staff member will share the request with the Administrative Director. The AD will forward the request to the special education teacher.
 - In either situation, the special education teacher will meet with the parent to describe the referral process and provide the parent with a copy of the Notice of Procedural Safeguards.
 - All staff will be informed of this procedure annually.
3. Teacher gathers information on student performance and presents it to the building's Student Assistance Team (SAT).
4. The teacher conducts and documents pre-referral interventions.
5. If the concerns persist and performance is discrepant from classmates/norms, the teacher will submit pre-referral intervention data and information to the special education team.
6. The special education team will review the pre-referral data and information and contact the student's parent and classroom teacher for additional information and consultation.
7. The special education team will determine if the pre-referral information is adequate and if an evaluation is needed.
8. If an evaluation is needed, a meeting will be scheduled to develop the evaluation plan.

MEAL CHARGE POLICY

The SAGE Board of Directors recognizes that, on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the school, SAGE Academy shall follow guidelines with regard to meal charges.

- *No more than five meals (approximately \$20.00) per student may be provided with a negative balance.*
- Only regular meals may be charged; that is, only what is on the menu
- No snacks may be charged

This policy applies to all paying students whether they are paying full-price or reduced-price.

A student who abuses this policy may be denied a meal. If school authorities suspect that a student may be abusing this policy, they must first provide written notice to the parent that if s/he continues to abuse this policy, the privilege of charging meals will be refused.

The school district shall send a letter home to all parents on an annual basis, prior to the opening day of school, notifying them of the requirements of this policy.

LUNCH POLICY

Students will not be allowed to order their lunch from an outside school source and have it delivered to the school. Students must eat the school lunch or bring their own lunch to school with them. A parent or family member will be able to bring food to their student during lunch ONLY if they are going to stay and eat lunch with their student.

This policy applies to all students. Honor seniors will not be allowed to bring back food for students who are not honor seniors. If a student is caught doing this they will lose their honor senior privileges.