



## Math and Science Academy

8430 Woodbury Crossing

Woodbury, Minnesota 55125

**MSA Phone Directory: 651-578-7507**

**Building A Office Ext. 3500**

**Building B Office Ext. 3501**

**MSA Attendance Line: 651-578-8061**

MSA Fax Machine: 651-578-7532

MSA Website: [www.mnmsa.org](http://www.mnmsa.org)

# STUDENT/PARENT HANDBOOK

Approved August 15, 2016

For School Year  
2016-2017

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## **WELCOME!**

**We are devoted to excellence in education and your success!**

*Teachers and Staff at Math and Science Academy*

The Math and Science Academy offers a challenging curriculum presented by licensed educators. To meet this challenge, MSA students are expected to value and seek out their education. In addition, students must be willing to diligently apply themselves to their studies, be well organized and be disciplined in their educational pursuits. Students are given opportunities to excel in math, science, humanities, music, art, and foreign language. These opportunities allow students to develop skills and competencies in many aspects of their lives; they provide a strong educational foundation which students can build upon after graduation.

Students are held to high standards in their academic work and their behavior. They are expected to self-advocate to achieve these expectations. The students are expected to act responsibly towards their classmates, their teachers, the school staff, MSA family members, and themselves at all times.

Because MSA is a charter school, we ask for more parental involvement than a traditional school does. Please be aware of the opportunities and responsibilities you have in ensuring the success of MSA students. MSA families are expected to support the policies of the school and to support the students in their school activities.

## TEACHERS AND STAFF PHONE NUMBERS AND EMAIL ADDRESSES

### Administration

John Gawarecki	Director	<a href="mailto:jgawarecki@mnmsa.org">jgawarecki@mnmsa.org</a>	651-308-2017
Romelle Pornschloegl	Assistant Director	<a href="mailto:mrsp@mnmsa.org">mrsp@mnmsa.org</a>	651-357-0309
Shannon Froberg	Activities Director	<a href="mailto:sfroberg@mnmsa.org">sfroberg@mnmsa.org</a>	651-353-2316
Emily Graveen	Academic Counselor	<a href="mailto:egraveen@mnmsa.org">egraveen@mnmsa.org</a>	651-247-5794
Ann Knops	Office Manager Building B	<a href="mailto:aknops@mnmsa.org">aknops@mnmsa.org</a>	651-578-7507 Ext. 3501
Amanda Stout	Business Manager	<a href="mailto:amandastout@mnmsa.org">amandastout@mnmsa.org</a>	651-353-2314
Joell Pundsack	MARSS/Student Data Coordinator	<a href="mailto:jpundsack@mnmsa.org">jpundsack@mnmsa.org</a>	651-724-0562
Carrie Cardinal	Building A Administrative Assistant	<a href="mailto:ccardinal@mnmsa.org">ccardinal@mnmsa.org</a>	651-578-7507 Ext. 3500

### Psychologist

Carrie Brookins	School Psychologist	<a href="mailto:cbrookins@mnmsa.org">cbrookins@mnmsa.org</a>	612-462-8756
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### Technical Support

Justin Gehring	Technology Coordinator	<a href="mailto:justin@jrcorps.com">justin@jrcorps.com</a>	651-400-1024
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### Teachers

#### Art

Jennifer Heydt-Nelson	Art Teacher	<a href="mailto:jheydtnelson@mnmsa.org">jheydtnelson@mnmsa.org</a>	<b>See Syllabi and/or class website.</b>
Kerry O'Keefe	Art Teacher	<a href="mailto:kokeefe@mnmsa.org">kokeefe@mnmsa.org</a>	

#### Performing Arts

Jerry Shelton	Music Teacher	<a href="mailto:jshelton@mnmsa.org">jshelton@mnmsa.org</a>
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#### English

Maggie Burggraaff	English Teacher	<a href="mailto:mburggraaff@mnmsa.org">mburggraaff@mnmsa.org</a>
Michelle Richards	English Teacher	<a href="mailto:mrichards@mnmsa.org">mrichards@mnmsa.org</a>
Rachael Ryan	English Teacher	<a href="mailto:rryan@mnmsa.org">rryan@mnmsa.org</a>
Judy Seeburger	English Teacher	<a href="mailto:jseeburger@mnmsa.org">jseeburger@mnmsa.org</a>
Tim Tydlacka	English Teacher	<a href="mailto:ttydlacka@mnmsa.org">ttydlacka@mnmsa.org</a>
Teresa Ward	English Teacher	<a href="mailto:tward@mnmsa.org">tward@mnmsa.org</a>

## **Mathematics**

Caitlin Harper	Math Teacher	<a href="mailto:charper@mnmsa.org">charper@mnmsa.org</a>
Nathan Langseth	Math Teacher	<a href="mailto:nlangseth@mnmsa.org">nlangseth@mnmsa.org</a>
Bronwen Williams	Math Teacher	<a href="mailto:bwilliams@mnmsa.org">bwilliams@mnmsa.org</a>
Aaron Wojahn	Math Teacher	<a href="mailto:awojahn@mnmsa.org">awojahn@mnmsa.org</a>
Lauren Zachman	Math Teacher	<a href="mailto:lzachman@mnmsa.org">lzachman@mnmsa.org</a>

**See Syllabi  
and/or class  
website.**

## **Physical Education/Health**

Tom Johnston	PE Teacher	<a href="mailto:tjohnston@mnmsa.org">tjohnston@mnmsa.org</a>
Molly Molitor	PE/Health Teacher	<a href="mailto:mmolitor@mnmsa.org">mmolitor@mnmsa.org</a>

## **Science**

Jeanne Albers	Science Teacher	<a href="mailto:jalbers@mnmsa.org">jalbers@mnmsa.org</a>
John Burrell	Science Teacher	<a href="mailto:jburrell@mnmsa.org">jburrell@mnmsa.org</a>
Mark Greseth	Science Teacher	<a href="mailto:mgreseth@mnmsa.org">mgreseth@mnmsa.org</a>
Cheri Howe	Science Teacher	<a href="mailto:chowe@mnmsa.org">chowe@mnmsa.org</a>
Allison Thames	Science Teacher	<a href="mailto:athames@mnmsa.org">athames@mnmsa.org</a>

## **Social Studies**

Lisa Anderson	Social Studies Teacher	<a href="mailto:landerson@mnmsa.org">landerson@mnmsa.org</a>
Jessica Heydt	Social Studies Teacher	<a href="mailto:jheydt@mnmsa.org">jheydt@mnmsa.org</a>
Michelle Kurkoski	Social Studies Teacher	<a href="mailto:mkurkoski@mnmsa.org">mkurkoski@mnmsa.org</a>
Catherine Roath	Social Studies Teacher	

## **Spanish**

Markell Anderson	Spanish Teacher	<a href="mailto:manderson@mnmsa.org">manderson@mnmsa.org</a>
Amanda Henkels	Spanish Teacher	<a href="mailto:ahenkels@mnmsa.org">ahenkels@mnmsa.org</a>
Kassie Larson	Spanish Teacher	<a href="mailto:klarson@mnmsa.org">klarson@mnmsa.org</a>
Jenna Rosvold	Spanish Teacher	<a href="mailto:jrosvold@mnmsa.org">jrosvold@mnmsa.org</a>

## Special Education

Marsha Bunge	Special Education Coordinator/Teacher	<a href="mailto:mbunge@mnmsa.org">mbunge@mnmsa.org</a>	651-353-2302
Barbara Gray	Special Education Teacher – 8-12 <sup>th</sup> Grade	<a href="mailto:bgray@mnmsa.org">bgray@mnmsa.org</a>	<b>See Syllabi and/or class website.</b>
Cortney Harrity	Special Education Teacher – 8-12 <sup>th</sup> Grade	<a href="mailto:charrity@mnmsa.org">charrity@mnmsa.org</a>	
Hannah Kostichka	Special Education Teacher - 6-7th Grade	<a href="mailto:hkostichka@mnmsa.org">hkostichka@mnmsa.org</a>	
Charles Akyigyina	Special Education Asst.	<a href="mailto:dfleischhacker@mnmsa.org">dfleischhacker@mnmsa.org</a>	
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Christine Morrison	Special Education Asst.	<a href="mailto:cmorrison@mnmsa.org">cmorrison@mnmsa.org</a>	
Sandy Proulx	Special Education Asst.	<a href="mailto:sproulx@mnmsa.org">sproulx@mnmsa.org</a>	
Debra Webster	Special Education Asst.	<a href="mailto:dwebster@mnmsa.org">dwebster@mnmsa.org</a>	
Jinan Weinhandl	Special Education Asst	<a href="mailto:jweinhandl@mnmsa.org">jweinhandl@mnmsa.org</a>	

## **Introduction**

The Math and Science Academy (MSA) is a Minnesota Public Charter School in which any student who lives in the state of Minnesota may enroll.

**Vision** To be an innovative, sustainable model of academic excellence that creates well-rounded, lifelong learners and global citizens.

**Mission** To offer intense math, science and technology experiences and challenging opportunities in the arts and humanities. To develop lifelong learning skills, including critical thinking, leadership skills, volunteerism and collaboration with peers.

### **Core Values**

- MSA will foster a safe environment where every voice is heard and individuals are free to take risks.
- MSA will continue to improve performance and recognize outstanding achievement.
- MSA will empower students to develop skills in organization, time management and self-discipline.
- MSA will continuously evaluate and improve our program to ensure the highest quality of education.
- MSA will encourage networking, collaboration, and open communication between all members of our community.
- MSA will encourage students and staff to show respect for others and their views.
- MSA students and staff will exhibit fairness, cooperation, integrity and honesty.
- MSA students and staff will take responsibility for their actions.
- MSA will encourage students, their parents and staff to volunteer at school.
- MSA will set high expectations for teaching and learning.

## **GOVERNANCE AND MANAGEMENT OF MSA**

### **The MSA Teachers and Staff**

MSA teachers are licensed by the State of Minnesota. We have four office personnel, ten educational assistants, one director, one assistant director, an activities director, and an academic guidance counselor..

### **The MSA Board of Directors**

MSA is governed by an elected Board of Directors. There are nine members on the Board. Four teachers, three parents, and two community members are elected by the parents and the teachers. The School Director sits ex-officio and attends all public meetings of the board. A student from the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, elected by students from those grades, sits as a non-voting member and represents the student body. Refer to the MSA Board of Directors' website for further information (<https://www.mnmsa.org/bod/>).

***Math & Science Academy High School Profile***  
**2016-2017**  
**MSA Courses**

**Please see our website for course descriptions: <https://www.mnmsa.org> – click on “Parents” tab> “Course Guide.”** All students are required to complete the core courses to graduate. Where honors, AP, or CIS are available they have been listed and would be taken in lieu of the “regular” course of that title. Our grading scale is based on 4.0 and is un-weighted.

**English (4 years of English required for graduation)**

- Literature and Composition 9 – 9<sup>th</sup>
- Study Skills
- World Literature and British Literature – 10<sup>th</sup>
- American Literature – 11<sup>th</sup>
- Research Writing- 11<sup>th</sup> or 12<sup>th</sup>
- Composition for Real Life – 11<sup>th</sup> or 12<sup>th</sup>

**Fine Arts (2 semesters Fine Arts 9<sup>th</sup>-12<sup>th</sup> required for graduation)**

**Math (Calculus I required for graduation)**

- Pre-Algebra
- Algebra I with Geometry
- Algebra II with Geometry and Trig.
- Algebra III with Geom. and Trig
- Pre-Calculus
- Calculus I
- AP Calculus I AB
- AP Calculus II BC

**Physical Education (1 semester Health – 9<sup>th</sup> 1 semester Physical Education – 9<sup>th</sup> required for graduation)**

**Science (Biology, Chemistry & Physics required for graduation)**

- Biology – 9<sup>th</sup>
- AP Biology – 9<sup>th</sup> or 10<sup>th</sup>
- Chemistry – 10<sup>th</sup> or 11<sup>th</sup>
- General Physics – 11<sup>th</sup> or 12<sup>th</sup>

**Spanish (3 years H.S. Spanish - or PSEO equivalent required for graduation)**

- Basic Spanish
- Spanish I
- Spanish II
- Spanish III
- Spanish Literature and Conversation

**High School Electives**

**English:** AP Literature & Composition, Research Writing, Composition for the Real World

**Art:** Choir, Symphony, Wind Ensemble Art and Technology Drawing, Painting, Digital Photography and Visual Communication I/II, Sculpture and Craft, Ceramics, AP Studio Art

**Math:** AP Statistics, AP Calculus I/II, HTML Website Design, Personal Finance

**Science:** AP Biology, Anatomy & Physiology, Science of Flight, A Taste of Science

**Spanish:** AP Spanish Language and Culture

**Social Studies:** Honors World History, AP U.S. History, AP Psychology



**Social Studies (World Hist., Am. Hist., Econ., and Political Science required for graduation)**

- Ancient World History – 9<sup>th</sup>
- Modern World History – 10<sup>th</sup>
- American History – 11<sup>th</sup> or 12<sup>th</sup>
- Political Science – 11<sup>th</sup> or 12<sup>th</sup>
- Economics – 11<sup>th</sup> or 12<sup>th</sup>

**PSEO – Post Secondary Education Option**

Students take college courses (with the same course requirements as other college students) in lieu of the same course at MSA. They receive credits and a transcript for these courses both from the college/university and MSA.

**Parent Team**

The Parent Team is a committee of the MSA Board of Directors. MSA does not have a PTA; instead, the Parent Team serves in a similar capacity for our school. It provides a means for parents to meet together and work to support MSA.

The Parent Team organizes parent volunteer efforts, provides funding for activities, and supports various student and school activities. The Parent Team also provides a forum for parent discussion and can be a mechanism for developing recommendations for the Board of Directors.

All parents and guardians of MSA students are automatically members of the Parent Team and are invited to attend meetings. Check the Parent Team page on the website.

Traditionally, the Parent Team does not participate in general fundraisers or sales of food or merchandise. Instead, all families are asked to make a contribution to the Parent Team of \$35 if you have one child or \$50 if you have more than one child at MSA. These funds are used mostly for activities that are not provided for by the regular MSA General Fund budget. Some areas which have received financial support from the Parent Team in the past include the purchase of microwaves, providing a healthy snack for all students once a month at lunch, arranging and serving pizza to all students approximately once a month, contributing and providing volunteers for various classroom enrichment needs, teacher appreciation meals, arranging and serving pie for Pi Day, supplementing prom, graduation and more.

A Chairperson, Volunteer Coordinators, Secretary and Treasurer coordinate the Parent Team activities.

**The 2016-2017 officers are:**

Co-Chairperson:	Sharon Huntley	<a href="mailto:swhuntley@comcast.net">swhuntley@comcast.net</a>
Co-Chairperson:	Jennifer Bartle	<a href="mailto:jenn.bartle@gmail.com">jenn.bartle@gmail.com</a>
Secretary:	Ainsley Clark	<a href="mailto:ainsncraig@comcast.net">ainsncraig@comcast.net</a>
Treasurer:	Ken LaCasse	<a href="mailto:Ken_lacasse@hotmail.com">Ken_lacasse@hotmail.com</a>
Volunteer Coordinator:	Diane Erickson	<a href="mailto:dianeerick@gmail.com">dianeerick@gmail.com</a>
Volunteer Coordinator:	Rachel Ballard	<a href="mailto:rachiesachie@gmail.com">rachiesachie@gmail.com</a>

Please feel free to contact the Parent Team if you have any questions.

## **ENTRANCE/ACCEPTANCE INTO MSA**

MSA is a public school. It is open to any Minnesota student as a free public education. Registration is required. The registration deadline for the 2017-2018 school year for all new students will be in January, 2017. Please check the website for all updates, enrollment information and exact dates of the enrollment period. MSA has a waiting list for most grades.

The Minnesota Statute 124D.10 Charter Schools, Subdivision 9 reads:

*A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot.*

*A charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.*

## **102-EQUAL EDUCATIONAL OPPORTUNITY**

### **PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the Math and Science Academy (MSA).

### **GENERAL STATEMENT OF POLICY**

It is the MSA's policy to provide equal educational opportunity for all students. MSA does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender identity, marital status, parental status, status with regard to public assistance, disability, sexual orientation age, or gender identity.. MSA also makes reasonable accommodations for disabled students.

Enrollment is on a grade-by-grade basis. If a particular grade has more registrations than capacity, an annual lottery is used to establish the acceptance and waiting lists. Applications received after the lottery will be added to the end of the grade level waiting list. If an opening occurs, students on the waiting list will be admitted based on their number on the waiting list.

Students currently enrolled in the school are automatically reenrolled. Siblings of currently enrolled students are given automatic preference for enrollment and on the waiting lists.

# SCHOOL DAY

## SCHOOL BUILDING HOURS:

**Building A: 7:00 a.m. – 4:30 p.m.**

**Building B: 7:00 a.m. – 5:00 p.m.**

We have two buildings at MSA. Building A (8430) is primarily for the use of grades 8 - 12. Building B (8460) is the building utilized the majority of the time by 6<sup>th</sup> and 7<sup>th</sup> grade students. The office phone number for Building A is: 651-578-7507 (Ext 3500), and the office phone number for Building B is: 651-578-7507 (Ext 3501).

**MSA opens at 7:00 a.m.** Students must report directly to their activity or study hall.

**School starts at 9:20 a.m.** Students need to be in their 1<sup>st</sup> period class at this time. We encourage students to arrive at 9:10 a.m. so that they have time to get organized before they need to be in their class.

**MSA's school day ends at 3:50 p.m.** Bus riders will be excused at 3:50 p.m. Car riders will be excused at 4:00 p.m. Please arrive after 4:00 p.m. to help alleviate traffic congestion with the buses.

Unless meeting with a coach, teacher, or participating in a sponsored program supervised by an adult, students are expected to be out of the building and off of school grounds by 4:20 p.m. Students awaiting transportation after 4:20 p.m. need to go to the Woodbury library or YMCA and wait there to be picked up.

## DROPPING OFF AND PICKING UP YOUR STUDENT BEFORE AND AFTER SCHOOL

MSA has parking lot attendants in the morning to ensure students' safety. Please follow the attendants if dropping off or picking up your student.

Do not arrive until after 4:00 p.m. to pick up your child because MSA has up to 12 buses arriving to pick up students and there is no room for parent parking until the buses leave the parking lot area.

Upon arrival, please proceed forward as far as possible in your lane so more cars can fit in behind you.

Please be courteous to other parent drivers and do not park your car in a parking lot stall to wait for your child to come to you there, or for drop-off. (It's too dangerous).

After you pick up your child, get out of drop off/ pick up lane and proceed to the exit lane. The left lane is for exit purposes only. Please proceed forward slowly and carefully. At no time should students enter or exit vehicles in the exit lane.

Do not leave your car unattended in the pick-up lane.

### Building B Drop Off/Pick Up:

If you are dropping off your student for Building B, stay in the lane nearest Building B and proceed as far forward as possible, or until you arrive at the solid white line located at the west edge of Building B. When your vehicle has stopped, please have your child exit the vehicle and then proceed to drive your vehicle through the exit lane (lane that is nearest to the parking lot) which goes in front of Building A until you exit school grounds.

**Building A Drop Off/Pick Up:**

If you are dropping off your student for Building A, stay in the exit lane (the lane furthest from Building B) until you turn the corner after Building B. Once you have made the turn, move to the drop off lane (lane nearest Building A) and proceed as far forward as possible or until you come to the yellow line located at the end of Building A. When your vehicle has stopped, please have your child exit the vehicle and then proceed to drive your vehicle through the exit lane (lane that is nearest to the parking lot and furthest from Building A) until you exit school grounds.

**DURING SCHOOL HOURS**

When dropping off or picking up students during school hours, parents are to park in the visitor spots in the parking lot and proceed to the building’s main entrance and buzz the security system to request access into the building. Once access has been granted to enter the building, proceed to the administrative office to sign in/out the student. Due to safety concerns, at no times during school hours are cars to be parked in the traffic lanes unless preapproved by the director.

**WEEKLY SCHEDULE**

<b><u>Monday – Wednesday</u></b>	
1 <sup>st</sup> Period:	9:20 – 10:07
2 <sup>nd</sup> Period:	10:12 – 10:59
3 <sup>rd</sup> Period:	11:04 – 11:51
4 <sup>th</sup> Period:	11:56 – 1:14
5 <sup>th</sup> Period:	1:19 – 2:06
6 <sup>th</sup> Period:	2:11 – 2:58
7 <sup>th</sup> Period:	3:03 – 3:50
A Lunch:	11:56 – 12:20
B Lunch:	12:23 – 12:47
C Lunch:	12:50 – 1:14

<b><u>Thursday</u></b>	
1 <sup>st</sup> Block (1 <sup>st</sup> Period):	9:20 – 10:45
2 <sup>nd</sup> Block (3 <sup>rd</sup> Period):	10:50 – 12:45
3 <sup>rd</sup> Block (5 <sup>th</sup> Period):	12:50 – 2:15
4 <sup>th</sup> Block (7 <sup>th</sup> Period):	2:20 – 3:50
A Lunch:	10:50 – 11:15
B Lunch:	11:35 – 12:00
C Lunch:	12:20 – 12:45

<b><u>Friday</u></b>	
1 <sup>st</sup> Block (2 <sup>nd</sup> Period):	9:20 – 10:45
2 <sup>nd</sup> Block (3 <sup>rd</sup> Period):	10:50 – 12:45
3 <sup>rd</sup> Block (4 <sup>th</sup> Period):	12:50 – 2:15
4 <sup>th</sup> Block (6 <sup>th</sup> Period):	2:20 – 3:50
A Lunch:	10:50 – 11:15
B Lunch:	11:35 – 12:00
C Lunch:	12:20 – 12:45

## COMMUNICATION WITH MSA FAMILIES

Open lines of communication between students and teachers, and families and teachers are critical to a good education. At MSA, we strongly encourage the involvement of families in their student's education. MSA has many ways to relay and receive information. Please use any of the following to methods of communication to get an answer to your question.

1. **Call Us** If you have any questions regarding non-classroom issues, please call the MSA office at **651-578-7507 Extension 2 (Building A – 8-12<sup>th</sup> grade) or 651-578-7507 Extension 3 (Building B – 6-7<sup>th</sup> grade)**. Another alternative is to check the MSA website, under "Administration" and contact anyone listed. For non-classroom issues we prefer you try the main office numbers first. We're happy to help you!

When you have questions concerning your child's progress in an individual class or their classroom activities, please follow the procedure of contacting their teacher first. If you cannot get your questions/concern answered from the teacher, then contact the building administrative office. If the question/concern persists, then contact the director.

If you need to get a message to your child, please do not leave a voicemail, send an email, or contact your child via the student's cell phone. Sometimes these will be seen or heard after you wanted to get the message to your student. It is important to talk directly to the office staff so we get the message to your child as soon as possible. Because MSA has a no cell phone use policy during the school day, please do not text or call your child's phone during the school day. If you do so and it disrupts any student's learning, your child will be asked to turn in their phone to the administration.

2. **MSA Website** [www.mnmsa.org](http://www.mnmsa.org) Check the MSA website frequently for new information, and important events happening at our school.
3. **Family Access** Parents can also sign up to access teacher web pages and view class specifics. Go to the front page of the MSA website, click on "Parent Access," then click on "New User Registration" to create an account.
4. **Daily Announcements** Daily Announcements are an excellent way to keep updated with all that's going on at MSA. These can be read on the MSA website. The Daily Announcements are mostly for students, that parents can also read. If you would like to receive daily announcements via email, please log onto the MSA website using your family access username and password, click on announcements, and put in your e-mail address.
5. **Open House** This is offered each September before school starts for MSA students and their families.
6. **Conferences** These are an opportunity to discuss expectations and progress of your student at school. Conferences are held in November.
7. **Appointments** Parents are encouraged to meet with teachers or staff members at any time during the year to discuss any issue related to the student's education at MSA. Staff phone numbers are listed in the table on pages 4 and 5.
8. **Board Meetings** These meetings are open to the public. All students and family members are welcome. The meetings are scheduled for the third Monday of the month.
9. **Board Committee Meetings** These meetings are also open to the public. Please check the website for dates and times of committee meetings.

Our website is designed and maintained by students, staff, and parent volunteers.  
At our website, you can find:

- a. Calendar of Events
- b. About MSA
- c. Board of Directors
- d. Family Notices
- e. Teacher Pages
- f. Student Pages
- g. Online Enrollment (during enrollment period)
- h. MSA Policies
- i. Fundraising
- j. Charter Links
- k. Employment
- l. Daily Announcements

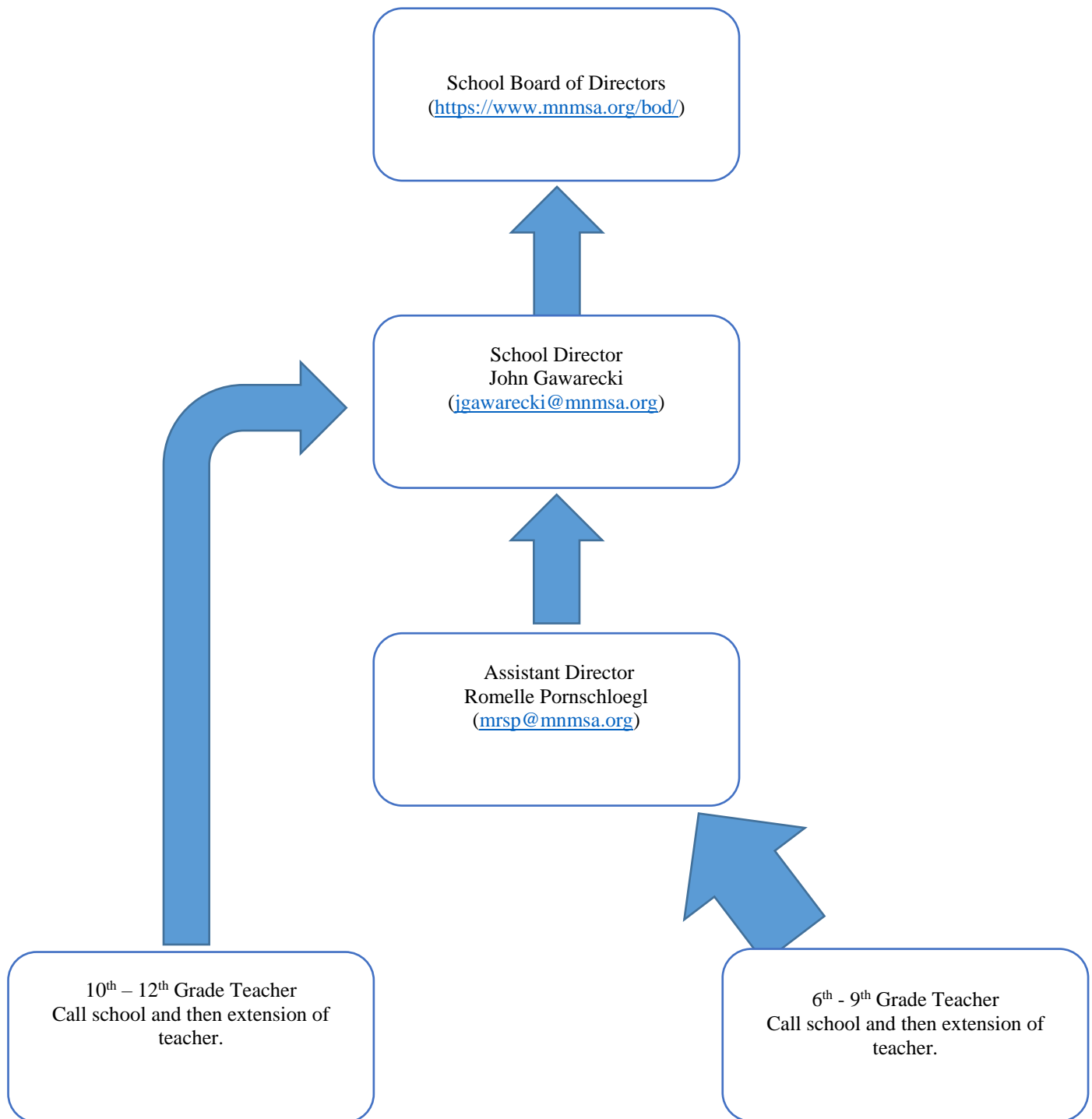
### **CHAIN OF COMMUNICATION:**

To make certain all concerns and issues are addressed in a professional and timely manner, MSA uses the following progressive protocol when these situations arise. If an issue or concern is not resolved at the lowest level, please proceed to the next level. Please do not jump levels, as this causes inefficiencies to occur.

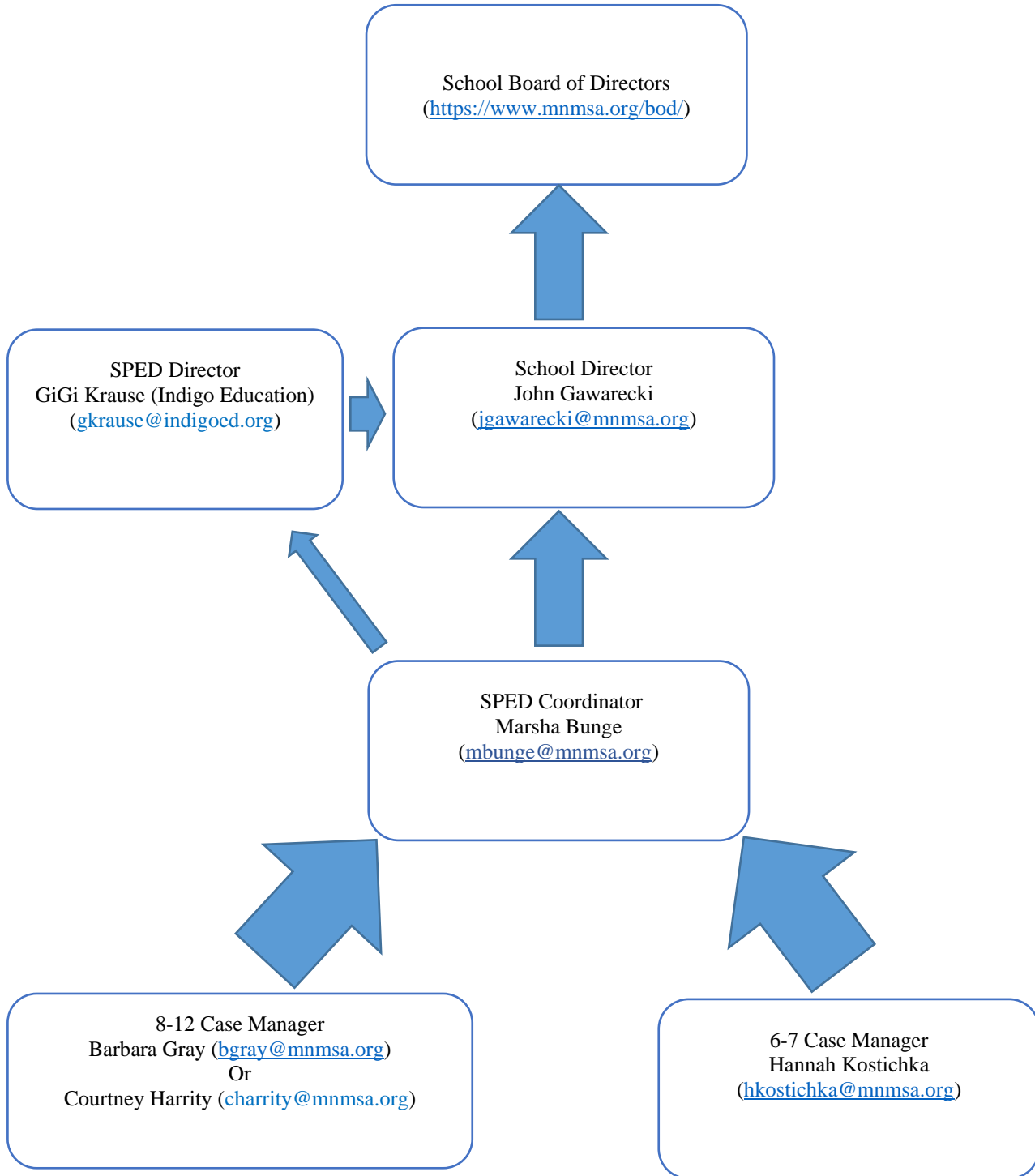
1. Student contacts teacher/staff supervising event.
2. Parents teacher/staff supervising event.
3. Student contacts building principal.
4. Parents contact building principal.
5. Parents contact School Director.
6. Parents contact School Board.

The following graphical depictions of the Chain of Communication for General Education and Special Education questions represent the proper flow of communication at MSA.

## MSA General Education Chain of Communication



## MSA Special Education Chain of Communication





## GENERAL INFORMATION

### SCHOOL ACTIVITIES

A wide variety of activities are offered throughout the year for your student. Information will also be posted on the Daily Announcements when the dates get near for the start of the activity. Parents can also check the MSA website, under “Activities.”

### Activities at the Math and Science Academy

ATHLETIC OPPORTUNITIES 2016/2017 (dependent on interest, space availability and budget)

#### FALL

Cross Country grades 6-12  
Girls' Volleyball 6-12  
Soccer 7-12  
Skeet Shooting 7-12

#### WINTER

Boys' Basketball grades 6-12  
Girls' Basketball grades 6-12  
Nordic Ski grades 6-12  
Trap Shooting grades 7-12

#### SPRING

Track grades 6-12  
Girls' Badminton grs 7-12  
Boys' Volleyball grs 6-12  
Baseball grades 7-12

#### SUMMER

Conditioning grades 7-12  
Open Gym Basketball  
Open Gym Volleyball

### LETTERING OPPORTUNITIES (NON-ATHLETIC 2016/2017)

Newspaper  
Student Council  
Robotics  
Debate  
Speech  
Academic  
Community Service  
Drama  
Choir  
Orchestra  
Band  
Social Justice (grades 9-12)  
National Honor Society (grades 10-12)  
Yearbook

### Clubs and Activities 2016/2017 (Non-Lettering)

Writing Club  
Africa Club  
Art Club  
Asian Club  
Puzzle and Game Club  
Earth Club  
Lego League  
Academic Triathlon  
Geography Bee  
Spelling Bee  
Science Bowl  
Math League  
Spanish Club  
Link Crew  
Y-Care before school  
Computer Club  
Chess Club  
Battle of Books (middle school)  
GSA (grades 9-12)

## **BACKPACKS**

Students are not allowed to bring backpacks to classes. Having backpacks in classrooms creates a safety hazard for students and there is not enough room for them in the classrooms. No rolling backpacks are allowed at MSA because the lockers are not large enough.

## **EMERGENCY**

**Fire and Lockdown Drills** are conducted several times during the year. Tornado Drills are conducted at least once per year.

## **HEALTH**

### **Health Concerns**

If your child has a potentially life threatening health concern (i.e. allergies, asthma or seizures), an emergency action plan needs to be completed and signed by both a parent and physician. Emergency action forms are available online.

### **Immunizations**

State law requires immunizations for measles, mumps, rubella, diphtheria, pertussis, tetanus, adult tetanus booster, hepatitis, varicella and polio. All students entering 7<sup>th</sup> grade must show documentation of two MMR (measles, mumps, rubella), the hepatitis B series (a series of 3 shots) and two varicella vaccines or the date of chickenpox disease (month/day/year). You must present a certificate of completion, or medical/conscientious exemption of these immunizations to MSA for verification. Pupil immunization forms are available online.

### **Physical Examinations**

Physical examinations are strongly suggested for students entering 7<sup>th</sup> and 10<sup>th</sup> grades. It is important, though, that a medical professional be consulted whenever a concern is suspected. A physical form is available online. Students who participate in Minnesota State High School League sports sponsored by MSA need to have a passing physical every three years.

## **LUNCH**

MSA does not provide a hot lunch program for the students. Families are asked to be certain their students are packing a good nutritious lunch each day. **Due to several students with severe nut allergies, MSA requests that items with nuts be minimized.** We also recommend your student have a good breakfast before the start of each school day. Milk can be purchased for fifty cents, or a student can buy a prepaid "punch card." Punch cards can be purchased in the office for \$2.00 and \$5.00.

Five minutes before lunch ends, the expectation of each student is that they clean up their lunch table with the towels and soap spray bottles provided at the tables. All students, except for those that are granted Open Lunch privileges, are required to eat lunch on campus. Lunch may be eaten outside on school grounds only with administrative permission.

**PIZZA DAYS** are scheduled on several Fridays throughout the school year. Your student will receive notification when pizza days are coming up. Check the MSA website calendar for dates. Pizza days are run by MSA's Parent Team members. Pizza is \$1.50 per slice, and can be pre-ordered only on the Wednesday before pizza day during a specified class. If your child was not able to pre-order pizza, there may be an opportunity to buy slices on pizza day. Once all pizza has been distributed to the students that preordered, they will sell the extras, also for \$1.50 a slice. Please don't rely on this opportunity as their lunch. Sometimes they run out of pizza.

## **PARKING**

Student parking during the school day is available on an assigned parking spot basis. Students must be registered to obtain an assigned parking spot each semester. Students parking in spots not assigned to them will be asked to move their vehicle.

**SCHOOL COLORS:** Our school colors are burgundy, silver and black.

## **SCHOOL DANCES/EVENTS**

Several student dances are scheduled throughout the school year. Friends of students who do not attend MSA can come to these dances. However, a permission slip has to be signed by the visiting student's parent and school principal/director prior to the dance. Forms can be picked up in the office. MSA has several charity events throughout the school year as well. These are typically run by the National Honor Society students.

## **SCHOOL CLOSINGS/SNOW DAYS**

Our transportation is provided by South Washington County Schools, so if they cancel school for the day, MSA will cancel classes as well.

Check WCCO.com under "School Closings." If "South Washington County Schools" is listed, we will not be open. You can receive text/email alerts as well by going to WCCO.com, click on the link "School Closings," and follow the prompts.

Once we are aware of South Washington County Schools being closed, we will inform WCCO to list Math and Science Academy as closed. We will also update our MSA website (front page) under "news," and leave a message on the school phone.

**Emergency closings** of the school, or if the school needs to be closed early, will be announced on WCCO. Students who normally ride the bus to school will be bused home. Students who normally walk home, will walk. Students who are transported to school will need to be picked up.

## **SPECIAL EDUCATION SERVICES**

MSA offers Special Education services. Please contact our Special Education Coordinator, Marsha Bunge at 651-353-2302.

## **STUDENT PLANNERS**

Students in grades 6, 7, and 8 are required to purchase and use an MSA planner to keep track of their class work and assignments. For students in grades 9 – 12 the planners are optional. The planners cost **\$5.00** and are a good source for families to track the work being assigned in the various classes. If you should have any questions regarding an assignment, ask your student, check the planner, check the teacher website, and if you still have questions, contact the teacher.

## **STUDENT RECORDS**

State law provides that all data collected, created, received, or maintained by a MSA are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a MSA which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

Parents and eligible students may inspect, review, and seek amendment of education records by notifying the director. Parents and eligible students also have the right to consent to disclosures of personally identifiable information contained in their student's records and to file a complaint with the U. S. Department of Education regarding an alleged failure by MSA to comply with the requirements of FERPA.

### **Transfer of records to other schools**

MSA will forward education records upon request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer. Such records may include suspension and expulsion records pursuant to the federal law and, if applicable, a student's history of violent behavior. Please refer to MSA Policy 515 for specific rights of parents and students, disclosure of records, and call the MSA office at **(651) 578-7507** to request specific information.

## **TELEPHONES**

**Student cell phones are to be turned off during the school day and should be kept in their locker.** Students who have cell phones out during the school day during class will be asked to turn in their cell phones to MSA staff, who will give it to Administration unless permitted by their classroom teacher. Parents needing to contact students during the school day should call the building office.

## TRANSPORTATION

MSA is located within the boundaries of District 833. As required by law, District 833 works with MSA to provide transportation to students who live within the boundaries of 833. Students residing outside of 833 must find alternate forms of transportation. The rules of District 833 apply for any student riding on their buses. If you have questions about routes, stops, times, etc., please contact the District 833 Transportation department at **(651) 425-5303**.

**Students may not ride on another student's bus without a bus pass signed by a parent.** You can obtain a bus pass from the MSA office, or online at the South Washington County Schools website at: [www.sowashco.k12.mn.us/Departments/Transportation](http://www.sowashco.k12.mn.us/Departments/Transportation).

## VISITORS

MSA encourages families to visit the school. Formal events scheduled throughout the year are one way to get acquainted. Informal visits can be made to observe a class, help out at lunch, help with activities, or just observe the school in action. When you do visit, please call ahead to let us know. We ask that you sign in and out at the office and wear the visitor's badge.

## WEEKLY SCHEDULE

<b><u>Monday – Wednesday</u></b>		<b><u>Thursday</u></b>		<b><u>Friday</u></b>	
1 <sup>st</sup> Period:	9:20 – 10:07	1 <sup>st</sup> Block (1 <sup>st</sup> Period):	9:20 – 10:45	1 <sup>st</sup> Block (2 <sup>nd</sup> Period):	9:20 – 10:45
2 <sup>nd</sup> Period:	10:12 – 10:59	2 <sup>nd</sup> Block (3 <sup>rd</sup> Period):	10:50 – 12:45	2 <sup>nd</sup> Block (3 <sup>rd</sup> Period):	10:50 – 12:45
3 <sup>rd</sup> Period:	11:04 – 11:51	3 <sup>rd</sup> Block (5 <sup>th</sup> Period):	12:50 – 2:15	3 <sup>rd</sup> Block (4 <sup>th</sup> Period):	12:50 – 2:15
4 <sup>th</sup> Period:	11:56 – 1:14	4 <sup>th</sup> Block (7 <sup>th</sup> Period):	2:20 – 3:50	4 <sup>th</sup> Block (6 <sup>th</sup> Period):	2:20 – 3:50
5 <sup>th</sup> Period:	1:19 – 2:06	A Lunch:	10:50 – 11:15	A Lunch:	10:50 – 11:15
6 <sup>th</sup> Period:	2:11 – 2:58	B Lunch:	11:35 – 12:00	B Lunch:	11:35 – 12:00
7 <sup>th</sup> Period:	3:03 – 3:50	C Lunch:	12:20 – 12:45	C Lunch:	12:20 – 12:45
A Lunch:	11:56 – 12:20				
B Lunch:	12:23 – 12:47				
C Lunch:	12:50 – 1:14				

## **POLICIES OF MSA**

All policies adopted by the MSA Board of Directors are available on the MSA home page (<https://www.mnmsa.org/bod/policies/>). The numbers preceding the policy name coincides with the policy number on the website. Some policy summaries follow. **Please review the full policies on the MSA website (<https://www.mnmsa.org/bod/policies/>).**

### **414-MANDATED CHILD ABUSE AND NEGLECT REPORTING**

Minnesota State Statute requires all school employees to report suspected cases of child abuse/neglect to the appropriate authorities.

### **418-DRUG-FREE SCHOOL**

The purpose of this policy is to maintain a safe and healthful environment for students by prohibiting the use or possession of alcohol, toxic substances and controlled substances without a physician prescription, in any MSA location and all off-campus MSA-sponsored events. Paraphernalia associated with controlled substances is also prohibited.

### **419-TOBACCO-FREE ENVIRONMENT**

The purpose of this policy is to maintain a learning environment that is tobacco-free. It shall be a violation of this policy for any student to use or possess tobacco or tobacco-related devices. This prohibition includes all MSA property and all off-campus MSA-sponsored events.

### **501-SCHOOL WEAPONS POLICY**

Students and non-students, including adults and visitors shall not possess, use or distribute a weapon when in a school location. Consequences for students possessing, using, or distributing weapons shall include: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the director of dismissal for a period of time not to exceed one year.

There are limited exceptions to this policy which include:

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

- 1. active licensed peace officers;
- 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;

3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
  - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or MSA unless the person knows that a student is currently present on the land for a school-related activity.

## **502-SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT’S PERSON**

### **PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Math and Science Academy’s (MSA) policies against contraband.

### **I. GENERAL STATEMENT OF POLICY**

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

- B. Desks. School desks are the property of MSA. At no time does MSA relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- C. Personal Possessions and Student's Person. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

## 503-ATTENDANCE

### Attendance Procedures

MSA is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning that is lost due to absence cannot be adequately replaced.

#### Student Responsibility

It is the student's responsibility to attend and be on time for all classes every day.

It is the responsibility of the student to secure missed assignments.

#### Parent Responsibility

When a student is absent from school, the parent/guardian must call the school attendance line at **651-578-8061** prior to 10:00 a.m. Please leave the absent student's NAME, GRADE, REASON FOR ABSENCE and a phone number where you can be reached. A phone call to the attendance line explaining the student's late arrival is appreciated. We request that you do not send an email regarding your student's absence, but rather leave a message on the attendance line.

If the parent/guardian has failed to call in to the attendance line by 10:00 a.m., an unexcused absence will be issued. The parent/guardian will have 48 hours to contact the school regarding the absence. If this is not done, the absence will be unexcused.

When a student returns from an absence, **the parent will write a note so that the absence will be recorded as "excused"** provided the reason for the absence is included in numbers 1-10 below. Please have your student bring the absence note to the office. Parents/Guardians are encouraged to take an active role in promoting good attendance.

#### Procedures for students coming late or leaving early during the school day

A note from a parent/guardian is required giving the date, time and reason that the student will be coming late or leaving early. In the event that the student is leaving early and taking transportation other



than parental driven transportation, the parental note must also give permission for the student to sign out from school without parental presence. If the student has a parental note which includes alternative transportation plans in it, the student may come to the office and sign in/sign out and present the note at that time. **Parents picking their child up early from school must come into the office and sign their child out.**

#### Administrative Responsibility

The office will inform parents via telephone or the mail when their son/daughter has an unexcused absence or seven total absences in a semester.

#### **Absences Defined**

A student is considered absent whenever he/she is not present after the first five minutes of class. All attendance information is kept by class. It is conceivable that a student could be in violation of the policy for all classes or for only one class. It is the student's responsibility to make up all required assignments within the number of days absent from the date of the student's return to school. (For example, if the student is absent from school for three days, they have three days to make up the assignment once they come back to school). Excused absences are listed below.

#### Excused Absences

1. Illness/Injury/Surgery
2. Medical/Dental Appointments
3. Sports competitions/activities
4. Religious Activities
- 5. Director Pre-approved Family Trips (Requires 5 working day prior notice.)**
6. Family Emergencies/Funerals
7. Suspensions
8. Court Appearances
9. College Visits for grades 10 – 12 (Not to exceed 5 days per year)
10. Driver's Test
11. Active duty in any military branch of the United States

#### School Sponsored Absences

A missed class due to a school sponsored activity is an excused absence. Students missing classes due to school sponsored activities must make up work for classes missed. These activities are usually scheduled in advance, and students should make every effort to pre-arrange the makeup work with teachers. School sponsored excused absences include:

1. Field Trips
2. Fine Arts Activities
3. Athletic Activities
4. Academic Contests

#### Unexcused Absences

An absence will be considered unexcused if the student is not in the class and the reason for the absence is not included in 1 – 11 as listed above (Excused Absences). Students who receive an unexcused absence

will not be allowed to make up the work missed. An accumulated amount of unexcused absences will result in additional consequences.

#### Family Trips

Family trips are discouraged when school is in session. Learning that is lost due to absence cannot be adequately replaced. If the family trip is absolutely necessary, a parent/guardian must submit the Request to Waive Unexcused Status of Student Absence form to the director at least five working days prior to the planned absence. Students must make up all work assigned during the absence.

#### **Truancy**

A student under the age of eighteen who is absent from school without a lawful excuse on 3 or more consecutive days **or any part of the school day** is considered truant. Truancy is a violation of Minnesota state law.

#### **Attendance Related Issues**

Students are not allowed out of the building without permission during the school day (9:20 a.m. – 3:50 p.m.). Parents will be contacted by phone and/or by letter if this occurs.

#### **TARDIES**

Any student arriving after 9:20 a.m. is considered tardy. Tardies for the following reasons are excused:

1. Illness/Injury/Surgery
2. Medical/Dental Appointments
3. Sports competitions/activities
4. Religious Activities
5. Pre-arranged Family Trips
6. Family Emergencies/Funerals
7. Court Appearances
8. College Visits
9. Driver's Test

A tardy will be UNEXCUSED if the reason is not included in numbers 1-9 above. Babysitting, running errands, missing the bus or late ride are NOT reasons for an excused tardy.

One unexcused tardy will be waived each semester. After that, the student will be in the office until the end of the period. Work missed is the student's responsibility to make up.

#### **504-DRESS**

Students will dress in a manner which will not distract, disrupt or interfere with the teaching/learning process. Apparel which advertises liquor, prohibited substances such as tobacco, or has lewd and suggestive statements or represent gang affiliation symbols is prohibited. Clothes should not be torn. Inappropriate bare skin should not be showing. Shorts/skirts/dresses should be of reasonable length – fingertips should reach the bottom of the shorts, skirt or dress. Clothing or jewelry which could get caught in machines or will interfere with class activities shall not be worn if determined a potential hazard by the supervising parent/staff/teacher.

Hats, backpacks and coats are not allowed in classrooms and must be stored in lockers. Exceptions to this are issued on a case by case basis (e.g. Spirit Week).

**Note:** MSA requires a change of clothing for Physical Education that allows room for movement (i.e.: sweatshirt, sweatpants, shorts, t-shirt). Proper gym shoes are required.

## **505-DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS**

To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of MSA, the school recognizes that students have the right to express themselves on school property. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions and procedures of the policy.

## **506-STUDENT DISCIPLINE**

### **PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the Math and Science Academy's expectations for student conduct. Such compliance will enhance the Math and Science Academy's ability to maintain discipline and ensure that there is no interference with the educational process. The Math and Science Academy will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### **GENERAL STATEMENT OF POLICY**

The Board of Directors recognizes that individual responsibility and mutual respect are essential components of the educational process. The Board of Directors further recognizes that the nurturance of the maturing process for each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students 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 educational process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the Math and Science Academy that a fair and equitable student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 127.26 through 127.39.

In view of the foregoing and in accordance with Minn. Stat. § 127.41, the Board of Directors, with the participation of school administrators, teachers, employees, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the Math and Science Academy.

### **STUDENT RIGHTS**

All students have the right to an education and the right to learn.

## **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 volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- G. to respect and maintain the school's property and the property of others; to help keep the place we "live in" clean;
- H. to dress appropriately;
- I. to avoid inaccuracies or obscene language in student newspapers or publications;
- J. to conduct themselves in an appropriate physical or verbal manner; and
- K. to recognize and respect the rights of others.

## **UNACCEPTABLE BEHAVIOR**

The following are examples of unacceptable behavior subject to disciplinary action by the Math and Science Academy. 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 Math and Science Academy 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 Math and Science Academy or the safety or welfare of the student, other students or employees.

1. The use of profanity or obscene language, or the possession of obscene materials; Possession or distribution of slanderous, libelous or pornographic materials;
2. Using, possessing or distributing: tobacco, tobacco paraphernalia; alcohol; narcotics, drugs or other controlled substances, except as prescribed by a physician;
3. Possession of ammunition or any weapon including, but not limited to: bullets, other projectiles designed to be used in or as a weapon; explosives, fireworks, or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
4. Violation of any local, state or federal law, or school rules, policies or procedures;
5. Acts disruptive of the educational process. Any object brought to school that does not serve a direct educational purpose of the Math and Science Academy, unless authorized by administration, shall be subject to immediate confiscation and disciplinary action may result.
6. Violation of school bus safety policy, or rules established for safety in the school parking lot. Other acts, as determined by the Math and Science Academy, which are disruptive of the educational process or dangerous or detrimental to the students or MSA staff;
7. Violation of guidelines relating to lockers or improperly gaining access to a school locker;

8. Falsification of any records, documents, notes or signatures, or altering records or documents of the Math and Science Academy by any method;
9. Scholastic dishonesty, which includes, but is not limited to, cheating, plagiarism, or collusion;
10. Physical or verbal threats, harmful actions, including fighting or any other behavior which otherwise endangers the health, safety, or welfare of other persons. This includes the staging or reporting of dangerous or hazardous situations that do not exist; or any other act that could be interpreted as bullying.
11. Sexual assaults or harassment, verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people; or based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation.;
12. Disobedience or insubordination to teachers or other Math and Science Academy personnel;

## **DISCIPLINARY ACTION OPTIONS**

It is the general policy of the Math and Science Academy 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 Math and Science Academy. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school however, shall impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the Math and Science Academy. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student and/or parent conference with teacher, Director, counselor or other Math and Science Academy personnel, and verbal warning;
- B. Removal from class;
- C. School service;
- D. In-school and/or out of school suspension under the Pupil Fair Dismissal Act;
- E. Detention, restriction or loss of school privileges, including suspension from extracurricular activities;
- F. Referral to community resources or outside agency services; referral to police, other law enforcement agencies, or other appropriate authorities;
- G. Financial restitution;
- H. Expulsion or exclusion under the Pupil Fair Dismissal Act;
- I. Other disciplinary action as deemed appropriate by the Math and Science Academy.
- J. Any student suspended 3 times may be recommended to the Board of Directors for Expulsion under the Pupil Fair Dismissal Act.

## **REMOVAL OF STUDENTS FROM CLASS**

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, Director, 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 disrupts the rights of others to an education;
2. Willful conduct that endangers Math and Science Academy employees, surrounding persons, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct 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.

## **510.1 EXTRACURRICULAR ELIGIBILITY**

### **I. PURPOSE**

The Math and Science Academy (MSA) recognizes that extracurricular and athletic activities enrich the educational experience and social development of students. Participation in extracurricular activities is a privilege. Care must be taken to ensure that these activities do not take precedence over subject matter areas, but remain supplemental to the basic courses. It is desirable that students participate in such activities to the extent that they further their educational and social development. It is important that such participation not jeopardize student academic achievement. The purpose of this policy is to assist MSA in maintaining its educational goals.

This policy relates to all extracurricular activities, including competitive activities and student council.

### **II. GENERAL STATEMENT OF POLICY**

- A. This policy applies to students in grades 6 through 12. This policy will be in effect throughout the school year on a quarter to quarter basis.
- B. Student grades will be checked half way through each quarter and at the end of each quarter. Students who have D or F grades half way through a quarter will receive notice that they are in danger of losing their eligibility to participate in extracurricular activities at the end of the quarter. Students will have access to ideas they can use to improve their grades.
- C. Students with D or F grades at the end of a quarter will receive notice that they have lost their eligibility to participate in extracurricular activities. Students who have lost eligibility will not be able to participate in any extracurricular activities; including practices, planning, and events unless they create an academic improvement plan with the MSA Activities Director (Activities Director).

The academic improvement plan will allow the students to participate in extracurricular activities on a week to week basis by showing progress (academic improvement) and by obtaining signatures from teachers

involved in the applicable classes requiring improvement. The plan shall to be turned in every Friday in order to participate in an extracurricular activity (ties) the following week.

Special education students will work with their case manager and the Activities Director to create an academic improvement plan. Special education student will have their academic improvement plans signed by their case manager.

- D. Students may regain their eligibility to participate in extracurricular activities half way through a quarter, or at the end of a quarter, if they have no D or F grades.

### **III. DEFINITIONS**

- A. Extracurricular activities are defined as having the following characteristics:
  1. The activity is sponsored, supervised, or financed by MSA.
  2. Students participating in the activity represent MSA.
  3. The activity is not part of the regular school curriculum and does not take place during the regular school day.
  4. The activity is not graded or offered for credit.
- B. Extracurricular activities include competitive and lettering activities.

### **IV. APPEALS**

Appeals will be addressed according to MSA policy 103.

## **514-BULLYING PROHIBITION POLICY**

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

## **516-MEDICATION/PRESCRIPTION DRUGS**

Administration of Student Medication is overseen by a licensed school nurse (from the Minnesota Visiting Nurses Association) pursuant to State Law. Administrative staff have been properly trained to administer medication with this oversight. Students are NOT allowed to carry prescription or non-prescription medication with them or have it in their lockers. An Administration of Medication form needs to be completed for any and all medications to be dispensed at school. **ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE.** The only exception is for students who have been checked out by the nurse in the use of their inhaler or epi-pen. These

students MAY carry their inhaler or epi-pen with them. Emergency care plans must be in place for all students with serious illnesses, such as diabetes, asthma, allergies to food, latex, seizures and bee stings or any life-threatening health concerns.

## **524-Internet Acceptable Use and Safety Policy**

MSA is providing students and employees with access to the MSA computer system, which includes Internet access. The MSA computer system has a limited educational purpose, which includes use of the system for classroom activities and educational research. Users are expected to use Internet access through the MSA computer system to further educational and personal goals consistent with the mission of MSA and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

The use of the MSA computer system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the MSA computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate MSA policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

By authorizing use of the MSA computer system, MSA does not relinquish control over materials on the system or contained in files on the MSA computer system. Users should expect only limited privacy in the contents of personal files on the MSA computer system.

### **902.1-FRAGRANCE FREE STATEMENT**

Fragranced products can cause some people with chronic illnesses to suffer additional symptoms and medical expenses. Symptoms include asthma, allergies, sinus problems, rhinitis, and migraine headaches. Given that chemically sensitive individuals may react to different fragranced products with widely varying degrees of severity, it is very difficult to ensure a consistently comfortable and accommodating learning and work environment. However, it is the intent of the Math and Science Academy (MSA) to minimize the difficulties experienced in the school building by employees, students, parents, and community members subject to chemical and fragrance sensitivities.

The MSA building shall remain free of scented products. These products include but are not limited to: perfume, cologne, aftershave, body spray, scented lotion, fragranced hair spray, room deodorizers, and air fresheners.



## MATH & SCIENCE ACADEMY 2016-2017 Calendar

Back to School Night	August 31, 2016 (6:00 p.m. – 8:00 p.m.)
First Day of School	September 6, 2016
<i>Parent-Teacher Conferences</i> (4:15 p.m. – 8:15 p.m.)	October 19, 2016
No School – <i>Parent-Teacher Conferences</i> (9:00 a.m. – 12:00 p.m.)	October 20, 2016
No School – Teacher Workshop Day	October 21, 2016
No School – Holiday	November 23, 2016
No School – Holiday	November 24, 2016
No School – Holiday	November 25, 2016
No School – Teacher Workshop Day	December 2, 2016
No School - Winter Break	December 19, 2016 – January 1, 2017
No Buses – <b>School in session</b>	January 2, 2017
No School – Holiday	January 16, 2017
No School – Teacher Workshop Day	January 30, 2017
No School – Holiday	February 20, 2017
No School – Teacher Workshop Day	March 13, 2017
No School – Spring Break	April 10 – 14, 2017
No School – Holiday	May 29, 2017
Graduation Ceremony	June 9, 2017
Last Day of School	June 9, 2017

## Activities at the Math and Science Academy

ATHLETIC OPPORTUNITIES 2016/2017 (dependent on interest, space availability and budget)

### FALL

Cross Country grades 6-12  
Girls' Volleyball 6-12  
Soccer 7-12  
Skeet Shooting 7-12

### WINTER

Boys' Basketball grades 6-12  
Girls' Basketball grades 6-12  
Nordic Ski grades 6-12  
Trap Shooting grades 7-12

### SPRING

Track grades 6-12  
Girls' Badminton grs 7-12  
Boys' Volleyball grs 6-12  
Baseball grades 7-12

### SUMMER

Conditioning grades 7-12  
Open Gym Basketball  
Open Gym Volleyball

### LETTERING OPPORTUNITIES

(NON-ATHLETIC 2016/2017)

Newspaper  
Student Council  
Robotics  
Debate  
Speech  
Academic  
Community Service  
Drama  
Choir  
Orchestra  
Band  
Social Justice (grades 9-12)  
National Honor Society (grades 10-12)  
Yearbook

### Clubs and Activities 2016/2017

(Non-Lettering)

Writing Club  
Africa Club  
Art Club  
Asian Club  
Puzzle and Game Club  
Earth Club  
Lego League  
Academic Triathlon  
Geography Bee  
Spelling Bee  
Science Bowl  
Math League  
Spanish Club  
Link Crew  
Y-Care before school  
Computer Club  
Chess Club  
Battle of Books (middle school)  
GSA (grades 9-12)

## Charter School Information

### **What is a Charter School?**

A charter school is a public school in which educators have designed and created an innovative program in order to meet one of the following purposes: (a) improve pupil learning; (b) increase learning opportunities for pupils; (c) use different and innovative teaching methods; (d) measure learning outcomes using different and innovative forms of measurement; (e) establish new forms of accountability for schools; or (f) create new professional opportunities for educators, including the opportunity to be responsible for the learning program at the school site.

### **What is the legal standing of a Charter School in Minnesota?**

Legislation governing the establishment of charter schools in Minnesota is ([Minn. Stat. 124D.10](#)) This legislation allows administrators, teachers, parents, and community members with innovative ideas for improving learning to form and operate an independent public charter school. In order to promote innovation, the legislation allows these new models of education to be formed unrestrained by many statutes and rules governing local school districts.

### **Why can't the Math & Science Academy program exist within an existing public school district?**

Several reasons: (a) MSA's Mission can only be accomplished if it is free of the bureaucratic tangles of a large centralized school district; and (b) the autonomy of a charter school allows it to make effective decisions fast and therefore be responsive to the immediate demands of a liberal arts program that focuses on math, science, and technology.

### **What are the grade levels and number of students at the Math and Science Academy?**

MSA has approximately 500 students in grades 6-12.

### **What is the average class size at MSA?**

On average, we have 20-22 students in most classes.

### **How is MSA governed?**

Minn.Stat.124D.10 requires Minnesota charter schools to have an elected Board of Directors. The Board, which currently consists of 4 teachers, 3 parents and 2 community members, is elected by the parents and teachers. In addition, one student, a representative from BKDA, and the Director serve as non-voting members.

### **When can students register?**

Students may enroll in the winter of their fifth grade year. Registration usually opens in January and ends in February. A lottery is typically held with all registered students to determine who is accepted for the upcoming academic year.

### **Is there a waiting list?**

Yes, MSA often has a waiting list. All students who are not accepted for entry are automatically placed on a waiting list in the order of their draw in the lottery. Students remain on this waiting list until accepted for enrollment or until parents have their names removed. If parents are interested the following year, they must re-enroll.

### **What transportation is available?**

MSA is located within the boundaries of South Washington County School District 833. All students who live within District 833 boundaries are entitled to busing as determined by that district. Students who reside outside District 833 boundaries must find their own way to school.

### **How does a Minnesota Charter School get its funding?**

General funding comes from the State of Minnesota and the Federal Government, based on pupil units.

### **Who are the teachers?**

The teachers are licensed, energetic, dedicated, and well trained. Unlike many other public schools, MSA teachers are able to implement a program that they can control and for which they are accountable. Any qualified teacher can apply. If you wish to learn more about individual teachers, please visit the Teacher Webpages section of the MSA website.

### **Are Math and Science the only courses taught?**

MSA has a liberal arts program with an emphasis on math and science. Students must pass complete programs in science and math including biology, chemistry, physics, algebra, geometry, trigonometry, and calculus. This coursework is coupled with a strong humanities program that encompasses and/or exceeds all state requirements for English, social studies, foreign language, and physical education. Graduates meet or exceed the MN Graduation Standards in all areas. Art and music are also important components of the curriculum.

### **Where can I find out about other Charter schools?**

A full listing of these schools, with hot-links, can be found at:  
<http://www.mncharterschools.org/page/1/directory.jsp>