



# Math and Science Academy

## 2018-19

### STUDENT/PARENT HANDBOOK

8430 Woodbury Crossing  
Woodbury, Minnesota 55125  
**Attendance Line:** 651-578-8061  
**Fax Machine:** 651-578-7532  
**Website:** [www.mnmsa.org](http://www.mnmsa.org)

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

- Building A Office - Ext. 3500
- Building B Office - Ext. 3501
- Building C Office - Ext. 3505

Approved: August 20, 2018

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## **WELCOME!**

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

The Math and Science Academy offers a challenging curriculum presented by highly qualified 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. These expectations have resulted in MSA being recognized as the top high school in Minnesota!

Students and parents should expect to have daily homework. Students can expect from ten to thirty minutes of homework per class on average. Students are encouraged to contact their classroom teacher when they encounter difficulties completing their homework as soon as possible. Early detection and joint problem solving are vital to ensuring that these difficulties do not become an obstacle to maximizing student learning.

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 at Math and Science Academy*

## 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
Shannon Froberg	Assistant Director	<a href="mailto:sfroberg@mnmsa.org">sfroberg@mnmsa.org</a>	651-353-2316
Tom Johnston	Assistant Director	<a href="mailto:tjohnston@mnmsa.org">tjohnston@mnmsa.org</a>	651-353-2324
Emily Graveen	Academic Counselor	<a href="mailto:egraveen@mnmsa.org">egraveen@mnmsa.org</a>	651-247-5794
Amanda Stout	Building A Receptionist	<a href="mailto:amandastout@mnmsa.org">amandastout@mnmsa.org</a>	651-578-7507 Ext. 3500
Ken La Casse	Business Manager	<a href="mailto:kenlacasse@mnmsa.org">kenlacasse@mnmsa.org</a>	651-578-7507 Ext. 3502
Joell Pundsack	MARSS/Student Data Coordinator	<a href="mailto:jpundsack@mnmsa.org">jpundsack@mnmsa.org</a>	651-724-0562
Christine Morrison	Building B Office Manager	<a href="mailto:cmorrison@mnmsa.org">cmorrison@mnmsa.org</a>	651-578-7507 Ext. 3501

### **Psychologist**

Theresa Casey-Wolf	School Psychologist	<a href="mailto:tcasey-wolf@mnmsa.org">tcasey-wolf@mnmsa.org</a>	651-578-7507
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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**

**Call 651-578-7507 then enter the extension number.**

Jennifer Heydt-Nelson	Art Teacher	<a href="mailto:jheydtnelson@mnmsa.org">jheydtnelson@mnmsa.org</a>	Ext. 2102
Kerry O'Keefe	Art Teacher	<a href="mailto:kokeefe@mnmsa.org">kokeefe@mnmsa.org</a>	Ext. 1007

#### **Performing Arts**

Jerry Shelton	Music Teacher	<a href="mailto:jshelton@mnmsa.org">jshelton@mnmsa.org</a>	Ext. 2302
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**English**

Maggie Burggraaff	English Teacher	<a href="mailto:mburggraaff@mnmsa.org">mburggraaff@mnmsa.org</a>	Ext. 2203
Michelle Richards	English Teacher	<a href="mailto:mrichards@mnmsa.org">mrichards@mnmsa.org</a>	Ext. 1016
Michael Fillbrandt	English Teacher	<a href="mailto:mfillbrandt@mnmsa.org">mfillbrandt@mnmsa.org</a>	Ext. 1017
Heather Rosemann	English Teacher	<a href="mailto:hrosemann@mnmsa.org">hrosemann@mnmsa.org</a>	Ext. 3002
Judy Seeberger	English Teacher	<a href="mailto:jseeberger@mnmsa.org">jseeberger@mnmsa.org</a>	Ext. 2204
Teresa Ward	English Teacher	<a href="mailto:tward@mnmsa.org">tward@mnmsa.org</a>	Ext. 1002

**Mathematics**

Caitlin Harper	Math Teacher	<a href="mailto:charper@mnmsa.org">charper@mnmsa.org</a>	Ext. 1011
Nathan Langseth	Math Teacher	<a href="mailto:nlangseth@mnmsa.org">nlangseth@mnmsa.org</a>	Ext. 1018
Sheri White	Math Teacher	<a href="mailto:swhite@mnmsa.org">swhite@mnmsa.org</a>	Ext. 2303
Aaron Wojahn	Math Teacher	<a href="mailto:awojahn@mnmsa.org">awojahn@mnmsa.org</a>	Ext. 2301
Lauren Zachman	Math Teacher	<a href="mailto:lzachman@mnmsa.org">lzachman@mnmsa.org</a>	Ext. 3008

**Physical Education/Health**

Tara Richert	PE/Health Teacher	<a href="mailto:trichert@mnmsa.org">trichert@mnmsa.org</a>	Ext. 2200
Molly Molitor	PE/Health Teacher	<a href="mailto:mmolitor@mnmsa.org">mmolitor@mnmsa.org</a>	Ext. 2201

**Science**

Jeana Albers	Science Teacher	<a href="mailto:jalbers@mnmsa.org">jalbers@mnmsa.org</a>	Ext. 2202
Jacob Bukkila	Science Teacher	<a href="mailto:jbukkila@mnmsa.org">jbukkila@mnmsa.org</a>	Ext. 2101
Annie Cardenas	Science Teacher	<a href="mailto:acardenas@mnmsa.org">acardenas@mnmsa.org</a>	Ext. 1008
Mark Greseth	Science Teacher	<a href="mailto:mgreseth@mnmsa.org">mgreseth@mnmsa.org</a>	Ext. 1009
Cheri Howe	Science Teacher	<a href="mailto:chowe@mnmsa.org">chowe@mnmsa.org</a>	Ext. 1010

**Social Studies**

Lisa Anderson	Social Studies Teacher	<a href="mailto:landerson@mnmsa.org">landerson@mnmsa.org</a>	Ext. 1004
Jessica Heydt	Social Studies Teacher	<a href="mailto:jheydt@mnmsa.org">jheydt@mnmsa.org</a>	Ext. 1001
Michelle Kurkoski	Social Studies Teacher	<a href="mailto:mkurkoski@mnmsa.org">mkurkoski@mnmsa.org</a>	Ext. 3005
Lucy Nordstrom	Social Studies Teacher	<a href="mailto:lnordstrom@mnmsa.org">lnordstrom@mnmsa.org</a>	Ext. 3008
Catherine Roath	Social Studies Teacher	<a href="mailto:croath@mnmsa.org">croath@mnmsa.org</a>	Ext. 1014

**Spanish**

Markell	Spanish Teacher	<a href="mailto:manderson@mnmsa.org">manderson@mnmsa.org</a>	Ext. 3004
Anderson	Spanish Teacher	<a href="mailto:jbabb@mnmsa.org">jbabb@mnmsa.org</a>	Ext. 1015
Jenna Babb			
Amanda	Spanish Teacher	<a href="mailto:achambers@mnmsa.org">achambers@mnmsa.org</a>	Ext. 1013
Chambers			
Kassie Larson	Spanish Teacher	<a href="mailto:klarson@mnmsa.org">klarson@mnmsa.org</a>	Ext. 1012

**Special Education**

Cortney Harrity	Special Education Teacher – 9-12 <sup>th</sup> Grade	<a href="mailto:charrity@mnmsa.org">charrity@mnmsa.org</a>	Ext. 2104
Angela Haverland	Special Education Teacher – 9-12 <sup>th</sup> Grade	<a href="mailto:ahaverland@mnmsa.org">ahaverland@mnmsa.org</a>	Ext. 1006
	Special Education Teacher - 6-7th Grade	<a href="mailto:hkostichka@mnmsa.org">hkostichka@mnmsa.org</a>	Ext. 1006
Hannah Kostichka	Special Education Teacher - 7-9th Grade	<a href="mailto:msmith@mnmsa.org">msmith@mnmsa.org</a>	Ext. 1005
Mariah Smith			
Charles Akyigyina	Special Education Asst.	<a href="mailto:cakyigyina@mnmsa.org">cakyigyina@mnmsa.org</a>	
Shelby Ducklow	Special Education Asst.	<a href="mailto:sducklow@mnmsa.org">sducklow@mnmsa.org</a>	
Debra Fleischhacker	Special Education Asst.	<a href="mailto:dfleischhacker@mnmsa.org">dfleischhacker@mnmsa.org</a>	
Thomas Harper	Special Education Asst.	<a href="mailto:tharper@mnmsa.org">tharper@mnmsa.org</a>	
Aron Hellner	Special Education Asst.	<a href="mailto:ahellner@mnmsa.org">ahellner@mnmsa.org</a>	
Aubrey Rahn	Special Education Asst.	<a href="mailto:arahn@mnmsa.org">arahn@mnmsa.org</a>	
Debra Webster	Special Education Asst.	<a href="mailto:dwebster@mnmsa.org">dwebster@mnmsa.org</a>	

## **MSA VISION**

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

## **MISSION**

We provide accelerated curricula in all subjects, with an emphasis on math and science.

## **CORE VALUES**

- **Honesty:** MSA's community exhibits fairness, cooperation, integrity, and honesty. MSA students and staff take responsibility for their actions.
- **Community:** MSA maintains small class sizes and a small school feel.
- **Respect:** MSA's community respects others and their views, while fostering a safe environment where every voice is heard, and individuals are free to take risks.
- **Teamwork:** MSA encourages networking, collaboration, and open communication between all members of our community. MSA encourages students, their families, and staff to invest their time and resources to serve the MSA community.
- **Excellence:** MSA continuously evaluates and improves programs to ensure the highest quality in teaching and learning. MSA empowers students to develop independence through organization, time management, and self-discipline.

## **GOVERNANCE AND MANAGEMENT OF MSA**

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

MSA teachers are licensed by the State of Minnesota. We have four office personnel, six educational assistants, one director, two assistant directors (Middle School and Activities), 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 9th through 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/>).

## MSA 2018-19 Courses, Electives, and Enrichment Courses

### ENGLISH

English 6 (6<sup>th</sup> grade)  
 English 7 (7<sup>th</sup> grade)  
 English 8 (8<sup>th</sup> grade)  
 Literature & Composition (9<sup>th</sup> grade)  
 British World Literature (10<sup>th</sup> grade)  
 American Literature (11/12<sup>th</sup> grade)  
 Research Writing (10-12<sup>th</sup> grade)  
 Composition (10-12<sup>th</sup> grade)  
 Study Skills (6<sup>th</sup> grade)  
 Study Skills (7-9<sup>th</sup> grade)  
 Alternative Literature (9-12<sup>th</sup> grade) EL  
 Speech (9-12<sup>th</sup> grade) EL  
 Poetry (7-8<sup>th</sup> grade) EC  
 Speech (7-8<sup>th</sup> grade) EC  
 Young Adult Literature (7-8<sup>th</sup> grade) EC  
 AP Literature & Comp (11/12<sup>th</sup> grade) EL

### ART

Art & Creativity (6<sup>th</sup> grade) EC  
 Art 8 (8<sup>th</sup> grade)  
 Art & Technology (7-8<sup>th</sup> grade) EC  
 Drawing (9-12<sup>th</sup> grade) EL  
 Painting (9-12<sup>th</sup> grade) EL  
 Digital Visual Communications I (9-12<sup>th</sup>) EL  
 Digital Visual Communications II (9-12<sup>th</sup>) EL  
 Sculpture & Craft (9-12<sup>th</sup> grade) EL  
 Ceramics (9-12<sup>th</sup> grade) EL  
 AP Studio Art (10-12<sup>th</sup> grade) EL

### PERFORMING ARTS

Concert Band (6<sup>th</sup> grade) EC  
 Wind Band (7-8<sup>th</sup> grade) EL  
 Wind Ensemble (9-12<sup>th</sup> grade) EL  
 World of Music/Drumming (6<sup>th</sup> grade) EC  
 Choir for credit (9-12<sup>th</sup> grade) zero hour EL  
 Symphony for credit (9-12<sup>th</sup> grade) zero hour EL  
 Wind Ensemble online for credit (9-12<sup>th</sup>) EL

### SPANISH

Intro to Spanish (teacher recommendation)  
 Spanish 6 (6<sup>th</sup> grade)  
 Spanish 7 (7<sup>th</sup> grade)  
 Spanish I (8<sup>th</sup> grade)  
 Spanish II (9<sup>th</sup> grade)  
 Spanish III (10<sup>th</sup> grade)  
 Spanish IV (11/12<sup>th</sup> grade)  
 AP Spanish Language (11/12<sup>th</sup> grade) EL

### MATH

Pre-algebra (6<sup>th</sup> grade)  
 Algebra I (7<sup>th</sup> grade)  
 Algebra II (8<sup>th</sup> grade)  
 Algebra III (9<sup>th</sup> grade)  
 Pre-calculus (10<sup>th</sup> grade)  
 Calculus (11/12<sup>th</sup> grade)  
 AP Calculus AB (10-12<sup>th</sup> grade) EL  
 AP Calculus BC (11/12<sup>th</sup> grade) EL  
 AP Statistics (10-12<sup>th</sup> grade) EL  
 Math Skills (6<sup>th</sup> grade) teacher recommended  
 Personal Finance (9-12<sup>th</sup> grade) EL

### HEALTH/PE

PE 6 (6<sup>th</sup> grade)  
 PE 7 (7<sup>th</sup> grade)  
 PE 8 (8<sup>th</sup> grade)  
 PE 9 (9<sup>th</sup> grade)  
 Health 7 (7<sup>th</sup> grade)  
 Health 9 (9<sup>th</sup> grade)

### SOCIAL STUDIES

MN History (6<sup>th</sup> grade)  
 US Studies (7<sup>th</sup> grade)  
 Global Studies (8<sup>th</sup> grade)  
 Ancient World History and Geography (9<sup>th</sup> grade)  
 Modern World History and Human Geography (10<sup>th</sup>)  
 American History (11/12<sup>th</sup> grade)  
 Political Science (12<sup>th</sup> grade)  
 Economics (12<sup>th</sup> grade)  
 Sociology (10-12<sup>th</sup> grade) EL  
 AP Psychology (11<sup>th</sup>/12<sup>th</sup> grade) EL

### SCIENCE

Life Science (6<sup>th</sup> grade)  
 Earth Science (7<sup>th</sup> grade)  
 Physical Science (8<sup>th</sup> grade)  
 Biology (9<sup>th</sup> grade)  
 Chemistry (10<sup>th</sup> grade)  
 Physics (11<sup>th</sup>/12<sup>th</sup> grade)  
 Engineering (8<sup>th</sup> grade) EC  
 Anatomy & Physiology (10-12<sup>th</sup> grade) EL  
 Bio-engineering (9-12<sup>th</sup> grade) EL  
 Engineering I (9-12<sup>th</sup> grade) EL  
 Engineering II (9-12<sup>th</sup> grade) EL  
 Taste of Science (9-12<sup>th</sup> grade) EL  
 AP Biology (9-12<sup>th</sup> grade) EL  
 AP Chemistry (11-12<sup>th</sup> grade) EL  
 AP Physics (11-12<sup>th</sup> grade) EL

*EL: Elective class for high school students. High school students choose electives.*

*EC: Enrichment course for middle school students. Middle school students are assigned electives with the exception of Band.*



## PTO

The PTO is an organization in which parents meet together and work to support MSA. The PTO organizes parent volunteer efforts, provides funding for activities, and supports various student and school activities. The PTO also provides a forum for parent discussion and can be a mechanism for developing recommendations for the Board of Directors.

All parents and/or legal guardians of students who currently attend MSA and all current faculty and staff are considered PTO members. Notice of meetings and upcoming events are sent out with the Daily Announcements from MSA. Attending PTO meetings & volunteering for various events are great ways to meet other MSA parents, staff and students.

The 2018-2019 PTO Officers are:

President: Rachel Ballard [rachiesachie@gmail.com](mailto:rachiesachie@gmail.com)

Vice-President & Volunteer Coordinator: Diane Erickson [dianeerick@gmail.com](mailto:dianeerick@gmail.com)

Secretary: Jennifer Bartle [jenn.bartle@gmail.com](mailto:jenn.bartle@gmail.com)

Treasurer: Carolyn Hamil [thehamils@msn.com](mailto:thehamils@msn.com)

The purpose of the MSA PTO is to:

- 1) Facilitate effective and positive communication among parents, teachers and school staff;
- 2) Raise funds for programs, activities and supplies that enhance the student experience at MSA;
- 3) Recruit volunteers for PTO sponsored activities and MSA sponsored activities;
- 4) Maintain a relationship with the Math and Science Academy Board of Directors (BOD); working with the BOD on issues of common interest.

The MSA PTO is a registered non-profit entity. The PTO funds a number of areas not covered by the MSA general fund. Some examples include: refreshments at the Back To School Open House and the Open House for prospective students in January, garden supplies, staff appreciation meals, Battle Of The Books, picture frames for the Art Department, the staff lounge coffee makers and much more.

The MSA PTO does not run school wide fundraisers (e.g. selling gift wrap/candy etc.) but instead receives it's only funding through direct donations from MSA parents and families. The suggested amount is \$35 per child or \$50 per families with more than one child. You may donate by check made out to MSA PTO and drop it off at any office or donate online via PayPal.

Please feel free to email current officers directly or email general questions and requests at: [generalinfo@msapto.org](mailto:generalinfo@msapto.org)

## **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 2019-2020 school year for all new students will be in January, 2019. 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 124E.11 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.*

## **EQUAL EDUCATIONAL OPPORTUNITY (Policy 102)**

### **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 re-enrolled. Siblings of currently enrolled students are given automatic preference for enrollment and on the waiting lists.

## SCHOOL DAY

### SCHOOL BUILDING HOURS:

**Building A: 9:00 a.m. – 4:30 p.m.**

**Building B: 9:00 a.m. – 4:30 p.m.**

**Building C: 7:00 a.m. – 4:00 p.m.**

We have three buildings at MSA. Building A (8430) is primarily for the use of grades 6 - 8. Building B (8460) is the building utilized the majority of the time by 9<sup>th</sup> and 10<sup>th</sup> grade students, while Building C (8490) is the building mostly utilized by 11th and 12th grades. 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). The office phone number for Building C is: 651-578-7507 (Ext.3505).

**MSA opens at 7:00 a.m for high school students.** High School students who come to school prior to 9:00 am must report directly to their activity or Building C study hall. Study Hall is available for grades 9-12 for a fee. The study hall fee for each student is \$150 per semester or \$10 a day for drop-ins with a \$300 maximum per semester. Students will sign-in when attending study hall.

**MSA opens at 9:00 a.m for middle school students.** There is no before school Study Hall for grades 6 - 8.

Students in grades 6 - 8 may attend Y-Care if coordinated with the YMCA. YMCA fees will be managed by the YMCA. Middle school students may only enter the school prior to 9:00 am if they are attending Y-Care, have a before school activity to attend, have pre-arranged a meeting with a staff member, or arrive to school via school bus transportation.

**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 or walkers will be excused at 4:00 p.m. **Please arrive after 4:00 p.m.** to help alleviate traffic congestion with the buses. Due to the bus staging locations, the busses will occupy all spots within the parking lot loop. To avoid undue congestion, please refrain from arriving to school prior to 4:00 pm.

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 4:30 p.m. Students awaiting transportation after 4:30 p.m. need to go the Woodbury library or YMCA and wait there to be picked up.

*Please see Policy 503 (Attendance) for requirements when a student is not at school.*

## **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 directions from the attendants if dropping off or picking up your student. Abiding by the procedures below will enhance student safety.

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.

At no time, are vehicles to drive around the north loop that encompasses Building B. This loop is not on MSA property and is there solely for emergency vehicle use only.

**Vehicles should not be parked in the roundabout for drop off or pick up of students.**

### Building C Drop Off/Pick Up:

If you are dropping off/picking up your 11th or 12th grade student from Building C, turn into the parking lot and proceed to the right side of the traffic lane and park in an open parking lot furthest away from the Magical Minds Building. Once your student is in the vehicle, exit the parking lot by driving to the right side of the parking lot and carefully enter the Woodbury Crossing circle by turning right and then exit the circle.

### 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.

## DROPPING OFF AND PICKING UP YOUR STUDENT DURING SCHOOL HOURS

Once school has begun, students arriving late **must** be signed in by their guardian/parent.

When dropping off or picking up students during school hours for buildings A or B, 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.

When dropping off or picking up 11th or 12th grade students during school hours for buildings C, parents are to park in a parking spot closest the building's main entrance and enter their student's access code (which will be distributed to the students the first week of school) to gain access into the building. Once entered into 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 areas other than an identified parking spot.

## WEEKLY SCHEDULE

Monday - Wednesday		Thursday		Friday	
1st Period	9:20 - 10:07	1st Block	9:20 - 10:45	1st Block	9:20 - 10:45
2nd Period	10:12 - 10:59	(1st Period)		(2nd Period)	
3rd Period	11:04 - 11:51	2nd Block	10:50 - 12:45	2nd Block	10:50 - 12:45
4th Period	11:56 - 1:14	(3rd Period)		(4th Period)	
5th Period	1:19 - 2:06	3rd Block	12:50 - 2:15	3rd Block	12:50 - 2:15
6th Period	2:11 - 2:58	(5th Period)		(6th Period)	
7th Period	3:03 - 3:50	4th Block	2:20 - 3:50	4th Block	2:20 - 3:50
		(7th Period)		(Advisory)	
Lunch 1	11:56 - 12:20	Lunch 1	10:50 - 11:15	Lunch 1	10:50 - 11:15
Lunch 2	12:23 - 12:47	Lunch 2	11:35 - 12:00	Lunch 2	11:35 - 12:00
Lunch 3	12:50 - 1:14	Lunch 3	12:20 - 12:45	Lunch 3	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. **It is expected that students and parents check the MSA school website and their email account on a daily basis.**

1. **Call Us** If you have any questions regarding non-classroom issues, please call the MSA office at **651-578-7507 Extension 3500 (Building A – 6-8<sup>th</sup> grade) or 651-578-7507 Extension 3501 (Building B – 9-10<sup>th</sup> grade), or 651-578-7507 Extension 3505 (Building C - 11-12<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**, it is important to talk directly to the office staff so we get the message to your child as soon as possible. Please do not: leave a message on the MSA voicemail: send an email to the MSA office, or text or call your child's cell phone during the school day. As part of the MSA cell phone use policy, student cell phones are to be turned off during the school day and should be kept in their locker. Disregarding this policy disrupts student learning, and 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. 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

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 October.
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.
10. **Twitter** Follow us on Twitter, @MSA\_Dragons for general information, @MSAAactivities for information regarding extracurricular activities at MSA, and @MSA\_Counseling for information from Mrs. Graveen and the counseling department.
11. **Skylert** This messaging service from Skyward will be utilized when there are immediate announcements of an emergency nature that need to be distributed to families.

### **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.
2. Parent contacts teacher/staff.
3. Student contacts building administrator

4. Parent contacts building administrator.

5. Parent contacts School Director.

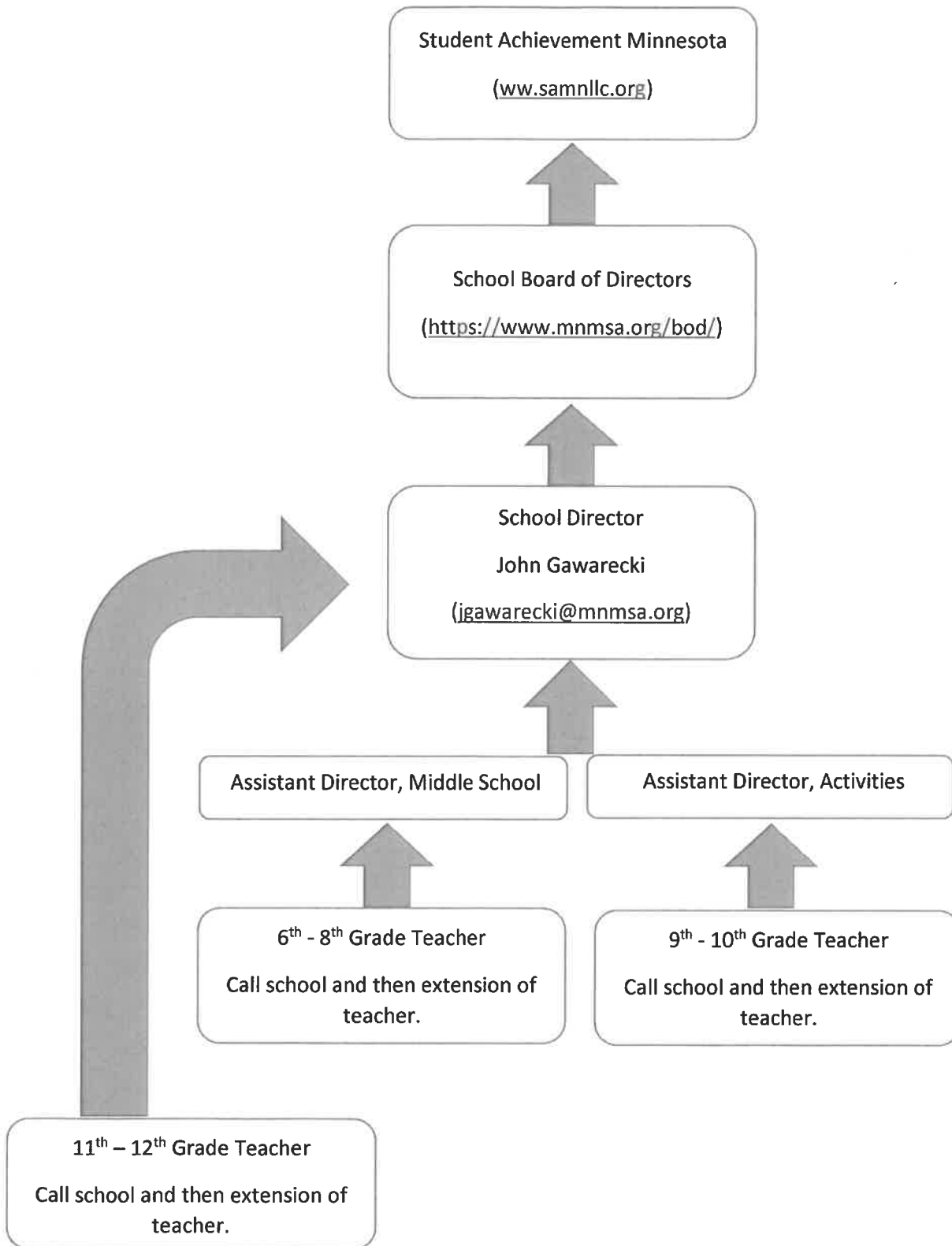
6. Parent contacts Board of Directors (BOD).

The Chain of Communication graphics may be found on the MSA website under the Parent drop down menu and then Who To Contact tab.

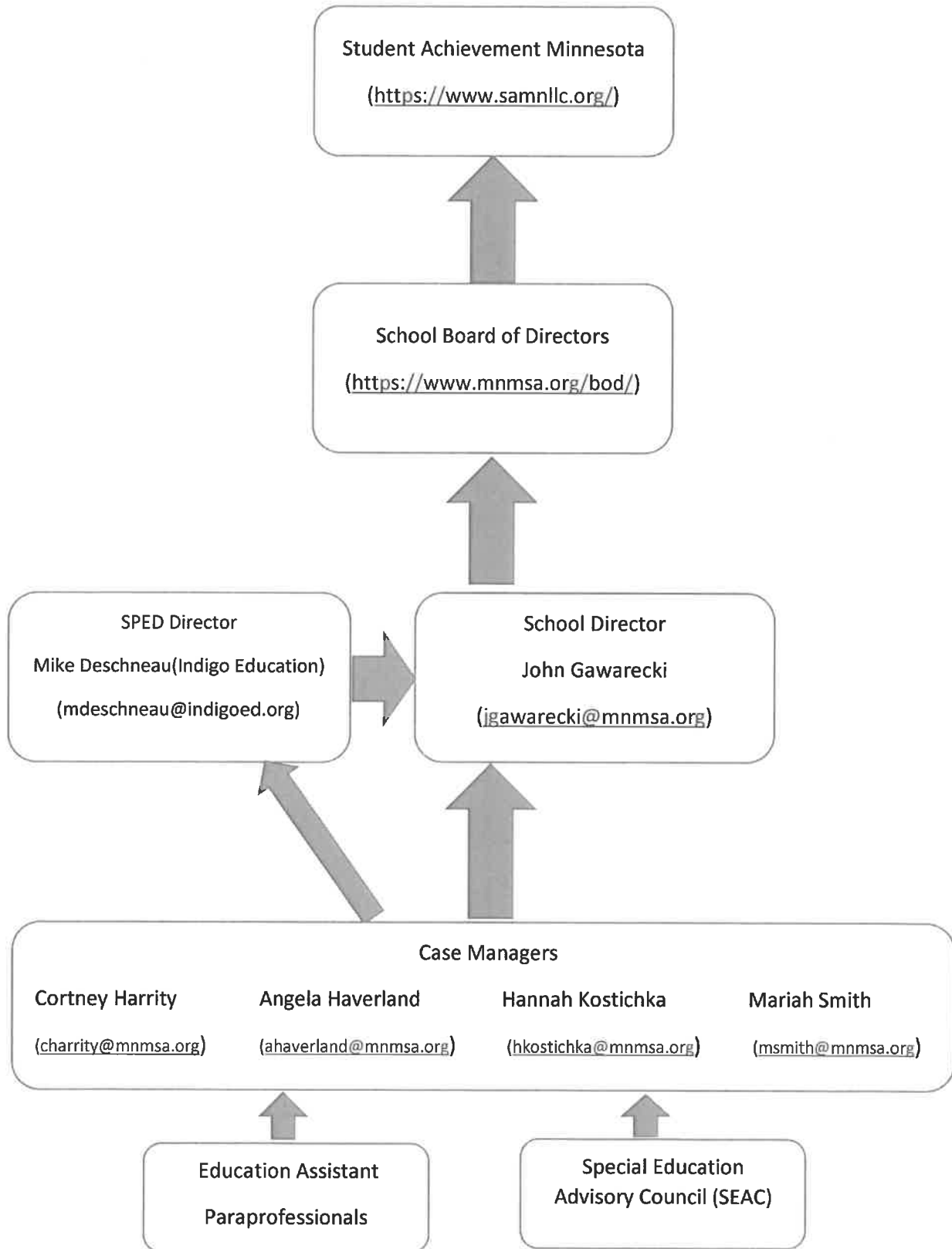
The following graphical depictions of the Chain of Communication for General Education and Special Education questions represent the proper flow of communication at MSA.



## 2018-2019 MSA General Education Chain of Communication



## 2018-2019 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." Additional activities may be added provided there is enough student interest and the activity has an adviser.

### **LETTERING OPPORTUNITIES**

Students may earn letters in the following activities:

Boys Cross Country	Girls Cross Country	Girls Volleyball	Boys Soccer
Girls Soccer	Football	Boys Basketball	Trap Team
Girls Basketball	Girls Nordic Ski	Boys Nordic Ski	Boys Track
Girls Track	Girls Badminton	Boys Volleyball	Robotics
Drama	National Honor Society	Debate	Speech
Student Council	Newspaper	Yearbook	Earth Club
Performing Arts	Earth Club		

### **MSHSL SPORTS:**

#### **FALL**

Boys Cross Country  
Girls Cross Country  
Girls Volleyball  
Trap Team  
Football  
Boys Soccer  
Girls Soccer

#### **WINTER**

Boys Basketball  
Girls Nordic Ski  
Girls Basketball  
Boys Nordic Ski

#### **SPRING**

Girls Track  
Boys Track  
Girls Badminton  
Boys Volleyball  
Trap Team

### **MIDDLE SCHOOL CLUBS:**

Math League	Academic Triathlon	Lego League	GSA
Choir	Jazz Band	Show Choir	Orchestra
Computer	Social Justice	Cinematography	Africa
Spanish	Chess	Battle of Books	Earth
Art	Knitting		

### **HIGH SCHOOL CLUBS:**

GSA	Physics	Biology	FTC
Business	Order of Phoenix	Jazz Band	Show Choir
Orchestra	Computer	Social Justice	Africa
Cinematography	Spanish	Chess	Art
SWEnext	Earth	Knitting	Yearbook
Link Crew	Newspaper		

## **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. MSA will send out email notifications after a drill has been conducted

Should a major event occur at MSA, parents will be notified via the Skyalert notification system as to where to proceed to pick up their child. Depending on the type and scope of the emergency students would be picked up at the YMCA, located north from the school property.

## **SAFETY**

### **On Campus Drug Concerns**

In an effort to ensure the MSA campus is drug free, there will be periodic, unannounced drug searches conducted by local law enforcement utilizing drug dogs. A minimum of two searches will be conducted with additional searches conducted as determined by the administration. MSA will cooperate fully with law enforcement should a discovery be made.

### **Bullying Reporting Procedures**

MSA does not tolerate bullying by any of its students. In the event that a student has been bullied, a report should be completed following Policy 514 (Bullying Prohibition Policy). In order for an incident to be classified as bullying three things must occur:

1. The unwanted behavior must be addressed to the person conducting the behavior.  
("Please don't stand next to me.")
2. The unwanted behavior continues after being step 1.
3. There is a power imbalance between the parties involved.

If all three of these criteria are met, a report should be made to an MSA staff member.

## **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.

For the health of all of our students, if your child experiences a fever, vomits, or has diarrhea, they are to remain away from school for a minimum of 24 hours.

Should your student be absent for 3 consecutive school days for an health related absence, a doctor's note will be requested in order for the student's absence to be excused.

## 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.** MSA will provide a nut free table for use during lunch. We also recommend your student have a good breakfast before the start of each school day. Milk can be purchased at building A or B, through vending machines. There are limited food selections in the vending machines for student purchase.

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 and adult supervision.

Students are not allowed to order food during the school day for delivery during lunch.

## **PIZZA DAYS**

Pizza Days are run by the Parent Team and may be scheduled on multiple Fridays throughout the school year. Your student will receive notification when pizza days are coming up. Check the MSA website calendar for dates. Full pizzas will be ordered and are sold for \$1.50 per slice. If participating, students will pre-order their choice of pizza during lunch the Wednesday before pizza day. 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 on Friday because sometimes there are no extra slices 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. There is no fee for parking at the current time. Students should contact Ms. Emily Graveen ([egraveen@mnmsa.org](mailto:egraveen@mnmsa.org)) to complete parking requirements and obtain a spot. If all parking spots are taken, students should follow all city and state parking regulations when utilizing on street parking. No parking is allowed on Woodbury Crossing during normal school hours.

## **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. MSA students are allowed to bring a maximum of one guest provided the proper paperwork is completed and turned in 48 hours in advance. 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 or online. 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. If South Washington County Schools are listed as a late start, we will not be open.

MSA will list our school closing with the four major news networks: ABC (KSTP), CBS (WCCO), FOX (Fox9), and NBC (KARE11). 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 the four major news networks: ABC (KSTP), CBS (WCCO), FOX (Fox9), and NBC (KARE11). 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 by parents will need to be picked up by parent arranged transportation.

After the first snow day has been utilized, MSA will conduct E-learning days for any additional missed school days.

### **E-LEARNING DAYS**

In the event that an E-learning day is called due to the weather, students should visit each of their teacher’s website at 10:00 am to find their assignment for the day. Teachers will post their office hours along with how to contact them with any questions concerning the assignment. It is expected that students will complete the assignment prior to the next day’s class.

### **SPECIAL EDUCATION SERVICES**

MSA offers Special Education services. Please contact one of our Special Education Teachers for more information.

### **SECTION 504 PLANS**

MSA complies with all federal civil rights laws. In doing so, MSA will create and implement a 504 Plan for students meeting the criteria for having one. Students in grades 6-8 should contact Mrs. Froberg and students in grades 9-12 should contact Mrs. Graveen if they believe they would qualify for a plan.

### **STUDENT ACADEMIC INTERVENTIONS**

Students who need additional assistance with their academic endeavors may be individually identified by the teaching staff or administration and offered additional learning opportunities. These may be via our Link Crew, NHS Tutoring, Extended Day Program, or individual help with selected teachers. Parents wanting more information about these academic interventions should contact the administrator responsible for their student.

MSA teaching staff and administration will meet monthly to review student progress and may identify students who are in need of additional help. Parents are expected to participate in and be a positive contributor to the student's team if their child is identified as needing additional assistance.

MSA offers an extended day for those students wishing to receive additional academic assistance. This service is free and voluntary. The Extended Day program will begin in October and will be publicized in the daily announcements.

Students are encouraged to contact teachers when they encounter challenging academic concepts. All teachers have posted office hours on their websites and students are highly encouraged to take advantage of them.

Transfer students to MSA after September 21st will be required to check in with the Academic Counselor periodically to ensure they are assimilating into MSA in a positive manner.

### **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 and all Smart technology devices (i.e. watches, iPods, etc.) are to be turned off during the school day and should be kept in their locker.** Unless permitted by the classroom teacher, 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. 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 which may include contacting the District 833 Transportation Department to arrange a mutually agreed upon pickup stop. 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.

## **COURSE DROP DEADLINE**

Students will receive their course schedules prior to the start of each semester. Should a student want to drop or change a scheduled class, they must notify Mrs. Pundsack (MSA's Student Data Coordinator) and Mrs. Graveen (MSA's Academic Counselor) at least two days prior to the end of the second week of the semester. All scheduled classes become final for a student after the completion of the second week of the semester. Changes after this time require the approval of the Director.

## **SUMMER CREDIT RECOVERY**

MSA students who fall behind in their graduation requirements may need to attend summer credit recovery classes. MSA allows students who fall behind in meeting their graduation requirements to transfer in a maximum of two courses to fulfill their graduation requirements. These classes may be offered by the student's home school district, or by another educational institution. MSA will accept credit for a recovery class if the students has a meeting with MSA's Academic Counselor prior to attending any credit recovery course, receives approval for attendance in such a class, and successfully passes the course.

## **UNIQUE STUDENT PROCEDURES**

### **EVENT PLANNING**

When an activity is planning an event, they should formulate plans for their event using guidance from their adviser, the Activities Director, and by following the Event Procedures Checklist, which can be found in the appendix.

If the activity has music being played at the event, all music will be age appropriate and will not contain music that is considered explicit. If a music selection is questionable, students should have approval from the Activities Director to play the music prior to using it.

Any money that will be collected during the event must be collected in the presence of an adult adviser or chaperone. Collected money will be turned into the Activities Director or Business Manager within 24 hours of the conclusion of the event. At no time should money collected from an event be taken off school grounds.

### **LOCKER DECORATION**

MSA students are encouraged to take proper care of their lockers. During occasions where students would like to decorate a locker, the students doing the decorating will contact the building administrator where the locker is located to receive approval to decorate at least one day prior to the decorating. Decorations may be left on the locker for up to three weeks.

## POSTER/HALLWAY DECORATIONS & SIGNS

Students wishing to display decorations or announcements for events will contact the building administrator where the material is to be hung and receive approval to hang the material prior to putting anything up. All decorations must be taken down within 48 hours of the conclusion of the event. If an announcement is to be posted the following procedures will be followed.

- 1) Receive approval from the building administrator (they will initial the announcement).
- 2) Staple the announcements on the pin strips whenever possible.
- 3) Utilize **only blue painter's tape** when posting announcements on painted surfaces. This tape should NOT be visible.
- 4) Do not post any announcements on the entrance areas of the buildings.
- 5) Post no more than 5 announcements in a building.
- 6) Remove announcements with 24 hours of the conclusion of the event.

## SELECTED HIGHLY UTILIZED MSA POLICIES

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 non-student (or student where specified) falls within one of the following categories:

1. active licensed peace officers;
2. military personnel, or students or non-students 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 non-students 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

Students who receive a suspension (in school or out of school) must contact their teachers for missed daily assignments. During the suspensions students are expected to be completing missed course materials.

### 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:

#### Field Trips

1. Fine Arts Activities

2. Athletic Activities
3. 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 medication with them or have it in their lockers. An Administration of Medication form needs to be completed for any and all prescription medications to be dispensed at school. **ALL PRESCRIPTION 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.

*A secondary student (Grades 9 to 12)* may possess and use nonprescription pain relief medication in a manner consistent with the labeling provided that MSA has received an Administration of Medication form from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. MSA may revoke a student's privilege to possess and use nonprescription pain relievers if MSA determines that the student is abusing the privilege. **This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.**

## **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**  
**2018-2019 Calendar**

Back to School Night	August 30, 2018 (1:00 p.m. – 7:00 p.m.)
First Day of School	September 4, 2018
Parent-Teacher Conferences	TBD
No School	October 18, 2018
No School	October 19, 2018
No School – Election Day	November 6, 2018
No School – Holiday	November 21, 2018
No School – Holiday	November 22, 2018
No School – Holiday	November 23, 2018
No School – Teacher Workshop Day	December 3, 2018
No School - Winter Break	December 24, 2018 – January 4, 2019
End of Semester 1	January 18, 2019
No School – Holiday	January 21, 2019
No School	February 15, 2019
No School – Holiday	February 18, 2019
No School – Teacher Workshop Day	March 8, 2019
No School – Spring Break	March 11 – 15, 2019
No School	April 19, 2018
No Buses – <b>School in session</b>	April 29, 2019
No School – Holiday	May 27, 2019
Graduation Ceremony	June 7, 2019
Last Day of School	June 7, 2019

# 2018-2019 School Year

SUN	MON	TUE	WED	THU	FRI	SAT
August 2018						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28W	29W	30W	31	

SUN	MON	TUE	WED	THU	FRI	SAT
December 2018						
						1
2	3P	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					14 72

SUN	MON	TUE	WED	THU	FRI	SAT
April 2019						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19X	20
21	22	23	24	25	26	27
28	29	30				
						21 144

## KEY:

F/L	First/Last Day of School
H	Holiday (No School)
WB	Winter Break (No School)
P/W	Prof. Dev. Day/Work Day (No School)
SE	Semester End
	No Bus Transportation Day

June 7th is graduation.

# Math & Science Academy

SUN	MON	TUE	WED	THU	FRI	SAT
September 2018						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						19 19

SUN	MON	TUE	WED	THU	FRI	SAT
January 2019						
6	7	8	9	10	11	12
13	14	15	16	17	18SE	19
20	21	22	23	24	25	26
27	28	29	30	31		
						18 90

SUN	MON	TUE	WED	THU	FRI	SAT
May 2019						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22 166

PR	Progress Report
P	Prof. Dev. Day (No School District Wide.)
SB	Spring Break (No School)
X	No School Day
W	Teacher Work Day (No School)
NT	Orientation For New Teachers

SUN	MON	TUE	WED	THU	FRI	SAT
October 2018						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18X	19X	20
21	22	23	24	25	26	27
28	29	30	31			
						21 40

SUN	MON	TUE	WED	THU	FRI	SAT
February 2019						
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15X	16
17	18	19	20	21	22	23
24	25	26	27	28		
						18 108

SUN	MON	TUE	WED	THU	FRI	SAT
June 2019						
						1
2	3	4	5	6	7	8
9	10W	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						5 171

SUN	MON	TUE	WED	THU	FRI	SAT
November 2018						
4	5	6X	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21X	22	23	24
25	26	27	28	29	30	
						18 58

SUN	MON	TUE	WED	THU	FRI	SAT
March 2019						
						1 2
3	4	5	6	7	8P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15 123

SUN	MON	TUE	WED	THU	FRI	SAT
July 2019						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Number of days in 2018/2019 Calendar:

# of Days in 1st Semester = 82  
 # of Days in 2nd Semester = 89  
 Total # of School Days = 171  
 Number of teacher days = 177

Original Edit March 6, 2018  
 Approved: March 19, 2018

## 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. 124E.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 slightly over 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.124E.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 BKDV, 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.

**How many hours of homework are expected daily at MSA?**

Middle school students should expect to complete approximately an hour and a half of homework a night while high school students should plan for approximately thirty minutes of homework for each class that they are enrolled in.

**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/find-a-school/>

## APPENDIX

### EVENT PROCEDURE CHECKLIST

#### Prior to event

- Complete required forms/paperwork for approval.
- Make guest forms available. Note: MSA students are only allowed to bring one guest each.
- Purchase any items needed for the event: snacks, decorations, ect.
- Retrieve lock box and petty cash from activities director.
- Advisor is present at site for setup of event.

#### During event

- Verify that students are MSA students upon arrival.
- If a guest is attempting to enter, verify guest name and that guest form was turned in.
- Other expectations during event
  - NO doors will be propped open.
  - Students are to remain in designated areas. i.e. Gym and 1st floor in building B or Great Hall and bathrooms in building A.
  - Students are NOT allowed to leave the building and return. Once they leave, they need to leave school premises. If student needs something from a vehicle, they need to be escorted by a chaperone.

#### Following the event

- Event space needs to be cleaned up before you leave, and left the way it was prior to the event.
  - Sweep floors.
  - Consolidate trash.
  - Put tables and chairs back.
  - Put all sound equipment away.
- Cash and lock box need to be secured by event advisor.
  - Count the money and turn in count with the lock box - The money should be counted by the advisor and at least one other person.
  - Turn in lock box to activities director on the next school day.
- Chaperones/advisor need to remain at school until ALL students have left.
- All reimbursement forms will need receipts attached and be turned in to the activities director.