MATH AND SCIENCE ACADEMY

ACTIVITIES HANDBOOK

2016/2017

Director Assistant Director Activities Director

John Gawarecki Romelle Pornschloegl Shannon Froberg

**MISSION**

The athletic/extracurricular (extracurricular) program at Math and Science Academy (MSA) is an integral part of the total educational experience. The intent of the program is to enrich a student’s life while preparing him/her for future endeavors. A student who participates in any extracurricular activity no longer acts only as an individual but assumes the obligations of being a member of a team and representative of the school. Students who participate in extracurricular activities comprise much of the visible student leadership in a school.

While it is an honor for a student to be a part of the extracurricular program, it is also a privilege. Students who participate in extracurricular activities are required to comply fully with all policies outlined in this manual. Once a student is a member of the team/group, s/he is considered a member year round and must adhere to the policies set forth in this Handbook and to rules established by the coach/advisor. When a student becomes a member of a MSA team or program, s/he has the responsibility of representing the school in the best possible way, personally and academically. A parent also accepts the responsibility of respectfully supporting not only their child, but all participants, coaches, advisors, officials, and spectators.

**Student Participation**

All students who qualify have the right to participate in extracurricular activities and shall not be denied the opportunity to participate on the basis of sex, race, religion, or ethnic background.

Only those students properly enrolled in MSA, in a co-op school, or are homeschooled may represent MSA in extracurricular activities as direct student participants.

In order to participate in extracurricular activities, the following forms (if applicable) must be completed and on file with the activities office:

• Fees: $150 per sport per participant; $300 cap per family per season.

• All MSHSL Forms if applicable

• Student Waiver Form

• Coach’s Information Card

If a student decides to stop participating in an extracurricular activity, the registration fee is forfeited. A reimbursement will only be given if practices have ed not started and equipment has not been ordered for them.

**Policies Applicable to Extracurricular Activities**

The following MSA policies must be adhered to at all times when a student is engaged in an extracurricular activity:

***EXTRACURRICULAR ELIGIBILITY POLICY (MSA Policy 510.1)***

**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, lettering 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 activities, lettering activities and student council

**IV. APPEALS**

Appeals will be addressed according to MSA policy 103.

**V. NOTICE**

This policy shall appear in the student handbook.

***Bullying Prohibition Policy (MSA Policy 514)***

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of MSA or the safety or welfare of the student or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school property and/or with or without the use of MSA resources.

B. No teacher, administrator, volunteer, contractor, or other employee of MSA shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with MSA policies and procedures, including the MSA’s discipline policy (See MSA Policy 506). MSA may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

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

G. MSA will act to investigate all complaints of bullying reported to MSA and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of MSA who is found to have violated this policy.

**III. DEFINITIONS**

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

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

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school property, at school functions or activities, or on school transportation” means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

 F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in MSA.

**IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate MSA official designated by this policy. A person may report bullying anonymously. However, MSA may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. MSA encourages the reporting party or complainant to use the report form available from the MSA Director (Director) but oral reports shall be considered complaints as well.

C. The Director or the MSA Assistant Director (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at MSA. Any person may report bullying or other prohibited conduct directly to the Director or Assistant Director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the MSA Board of Directors (BOD) by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by MSA shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. MSA personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.

G. MSA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

**V. SCHOOL ACTION**

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the MSA shall undertake or authorize an investigation by the building report taker or a third party designated by MSA.

B. The building report taker or other appropriate school officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, MSA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. MSA action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSA Policy 506) and other applicable school policies; and applicable regulations.

E. MSA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, MSA shall, when determined appropriate by the child’s individualized education program (IEP) team or Section 504 team, allow the child’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child’s disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

**VI. RETALIATION OR REPRISAL**

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

**VII. TRAINING AND EDUCATION**

A. MSA shall discuss this policy with school personnel and volunteers and provide appropriate training to school personnel regarding this policy. MSA shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with MSA. MSA may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. MSA shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. MSA annually will provide education and information to students regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The Director of MSA is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The Director is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students’ knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools’ primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. MSA may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. MSA shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. MSA may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSA Policy 515) in the student handbook.

**VIII. NOTICE**

1. MSA will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of each school building of MSA.

C. This policy must be given to each MSA employee and independent contractor who regularly interacts with students at the time of initial employment with MSA.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSA Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on MSA’s website.

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

**IX. POLICY REVIEW**

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

***Hazing Prohibition Policy (MSA Policy 526)***

**I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Math and Science Academy (MSA) and are prohibited at all times.

**II. GENERAL STATEMENT OF POLICY**

A. No student, teacher, administrator, volunteer, contractor, or other employee of the MSA shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the MSA shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the MSA’s policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from MSA property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. MSA will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the MSA who is found to have violated this policy.

**III. DEFINITIONS**

A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of MSA policies or regulations.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school premises or MSA property, or at school functions or activities, or on school transportation” means all MSA district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for MSA purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. MSA property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the MSA does not represent that it will provide supervision or assume liability at these locations and events.

D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. “Student” means a student enrolled in a public school or a charter school.

F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

**IV. REPORTING PROCEDURES**

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate MSA official designated by this policy. A person may report hazing anonymously. However, MSA may not rely solely on an anonymous report to determine discipline or other remedial responses.

 B. MSA encourages the reporting party to use the report form available from the director of each building or available from MSA office, but oral reports shall be considered complaints as well.

 The director is the person responsible for receiving reports of hazing. Any adult MSA personnel who receives a report of hazing prohibited by this policy shall inform the director immediately. If the complaint involves the director, the complaint shall be made or filed directly with the board of directors.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the director. MSA personnel who fail to inform the director of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. MSA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with MSA’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

**V. MSA ACTION**

A. Within three (3) days of the receipt of a complaint or report of hazing, MSA shall undertake or authorize an investigation by MSA officials or a third party designated by MSA.

B. The director or other appropriate MSA officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, MSA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. MSA action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable MSA policies and regulations.

E. MSA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of MSA. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, MSA shall, where determined appropriate by the child’s individualized education program (IEP) team or Section 504 team, allow the child’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child’s disability to allow the child to respond to or not to engage in hazing.

**VI. RETALIATION OR REPRISAL**

MSA district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of MSA who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

**VII. DISSEMINATION OF POLICY**

A. This policy shall appear in MSA’s student and staff handbooks.

B. MSA will develop a method of discussing this policy with students and employees.

***EXTRACURRICULAR TRANSPORTATION POLICY (MSA Policy 710)***

**I. PURPOSE**

The purpose of this policy is to make clear to students, parents, and staff Math and Science Academy’s (MSA) policy regarding transportation for extracurricular activities that occur outside of school hours (before or after school).

**II. GENERAL STATEMENT OF POLICY**

Transportation to and from all extracurricular activities is the full responsibility of the MSA student and his/her family.

 MSA families are not prohibited from arranging carpools independent of MSA.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by MSA’s Activities Director (Activities Director). This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the Activities Director as to the transportation arrangements made, if any.

Rules of conduct, discipline, and all other MSA policies applicable to students and employees apply to students and employees while engaged in extracurricular activities.

**III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION**

MSA employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the Activities Director. All transportation arrangements made by a MSA employee must be approved by the Activities Director.

If MSA makes no arrangements for extracurricular transportation, MSA students who wish to participate in extracurricular activities are responsible for arranging for or providing their own transportation.

**IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

An MSA employee must not use a personal vehicle to transport one or more students except as provided herein. Employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance but are not required to do so *(See Section VI).*

In a nonemergency situation, an employee must get prior, written approval from the Activities Director before transporting a student in a personal vehicle. The Activities Director has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

All vehicles used to transport students shall be properly registered and insured.

 **V. NO STUDENT TRANSPORTATION OF STUDENTS OR SELF**

 Students driving themselves to extracurricular activities should be discouraged. MSA will not be held liable for incidents that occur while driving if a student drives his/her self to an activity or event.

 Students should not drive other students to extracurricular activities.

 **VI. EMERGENCY SITUATIONS**

In the event of an emergency situation during an extracurricular activity, an MSA employee or activity leader will do the following:

1. Call 911, if necessary. The student’s parent/guardian is responsible for any expenses incurred (i.e. ambulance, hospital, doctor, etc.)
2. Contact the student’s parent/guardian if they are not present at the phone number on file for the student.
3. The parent/guardian is responsible for providing transportation if the student must leave the activity early due to the emergency incident.
4. If the parent/guardian is unavailable to provide transportation themselves, the parent/guardian must make any necessary arrangements to secure transportation for their student.
5. MSA is not required to make any transportation arrangements for the student.

**VII. FEES**

In its discretion, MSA may charge fees for transportation of students to and from extracurricular activities conducted at locations other than MSA, where attendance is optional.

 **Chain of Communication**

To make certain all concerns and issues are addressed in a professional manner, MSA uses the following protocol. Please use the following protocol when handling issues that may arise during the season and/or offseason. This policy is very important to make sure that concerns are addressed effectively and in a timely manner. Thank you for your cooperation.

1. Player contact Assistant Coach and Coach

2. Parents contact Assistant Coach and Coach

3. Student contact Activities Director

4. Parents contact Activities Director

5. Parents contact School Director

6. Parents contact School Board

**INJURY PROCEDURE**

If a serious injury occurs during practice or game, a coach will make an effort to contact the parent/mentor. If it is an emergency, we will call 911 and contact you as soon as possible. All injured players will dress for practice and games unless your doctor or head coach decides it is not practical.

**IN CASE OF ILLNESS**

Contact the coach

**UNIFORM CARE**

All participants are required to turn their uniforms in after each season. There will be $100 ($50 for shorts/$50 for tops) charge for any lost or damaged uniform.

**ACTIVITIES OFFERED AT MSA**

MSHSL Sports

FALL WINTER SPRING

Cross County Boys Basketball Track

Volleyball Girls Basketball Girls Badminton

Trap Team Nordic Ski Trap Team

 Boys Volleyball

Activities

FIRST Robotics, Student Council, Honor Society, Music, Drama, Speech, Debate, Math League, Academic Triathlon, Science Bowl, Lego League, Community Service Club, Yearbook, Newspaper.

There are also many clubs at MSA.

**LETTERING**

Each activity will have its own lettering criteria. This information should be given to participants prior to the season’s start. Students may earn the following letters: Cross Country, Volleyball, Trap Team, Basketball, Nordic Ski, Track, Badminton, Robotics, Drama, Debate, Speech, Honor Society, Student Council, Newspaper, Yearbook, SADD, Performing Arts, and Academic.

**Acknowledgement:**

IN ORDER TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES AT MSA, PLAYERS/STUDENTS AND PARENTS/GUARDIANS MUST SIGN THIS ACKNOWLEDGEMENT PAGE AND RETURN IT TO THE ACTIVITIES OFFICE. PLEASE CUT ALONG THE DOTTED LINE AND RETURN THIS LOWER PORTION.

I give permission for my child to participate in extracurricular activities during the 2016/2017 season at Math and Science Academy. We have read and understand all information in this Activities Handbook.

Student Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Parent’s

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

**This page needs to be returned to your study hall teacher by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**