



**TESFA INTERNATIONAL SCHOOL  
BOARD PACKET**

*6:00 p.m. December 2, 2014*

**Meeting Location:** Global Academy, 4065 Old Central Ave, Columbia Heights, MN 55421

1. Call to order
2. Approve Agenda\*
3. Review Draft of Minutes from November 4, 2014\*
4. Financial Report
  - A. November 2014 monthly financial report\*
  - B. Personnel Recommendation\*
    - I. Director Hire
    - II. Assistant Director Posting
  - C. Insurance
5. Building Lease
6. Charter School Administrative Specialist Update
7. VOA authorizer input/update
8. Approval of New Policies \*
  - A. **SCHOOL WEAPONS POLICY (501)**
  - B. **SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON (502)**
  - C. **STUDENT DRESS AND APPEARANCE (504)**
  - D. **STUDENT DISCIPLINE (506)**
  - E. **BULLYING PROHIBITION POLICY (514)**
  - F. **ADMISSION POLICY (591)**
9. Public Comments
10. Adjournment

\*Indicates additional written materials to be distributed at the board meeting.

**Mission**

*Tesfa International School is committed to providing an equitable and empowering education for all. Our scholars will engage in a transdisciplinary curriculum supported by conceptual and inquiry based learning. Side-by-side with dedicated educators, scholars will develop the knowledge, skills, and characteristics necessary for active citizenship throughout the world.*

# BOARD MEETING MINUTES-Draft

November 4, 2014: 6:00 PM

Location of Meeting:

Call to order: Board Treasurer, Helen Fisk, called to order the meeting at  
6:00PM on November 4, 2014

Board Members/Director Present or Absent:

Name	Present/Absent
Tanya Heifort (Chair)	Present
Helen Fisk (Treasurer)	Present
Julian Stanke (Secretary)	Present
Emily Schmidt (Sc)	Present
Midi Hansen	Present
Emily Snodgrass (Sn)	Present

Guests and Community Members Present:

Name	Position/Role
Becky Magnuson	Community Member

## **Tesfa International School**

**Mission:** Tesfa International School is committed to providing an equitable and empowering education for all. Our scholars will engage in a transdisciplinary curriculum supported by conceptual and inquiry based learning. Side-by-side with dedicated educators, scholars will develop the knowledge, skills, and characteristics necessary for active citizenship throughout the world.

**Vision:** Our students will be prepared for a successful transition to the most rigorous and challenging middle school programs. Through their experience at Tesfa, students will be held to the highest of standards both academically and socially, to prepare the students for college and careers, as well as with the leadership skills required of active and productive citizens in the 21st century. Through access and equity, students will follow a pathway to success for them and their communities.

AGENDA and MINUTES

<b>Subject</b>	<b>Board Agenda</b>						
Motion	Motion to approve the agenda for 11/4/14 with the amendment to section 5 to add “Accounting and Financial Services”.						
Made by	Emily Snodgrass	Seconded		Emily Schmidt			
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision							

<b>Subject</b>	<b>Board Minutes</b>						
Motion	Motion to approve minutes from October board meeting.						
Made by	Emily Snodgrass	Seconded		Emily Schmidt			
Discussion							
Vote		Yea	4	Nay	0	Abstain	2
Decision							

FINANCIAL REPORT

<b>Subject</b>	<b>Accounting and Financial Services</b>						
Motion	Motion to amend the budget to eliminate admin computers and replace with admin accounting service to run from January to June.						
Made by	Helen Fisk	Seconded		Julian Stanke			
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision							

<b>Subject</b>	<b>Walton Foundation Grant – Approved and Received</b>						
Motion							
Made by		Seconded					
Discussion	Walton Foundation grant of \$250,000 has been received and deposited in Tesfa account.						
Vote		Yea		Nay		Abstain	
Decision							

AUTHORIZER INPUT

<b>Subject</b>	<b>None – No representatives from VOA.</b>		
<b>Discussion</b>			

POLICY UPDATES

<b>Subject</b>	<b>Policies 419, 420, 490, 491, 492, 493</b>		
<b>Motion</b>	Motion to adopt policies 419, 420, 490, 491, 492, 493.		
<b>Made by</b>	Helen Fisk	Seconded	Emily Snodgrass
<b>Discussion</b>			
<b>Vote</b>	Yea	6	Nay
<b>Decision</b>		0	Abstain
			0

<b>Subject</b>	<b>Policy 494</b>		
<b>Motion</b>	Motion to adopt 494 with the amendment of changing NWEA to MAP.		
<b>Made by</b>	Midi Hansen	Seconded	Helen Fisk
<b>Discussion</b>			
<b>Vote</b>	Yea	6	Nay
<b>Decision</b>		0	Abstain
			0

NEW BUSINESS

<b>Subject</b>	<b>Approval of new board chair</b>		
<b>Motion</b>	Motion to approve Tanya Hiefort as Tesfa International Board Chair		
<b>Made by</b>	Helen Fisk	Seconded	Emily Snodgrass
<b>Discussion</b>			
<b>Vote</b>	Yea	6	Nay
<b>Decision</b>		0	Abstain
			0

<b>Subject</b>	<b>Charter School Specialists Update</b>		
<b>Motion</b>			
<b>Made by</b>		Seconded	
<b>Discussion</b>	Update from Becky Magnuson, including information about marketing, building search update,		

	and grant application updates.					
Vote		Yea		Nay		Abstain
Decision						

<b>Subject</b>	<b>Committees of the Board</b>						
Motion	Motion to form committees for the Tesfa International School Board on an ad hoc basis.						
Made by	Helen Fisk		Seconded	Emily Snodgrass			
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision							

<b>Subject</b>	<b>School Director Search</b>						
Motion	Motion to authorize the treasurer to call and authorize the job from January 1 to June 30 2015.						
Made by	Helen Fisk		Seconded	Julian Stanke			
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision							

**PUBLIC COMMENTS**

<b>Subject</b>	None					
Discussion						

**ADJOURNMENT**

Motion	To adjourn the meeting at 7:12pm						
Made by	Midi Hansen		Seconded	Emily Schmidt			
Discussion							
Vote		Yea	6	Nay	0	Abstain	0
Decision							

Tesfa International School  
Walton Budget November 2014

<b>SCHOOL SUPPORT SERVICES</b>	Budget	Deductions	Balance
<b>Contracted</b>	<b>9,000</b>	<b>1061.64</b>	<b>7938.36</b>
Accounting	6,000		
Copy Services	2,000		
Filing Fees	1,000	1061.64	
<b>Communication Services</b>	<b>3,000</b>	<b>157.16</b>	<b>2842.84</b>
Website/phone	3,000	157.16	
<b>Postage</b>	<b>1,000</b>	<b>163.91</b>	<b>836.09</b>
<b>Non Instructional Supplies</b>	<b>11,000</b>	<b>370.08</b>	<b>10629.92</b>
Office Supplies	9,000	370.08	
Paper	2,000		
<b>Equipment</b>	<b>4,000</b>	<b>49.99</b>	<b>3950.01</b>
Fire Kings	3,000		
Furniture	1,000	49.99	
<b>Technology</b>	<b>2,000</b>		<b>2000.00</b>
Printer	2,000		
<b>REGULAR INSTRUCTION</b>			
<b>Contracted</b>	<b>3,000</b>		<b>3000.00</b>
ENVoY	3,000		
<b>Equipment</b>	<b>35,000</b>		<b>35000.00</b>
Classroom furniture	35,000		
<b>Technology</b>	<b>90,000</b>		<b>90000.00</b>
Interactive White Boards	40,000		
Student Computers	35,000		
Teacher Computers	15,000		
<b>SITE AND BUILDING</b>			
<b>Equipment</b>	<b>10,000</b>		<b>10000.00</b>
Kitchen	10,000		
<b>PAYROLL</b>			
<b>Salaries/Benefits</b>	<b>82,000</b>		<b>82000.00</b>
<b>Total</b>	<b>250,000</b>	<b>1802.78</b>	<b>248197.22</b>





TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

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## **Personnel Recommendation December 2, 2104**

*The following personnel items are recommended for approval at the December 2, 2014 school board meeting:*

### **Licensed Staff Employment**

**Rebecca Magnuson- 1.0 F.T.E. Director** @ \$37,500 plus benefits effective January 1, 2015 through June 30, 2015.

### **Request to Post Position**

**1.0 F.T.E Assistant Director** @ approximately \$18,000 plus benefits effective January 26, 2015 through June 30, 2015





TESFA INTERNATIONAL SCHOOL  
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TESFA INTERNATIONAL SCHOOL  
 ASSISTANT DIRECTOR JOB DESCRIPTION

**About Tesfa International School:** Tesfa International School is designed to close the achievement gap between low-income students and their middle-class and affluent peers through establishing a high standards K-6 charter school in St. Paul, Minnesota. Tesfa plans to open in August 2015 and initially serve 220 students in grades K-6, expanding to a full enrollment of close to 300 students in grades K-6 by 2018. Tesfa International School will serve the Midway area of St. Paul, a community in which a majority of low-income children are currently performing well below grade level proficiency. Tesfa International School will engage in a new model of charter school start-up by working in partnership with Global Academy, a high-performing, high-poverty charter school in Columbia Heights from start-up through operational years; Tesfa’s academic program and school culture systems are modeled after the highly successful ones in place at Global Academy.

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<p><b>Job Description</b></p>	<ul style="list-style-type: none"> <li>• Articulate the mission and vision of Tesfa International School to staff, the school community, and the greater community</li> <li>• Oversee implementation of the International Baccalaureate Programme</li> <li>• Oversight of other curricula (i.e. reading, math, writing) that the board approves</li> <li>• Maintain accurate documentation of curricula at all grade levels</li> <li>• Oversee student assessment</li> <li>• Oversee state standardized testing</li> <li>• Implement appropriate programs for differentiation, acceleration and remediation of students</li> <li>• Research, identify, and secure appropriate instructional materials</li> <li>• Maintain an accurate inventory of instructional materials purchased by the school</li> <li>• Oversee budgets as related to job responsibilities</li> <li>• Oversee curricular enhancements (i.e. field trips and special experiences)</li> <li>• Provide resources for parents on how to help their children succeed</li> <li>• Provide meaningful staff development</li> <li>• Observe, coach, and evaluate staff as directed by the school’s director</li> <li>• Help to create and maintain a school atmosphere that is flexible, collaborative, innovative, respectful and supportive of the efforts to improve achievement for all students</li> <li>• Be prepared to serve as the director in the absence of the director</li> <li>• Other duties as the director may assign</li> </ul>
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<b>Required Experience Prerequisites</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Education</li> <li>• 5+ years of elementary teaching experience</li> <li>• Experience supervising, coaching and evaluating staff</li> <li>• Knowledge of Minnesota school law</li> <li>• Experience achieving ambitious outcomes as a classroom teacher</li> <li>• Experience with the International Baccalaureate Program</li> <li>• Deep knowledge of effective teaching practices</li> <li>• Experience working with diverse populations (i.e. English language learners, students with special needs, urban populations)</li> <li>• Experiences in planning and/or leading professional development</li> <li>• Strong attention to detail and ability to execute multiple project tasks simultaneously while ensuring all deadlines are met</li> <li>• Ability to think critically, problem solve and support the school team</li> <li>• Proficiency in technology</li> </ul>
<b>Physical Job Requirements</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.</p>
<b>Benefits and Salary</b>	<p>Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.</p>
<b>To Apply</b>	<p>If you would like to apply, please submit a cover letter and resume with references to Rebecca Magnuson at rebeccamagnuson@yahoo.com. Tesfa International School will accept applications until December 26, 2015. The Assistant Director position will start January 26, 2015.</p>
<p><i>As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.</i></p>	

**TESFA INTERNATIONAL SCHOOL  
SCHOOL WEAPONS POLICY (501)**

**I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

**II. GENERAL STATEMENT OF POLICY**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The Tesfa International School will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

**III. DEFINITIONS**

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of Tesfa International School.
  
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### **IV. EXCEPTIONS**

- 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 falls within one of the following categories:
  - 1. licensed peace officers, military personnel, or students or non-students participating in military training, who are on duty performing official duties;
  
  - 2. persons authorized to carry a pistol under Minn. Stat., Section 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;
  
  - 3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 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 Sections 624.714 and 624.715.

4. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;

5. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

6. a gun or knife show held on school property;

7. 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

8. persons who are on unimproved property owned or leased by a child care center or Tesfa International School unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While Tesfa International School takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

Tesfa International School may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

## **V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. Tesfa International School takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the Director of dismissal for a period of time not to exceed one year.

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

C. Administrative Discretion

While Tesfa International School takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the Director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

**A. Employees**

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and Tesfa International School policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

**B. Other Non-students**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

*Adopted:*

*Reviewed:*

**TESFA INTERNATIONAL SCHOOL**  
**SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND**  
**STUDENT’S PERSON (502)**

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Tesfa International School’s policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of Tesfa International School. At no time does Tesfa International School relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials 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 officials 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 Tesfa International School. At no time does Tesfa International School 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.

### **III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by Tesfa International School policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to Tesfa International School, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of Tesfa International School policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any

time, without notice, without student consent, and without a search warrant.

- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. Tesfa International School shall provide a copy of this policy to a student when the student is given use of a locker.

## **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of Tesfa International School, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with Tesfa International School's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

*Adopted:*

*Reviewed:*

**TESFA INTERNATIONAL SCHOOL  
STUDENT DRESS AND APPEARANCE (504)**

**I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of Tesfa International School is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Students are expected to be in uniform at school unless authorized to be "uniform free." Uniform expectations are published annually in the School Handbook.
- C. The following guidelines apply to "uniform free" days. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
  2. Clothing that does not create a health or safety hazard.
  3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- D. Inappropriate clothing on "uniform free" days includes, but is not limited to, the following:
1. Shorts, tops that expose the midriff, and other clothing that is not in keeping with community standards.
  2. Clothing bearing a message that is lewd, vulgar, or obscene.
  3. Apparel promoting products or activities that are illegal for use by minors.
  4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  5. Any apparel or footwear that would damage school property.
- E. Hats are not allowed in the building except with the approval of the building administration (i.e., student undergoing chemotherapy; medical situations).
- F. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- G. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol or color, and whose members individually or collectively

engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### **III. PROCEDURES**

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

*Adopted:*

*Revised:*

## **TESFA INTERNATIONAL SCHOOL**

### **STUDENT DISCIPLINE (506)**

#### **I. PURPOSE**

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

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

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of 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, which 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 education 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 Tesfa International School that a fair and equitable school-wide 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. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with

the participation of Tesfa International School's administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of Tesfa International School.

### **III. AREAS OF RESPONSIBILITY**

#### **A. The School Board:**

The school board holds all school personnel responsible for the maintenance of order within Tesfa International School and supports all personnel acting within the framework of this discipline policy.

#### **B. Director:**

The director shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

The school director is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The director shall give direction and support to all school personnel performing their duties within the framework of this policy. The director shall consult with parents of students conducting themselves in a manner contrary to the policy. The director shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A director, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

C. Teachers:

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Other Tesfa International School Personnel:

All Tesfa International School personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the director. A school employee, school bus driver, or other agent of Tesfa International School, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians:

Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students:

All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members:

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

**IV. STUDENT RIGHTS**



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

## **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

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

- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable Tesfa International School policy; indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

## **VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by Tesfa International School. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for Tesfa International School purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of Tesfa International School or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the Tesfa International School Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to

function as an explosive;

15. Possession, use, or distribution of 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;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;

24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of Tesfa International School by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
29. Impertinent or disrespectful language toward teachers or other Tesfa International School personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other Tesfa International School personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or

inappropriate sexual conduct, or indecent exposure;

34. 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;
35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies, or procedures;
38. Other acts, as determined by Tesfa International School, which are disruptive of the educational process or dangerous or detrimental to the student or other students, Tesfa International School personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of Tesfa International School or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

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

- A. Student conference with teacher, principal, counselor or other Tesfa International School personnel, and verbal warning;

- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in Tesfa International School court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;

- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act; and/or
- S. Other disciplinary action as deemed appropriate by Tesfa International School.

### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. Teachers should immediately notify the office if a student needs to be removed from class. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other Tesfa International School employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. Grounds for removal from class shall include any of the following:
  - 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
  - 2. Willful conduct that endangers surrounding persons, including Tesfa International School employees, the student or other students, or the property of the school;
  - 3. Willful violation of any school rules, regulations, policies or procedures, including the 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.

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

## **IX. DISMISSAL**

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. Tesfa International School shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion or expulsion. Tesfa International School shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including Tesfa International School employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the director with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, Tesfa International School shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian prior to subsequently removing the student from school. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where Tesfa International School is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. In the case of a student with a disability, the student’s individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student’s current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child’s disability and the behavior subject to disciplinary action, and determine the appropriateness of the child’s education plan.

The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student’s current placement for five (5) or more consecutive days; or (3) the student’s total days of removal from the student’s placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40- 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
8. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
10. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

#### D. Expulsion and Exclusion Procedures

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of Tesfa International School’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and crossexamine witnesses. Tesfa International School shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by Tesfa International School, student, parent or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. Tesfa International School shall record the hearing proceedings at Tesfa International School's expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. Tesfa International School shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent Tesfa International School in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated Tesfa International School. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all Tesfa International School records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any Tesfa International School employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for Tesfa International School.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. Tesfa International School shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. Tesfa International School shall report each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report shall include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be

reinstated in Tesfa International School.

## **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

## **XI. NOTIFICATION OF POLICY VIOLATIONS**

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

## **XII. STUDENT DISCIPLINE RECORDS**

It is the policy of Tesfa International School that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable Tesfa International School policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

## **XIII. DISABLED STUDENTS**

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

Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, Tesfa International School will convene a meeting to determine whether the student's educational program is appropriate and whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10)

days of Tesfa International School's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, Tesfa International School will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team will confer on the appropriate discipline (excluding exclusion or expulsion) and take steps to alter the student's educational program, as necessary. Regardless of whether the behavior is a manifestation of the student's disability, if the team determines that the student's educational program is either not appropriate or not being properly implemented, the team will take steps to alter the program and will take any program alterations into account in determining appropriate discipline. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, Tesfa International School shall continue to provide special education and related services after any period of suspension, if suspension is imposed.

#### **XIV. DISTRIBUTION OF POLICY**

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

*Approved:*

*Revised:*



**TESFA INTERNATIONAL SCHOOL**  
**BULLYING PROHIBITION 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 students' ability to learn and teachers' ability to educate students in a safe environment. Tesfa International School 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 Tesfa International School and the rights and welfare of its students and is within the control of Tesfa International School in its normal operations, it is Tesfa International School'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 Tesfa International School in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive 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 Tesfa International School property or at school-related functions. 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 that interferes with or obstructs the mission or operations of Tesfa International School or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of Tesfa International School by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off Tesfa International School property and/or with or without the use of Tesfa International School resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of Tesfa International School shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen 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, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with Tesfa International School's policies and procedures. Tesfa International School may take into account the following factors:
  - 1. The developmental 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 positive behavioral interventions up to and including suspension and/or expulsion. 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 Tesfa International School property and events and/or termination of services and/or contracts.

- G. Tesfa International School will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Tesfa International School 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 any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:
1. harming a student or a group of students;
  2. damaging a student’s property or a group of students’ property;
  3. placing a student or a group of students in reasonable fear of harm to person or property; or
  4. creating a hostile educational environment for a student or a group of students; or
  5. intimidating a student or a group of students
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On Tesfa International School property or at school-related functions” means all Tesfa International 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 Tesfa International 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. Tesfa International 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, Tesfa International School does not represent that it will provide supervision or assume

liability at these locations and events.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the director or assistant director. A person may report bullying anonymously. However, Tesfa International School's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. Tesfa International School encourages the reporting party or complainant to use the report form available from the director or available from the Tesfa International School office, but oral reports shall be considered complaints as well.
- C. The director and/or assistant director are the persons responsible for receiving reports of bullying. If the complaint involves the assistant director, the complaint shall be made directly to the director. If the complaint involves the director, the complaint shall be made directly to the board chair.
- 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 receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the director or assistant director immediately. School personnel who fail to inform the director or assistant director of conduct that may constitute bullying in a timely matter may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. Tesfa International School will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Tesfa International School's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. TESFA INTERNATIONAL SCHOOL ACTION**

- A. Upon receipt of a complaint or report of bullying, Tesfa International School shall undertake or authorize an investigation by Tesfa International School officials or a third party designated by Tesfa International School.
- B. Tesfa International School may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, Tesfa International School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Tesfa International School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; Tesfa International School policies; and regulations.
- D. Tesfa International School is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Tesfa International School. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **VI. REPRISAL**

Tesfa International School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Tesfa International School who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

## **VII. TRAINING AND EDUCATION**

- A. Tesfa International School annually will provide information and any applicable training to Tesfa International School staff regarding this policy.
- B. Tesfa International School annually will provide education and information to students regarding bullying, including information regarding this Tesfa International School policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of Tesfa International School is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. Tesfa International School may implement violence prevention and character development education programs to prevent and 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.

## **VIII. NOTICE**

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

*Adopted:*

*Revised:*

### **TESFA INTERNATIONAL SCHOOL**

#### **ADMISSION POLICY (591)**

## **I. PURPOSE**

The purpose of this policy is to explain how Tesfa International School will decide whom to enroll as pupils in the school.

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

Tesfa International School follows Minnesota Statutes 124D.10 (Subd.9) in its enrollment practices. The text of the law is provided below.

A charter school may limit admission to:

- (1) pupils within an age group or grade level;
- (2) pupils who are eligible to participate in the graduation incentives program under section [124D.68](#); or
- (3) residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

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. The charter school must develop and publish a lottery policy and process that it must use when accepting pupils by lot.

A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils 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 and may not establish any criteria or requirements for admission that are inconsistent with this subdivision.

The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

## **III. PROCEDURES**

- A. Information regarding enrollment deadlines and procedures will be published on the school's Application Form and school website. Information about Minnesota Statute 124D will be included on the form
- B. Each year Tesfa International School will inform the public of the deadline for submitting Application Forms for admissions for the following school year.

- C. Tesfa International School will annually publish a date for its initial annual lottery for admission for the following school year.
- D. The Director and Assistant Director will conduct the lottery on the designated date.
- E. Spaces that open after a class is filled through the initial lottery will be filled by lot from available applicant at the time the space is made available.
- F. Families will be notified by mail regarding their child's status during the admissions process.

*Adopted:*

*Revised:*