



Twin Lakes

STEM ACADEMY

FAMILY HANDBOOK

2025-2026

Mission:

Through a global-minded education, we empower and prepare all students with the empathy, knowledge, and skills to take risks and pursue goals that contribute meaningfully to their community.

All school policies mentioned in this handbook can be found on the school's website at www.twinlakesacademy.org under the board section.

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Dear Families,

Welcome to Twin Lakes STEM Academy! We are grateful for the opportunity to serve and support you! The following school handbook is intended to provide you with basic information about the school. Please do not hesitate to call if you have any questions about the content of this book or any aspect of your child's experience at Twin Lakes STEM Academy.

This handbook is divided into four main sections:

- 1) Information**
- 2) Academics**
- 3) Rules and Discipline**
- 4) Health and Safety**

Topics within each of these categories are alphabetized for your convenience.

All school policies mentioned in this handbook can be found on the school's website under the "Board" section. A paper copy of any policy can be printed for you in the school's office.

We look forward to working with you to provide a world-class education for your child.

Sincerely,

Jason Stockwell,

Principal/Executive Director

PART I – INFORMATION

Arrival and Dismissal Hours

School hours for students are 7:30am to 2:40pm Monday- Thursday & 7:30am to 11:40am on Friday.

Students should not be dropped off at school **before 7:20am** and must be **picked up from school by 3:00pm** if they are not using school transportation. Parents must pick up their students on time.

Our building is open from 7:15am to 3:15pm weekdays.

The main office phone is answered from 7:15am to 3:15pm weekdays.

Calendar

The school board annually adopts the school calendar. A copy of the school calendar can be on the school's website: www.twinlakesacademy.org

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school's Principal, Jason Stockwell. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. If requested, the Principal will respond in writing to the complaining party regarding the school's response to the complaint.

Curriculum

Curriculum at Twin Lakes STEM Academy meets the State of Minnesota's standards for education. The curriculum at Twin Lakes STEM Academy is based in Project Lead The Way, Amplify CKLA, and iReady Math. Complete information about the school's program can be found on our website or by asking the school's staff.

Employee Directory

A current Employee Directory can be found on the school's website complete with email addresses: www.twinlakesacademy.org

Employment Background Checks

Twin Lakes STEM Academy will seek criminal history background checks for all applicants who receive an offer of employment with Twin Lakes STEM Academy. Twin Lakes STEM Academy will also seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the

opportunity to provide athletic coaching services or other extracurricular academic coaching services to Twin Lakes STEM Academy, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. Twin Lakes STEM Academy may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Food in the Classrooms

Twin Lakes STEM Academy has adopted a Wellness Policy (533) that encourages and requires the provision of healthy foods at the school. Parents, students or teachers who provide food for class events should check the school's "Healthy Foods List" before purchasing food items to bring to school (See Appendix A on page 24).

Fundraising

All fundraising activities conducted by student groups and/or parent groups must be approved by the school's Principal in advance. Participation in non-approved fundraising activities is a violation of Twin Lakes STEM Academy policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Holiday Celebrations and Birthday Celebrations

Holidays are not celebrated at Twin Lakes STEM Academy. Students will learn about the traditions of certain holidays within the context of the curriculum as an academic endeavor.

Regarding birthday celebrations, we ask that parents who choose to bring a treat select one from the healthy foods list. The school reserves the right to not serve birthday treats if doing so interferes with the planned educational program for that day or does not meet the school's healthy food requirements.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or Twin Lakes STEM Academy officials, employees, and/or agents, **except as provided by law and/or school policy.**

Meals for Students (lunch and breakfast)

Twin Lakes STEM Academy is prepared to provide each student with a nutritious lunch and breakfast each day. Students may elect to bring their own lunch if they wish to do so. The school cannot provide refrigeration or microwaving for home lunch items. In accordance with Minnesota law, Twin Lakes STEM Academy provides free breakfast and lunch for students. Parents are still must fill out the "Application for Educational Benefits" form sent to families as required on an annual basis. We strongly encourage families to help the school by filling out the form.

McKinney-Vento Homeless Assistance Act

The federal law known as the McKinney-Vento Homeless Assistance Act requires that states and school districts eliminate barriers to immediate school enrollment for students experiencing homelessness. Examples of this include ensuring free lunch, transportation to and from school regardless of location, steps to continue equal access to all school opportunities, and making additional resources accessible to all identified families.

Students experiencing homelessness are identified at Twin Lakes STEM Academy in multiple ways. Families may indicate their living situation through the registration process or alert school staff or the school's Homeless Liaison if they experience changes in their living status. Twin Lakes STEM Academy strives to support our students by promoting school stability and connecting families with the resources they need for academic success.

Staff at Twin Lakes STEM Academy must receive annual training regarding the requirements of the McKinney-Vento Homeless Assistance Act.

TLSA Homeless Assistance Liaison: Jason Stockwell

jason.stockwell@twinlakesacademy.org

763-338-9373

Nondiscrimination

Twin Lakes STEM Academy is committed to inclusive education and providing an equal educational opportunity for all students. Twin Lakes STEM Academy does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Jason Stockwell, as the school's Human Rights Officer to handle inquiries regarding nondiscrimination. Jason can be reached at 763-338-9373 at the Twin Lakes STEM Academy school office.

Notice of Violent Behavior by Students

Twin Lakes STEM Academy will give notice to teachers and other appropriate school staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, school officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Overseas Travel

Twin Lakes STEM Academy recognizes the occasional need for families to travel overseas for family purposes and the educational value of international travel. Twin Lakes STEM Academy also recognizes that lengthy absences for international travel can be detrimental to a student's progress in school. Parents who wish to take their children overseas should complete a "Guidelines for Overseas" travel form and return it to the office. Depending upon the length of the trip, it may not be possible to guarantee a space at the school upon the child's return.

Parent and Teacher Conferences

Parent and teacher conferences will be held in November, March, and May of this school year. Please check the school calendar for specific dates and times. A copy of the school calendar can be found at the very back of this handbook.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer at Twin Lakes STEM Academy, parents/guardians should speak to their child's teacher, or the administration of the school. Parents/guardians who visit the school must sign in at the front desk before entering a classroom.

Pledge of Allegiance

The Board of Directors of Twin Lakes STEM Academy has decided that students at the school will not recite the Pledge of Allegiance. Students will learn about the historical significance of the Pledge of Allegiance through the school's curriculum. See Appendix B on page 25 for a copy of the school's policy.

Schedule

Each teacher will provide parents of students in his/her classroom with a copy of the student's daily schedule upon request.

School Board and School Board Meetings

A seven-member school board governs Twin Lakes STEM Academy. Annual elections are held to fill vacancies on the school board. School board meetings are held monthly and are open to the public. Contact information for board members is listed on the school's website: www.twinlakesacademy.org

School Closing Procedures

School may be cancelled when the Principal believes the safety of students and employees is threatened by severe weather or other circumstances. The Principal will decide about closing school or school buildings as early in the day as possible.

In the event of severe winter weather, you can find out if school will be open by checking the following:

TELEVISION: KARE Channel 11
INTERNET: www.kare11.com School Alert
PHONE: Phone the school and listen to the message 763-338-9373

PLEASE NOTE: An announcement will be put on the school's website. If Minneapolis Public Schools close, Twin Lakes STEM Academy will also close. www.twinlakesacademy.org.

Searches

In the interest of student safety and to ensure that schools are drug free, school authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school discipline policy, which may include suspension, exclusion, expulsion, and, when appropriate, referral to legal officials.

Lockers, Desks, Cubbies, and Storage Units

Lockers, school desks, cubbies, and storage units are the property of Twin Lakes STEM Academy. At no time does the school relinquish its exclusive control of lockers, desks, cubbies, or storage units provided for the convenience of students. Inspection of the interior of these spaces may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student 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.

Special Education

Twin Lakes STEM Academy strictly adheres to all state and federal laws regarding the provision of special education services to our students. If you believe your child might benefit special education services, please call the school's Principal at 763-338-9373.

Student Publications and Materials

The policy of the school is to protect students' free speech rights while, at the same time, preserving the school's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the Principal. Non School-sponsored publications may not be distributed without prior approval.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of postsecondary education. A complete copy of the school's "Protection and Privacy of Pupil Records" (Policy 515) may be obtained on the school's website, www.twinlakesacademy.org, or a copy may be requested from the Principal's office.

Student Surveys

Parents will be notified if students are asked to complete surveys required by the State of Minnesota. Options for opting out of participating in such surveys will be explained in the notifications.

Transportation of Public School Students

Twin Lakes STEM Academy will provide transportation, at the expense of the school for all students who live with the designated transportation boundaries established by the school. Transportation will be provided on all regularly scheduled school days or make-up days. Twin Lakes STEM Academy will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. Transportation boundaries can be found on the school website.

Video and Audio Taping:**School Buses**

All school buses used by Twin Lakes STEM Academy may be equipped for the placement and operation of a video camera. Twin Lakes STEM Academy will inform students that their conversations or actions may be recorded. Twin Lakes STEM Academy may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the student's misconduct on the bus.

Places Other Than Buses

Twin Lakes STEM Academy buildings and grounds may be equipped with video cameras. Video surveillance may occur in the school building or on any Twin Lakes STEM Academy property.

PART II — ACADEMICS

Academic Integrity

Students at Twin Lakes STEM Academy are expected to exhibit academic integrity. This means that they do their own work and are not academically dishonest. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own through acts of cheating or plagiarism. Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work that are not one's own.

Students may be asked to collaborate with one another and should do so under the guidelines established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate. Family members or tutors may dialogue with a student about an assignment, but may not do the assignment for the student. Students who are academically dishonest may be subject to disciplinary action.

Field Trips

Field trips may be offered to supplement student learning. Parents need to sign a blanket permission form in order for students to participate in field trips. Teachers will send home a notification form for each field trip. Parents may call the teacher to request that their child not attend a particular field trip.

Grades

Students' grades will be reported each semester. See the school calendar for the end of semester dates. Parents will receive a paper copy of each child's report card.

Homework

Twin Lakes STEM Academy teachers may assign homework. The amount of homework varies by grade level and subject area. The school asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Promotion or retention of a student

may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The Principal's decision will be final.

Parent Right to Know

If a parent requests it, the school will provide information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

- a. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- b. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- c. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- d. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Withdrawal from School

Parents may formally withdraw their student from Twin Lakes STEM Academy by filling out Twin Lakes STEM Academy's "Intent to Withdraw" form or by having another school request their student's records from Twin Lakes STEM Academy.

PART III — RULES AND DISCIPLINE

Attendance

School attendance is mandatory in the State of Minnesota in order to make certain that all children acquire the necessary skills for success as adults. Establishing good attendance patterns in the elementary years is one of the best ways to ensure a student will stay in school through graduation.

Regular school attendance is directly related to success in academic work. Parents are expected to call the school to report if their child(ren) are absent from school. Students who are absent 15 consecutive days will be dropped from the school.

Excused Absences/Tardy

The following constitute **excused** reasons for student absences/tardy:

- Illness-**when reported to the office by parent/guardian, school may request doctor verification**
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical, dental, or orthodontic treatment, or counseling appointment-please avoid school hours when possible
- Court appearances occasioned by family or personal action
- Religious instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing
- Removal of a student pursuant to suspension. Suspensions are to be handled as excused absences and students will be allowed to make up work.
- Religious holidays or family emergencies

Unexcused Absences/Tardy

The following are examples that will be **not excused** for absences/tardy:

- An absence which was not approved by the parent and/or school
- Families taking students out of school on a consistent basis
- Truancy
- An absence in which the student failed to comply with any reporting requirements of the school.
- Work at home
- Work at a business-this includes model or acting job
- Vacations with family
- Oversleeping

- Missing the bus
- Loss of bus riding privileges
- Too cold or weather related- if school is in session students are expected to be here
- Needed at home
- Babysitting or home care of other family members

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 121A.40-121A.56.

In cases of excessive unexcused absences, the Principal may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

It is considered educational neglect if a student under the age of twelve has seven unexcused absences, and will be reported to County Social Services. A habitual truant is a child under the age of 12 years who is absent from attendance at school **without lawful excuse for seven school days** and who has not lawfully withdrawn from school. A school attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A. **For those students under the age of 12 years, the parent(s) or legal guardian(s) are held responsible for the attendance of their child.**

Parent(s)/Guardian(s)Procedures:

Call the office by 8:00 am to report absence on the 24/hour voicemail number at: 763-338-9373.

Leave the student's first and last name, reason for absence, your relationship to the student, and a phone number where you can be reached. If you do not call the school or the school is unable to contact you regarding the absence; you must provide your student(s) with a note verifying the absence. Notify the office ahead of time if your student(s) will be gone (vacations, surgery etc.) or is to leave early for an appointment via a note or phone call.

Doctor Notes:

Doctor/Dental/Counseling Appointments will require a note verifying the appointment for the student. Students must check in at the office upon return from his/her appointment and present the note.

Schools' Procedures:

If an absence has not been reported, the office will attempt to call parent(s) or guardian(s) at home or work. A return call is expected to verify the absence. All absences are considered unexcused until verification can be made.

Tardiness:

Tardiness is considered anytime a student arrives to class late without a valid reason. Every three unexcused tardies equal one unexcused absence. Upon arriving to school after 8:00 am, the student must report to the office for a pass. Students will not be allowed to report to class without a pass.

Bullying Prohibition

Twin Lakes STEM Academy is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school property or at school-related functions. For detailed information regarding the school's "Bullying Prohibition" Policy, see Appendix C on page 25.

Busses—Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school will not provide transportation for students whose transportation privileges have been revoked.

The school is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop **five minutes before** your scheduled pickup time.
- The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.

- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school under adopted administrative discipline procedures. All students will be informed by their teachers about the consequences for student bus misbehavior. Serious misconduct may be reported to local law enforcement.

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school may request to search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school policies may be subject to disciplinary action pursuant to the school's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school will be returned to the student's parent or guardian.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Students are expected to follow the school's Essential Agreements for behavior, which will be sent home in September. For detailed information on consequences for violations, see the complete "Student Discipline" Policy 506, in Appendix D on page 30.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at Twin Lakes STEM Academy or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. Twin Lakes STEM Academy will discipline or take appropriate action against anyone who violates this policy.

Twin Lakes STEM Academy policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school's "Student Medication" policy.

Harassment and Violence Prohibition

Twin Lakes STEM Academy strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. Twin Lakes STEM Academy prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school's "Harassment and Violence Prohibition" Policy 413, see Appendix E on page 46.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the Twin Lakes STEM Academy's "Student Discipline: policy. For detailed information on the school's "Hazing Prohibition" Policy 526, see Appendix F on page 53.

Technology Acceptable Use

All Twin Lakes STEM Academy students have conditional access to the school's technology, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school's technology is a privilege, not a right. Unacceptable use of the school's technology or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school's "Internet Acceptable Use" policy is available on the school's website: www.twinlakesacademy.org.

Parents will receive a copy of the Twin Lakes STEM Academy's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school's technology. Parents who wish their children to use school technology must sign the Internet Use Agreement form.

Tobacco-Free Schools

Twin Lakes STEM Academy students and staff have the right to learn and work in an environment that is tobacco free. Twin Lakes STEM Academy policy is violated by any individual's use of tobacco or tobacco-related devices in the school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to Twin Lakes STEM Academy discipline.

Student Dress and Appearance

If the administration believes 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. A parent or guardian will be notified.

Vandalism

Vandalism of any Twin Lakes STEM Academy property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Visitors

Parent and family visitors must sign in at the front desk and wear a nametag during their visit to Twin Lakes STEM Academy. Student visitors are not allowed at school without the direct permission from the Principal.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in Twin Lakes STEM Academy policy. 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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy.

Twin Lakes STEM Academy takes a “zero tolerance” position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the Principal of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to Twin Lakes STEM Academy discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the school or visit the school website at www.twinlakesacademy.org.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the Principal or Assistant Principal as soon as possible after the accident occurs. The adult supervising the student at the time of the accident will fill out an accident report form that will be kept on file at the school. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, an adult will call 911 or seek emergency medical treatment and then contact the parent(s).

Crisis Management

Twin Lakes STEM Academy has developed a "Crisis Management" policy. Students will learn the correct procedures for all emergency situations as necessary.

The "Crisis Management" policy addresses a range of potential crisis situations in Twin Lakes STEM Academy and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. Twin Lakes STEM Academy will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Parents are expected to provide the school with emergency contact information in the event the school needs to contact them in an emergency situation. If your emergency contact information changes, please call the school at 763-338-9373 to update the information.

Health Information/First Aid

The office staff is equipped to handle minor injuries requiring first aid. In addition, most staff members at the school have been trained in pediatric first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the Office Manager or Principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or Twin Lakes STEM Academy employees. Twin Lakes STEM Academy will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Please be mindful of health-related protocols and practices in both the school and surrounding community. Guidelines and requirements may change rapidly, and Twin Lakes STEM Academy will ensure the safest environment possible for all students and staff. As such, your cooperation is appreciated and questions or concerns are welcome to be shared with administration.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempt from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. For a copy of the immunization schedule call 763-338-9373.

Medications at School During the School Day

Twin Lakes STEM Academy acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs and/or over-the-counter medication at school requires a completed signed request from the student's parent and a doctor's authorization. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications and/or over-the-counter (OTC) must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications and/or OTC are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school policy and procedures, medications administered as noted in a written agreement between the school and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Twin Lakes STEM Academy is to be notified of any change in a student's prescription medication administration.

PART V- APPENDICES

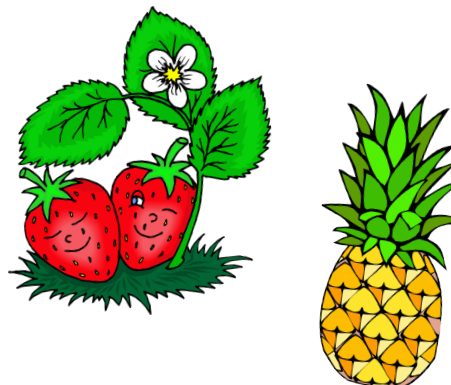
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APPENDIX A

Twin Lakes STEM Academy Healthy Foods List

- Water
- 100% Juice
- Fresh fruit assortment
- 100% fruit snacks
- Assorted vegetables
- Cheese-cubes
- String cheese
- Pretzels
- Rice Cakes
- Low-fat popcorn
- Graham crackers
- Sun Chips
- Baked Chips
- Goldfish crackers (most crackers are healthy)
- Trail/Cereal Mixes (No NUTS)
- Fig Newton's
- Cookies – low sugar or fat content (i.e. oatmeal raisin)
- Animal crackers
- Angel food cake- plain or topped with fruit
- Pickles
- Low-fat pudding
- Yogurt
- Yogurt smoothies
- Dried fruit (raisins, cranberries, apricots, banana chips)



Other snacks may be served with the approval of the administration on special occasions.

Students who provide food for class events may not bring home-cooked items. Food must be purchased from restaurants or packaged from grocery stores.

APPENDIX B

TWIN LAKES STEM ACADEMY THE PLEDGE OF ALLEGIANCE (531)

I. PURPOSE

The school board recognizes the need to annually address the issue of whether or not the Pledge of Allegiance will be recited at our school.

II. GENERAL STATEMENT OF POLICY

- A. In accordance with Minnesota Statute 121A.11, Sub. 3, Twin Lakes STEM Academy will waive the requirement that students say the Pledge of Allegiance on a weekly basis.
- B. Students will learn about the Pledge of Allegiance and its historical significance through the school's curriculum.

Adopted: 03/03/15

APPENDIX C

TWIN LAKES STEM ACADEMY 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. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy and the rights and welfare of its students and is within the control of Twin Lakes STEM Academy in its normal operations, it is Twin Lakes STEM Academy'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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy property and/or with or without the use of Twin Lakes STEM Academy resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of Twin Lakes STEM Academy 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 Twin Lakes STEM Academy's policies and procedures. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy property and events and/or termination of services and/or

contracts.

- G. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy property or at school-related functions" means all Twin Lakes STEM Academy 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 Twin

Lakes STEM Academy purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Twin Lakes STEM Academy 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, Twin Lakes STEM Academy 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 school administration. A person may report bullying anonymously. However, Twin Lakes STEM Academy's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. Twin Lakes STEM Academy encourages the reporting party or complainant to use the report form available from the Principal or available from the Twin Lakes STEM Academy office, but oral reports shall be considered complaints as well.
- C. The Principal is the person responsible for receiving reports of bullying. If the complaint involves the Assistant Principal, the complaint shall be made directly to the Principal. If the complaint involves the Principal, 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 Principal or Assistant Principal immediately. School personnel who fail to inform the Principal or Assistant Principal 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 required by court order.

- 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. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. TWIN LAKES STEM ACADEMY ACTION

- A. Upon receipt of a complaint or report of bullying, Twin Lakes STEM Academy shall undertake or authorize an investigation by Twin Lakes STEM Academy officials or a third party designated by Twin Lakes STEM Academy.
- B. Twin Lakes STEM Academy 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, Twin Lakes STEM Academy 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. Twin Lakes STEM Academy 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; Twin Lakes STEM Academy policies; and regulations.
- D. Twin Lakes STEM Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Twin Lakes STEM Academy. 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

Twin Lakes STEM Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Twin Lakes STEM Academy 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. Twin Lakes STEM Academy annually will provide information and any applicable training to Twin Lakes STEM Academy staff regarding this policy.
- B. Twin Lakes STEM Academy annually will provide education and information to students regarding bullying, including information regarding this Twin Lakes STEM Academy policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of Twin Lakes STEM Academy 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. Twin Lakes STEM Academy 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

Twin Lakes STEM Academy will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student

handbook.

Adopted: 12/02/14

APPENDIX D

TWIN LAKES STEM ACADEMY STUDENT DISCIPLINE (506)

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with Twin Lakes STEM Academy's expectations for student conduct. Such compliance will enhance Twin Lakes STEM Academy's ability to maintain discipline and ensure that there is no interference with the educational process. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy'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 Twin Lakes STEM Academy.

III. AREAS OF RESPONSIBILITY

A. The School Board:

The school board holds all school personnel responsible for the maintenance of order within Twin Lakes STEM Academy and supports all personnel acting within the framework of this discipline policy.

B. Principal:

The Principal 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 Principal 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 Principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The Principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The Principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The Principal 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 Principal, in exercising their 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 Twin Lakes STEM Academy Personnel:

All Twin Lakes STEM Academy 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 Principal. A school employee, school bus driver, or other agent of Twin Lakes STEM Academy, 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy. 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 Twin Lakes STEM Academy purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy, which are disruptive of the educational process or dangerous or detrimental to the student or other students, Twin Lakes STEM Academy 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 Twin Lakes STEM Academy or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of Twin Lakes STEM Academy to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of Twin Lakes STEM Academy. At a minimum, violation of Twin Lakes STEM Academy rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. Twin Lakes STEM Academy shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by Twin Lakes STEM Academy. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, School Principal, counselor or other Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin

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, School Principal, or other Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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, Twin Lakes STEM Academy 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. Twin Lakes STEM Academy 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. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Principal 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, Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy'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 cross examine witnesses. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy, 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. Twin Lakes STEM Academy shall record the hearing proceedings at Twin Lakes STEM Academy'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. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy. 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy employee or agent or any other person who may have evidence upon the which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for Twin Lakes STEM Academy.
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. Twin Lakes STEM Academy 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. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy.

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, School Principal or other Twin Lakes STEM Academy official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

It is the policy of Twin Lakes STEM Academy that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable Twin Lakes STEM Academy 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, Twin Lakes STEM Academy 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 Twin Lakes STEM Academy'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, Twin Lakes STEM Academy 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, Twin Lakes STEM Academy shall continue to provide special education and related services after any period of suspension, if suspension is imposed.

XIV. DISTRIBUTION OF POLICY

Twin Lakes STEM Academy 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: 12/02/14

APPENDIX E

TWIN LAKES STEM ACADEMY HARASSMENT AND VIOLENCE POLICY (413)

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Twin Lakes STEM Academy prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of Twin Lakes STEM Academy to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Twin Lakes STEM Academy prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of Twin Lakes STEM Academy to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of Twin Lakes STEM Academy.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of Twin Lakes STEM Academy to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. Twin Lakes STEM Academy will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the

threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to

carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of Twin Lakes STEM Academy, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate Twin Lakes STEM Academy official designated by this policy. Twin Lakes STEM Academy encourages the reporting party or complainant to use the report form available from the principal of each building or available from the Twin Lakes STEM Academy office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a Twin Lakes STEM Academy human rights officer or to the Principal.
- B. The Principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult Twin Lakes STEM Academy personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the Principal must notify the school board chair. A written statement of the facts alleged will be prepared as soon as practicable by the Principal. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours. If the complaint involves the Principal, the complaint shall be made or filed directly with the school board chair.
- D. The school board hereby designates the Principal as the Twin Lakes STEM Academy human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Principal, the complaint shall be filed directly with the school board chair.¹
- E. Twin Lakes STEM Academy shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Twin Lakes STEM Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Twin Lakes STEM Academy's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of Twin Lakes STEM Academy, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by Twin Lakes STEM Academy officials or by a third party designated by Twin Lakes STEM Academy
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, Twin Lakes STEM Academy should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, Twin Lakes STEM Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

- E. The investigation will be completed as soon as practicable. The Principal shall make a written report to the school board chair upon completion of the investigation. If the complaint involves the Principal, the report may be filed directly with the school board chair. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL ACTION

- A. Upon receipt of a report, Twin Lakes STEM Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School Twin Lakes STEM Academy action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and Twin Lakes STEM Academy policies.
- B. The result of Twin Lakes STEM Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Twin Lakes STEM Academy in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

Twin Lakes STEM Academy will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit Twin Lakes STEM Academy from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be posted in the school building in an accessible area.
- B. This policy shall be given to each Twin Lakes STEM Academy employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. Twin Lakes STEM Academy will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

Adopted: 10/7/14

APPENDIX F

TWIN LAKES STEM ACADEMY HAZING PROHIBITION (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 Twin Lakes STEM Academy and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of Twin Lakes STEM Academy shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of Twin Lakes STEM Academy 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. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. 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.
- F. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy policies or regulations.
- B. "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 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 Twin Lakes STEM Academy official designated by this policy.

- B. The Principal or the Principal's designee is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Principal or the Assistant Principal. If the complaint involves the building report taker, the complaint shall be made or filed directly with the board chair or the Twin Lakes STEM Academy human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors, and other employees of the Twin Lakes STEM Academy shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. Twin Lakes STEM Academy personnel who fail to inform the building report taker of conduct that may constitute 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, or work assignments.
- 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. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL ACTION

- A. Upon receipt of a complaint or report of hazing, Twin Lakes STEM Academy shall undertake or authorize an investigation by Twin Lakes STEM Academy officials or a third party designated by Twin Lakes STEM Academy.

- B. Twin Lakes STEM Academy may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, Twin Lakes STEM Academy 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 deter violations and to appropriately discipline prohibited behavior. Twin Lakes STEM Academy 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, Twin Lakes STEM Academy policies, and regulations.
- D. Twin Lakes STEM Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Twin Lakes STEM Academy. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

Twin Lakes STEM Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Twin Lakes STEM Academy who retaliates against any person who makes a good faith report of alleged hazing 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 hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's family handbook and be referenced in staff handbooks.
- B. Twin Lakes STEM Academy will develop a method of discussing this policy with students and employees as needed.

Adopted: 01/06/2015

APPENDIX G

TWIN LAKES STEM ACADEMY 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 Twin Lakes STEM Academy'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 Twin Lakes STEM Academy. At no time does Twin Lakes STEM Academy 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 Twin Lakes STEM Academy. At no time does Twin Lakes STEM Academy 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 Twin Lakes STEM Academy 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 Twin Lakes STEM Academy, 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 Twin Lakes STEM Academy 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. Twin Lakes STEM Academy 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 Twin Lakes STEM Academy, 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 Twin Lakes STEM Academy's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Adopted: 12/02/14

APPENDIX H

TWIN LAKES STEM ACADEMY PARENT/TEACHER COMPACT 2024-2025

The following compact is between Twin Lakes STEM Academy and the parents of the students who attend the school. The compact will be published annually in the school newsletter for everyone in the community to see.

- 1) The school will provide a high quality curriculum and high quality instruction in a supportive and effective learning environment.
 - The school will provide regular communication with parents about the progress of their child at the school.
 - The school will schedule parent/teacher conference thrice during the school year.
 - The school will provide translation as necessary so parents can understand communication from the school.
 - The school will communicate with families about the state's academic standards and the school's standing regarding academic testing.
 - The school shall provide materials and training to parents to help them work with their students to improve academic achievement.
- 2) Parents are encouraged to be a part of their child's education.
 - Parents are welcome to call the administration or their child's teacher with any concerns they may have about their child's education.
 - Parents are welcome to visit school.
 - Parents are welcome to volunteer at school.
- 3) Parents will support their child's education by doing the following:
 - Helping students with homework as they are able to do so.
 - Attending parent/teacher/student conferences.
 - Contacting the school to discuss concerns.
- 4) The school will hold an annual meeting each year to discuss the Title I program and the Parent/Teacher Compact with interested parents.

Adopted:

TWIN LAKES STEM ACADEMY

Parent Involvement Plan

2024-2025

TWIN LAKES STEM ACADEMY is committed to the goal of providing quality education for every child in this school. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success every step along the way.

TWIN LAKES STEM ACADEMY recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. *TWIN LAKES STEM ACADEMY* intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students in the school to succeed.

PART I. SCHOOL PARENT INVOLVEMENT PLAN **REQUIRED** COMPONENTS

A. *TWIN LAKES STEM ACADEMY* will jointly develop/revise with parents the school parent involvement plan and distribute it to parents of participating children and make available the parent involvement plan to the local community. A copy of the plan will be placed on the school website as well as published in the school newsletter.

B. *TWIN LAKES STEM ACADEMY* will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. The date, time and location of the meeting will be published in the school newsletter as well as on the school website.

C. *TWIN LAKES STEM ACADEMY* will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement. Information regarding requests for this type of assistance will be published in the school newsletter and on the school's website.

D. *TWIN LAKES STEM ACADEMY* will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, schoolwide under section 1114 and the process of the school review and improvement under section 1116. The school will publish the results of such planning sessions in the school's newsletter and on the school's website.

E. *TWIN LAKES STEM ACADEMY* will provide parents of participating children –

- a. timely information about programs under this part;
- b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
- c. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

F. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. Parents will be encouraged to write written comments about the program or talk to the program's administrator about any part of the plan that is not satisfactory.

G. *TWIN LAKES STEM ACADEMY* will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN). This information will be included in the school handbook as well as published in the school newsletter and on the school website.

PART II **REQUIRED** SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

TWIN LAKES STEM ACADEMY will communicate with parents regarding the academic success of their students.

- Conduct a parent/teacher conference twice per year. The parent/teacher compact will be available at conferences.
- Provide frequent reports to parents on their children's progress; and
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities. Parents are welcome to visit the school.

BUILDING CAPACITY **REQUIREMENTS** FOR INVOLVEMENT

TWIN LAKES STEM ACADEMY will help parents to understand the State's requirements for schools.

- a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children; parents will be invited to attend meetings to learn about the above topics.
- b. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; the school will consult with parents regarding what types of materials and training will be most appropriate and helpful.
- c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; such activities will be the focus of staff development as appropriate.
- d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
- e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand; translation will be provided upon request.
- f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

PART III ACCESSIBILITY REQUIREMENTS

TWIN LAKES STEM ACADEMY, in carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

PART IV ADOPTION

This *TWIN LAKES STEM ACADEMY* Parental Involvement Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent Involvement Plan was developed/revised by *TWIN LAKES STEM ACADEMY* in the fall of 2021 and will be in effect for the period of school year. The school will distribute this Parent Involvement Plan to all parents of participating Title I children and make it available to the community on or before October 1, 2021.

APPENDIX I

2024-2025" Twin Lakes STEM Academy Calendar"



Key

Green = Assessment Window Red = No School
 Yellow = No Students/Staff PD Blue=Family Event
 Purple= School Celebration Orange=New Teachers

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August	
19-27	Licensed Staff Professional Development
26-27	Non-Licensed Professional Development
22	Back to School Night
28	First Day of School
10	Licensed Staff Days
5	Non-Licensed Staff Days
3	Student Days

September	
2	NO SCHOOL- Holiday (Labor Day)
20	Licensed Staff Days
20	Non-licensed Staff Days
20	Student Days

October	
3	Fall Family Night
17-18	NO SCHOOL- MEA
21	Licensed Staff Days
21	Non-Licensed Staff Days
21	Student Days

November	
14	End Trimester 1
14-15	Parent Teacher Conferences
25-29	NO SCHOOL- Holiday
28	Thanksgiving
29	Native American Heritage Day
16	Licensed Staff Days
16	Non-Licensed Staff Days
15	Student Days

December	
23-31	NO SCHOOL - Winter Break
15	Licensed Staff Days
15	Non-Licensed Staff Days
15	Student Days

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

180 Licensed Staff Days
 173 Non-Licensed Staff Days
167 Student Days

January	
1-6	NO SCHOOL - Holiday/ Staff PD
6	School Resumes
20	NO SCHOOL- Holiday (MLK Jr. Day)
20	Licensed Staff Days
19	Non-Licensed Staff Days
19	Student Days

February	
17	NO SCHOOL - Holiday (President's Day)
19	Licensed Staff Days
19	Non-Licensed Staff Days
19	Student Days

March	
5	End Trimester 2
6-7	NO SCHOOL- Parent Teacher Conferences
17-28	MCA Reading
31- Apr 4	NO SCHOOL- Spring Break
20	Licensed Staff Days
20	Non Licensed Staff Days
18	Student Days

April	
7	School Resumes
17	World Cultures Night
21- May 2	MCA Math
18	Licensed Staff Days
18	Non Licensed Staff Days
18	Student Days

May	
1 - 2	MCA Math
7	MCA Science
20	Family Celebration
28	Last Day of School- End Trimester 3
29	NO SCHOOL- Parent Teacher Conferences
30	Last Day for Licensed Staff
21	Licensed Staff Days
19	Non Licensed Staff Days
19	Student Days

APPENDIX J



Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills MTAS)	ACCESS and Alternate ACCESS for English Learners
• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities.	• Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.