TWIN CITIES ACADEMY

Student Handbook

Updated August 2026

ROARing Students to have
Respect, Optimism, Achievements, and Responsibility

TWIN CITIES ACADEMY

Twin Cities Academy Students,

On behalf of the faculty, we would like to welcome you to Twin Cities Academy. We are looking forward to assisting you in fulfilling your educational goals. We are committed to providing opportunities and experiences that will allow you to be your very best.

A contributing factor to your success is getting started the right way. The student handbook will assist you. It communicates what you may expect from the faculty at Twin Cities Academy in the way of policy, student responsibilities, and what cooperation the school expects from its students and their families in ensuring a safe, positive, and healthy experience for everyone.

Have a ROARing school year!
TCA Staff

The student handbook contains policies and procedures for the school year. It is the responsibility of every student to become thoroughly acquainted with the information in this book. Please accept them and practice them as a means of enhancing the standards of quality and excellence for which we strive to maintain. Policies are subject to change at any time at the discretion of the principal and/or school board.

TWIN CITIES ACADEMY

TCA VISION & MISSION

Our Mission
To ensure that ***all*** students graduate with the skills to achieve success in college, to contribute positively to society, and to be accepting of all people.

Our Vision
We serve a diverse student body to achieve success in a rigorous college preparatory program.

Our Actions: How We Do It
The education of young people requires a shared commitment by teachers, students, families and the community to the ideals of hard work, civility, responsibility, integrity, and collaboration. We emphasize having high and clear expectations, preventative teaching, high staff visibility and supervision, frequent feedback, and positive relationships. TCA students are taught to ROAR!!!!

Our Values: What Guides Our Actions
TCA's core values include the following: Respect, Optimism, Achievement, and Responsibility.

How do we measure our academic success? We measure our academic success through several standardized elements. These include completion of the Minnesota State Education Standards, Minnesota Comprehensive Assessment test scores that exceed State and school district performance averages, successful results on other normative-referenced tests, high graduation rates, and high college enrollment.

How do we measure our non-academic success?
We have high and clear expectations that are taught through various capacities at multiple times. In the midst of teaching the expectations, supervision also takes place to positive and corrective feedback on a constant basis. Thus, through these interactions, healthy relationships are formed between student/student, student/staff, staff/staff, staff/parents, and so on throughout the TCA community.

TCA

ROAR
Respect
Optimism
Achievement
Responsibility

TCA

TWIN CITIES ACADEMY

Daily Schedule

<table>
<tr><th>Period</th><th>Lunch 1</th><th>Lunch 2</th><th>Lunch 3</th><th>Lunch 4</th></tr>
<tr><td>1st Hour</td><td>9:05-9:57</td><td>9:05-9:57</td><td>9:05-9:57</td><td>9:05-9:57</td></tr>
<tr><td>2nd Hour</td><td>10:01-10:53</td><td>10:01-10:53</td><td>10:01-10:53</td><td>10:01-10:53</td></tr>
<tr><td rowspan="3">3rd Hour</td><td>10:55-11:22
LUNCH 1</td><td>10:57-11:24</td><td rowspan="3">10:57-11:49</td><td rowspan="3">10:57-11:49</td></tr>
<tr><td rowspan="2">11:22-12:16</td><td>11:24-11:51
LUNCH 2</td></tr>
<tr><td>11:51-12:16</td></tr>
<tr><td rowspan="3">4th Hour</td><td rowspan="3">12:20-1:12</td><td rowspan="3">12:20-1:12</td><td>11:53-12:03</td><td rowspan="2">11:53-12:45</td></tr>
<tr><td>12:03-12:30
LUNCH 3</td></tr>
<tr><td>12:30-1:12</td><td>12:45-1:12
LUNCH 4</td></tr>
<tr><td>5th Hour</td><td>1:16-2:08</td><td>1:16-2:08</td><td>1:16-2:08</td><td>1:16-2:08</td></tr>
<tr><td>6th Hour</td><td>2:12-3:04</td><td>2:12-3:04</td><td>2:12-3:04</td><td>2:12-3:04</td></tr>
<tr><td>7th Hour</td><td>3:08-4:00</td><td>3:08-4:00</td><td>3:08-4:00</td><td>3:08-4:00</td></tr>
</table>

TWIN CITIES ACADEMY

Early Release Schedule

<table>
<tr><td colspan="2">1st Hour/Tiger Time</td><td colspan="3">9:05-10:00 (55 min)</td></tr>
<tr><td colspan="2">2nd/5th Hour</td><td colspan="3">10:04-10:59 (55 min)</td></tr>
<tr><td></td><td>Lunch 1</td><td>Lunch 2</td><td rowspan="2">HS Class
11:03-11:57
(54 min)</td><td rowspan="2">HS Class
11:03-11:57
(54 min)</td></tr>
<tr><td rowspan="2">3rd/6th Hour</td><td>MS Lunch 1
(25 min)
11:03-11:28</td><td>MS Class
11:03-11:57
(54 min)</td></tr>
<tr><td>MS Class
11:28-12:22</td><td>MS Lunch 2
(25 min)
11:57-12:22</td><td rowspan="2">HS Class
12:01-12:24
(23 min)</td><td rowspan="2">HS Class
12:01-12:55
(54 min)</td></tr>
<tr><td rowspan="3">4th/7th Hour</td><td rowspan="3">MS Class
12:26-1:20
(54 min)</td><td rowspan="3">MS Class
12:26-1:20
(54 min)</td></tr>
<tr><td>HS Lunch 3
12:24-12:49
(25 min)</td><td>HS Lunch 4
12:55-1:20</td></tr>
<tr><td>Class
12:49-1:20
(31 min)</td></tr>
</table>

TWIN CITIES ACADEMY

PAWS Schedule

<table>
<tr><td colspan="2">Tiger Time</td><td colspan="3">9:05-10:05 (60 min)</td></tr>
<tr><td colspan="2">1st Hour</td><td colspan="3">10:09-10:51 (40 min)</td></tr>
<tr><td></td><td>Lunch 1</td><td>Lunch 2</td><td rowspan="2">HS Class
10:55-11:45
(50 min)</td><td rowspan="2">HS Class
10:55-11:45
(50 min)</td></tr>
<tr><td rowspan="2">2nd Hour</td><td>MS Lunch 1
(25 min)
10:55-11:20</td><td>MS Class
10:55-11:43
(48 min)</td></tr>
<tr><td>MS Class
11:22-12:10
(48 min)</td><td>MS Lunch 2
(25 min)
11:45-12:10</td><td></td><td></td></tr>
<tr><td rowspan="3">3rd Hour</td><td rowspan="3">MS Class
12:14-1:04
(50 min)</td><td rowspan="3">MS Class
12:14-1:04
(50 min)</td><td>Lunch 3</td><td>Lunch 4</td></tr>
<tr><td>HS Class
11:49-12:10
(21 min)

HS Lunch 3
12:12-12:37
(25 min)</td><td rowspan="2">HS Class
11:49-12:37
(48 min)</td></tr>
<tr><td>Class
12:37-1:04
(27 min)</td><td>HS Lunch 4
12:39-1:04
(25 min)</td></tr>
<tr><td>4th Hour</td><td>1:08-1:48
(40 min)</td><td>1:08-1:48
(40 min)</td><td>1:08-1:48
(40 min)</td><td>1:08-1:48
(40 min)</td></tr>
<tr><td>5th Hour</td><td>1:52-2:32
(40 min)</td><td>1:52-2:32
(40 min)</td><td>1:52-2:32
(40 min)</td><td>1:52-2:32
(40 min)</td></tr>
<tr><td>6th Hour</td><td>2:36-3:16
(40 min)</td><td>2:36-3:16
(40 min)</td><td>2:36-3:16
(40 min)</td><td>2:36-3:16
(40 min)</td></tr>
<tr><td>7th Hour</td><td>3:20-4:00
(40 min)</td><td>3:20-4:00
(40 min)</td><td>3:20-4:00
(40 min)</td><td>3:20-4:00
(40 min)</td></tr>
</table>

TWIN CITIES ACADEMY

TCA PROGRAM OF STUDY

Grade 6	Grade 7	Grade 8
• English 6 • History 6 • Math • Science 6 • World Language • AVID 6 • Electives	• English 7 • History 7 • Math • Science 7 • World Language • Electives	• English 8 • Geography • Math • Science 8 • World Language • Electives

Grade 9	Grade 10	Grade 11	Grade 12
• English A/B • World History • Math • Biology • World Language • AVID 9 • Electives	• English A/B • US History or AP US History • Math • Science - Choice of: ○ Earth Science ○ Chemistry ○ Physics ○ AP Science • Personal Finance • World Language • Electives	• English 11 - Choice of: ○ American Literature ○ AP Language and Comp • Civics/Economics • Math • Science - Choice of: ○ Earth Science ○ Chemistry ○ Physics ○ AP Science • World Language • Personal Finance • Electives	• English 12 - Choice of: ○ *World Lit./British Lit.)* ○ *AP Language and Comp* ○ *CIS Writing Studio* • Geography • Math • Science - Choice of: ○ Earth Science ○ Chemistry ○ Physics ○ AP Science • World Language • Personal Finance • Electives

Math Pathway

Math 6
Math 7
Math 8
Algebra I
Geometry
Algebra II
Choice of PreCalculus, AP PreCalculus, or Statistics
AP Calculus AB/BC

TWIN CITIES ACADEMY

Attendance Reporting & Policy

Regular attendance is very important for student success. We appreciate your partnership in helping your student attend school consistently and on time.

How to Report an Absence

If your student will be absent, please notify us as soon as possible by:

- **Email:** attendance@twincitiesacademy.org
- **Phone:** (651) 205-4797 (Press 1 to leave an attendance voicemail)

When contacting us, please include:

- Your name
- Your student's full name
- Date(s) of absence
- Reason for the absence

This helps us keep accurate records and ensure your student's safety.

What Counts as an Absence?

Any time a student is not present in their scheduled class, it is considered an absence.

Excused Absences

Absences may be excused for the following reasons:

- Illness
- Religious holidays
- Family emergencies (accidents, hospitalizations, death, etc)
- Medical, dental, or mental health appointments

If a student is absent for **more than five (5) consecutive days** due to medical reasons, a doctor's note is required.

Unexcused Absences

Absences for the following are examples of reasons are considered unexcused:

- Travel or vacation
- Tiredness due to work or travel

- Weather-related absences
- Babysitting
- Car trouble
- Oversleeping
- Staying home for non-emergency reasons

In any form of absence communication is key to our partnership to ensure ROAR Student Success.

Important Attendance Notice

If a student has **five (5) or more unexcused absences**, state law requires the school to notify the county in which the student resides. If unexcused absences continue, families may receive additional communication from the school and/or the county.

If your family is experiencing challenges that are affecting attendance, please reach out. We are here to partner with you and support your student's success.

If a student has received 15 consecutive unexcused absences they will be unenrolled.

An **unexcused absence** is an absence without a valid and verified excuse from the parent/guardian or approval by the school. Forged notes and fraudulent telephone calls will result in the absence being considered unexcused. **Truancy is an unexcused absence which is by the student's own choice and neglect.** Leaving school grounds during the school day without checking out through the office constitutes truancy.
Additional examples are:

- Coming to school but not attending class
- Obtaining a classroom pass but failing to report to the appropriate classroom
- Coming to school late

Truancy is reported to parents/guardians and the county.

Absence Reporting Procedure

All students and their parents/guardians are responsible for the following attendance procedures:

- A request for an excused absence to leave the school premises before the scheduled dismissal time, must be accompanied with a written note or a telephone call from the parent/guardian requesting that the student be dismissed with the above reasoning. All early dismissals will be marked as an unexcused absence otherwise.

- **A parent/guardian must sign the student out in the front office during the school day.** If you are needing your student to leave school before the dismissal time, please come into the building or call the front office when you are in the parking lot. There will be a verification that you are the guardian or the approved emergency contact.
    - If you are calling them out, the front office will call your student(s) down to sign out in the front office and they are expected to leave the building immediately. There will not be re-entry unless you come in to sign them in or call the front office again.
- Students who are absent at the start of the school day but arrive at a later time must check in at the office before attending any classes. This will be marked as an unexcused tardy.
    - A request for an excused tardy to school (see above for the excused absence reasons) must be accompanied with a written note or a telephone call from the parent/guardian requesting that the student had the approved reason for excusal.
- Planned absences should be communicated to TCA in a note written by parents/guardians.
- **Students are responsible for contacting teachers about missing assignments following an absence whether excused or unexcused.**

Pre-Arrangement of Absences

It is preferred that if an absence is known in advance, the student begins making arrangements as far in advance as possible.

The school recognizes the right of the parent/guardian to take the student on vacation during school and the educational value of family vacations. Students are to inform the office and their teachers at least **one week** in advance. **It is the student's responsibility to arrange with their teachers to make up missed assignments**. These will be considered unexcused absences.

Excused Leave of Prolonged Absence

Students who have to have their education interrupted at Twin Cities Academy for an academic semester or more must report leave of absence. The written report will be submitted to the principal which will include the following:

- Reason for leave of absence
- Length of time withdrawing
- Anticipated return date

An excused leave of absence will be considered for the following reasons:

- Student Health
- Family Relocation (Temporary)
- Other Extenuating Circumstance with Board Approval

The student's grade level placement at Twin Cities Academy will be secured while they are on a leave of absence. Students on leave are readmitted to Twin Cities Academy without reapplication providing the readmission requirements have been met. A leave of absence will not be granted for more than two consecutive semesters.

Readmission

Upon readmission, student grade and course placement will be determined by documented progress made during the student's absence.
Readmission Requirements**:**

- Appointment with School Counselor and Administrator
- Official Transcript and Records from Time of Leave
- Leave of Absence Documentation/Proof

Homework in Cases of Absenteeism

Please look on the class Schoology page.

Make-Up Guidelines

For unplanned excusable absences, a student who is gone will have **two** school days for each day absent from school to submit any homework that was assigned while the student was out for full credit. This does not apply when a student was in attendance the day of the assignment but absent on the due date. Assignments not turned in to the teacher within the two-day guideline may result in the assignment receiving a lower grade or no credit. See the Homework section of the handbook for more information regarding late work.

Classification of Absences

Absences are considered **excused** or **unexcused.** Excused absences:

- Illness
- Medical/Dental appointments
- Funeral Services
- Legal Appointments
- Family Emergencies (accidents, hospitalizations, death, etc)
- Religious Holidays

Truancy Interventions and Attendance Letters

When a student reaches **5 unexcused absences** in a calendar year, a letter will be mailed home to parents/guardians to raise awareness, encourage better attendance, and inform of county referral. A meeting may occur with the student and administration to discuss solutions.

When a student reaches **10 unexcused absences** in a calendar year, a second letter is mailed home. There will need to be a conference with the student to develop an In School Attendance Contract and the identification of other school interventions to deal with attendance.There also will be a referral to have a SART (Student Attendance Review Team) Parent Meeting through the county. A letter will be sent from the Ramsey County Attorney's Office informing of meeting time and place. This is according to **Minn. Stat. 120.10.**

When a student reaches **15 unexcused absences** in a calendar year, a third letter is mailed home informing parents/guardians of the need to have a fidelity check of the In School Attendance Contract and the identification of other school interventions to deal with attendance. Another SART meeting will be reported or will move to Petition to court.

If unexcused absences continue beyond 15 unexcused absences in a calendar year, a request for a Truancy Petition will be sent to the Ramsey County Attorney's Office.

Tardiness

Punctuality to class is an important characteristic all students should develop. When a student is late for class, they interrupt (even if in a minor way) the learning of others and interrupts their own learning by missing important instructional time. Excessive tardiness is considered truancy and is reportable to the County Attorney.

- Students tardy **to school** (after 9:05 A.M.) are to report to the office.
- If tardiness becomes excessive, a parent/guardian conference with the student will be held. Additional consequences may apply.

Student's Responsibility

It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

HOMEWORK COMPLETION

Students should anticipate having homework each evening. Students are expected to complete their homework prior to the due date. Homework assignments will be graded on the quality of answers and the quality of the work. Partial credit will be given for assignments submitted late, partially completed assignments or poor quality work.

Incompletes

If the student does not have the assignment completed in class at the time it is due it is considered incomplete.

Late Work Policy

Assignments not completed or turned in to the teacher on the day the assignment is due are considered late.

Credit

When assignments are turned in the same day in the class in which it is due it will receive full potential credit based on quality. Assignments that are turned in after the due date will be considered late and will not receive full potential credit.

Formative assignments:

Assignments assigned before mid-quarter (MS) or mid-semester (HS)

- Turned in before mid-quarter late = up to 10% off
- Turned in after mid-quarter/mid-semester late = up to 30% off (highest grade possible = C)

Assignments assigned after mid-quarter (MS)/mid-semester (HS) until the end of the grading period

- Turned in before the end of quarter/semester deadline = up to 10% off

++End of quarter/semester deadline = no more formatives for previous quarter/semester accepted

Summative assessments:

- All summatives can be turned in late with up to 10% off until the end of the grading period (MS=quarter/HS=semester)

- All summatives will be allowed opportunities to retake/redo for students to move towards proficiency/mastery

++End of quarter/semester deadline = no more summatives for previous quarter/semester accepted

Labeling & Submission

Work submitted after the due date must be labeled/noted as such and placed in the Late Work Bin. Labeling provides additional information for both the students and teachers as it pertains to work habits.

Homework Buddy

Each student has the option to choose a person(s) who they feel comfortable to contact when there are questions about homework. The Homework Buddy's name is to be placed in the back of the Agenda. Students should contact their homework buddy when they have questions about homework.

ASSESSMENT TYPES

MCA-III

The Minnesota Comprehensive Assessments in Math and Reading are required for all grades. These assessments are aligned with mandated state content standards. Students are assessed by proficiency and earn scores of DNM (does not meet), PM (partially meets), M (meets) or E (exceeds).

UNIVERSAL Tests and Results

Universal testing happens 3 times a year for grades 6-11 to monitor growth in Math and Reading. Results are used for curriculum planning and course placement.

ATHLETICS

Twin Cities Academy offers competitive Soccer, Volleyball, Cross Country, Cheerleading, Basketball, Softball, Baseball, and other sports. Some of our sports are offered at both the Middle School and High School levels.

****Student-athletes in grades 7 and 8 must decide prior to the start of the season which program to try out for.** If a 7th or 8th grader tries out for a High School sport and does not make the team, the athlete will no longer have the option of playing in the Middle School program due to roster deadlines.**

Twin Cities Academy is a member of the LIST league (Middle School), the Minnesota State High School League (MSHSL) and the Twin Cities Athletic Conference (TCAC). We are called the Charter Stars for High school sports and the Tigers for Middle School sports. Our middle school sports programs are co-ed.

Our Athletic Director is Victor Vondracek (vvondracek@twincitiesacademy.org).

The TCAHS Athletic Handbook is available to students participating in competitive athletics. The handbook informs parents/guardians and students of information pertaining to the athletic program including eligibility requirements, team selection process, code of conduct, rules, and policies.

Team Selection For Middle School

All of the following are factored in when building a team:

- 8th graders in high academic standing* who have not yet played a sport this school year are given first preference, followed by 7th grade. 6th grade teams also are based on academic standing when applicable.
    - High Academic Standing means grades of 'C-' or better in all classes. Previous grades will be checked before a student is allowed on a team.
- A student may play multiple sports during one school year.

Player Requirements

TCA believes all our students deserve the opportunity to participate in our athletic offerings. We also believe that student athletes need to place academics as their top priority. To encourage student athletes to maintain good standing in all their classes, we developed the following Grade Eligibility Policy:

Middle School

As a student-athlete, your child is held to the following expectations:

- Maintain a Grade of "C-" or better in ALL classes on the bi-weekly grade-checks.
- Limited Behavioral Referrals.
- Daily Attendance at school, practices and games. (excused absences only)

Students will become ineligible for the team if the expectations stated above are not met.

High School

Student athletes must have a GPA of 2.0 or above in the quarter immediately prior to the sport season. Students with a GPA lower than 2.0 will not be eligible to try out for or join a team.

- The only exception to this policy is for incoming 9th graders during fall sports. Since there is no GPA available, all student athletes that register and make a team will be academically eligible to join that team.
- Student athletes that are placed on Mandatory Office Hours at TCA will be deemed Ineligible for Athletics. Placements on these lists are based on grade reports run at each school approximately every two weeks. When a student athlete is Ineligible during one of these Grade Reporting Periods:
- They are not eligible to play in games and therefore should not be in uniform for home or away games.

- They may practice with the team so long as they develop a plan with their Coach for becoming Eligible during the next Grade Reporting Period.
- If a student athlete is deemed Ineligible for two consecutive Grade Reporting Periods, they are no longer eligible to practice with the team.
- If a student athlete is deemed Ineligible for three consecutive Grade Reporting Periods, they are no longer on the team. (Refunds for activity fees are not given in the event of a player becoming Ineligible under this policy.)
- There are four Grade Reporting Periods each quarter: Grade-Alerts, Mid-Quarters, and End-of-Quarter report card period.

All student athletes wanting to join a Twin Cities Academy High School athletic team and their parent/guardian(s) must sign an Athletic Eligibility Policy to indicate they understand and will follow this policy.

Academic Redemption

Middle School: If a student-athlete has all grades back to a "C-" or better at the next grade-check, they will return to eligibility status. If the student-athlete has any grades below a "C-", they will be removed from the team.

High School: A student athlete will become Eligible when they are no longer on Mandatory Office Hours at the next Grade Reporting Period.

Substitutions

TCA Middle School will generate a list of students who are interested in substituting for students who become ineligible for team participation. Students on the substitution list will be held to the same standards as other players.

TWIN CITIES ACADEMY

BUS RULES & EXPECTATIONS

Transportation Policy

Twin Cities Academy relies on several modes of transportation for students including: school buses, public transportation, parent driving, student biking, walking, student driving etc. Unfortunately, we are unable to accommodate all requests for school bus transportation, especially for neighborhoods outside the city of St. Paul. If we are unable to route a school bus to your neighborhood, a Metro Transit Student Pass can be issued for your child upon request.

Parent Pick-up / Drop-off: Driving your child to or from school.

- You may drop off or pick up at the front of the building in the parking lot area. This is a one way area, please see the map. ***If you need to wait for your child longer than 5 minutes, please park in spots in the parking lot area or use other off-street parking. Waiting longer than 5 minutes will jeopardize the fire lane. You may stop, but you may not park in this area. You must remain in your car at all times when waiting for your student.***

Metro Transit Bus Passes: All high school students are eligible for a free Metro Transit bus pass if they would normally ride a school bus, and choose not to do so for the full year. Metro Transit bus passes can be used throughout the year and every day of the week. Please contact the Transportation Coordinator for more information about this option, instead of the school bus. This option works well for student athletes and students who participate in other after school activities on a regular basis. Middle school students may request a Metro Transit bus pass if we do not provide a school bus to their neighborhood.

Handicap Accessibility: We have designated handicap parking spaces in the front of the building.

Student Parking: Students with a license may drive to school. We require a parking permit application; see Principal for that form. Once approved, students must park at the southwest end of the parking lot. A new application is required for each school year. Depending on the number of student drivers and spaces available, this will be a first come, first serve basis. Once the permits for the year are gone no additional permits will be issued.

School Busing: TCA contracts our busing services from Centerline Bus Company for our main buses. The school provides bus transportation to students as a privilege. Misconduct on the bus may result in a suspension of bus riding privileges for a day or longer. Students are expected to comply with school and bus rules while on the bus.

Students riding our buses are subject to the rules and regulations as set by the State of Minnesota, as well as the TCA Board. Any violation of the rules interferes with our drivers' ability to provide safe transportation, which is their prime responsibility. Parents/Guardians share the responsibility for their child's conduct while on the bus. TCA reserves the right to modify consequences depending on the circumstances of the situation.

- Students who live more than a mile from school may request busing.
- The bus company makes their best attempts to locate stops no further than 1 mile from a home address.
- In order to ensure the safety of each child, the School Board has set bus behavior guidelines. See the Student Handbook on our website or request a Student Handbook from the office. Please review these guidelines with your children. Ignorance of the rules is not an excuse for non-enforcement. Students violating these rules may forfeit bus riding privileges.
- Students are assigned to a specific route and stop.
- **Students are not allowed to ride a route or use a stop to which they are not assigned.**
- Bus change requests: fill out and submit a Bus Stop Change form (available on our website). All change requests must be approved by the school and the bus company. You will be notified of any changes to your stop. Most of our bus routes are full and have no space for additional riders
- Students who do not ride the bus for 10 consecutive days will be dropped from the bus route and the stop may be eliminated unless we have prior written notice regarding non ridership.

Bus Stop Procedures: Students should observe the following procedures at bus stops.

- Be at the assigned bus stop **five minutes** before the bus is scheduled to arrive, the bus driver will not wait for late students.
- Look for the bus with Centerline on the side.
- Stay off the road when waiting so the driver has room to stop.
- Do not wait inside a vehicle or a building until the last minute. Be outside waiting so you do not delay the entire route.
- Line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push.
- Use the handrail when getting on the bus. Walk up the steps one at a time.
- Have respect for people's property. Don't trample lawns, flowers, or shrubs.
- Students with bare feet will not be allowed to ride the bus.
- After getting off the bus, move away from the bus
- To cross the street, always cross in front of the bus where the driver can see you.
- No harassing, fighting, intimidation or horseplay.
- Use appropriate language.
- Students should not run after the bus if they miss it.
- Chasing the bus with your vehicle or impeding the progress of the bus if your student misses the bus is unsafe and therefore discouraged.

- During the winter months, anticipate bus delays due to bad weather or road conditions.

TCA will assist in solving problems at the bus stops; however, it cannot legally assume responsibility for incidents that occur.

Seating Procedures:

- At all times follow the directions of the driver.
- Drivers may assign seats in the front of the bus to students with disabilities or to students who have a temporary physical impairment.
- Drivers, at their option, may also assign seats to avoid misconduct.
- Students entering the bus should go immediately to a seat without crowding, shoving or disturbing others.
- Students need to share seats with others.
- Be seated at all times when the bus is moving.
- Sit facing the front of the bus and remain seated until the bus comes to a complete stop and the driver opens the door.
- Stay in 1 seat for the bus ride.
- Keep all belongings, parts of the body (legs, arms, head, etc) to yourself, inside the bus and out of the aisle.
- Bully type behaviors, harmful physical touch will follow the discipline guidelines
- Throwing objects inside and/or out of the bus is unsafe and will follow discipline guidelines
- Do not eat nor drink on the bus.
- Damaging/vandalizing the school bus;discipline guidelines and/or restitution will be sought for damages to the bus.

Bus Violations and Discipline Referrals:

The school provides bus transportation to students as a privilege. Misconduct on the bus may result in a suspension of bus riding privileges for a day or longer. Transportation services provided by TCA also have strong expectations to ensure safe arrival to and from school. Students who put other students and the driver at risk will lose the privilege of bus transportation.

Transportation expectations are set by the State of Minnesota, as well as the TCA Board. Any violation of the rules interferes with our driver's ability to provide safe transportation, which is their prime responsibility. Parents/Guardians share the responsibility for their child's conduct while on the bus.

TWIN CITIES ACADEMY

CELL PHONES/ELECTRONICS

We understand that cell phones are a very important part of our daily lives, however academic success for our students is more important while they are in school. Therefore, TCA is not allowing cell phones to be used during the school hours to create **Focused Learning**.

Here are our expectations:

1. Cell phones are not allowed to be out during the scheduled school day.
2. They are to remain at home, locked in lockers, completely out of sight. If students choose to carry their phones, they must be completely off--not even on vibrate during class time.
3. Failure to follow this policy will result in disciplinary action which may include exclusion from class time and possible dismissal from school. Families will be informed when resistance occurs.

Why is Focused Learning valued at TCA?

1. Speaking/Collaboration. Being an AVID school we practice **S**WI**C**OR. The S is for SPEAKING and the C is for COLLABORATION. This generation has grown up with texting and communicating through a screen. We believe that learning the skills of in-person speaking and collaboration are much more important. One of the most important skills our students will learn at Twin Cities Academy is how to get along and work well, face-to-face, with a variety of people.
2. Active Listening/Engagement. We want students focused on the lesson, not who's posting, calling or texting them. Though many think they can multi-task during lectures, active listening is how many learn the art of note-taking so as to truly engage with the future assignment.
3. Inquiry. The I in SW**I**COR is for Inquiry. This generation of students is struggling to learn to think and stay busy with just their own thoughts. Managing boredom without tools or toys is an important life skill that we have little opportunity to practice when the phone/internet is always present. We want our students to be fully present and experience all that school has to offer.

The following is TCA's schoolwide procedure for addressing cell phone:

1st: Phone/Electronics confiscated for the remainder of the day.

2nd: Phone/Electronics confiscated for the remainder of the day and contact home.

3rd: Phone/Electronics confiscated for the remainder of the day and Parent/Guardian picks up at the end of the day.

4th: Phone/Electronics confiscated for the remainder of the day and a plan is created with Parent/Guardian for turn in system or keep at home.

Any student with continued refusal to follow the "NO CELL BELL TO BELL" (9:05am-4:00pm) may receive further consequences, including exclusion from class, and possible dismissal from school.

Parent/Guardian Support

We are asking you to not only review these expectations but also to help out by ***not texting or contacting your student during the school day.*** Ideally all necessary communication should occur before and after school.

In the event of an emergency, please call the main office, 651-205-4797 and we will get a message to your student as soon as possible.

If a student needs to contact a parent, they can ask for a pass to use the phone in the office.

CHILD ABUSE REPORTING

MN State Law mandates that teachers and school officials report cases of suspected child abuse/neglect. This abuse may be physical, sexual or emotional. The school will report all suspected abuse.

CHROMEBOOKS

Twin Cities Academy will provide students with chromebooks and other materials needed for their learning experience. Students are expected to handle chromebooks and other materials with care. Chromebooks are expected to be brought everyday unless specified. All chromebooks and materials are expected to be returned in the same condition as when they were provided. Students will be expected to pay for the replacement cost and/or damages incurred to materials borrowed.

CONFERENCES

Students and Parents are expected to attend conferences twice each school year. Conferences are important for communication of academic progress, monitoring behavior and building community.

COUNSELING/GUIDANCE SERVICES

Twin Cities Academy offers guidance services for academic and personal questions and concerns. Students are required to make an appointment with the school counselor, unless it is an emergency. Appointments are expected to be scheduled outside of academic time.

DATA PRIVACY POLICY

Parents/Guardians have rights under federal and state law to inspect and review student educational records maintained by the school. Parents/Guardians have the right to

request an amendment to student records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.

Parents/Guardians also have the right to direct the school not to designate certain information relating to the student, including the student's name, address and telephone number, as "directory information" accessible to the public. This refusal must be made in writing and received by September 15th. It will be effective for only one school year. Parents/Guardians have the right to consent in writing before TCA discloses to the public any other information within the student's educational records. (Parental/Guardian consent may not be required for disclosure to TCA teachers, officials and certain other agencies).

A complaint for any failure to comply with the student privacy requirements of federal law may be filed with The Student and Family Education Rights and Privacy Office, U.S.

Dept. of Ed., Washington D.C. 20202. A complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of the federal statute or regulations has occurred.
Photographs are taken at school activities throughout the year. Some of these photographs will be submitted to newspapers or used in TCA publications and on our website. Requests to **not** publish photographs of specific students will be honored. All requests must be in writing and sent to TCA, 690 Birmingham St., St. Paul, MN 55106.

Student Records

A cumulative folder providing information about each student is kept in the school. The folder contains report card grades, attendance records, test scores, student data and other information. If a student is receiving or has received special education services, a confidential file is kept and secured in the special education office.

The collection, maintenance and use of student records is governed by the Family Educational Rights and Privacy Act of 1974, which establishes that student records be kept confidential, that parents/guardians be allowed access to their children's educational records and that parents/guardians be allowed to challenge information kept in their children's educational records. Parents/Guardians should contact the administration if they wish to review their child's records.

Family Educational Rights and Privacy Act (FERPA) requires schools receiving federal funds to "facilitate the transfer of disciplinary records, with respect to a suspension **or** expulsion, to the school in which a student seeks enrollment."

EMERGENCY PROCEDURES

Emergency Closings

Emergency announcements regarding school closings, early dismissals or delayed openings are announced on TV stations KARE 11, WCCO(4), and ABC(5). These stations interrupt their normal broadcasts to announce and list school emergency closings. School closings are often listed at the bottom of the television screen. If there is a need to close school earlier in the day, we will attempt to contact parents/guardians by phone or email.

Fire/Tornado Drills

Students are required to be familiar with all evacuation procedures. In the event of a fire or tornado, students are expected to seek shelter in designated area with their assigned teacher. Students are required to remain with their classroom teacher during emergency situations.

Lockdown/Disaster

TCA has a school lockdown procedure in the event of emergencies which jeopardize student safety. A lockdown can be used to protect people inside a facility from a dangerous external event or from an unsafe internal event. Students are expected to follow school lockdown procedures by remaining in a designated classroom and following all instructions given by the supervising teacher. Students will be informed when the school has been secured.

DRESS CODE POLICY

Twin Cities Academy is a place where people of all cultural and socio-economic backgrounds come together for learning. Our emphasis is on education that empowers all students to achieve at their optimum potential, and we reject the disparities that can arise when people dress according to the latest trends. Therefore, we hold firm expectations about attire at school. Staff members are expected to work in "business casual" attire, expressing their professional status and demeanor. Students are expected to work in uniform, expressing TCA's commitment to their education and equity. Our uniforms still allows students to have some flexibility for their individual personalities show through how they style their uniform. Students will follow the expectations of the TCA Student Dress for Success guidelines.

Failure to follow the uniform expectations may result in disciplinary action.

Students must comply with the following:

Top Item Choices

- All outermost top layers must be purchased from the school or from the Tiger Sideline Shop. (Note: *Students may wear layers underneath to keep warmth in any color*)
    - Can purchase and pick up at school:
        - TCA logo t-shirt: come in the colors blue and yellow either long sleeve or short (1 for $10 or mix and match 3 for $25)
        - TCA logo sweatshirt: come in the colors blue and yellow ($20 each)
        - TCA Tiger logo hoodies: gray pullover and a black zip up
        - TCA sports/extracurricular top or jersey (varies depending on the sports team)
        - TCA spirit wear (varies could be previous uniforms/clubs/programs)
    - Can purchase at Tiger Sideline Shop; found by going to twincitiesacademy.org Quick Links tab in the top right corner of the page

Bottom Item Choices

- **Solid Color Choices: Black, Blue, Khaki/Tan, or Gray**
    - Considerations:
        - Jeans, slacks, sweatpants
        - Jeggings, leggings
        - Shorts
        - Skirts, skorts
- All bottom styles should be at the student's mid thigh or lower
    - *If bottom choice has rips/tears, they should also be at the student's mid thigh area or lower*

Shoe Choices

- Tennis, Athletic Shoes
- Dress Shoes: loafers, flats, etc.
- Boots

FRIDAYS at TCA are a celebration of college aspirations! Students may choose to wear a college-themed top and/or bottoms on Fridays. Additionally, if you do not have college wear, the student can wear the TCA Top with any colored bottoms on Fridays are acceptable.

The following is TCA's schoolwide procedure for addressing uniform:

1st: Uniform is purchased or borrowed. If borrowed, return to the Dean of Students' office at the end of the day. (Only one borrow for the year)

2nd: Uniform is purchased. CC/ELT calls home.

3rd: Uniform is purchased. CC/ELT calls home. After School Detention assigned.

4th: Uniform plan is created with CC/ELT and your parent/guardian. Uniform may be held by ELT instead of going home.

Non-Uniform Day Attire

On days designated by TCA as "non-uniform" days, students are expected to demonstrate good judgment in their non-uniform choices. All clothing must be appropriate (belly and chest covered, bottoms pulled up to waist) for school wear. Be aware of the graphics and wording that are on non-uniformed clothing. There should not be anything illegal for minors or displays of sexual acts; doing so would leave opportunity to be required to change or removal from TCA community.

Seniors have the honor of having a non-uniform day once a month honoring the year they graduate. Those dates will be given to them at the start of the year.

Physical Education Attire

Students may wear the following appropriate athletic dress during gym:

- Tennis shoes
- Shorts (no wording/displays on backside of shorts)
- T-shirt of any color/logo/etc. that is school appropriate
- Jacket or sweatshirt for going outside in cooler weather

Please be considerate and remember to wash and replace PE clothes weekly, if not more often

END OF SEMESTER EVENTS

Student events are organized by the TCA student leadership councils and the student body per school level.
All students are encouraged to attend End of Semester events and celebrate with peers and staff.

FUNDRAISING

Fundraising opportunities for student activities and resources will occur throughout the year. All fundraising activities must be approved by the school. Students, families and

community members are not allowed to seek funds on school grounds without receiving permission from the school.

GRADING SYSTEM AND POLICIES

Report Cards

Report cards are delivered at **nine-week** intervals during conferences. Report cards do not have to be returned to the school. Interpretation of the marks is as follows:

A Indicates outstanding work in the subject.
B Indicates above average work.
C Indicates average work for the grade level.
D Indicates a below average performance.
F Indicates failure. The student has not met the minimum requirements of the course, and has made no definite effort to do the assigned work in a satisfactory manner.
I Indicates a student has not completed all required assignments.

A plus (+) or minus (-) sign is sometimes used with letter grades of A, B, C, D to indicate a more specific level of achievement.

The **Grading Scale** used for non-weighted courses is as follows:

Course Grade	Percent in Course	GPA Value
A	93.5 - 100+%	4.0
A-	89.5 - 93.49%	3.7
B+	86.5 - 89.49%	3.3
B	83.5 - 86.49%	3.0
B-	79.5 - 83.49%	2.7
C+	76.5 - 79.49%	2.3
C	73.5 - 76.49%	2.0
C-	69.5 - 73.49%	1.7
D+	66.5 - 69.49%	1.3
D	63.5 - 66.49%	1.0
D-	59.5 - 63.49%	0.7
F	0 - 59.49%	0.0

Weighted Grades

TCA offers weighted grades for courses that are identified as more rigorous or academically challenging. The following courses are weighted high school courses at TCA:

Advanced Placement (AP) courses: A grade awarded in an AP course will have one GPA point added. The following are AP courses offered at TCA on an annual or bi-annual basis:

- AP US History
- AP Biology
- AP Chemistry
- AP Physics
- AP English Literature and Composition
- AP Calculus
- AP Calculus BC
- AP Spanish
- AP Euro History
- AP English Language and Composition

College In The Schools (CIS) courses: A grade awarded in a CIS course will have one GPA point added. The following are CIS courses offered at TCA:

- CIS Writing Studio
- CIS French

Post-Secondary Enrollment Option (PSEO) courses: A grade awarded in a course taken through a PSEO program will have one GPA point added.

The **Grading Scale** used for weighted courses is as follows:

Course Grade	Percent in Course	Weighted GPA Value
A	93.5 - 100+%	5.0
A-	89.5 - 93.49%	4.7
B+	86.5 - 89.49%	4.3
B	83.5 - 86.49%	4.0
B-	79.5 - 83.49%	3.7
C+	76.5 - 79.49%	3.3
C	73.5 - 76.49%	3.0
C-	69.5 - 73.49%	2.7
D+	66.5 - 69.49%	2.3
D	63.5 - 66.49%	2.0
D-	59.5 - 63.49%	1.7

F	0 - 59.49%	0.0

Summative and Formative Assessments

- Summative and formative assessments grades are weighted in the following manner and reflected in the grade book. Developmentally appropriate grading for TCA is:
- **Grades 6-7 - 50% Summative and 50% Formative**
- **Grades 8-10 - 60% Summative and 40% Formative**
- **Grades 11-12 - 70% Summative and 30% Formative**
- All Summative and Formative Assessments must be accompanied by timely and meaningful specific feedback.
- If multiple grades in a class, the teacher may elect to use the lowest grade in your class's percentages.

Grading Quarter and Semester

- Grade 6, 7 and 8 - Quarterly grades
- Grade 9, 10, 11 and 12 - Quarterly grades as a progress marker and semester grade as a final

Final Examinations

- Grades 9, 10, 11 and 12 - All classes need to have a final assessment.
- Grade 6, 7,8 - No required final semester or quarter exams

Progress Reports Online

Each family will be provided with a **username and password** to access student grades through our Infinite Campus parent portal. Grades and assignments will be updated regularly by teachers and provide families with current information regarding student progress. The parent portal can be accessed by visiting www.twincitiesacademy.org. Click on the "Parents" tab on the top row, choose "Parent Portal" in the list of options, and enter your username and password. If you have questions or concerns regarding access to your parent portal account, please contact the main office.

Academic Alert Emails

TCA families will receive email communication regarding their student's academic progress at grade alerts (every 2 to 3 weeks), at mid-quarter and at the end of a quarter/semester.

HALL PASSES

Students are expected to remain in the classroom at all times unless given a hallway pass. Hallway passes will be given at teacher discretion. Students will be expected to produce a hallway pass if found in the halls during class time.

INCLUSIVE EDUCATION PROGRAM

TCA implements a curriculum that is developed and delivered so that students and staff gain an understanding and appreciation of the diversity of the United States. Special emphasis is placed on historical and contemporary contributions of women, men, persons with disabilities and Americans of all races and cultures to our society. These multicultural and gender fair concepts are incorporated through curriculum goals, learner outcomes and evaluations.

TCA's curriculum advisory committee will take the lead on developing, implementing, monitoring and evaluating this program. To the best of our ability, the committee will be composed of women, men, persons of color and persons with disabilities.

Program Goals and Objectives:

1. Students will develop positive and realistic self concepts regardless of their gender, race, national origin or disability.

2. Students will understand and demonstrate awareness that; men and women, diverse racial/cultural groups and persons with disabilities have made valuable contributions in areas of Mathematics, Science, Literature, History, Athletics and the Arts influencing the heritage of the United States and this rich diversity enriches and strengthens our country. Curriculum content will reflect the contributions, perspectives and interests of diverse racial/ethnic groups, both genders and persons with disabilities as an integral part of the curriculum.

3. Instructional strategies will be equitable and encourage contributions from males and females, diverse racial/ethnic groups and students of diverse abilities and socioeconomic backgrounds.

TCA's comprehensive staff development plan shall prepare all employees to work effectively with diverse learners and to implement multicultural, gender fair approaches into the educational program.

The program will be evaluated every six years and be revised as needed to educate our students.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

Student Technology at TCA

Philosophy

A growing array of technology opens resources that vastly increase the number of ways that all members of the TCA community can see themselves represented and reflected in the learning environment. These resources can add movement and sound to engage students who need those elements to learn, provide repetitive practice to put skills into long-term memory, satisfy curiosity in intellectually challenging pursuits, and place the world in the hands of all students regardless of means. Collaboration becomes possible even at a distance. High quality, engaging, and timely examples become available to inform and enliven lessons. Technology brings all these gifts and more to the educational process.

Technology also brings its share of dangers, distractions, temptations, and even addictions. In order to preserve the benefits of technology, while also protecting the TCA community from its detractions, the school has adopted a technology use agreement for all community members. This policy follows in full, but key points include:

- TCA students and staff agree to use technology at school for educational purposes, and never in ways that may be political, advertisement, sexual, abusive, dishonest, illegal, or disruptive or harmful to the TCA environment or learning community.
- TCA students and staff understand that transmissions, including email, are not private and may be monitored.
- TCA students and staff agree to evaluate information on the internet responsibly and in line with academic standards applied to all materials.
- TCA students and staff agree to use direct-contact technology, such as phone, text, chat, etc., only briefly and as needed to get their work done. Student use in the classroom only as assigned or expressly permitted by the teacher(s) in that classroom. Social use is limited to lunch periods.
- TCA students and staff will respect technological property, data, and security by caring for equipment, and preserving the integrity of security and data of self and others.

Chromebooks

Every student will be issued their own school Chromebook during the first week of school. Students must bring their Chromebook to school each day, and should bring it home to complete work in the evening. Students are responsible for caring and protecting their Chromebook from damage or loss throughout the school year. All TCA Chromebooks have school appropriate content filtering software that prevents students from accessing inappropriate content on the device in school and at home.

The use of the school issued Chromebook is governed by the TCA Chromebook Agreement, which all families must sign, and the following terms and conditions.

TCA Student Device and Internet Access Agreement

TERMS AND CONDITIONS

I) Acceptable Use
- a) I agree to use TCA's computer services only in support of my education and research consistent with the educational objectives of TCA. I will not download or install software or files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about computer use, I will ask my teacher.
- b) I will respect and adhere to all of the rules governing access to TCA computing resources and the rules of any other network or computing resource to which I have access through TCA equipment.
- c) I understand transmission (sent or received) of any material in violation of any regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- d) I will not publish the name, photograph, home address, or telephone number of myself, another student, faculty, or any other person
- e) I understand using TCA's computer equipment for commercial use, product advertisement or political lobbying is prohibited and may be illegal.
- f) I will access only files I have created or files I am authorized to use. I will not change, copy, rename, delete, view, or otherwise access files unless I have permission from the creator.

II) Internet Etiquette
- a) I will be polite and use courteous, respectful language. I will not swear, use vulgarities, sexual, harsh, disrespectful or abusive language in my messages to others.
- b) I will not participate in direct electronic communications such as chat rooms, bulletin boards, and instant messaging.
- c) I will not misrepresent myself or use an alias.
- d) Illegal activities are strictly forbidden.
- e) I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.
- f) I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.
- g) I will not use the network in such a way as to disrupt the use of the network by other users. This can be avoided by not sending "chain letters" or "broadcast" messages to lists or individuals.

III) No Warranties
- a) I understand that TCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. TCA is not responsible for any damage I may suffer. This includes loss of data, delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by my errors or omissions.
- b) I understand the use of any information obtained via TCA is at my own risk. TCA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- c) I understand TCA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of TCA computer resources or violations of any U.S. or foreign laws.

IV) Security
- a) I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
- b) I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
- c) I will respect network security and not attempt to bypass it. I may be denied access to the network if I am identified as a security risk.

V) Vandalism
- a) I understand vandalism will result in a cancellation of privileges.
- b) I will not maliciously attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- c) I will treat all equipment with care and respect. I will not have food or drink near any equipment.

LIBRARY PROCEDURES & POLICIES

TCA encourages students to read throughout the school year. All students are encouraged to use the library before school and when finished with lunch. Students can request a pass to the library and must check in with library staff upon arrival.

Library Hours

- Regular library hours – with a librarian on duty-are Tuesday, Wednesday and Thursday from 8:15 am until 4:00 pm. (Some exceptions apply for testing days.)
- With teacher permission, students may use the library on Tuesday, Wednesdays and Thursdays. Please be sure to have a signed library pass from your teacher.
- Many students arrive at school early. The library is available for students to check out books on Tuesdays, Wednesdays and Thursdays.

Library Conduct

- Students are expected to conduct themselves using the TCA ROAR.
- The library is a place where classes are engaged in academic work. It is expected that all students will respect individuals by keeping conversations to a minimum.
- Food is not permitted in the library.
- The library is to be kept in a neat and orderly manner putting all waste in proper recycling or trash bins.

Circulation/Checkout Policy

- Each student is assigned a library patron ID number.
- All books must be checked out before removal from the library.
- Students are responsible for all books and materials checked out to them.
- Students may check out books from the library for 4 weeks.
- Books may be renewed if there is no hold on them.
- Students are encouraged to return their books when finished and not wait until the book is due so that another TCA student may have the opportunity to read them.
- Students should return their book to the "Book Return Cart."
- Students should immediately return any found books to the library.

Overdue Procedures

- Students are responsible to return borrowed materials on time. In keeping with the spirit of the Tiger Creed, fines are not imposed for lateness.
- Students are charged replacement costs for materials lost or damaged.
- Yearbooks will not be distributed to students who have not returned or paid for their lost library book.

Library Catalog

- The TCA library catalog is available online at https://twincitiesacademy.follettdestiny.com/. You can conduct book searches by selecting "Catalog", entering the name of the book and hitting enter.

Volunteer Opportunities

- If you wish to volunteer in the library, please see the librarian.

SEARCHES

Lockers/Desks

Pursuant to Minnesota statutes, school lockers and desks are the property of Twin Cities Academy. At no time does Twin Cities Academy relinquish its exclusive control of lockers and/or desks provided for the convenience of students. Inspection of the interior of lockers and/or desks may be conducted by school authorities or from a designated representative acting on behalf of administration. Any items discovered during a search that do not comply with school policies and/or law will be confiscated, the student will receive appropriate consequences as identified with school policy, and parents and law enforcement officials may be contacted. Confiscated items will be disposed of properly by Twin Cities Academy administration or law enforcement officials.

Personal Possessions/ Student's Person

The personal possessions of students and/or a student's person may be searched when school authorities or a designated representative acting on behalf of administration have reasonable suspicion that the search will uncover a violation of law or school policy as it pertains to drugs, weapons, contraband, etc. The search will be reasonable in its scope and intrusiveness.

Items discovered during a search that do not comply with school policies and/or law will be confiscated, the student will receive appropriate consequences as identified with school policy, and parents and law enforcement officials may be contacted. Confiscated items will be disposed of properly by Twin Cities Academy administration or law enforcement officials.

LUNCH/BREAKFAST

Meals

School breakfast and lunch are catered by Lancer Dining. Menus are in compliance with State and Federal nutritional guidelines. Daily "grab and go" breakfasts will be offered each morning from 8:45-9:00 am. A daily lunch menu will be provided, as well as a salad bar option. TCA does not serve any products that contain pork, peanuts or peanut oil. All products are baked or steamed, never fried. Students may choose to bring a bag lunch or purchase a catered lunch. Menus are distributed monthly.

Special Diet

Meal substitutions for students may be made on a case-by-case basis when supported by a statement signed by a recognized medical authority. The "special diet statement" must include: an identification of the medical or other special dietary need which restricts the

student's diet, the food or foods to be omitted from the student's diet and the food or choice of foods that may be substituted. Special Diet Statements are available on our website.

Payment

Each student receives a lunch account with a unique lunch pin. Deductions are made when students purchase a lunch, breakfast, juice, milk or ala carte items. Students and families are asked to monitor their lunch account balance regularly. To check your lunch balance, log in to your student or parent portal account at Infinite Campus, https://mncloud3.infinitecampus.org/campus/portal/twin_cities_academy.jsp. Go to Food Service to see your child's balance, online payments can be made here also in the Payments section. Deposits to the account can also be made by sending cash or a check in to school and depositing it in the lock box in the office. Please make sure the cash is in an envelope with your student name and lunch pin on it.
The parent/guardian will be notified via email when the account is at $10.00 or less. Students will be notified verbally that their account is less than $10.00. If the account is less than adequate to pay for lunch, a student will be allowed to charge no more than 2 meals. The school is under no obligation to continue to serve children who will not pay for their meals.

Free and Reduced Lunch

Families are encouraged to apply for free or reduced cost student meals. Currently, meals are free for all students; however, there are other benefits if you qualify such as reduced athletic fees. The qualifying factors are family size and income. Applications are available in the office or on our website. *Families must re-submit their application each year and for each school that is being attended by family members.*

MEDICATION/FIRST AID

Students becoming ill during the school day, except in the case of an emergency, are to report to their class and then get a pass to the office. Parents/Guardians are contacted when a student is to be sent home because of illness or injury. If they are unavailable the school will contact the person(s) listed as emergency contacts on the emergency card.

The school secretary or administration only dispenses medications to those students with written permission from their parents/guardians and a signature from the physician and the original container of the medication. All medications must be stored in the office, with the exception of inhalers and or as specified in an IEP, Section 504 plan, or IHP. Students are not permitted to keep medication in their lockers or carry medication with them throughout the school day.

The medication must be administered in a manner consistent with the instructions on the label.

Emergency contact information must be on file in case of illness or an emergency. If a parent/guardian plans to be out of town, please inform the office with contact information and identify who is responsible for the care of the student.

NOTICE OF NONDISCRIMINATION

It is the policy of TCA to comply with federal and state laws and regulations prohibiting discrimination. No person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, sexual preference, age or disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any educational program.

SECTION 504 PLANS

- **Purpose**
  The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations or programs in order that such learners may receive a free appropriate public education.

- **Policy**
  Disabled students are protected from discrimination on the basis of a disability. TCA will seek to identify, evaluate and provide a free appropriate public education to students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs. Under this policy, a disabled student who is protected under Section 504 is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning; (b) has a record of such an impairment; or (c) is regarded as having such an impairment (34 C.F.R. Section 104.3). Students may be protected from disability discrimination and be eligible for services, accommodations, or provisions of Section 504 and this policy even though they do not require services pursuant to the Individual with Disabilities Education Act (IDEA).

- **Grievance Procedure**
  Under Section 504, the school has established the following procedural safeguards for parents/guardians: (1) the right to notice of actions regarding the identification, evaluation, and placement of their child(ren); (2) the right to examine relevant records; (3) the right to impartial hearings with an opportunity for participation and representation by counsel; and (4) the right to review procedures. Parents/Guardians who have questions, comments, complaints, requests regarding disability issues, or would like further information should

contact the Principal or lawful designee regarding grievances, 651-205-4797. The principal is the school's ADA / 504 Coordinator.

Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. Twin Cities Academy provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied benefits of or otherwise subjected to discrimination under any educational program or activity operated by the school on the basis of sex. It is the responsibility of every Twin Cities Academy employee to comply with this policy. The school board hereby designates its executive director as its Title IX coordinator;

Betsy Lueth, Executive Director
690 Birmingham St., St Paul, MN 55106
651-205-4798

The principal coordinates Twin Cities Academy's efforts to comply with and carry out its responsibilities under Title IX. Any student, parent, or guardian having questions concerning Twin Cities Academy's application of Title IX and its regulations, compliance with these mandates or this policy should contact the Title IX coordinator at

651-205-4798. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

- **Reporting**

  Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school personnel or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school official designated by this policy or may file a grievance. Twin Cities Academy encourages the reporting party or complainant to use the report form available from the principal or school office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the school human rights officer.

  The principal or a designated representative acting on behalf of administration is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student unless otherwise des. Any adult TCA personnel who receives a report of unlawful sex discrimination toward a student shall inform the principal immediately.

Upon receipt of a report or grievance, the principal must notify the school human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the principal, the complaint shall be made or filed directly with the school human rights officer by the reporting party or complainant. The school board hereby designates:

Betsy Lueth, Executive Director
690 Birmingham St., St. Paul, MN 55106
651-205-4797

as TCA's human rights officer to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves the human rights officer, the complaint shall be filed directly with the principal.

Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments. Use of formal reporting forms is not mandatory.

Twin Cities 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 TCA's legal obligations to investigate, take appropriate action and conform with any discovery or disclosure obligations.

- **Investigation**
  The human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by TCA officials or by a third party designated by Twin Cities Academy. 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.

  In determining whether alleged conduct constitutes a violation of this policy, TCA should consider the surrounding circumstances, the nature of the behavior, past

incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.

- **Right To Alteration 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 or contacting the Office of Civil Rights for the United States Department of Education.

Student Parental, Family, and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family or marital status. Twin Cities Academy provides equal educational opportunities for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.

Twin Cities Academy will not discriminate against any student, or exclude any student from its educational program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
Twin Cities Academy may require such a student to obtain the certification of a physician that the student is physically and emotionally unable to continue participation in the normal educational program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of the physician.

PARENT PORTAL INSTRUCTIONS

Parents have 24/7 access to Twin Cities Academy's Parent Portal through Infinite Campus. Here, parents can check grades, breakfast and lunch balances, attendance, progress, etc.

1. Log onto www.twincitiesacademy.org and select the "*Parents*" tab near the top of the page.
2. Scroll down and click on "*Parent Portal*".
3. You will be directed to the Infinite Campus website where you will need to enter your ***username*** and ***password***. These will be provided for you in the beginning of the school year.

4. The first time you login your password will be your initials plus your birthdate in the following format: **<first name initial><last name initial><mmddyy>**
You must reset your password the first time you log in.
5. Contact the Main Office if you need this information or assistance with logging in.

PROMOTION GUIDELINES

There will be a year end review of students who should be considered for grade retention. Areas taken into consideration during the review include: attendance records, academic gains during the year, achievement test results, progress reports and whether or not retention would benefit the student.

High School students must earn adequate yearly credit and make progress towards graduation. A minimum **of 24 credits is required for graduation**, approximately 6 per school year. Each semester course passed earns .5 credit toward graduation.

RESIDENCY CHANGES

Telephone and residency changes which take place during the school year are to be reported to the main office. These changes will be recorded on the student's emergency card. In Infinite Campus?

STUDENT BEHAVIOR

I. Purpose
This policy ensures that students are aware of and comply with Twin Cities Academy's expectations for student conduct. Compliance will enhance TCA's ability to maintain discipline and ensure an orderly and safe educational process. TCA will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy.

II. General Statement of Policy

Twin Cities Academy believes that a fair and equitable instructional discipline policy will contribute to the quality of a student's educational learning experience. Therefore, this school wide instructional discipline policy has been adopted.

It is the responsibility of the school board, administrators, teachers and employees to safeguard the health and safety of each student. The school board and administrators will support school employees who, in dealing with students on disciplinary matters, act in accordance with state law and this policy.

No policy will cover all situations. Therefore, the school administrators will make a determination of consequence/disciplinary action when student actions are not specifically addressed. All actions by an administrator will be made on a case-by-case basis.

III. Student Responsibilities

When students conduct themselves in a safe and orderly manner, it promotes a positive school climate for everyone. As a best practice, students who are not demonstrating appropriate conduct will be asked by a teacher or administrator to correct their behavior. Students are expected to:

- Conduct yourself according to the classroom rules, or a teacher's request.
- Report to all classes on time and be prepared with all necessary materials.
- Make necessary arrangements for making up work when absent from school.
- Act appropriately and use respectful language in all areas of the school.
- Respect and maintain the school's property and the property of others.
- Carry your student agenda with you at all times.
- Respect and follow instructions from all adult supervisors in the building.
- Be in approved areas only, both before and after school.
- Leave the building within 5 minutes of the end of the day to catch buses, unless you are in a scheduled activity or being picked up by a parent/guardian who has not yet arrived at school.
- Dress appropriately **(in uniform)** for the school day, this includes physical education classes.
- Be aware of all school rules, policies and procedures, including those in this policy, and to conduct themselves in accord with them.

IV. Unacceptable Behaviors

The discipline policy that follows provides examples of unacceptable behavior. Unacceptable behavior also includes violation of any local, state or federal law when appropriate. The examples in the policy are not intended to be an exclusive list. A student who engages in any unacceptable behaviors is disciplined in accordance with this policy.

This policy applies to the school building, school grounds, and school property; TCA field trips or activities; school bus stops; school buses; the area of entrance or departure from district premises or events, and all TCA-related functions. This policy also applies

to student behavior that has a nexus to school property or the student's status as a TCA student. 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 TCA or the safety or welfare of the student, other students, or employees.

Students are required to cooperate in all disciplinary investigations.

V. Disciplinary Action Options

Twin Cities Academy's general policy is 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 at the discretion of the school administration. At a minimum, violation of school rules and/or policies will result in discussion of the violation and a verbal warning. TCA will, however, impose more severe disciplinary sanctions for any violation if warranted by the student's misconduct, as determined by the school administration. Disciplinary action may include, but is not limited to:

- Student conference with teacher, Dean of Students, counselor or other school personnel
- Parent/Guardian contact
- Parent/Guardian and/or student meeting with the teacher, team of teachers, Dean of Students or the Principal
- Confiscation of any item prohibited by, or used in violation of any school policy and/or state or federal law
- Removal from class
- Loss of school privileges
- In-school suspension
- Financial restitution
- Out-of-school suspension or Saturday School
- Modified school programs
- Referral to police, fire chief or juvenile authorities
- Expulsion/Exclusion

VI. Removal from Class

Removal from class is the short-term exclusion of a student during which the school retains custody of the student. Students removed from class shall be the responsibility of the Dean of Students and/or their lawful designee. The removal of a student shall not exceed three consecutive class periods except under special circumstances. Students shall be removed from class only upon agreement of the appropriate teacher and Behavior Staff after an informal administrative conference with the pupil. The decision of removal shall ultimately be made by the Dean of Students and/or their lawful designee. Removal from class may be imposed without a conference where it appears that the student will create an immediate and substantial danger to him/herself or to

persons or property around him/her. The length of time removed from class shall be at the discretion of the Behavior Staff after consultation with the teacher. Students shall be returned to class upon completion of the removal terms established at the informal administrative conference including, but not limited to, the completion of any make-up work.

VII. Suspension

Out of school suspension is the short-term exclusion of the student from attending class or school for a period of no more than **fifteen** school days. Students may be suspended from school on the following grounds:

- Willful violation of any reasonable school board regulation
- Willful conduct which materially and substantially disrupts the rights of others to an education
- Willful conduct which endangers the students or other students or the property of the school
- Insubordination

The following procedures will be followed:

1. The student is informed of the violation by an administrator during an administrative conference. At this meeting, specific act(s) that support the violation and notice of suspension will be discussed.

2. The parents/guardians are notified by telephone whenever possible prior to the suspension and are informed as to the reasons for the dismissal. When parents/guardians cannot be contacted, the decision to send the student home, to allow the student to remain on school premises, or to refer the student to the proper authorities, will be made with consideration of the student's age, safety, maturity, and the nature of the misconduct that caused the suspension.

3. If a student is suspended, a letter will be mailed to the parents or guardians stating time, date, charge(s), and specific acts that support the charge(s) for the suspension. Procedures to be followed by the student and the parents/guardians for reinstatement will be included in the letter.

4. Students will not be permitted to participate in any school activity/function while under suspension.

VIII. Expulsion and Exclusion

Serious misconduct by students may result in expulsion (up to 12 months from the date the pupil is expelled) or exclusion (for the balance of the school year). In these cases, the procedural requirements of the MN Pupil Fair Dismissal Act will be followed. Exclusion is defined as "an action taken to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year."

IX. Removal From School Grounds – IEP Students
The school is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical and emotional harm at all school locations and during all school activities. All students, including those with IEPs, are subject to the terms of the school discipline policy, unless that student's IEP or 504 Plan specifies a necessary modification.

Building level administrators have the leadership responsibility to maintain a safe, secure and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

X. Student Discipline Records
The policy of Twin Cities Academy is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records is consistent with state and federal law and district policy.

DISCIPLINARY PLAN AND GUIDELINES

Every student and employee of Twin Cities Academy is entitled to learn and work in a safe school environment. To ensure this safe environment, TCA has established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly.

When entering Twin Cities Academy, students signed a family agreement stating that they will comply with the behavioral expectations of the school. Students are expected to behave in accordance with federal, state, and local laws; school wide policies; and in a way that respects the rights and safety of others. To tolerate unacceptable behavior from a few would deny the right of the majority to a full day's education.

The following plan has been developed to assist the teachers and school in handling discipline issues in a fair and consistent manner to promote a positive learning environment. It is meant to provide additional direction when initial efforts to improve student behavior are unsuccessful. These guidelines and potential consequences apply any time a student is present on school property, participating in a school-sponsored activity, or traveling in a school vehicle. Listed are the violations and recommended consequences, although all determinations will be made on a case-by-case basis.

Minnesota State High School League consequences may also apply in accordance with its rules and policies.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. All offenses are reported to administration and documented. It is at the discretion of staff to decide if behavior warrants an infraction.

TCA Discipline Practices rev 2026

TCA ACADEMIC HONESTY POLICY

Definition of Academic Dishonesty

Twin Cities Academy defines academic dishonesty as using someone else's words, work, and/or ideas and claiming them as your own.

Examples of Cheating

- Allowing others to do an assignment or portion of assignment for you.
- Copying homework.
- Turning in someone else's work as your own.
- Letting your science lab partner do all the work and putting your name on the final report.
- Buying a paper or project (print version or online version).
- Letting a parent or guardian complete a class assignment/project.
- Collaborating on an exam or assignment with any other person without prior approval from the instructor.
- Copying or attempting to copy from others during an exam or on an assignment.
- Pre-programming a calculator or other handheld computer device to contain answers or other unauthorized information for exams.
- Using small handheld computer devices to pull up information while taking a test, or to share questions or answers.
- Using unauthorized materials, prepared answers, written notes, or concealed information during a test or exam.
- Taking an exam for another person or having someone take an exam for you.
- Enabling someone to copy your work.

Examples of Plagiarism

- Building on someone else's ideas without proper citations or acknowledgments.
- Paraphrasing of another person's original phrase, metaphor, or other literary device without acknowledgment.
- Copying and pasting from works of others or information found on the Internet into, for example, a word processing document, without giving proper credit to the source.

Artificial Intelligence (AI)

Artificial Intelligence tools (e.g. ChatGPT, GitHub, Writesonic, Caffe, etc) can be educational tools for students, and they need to be used in a responsible and appropriate way.

Examples of appropriate AI use:

- Use AI programs as smart search engines that present information in ways that are easy to read and understand
- Ask AI programs for clarification or explanations when you need help
- Generate ideas, topics, and writing prompts
- Be transparent - attribute AI images and text properly when using them in your own work

Examples of **inappropriate** AI use:

- Using AI tools and programs to avoid doing your own work
- Submitting AI work in place of your own work
- Using AI tools to support cheating, plagiarism or other academic dishonesty
- Using AI tools during exams or quizzes
- Copying text or images from AI programs without proper attribution
- Using AI tools when your teacher has said not to

Discovered use of AI generated work will result in similar consequences as outlined for general academic dishonesty.

Procedures for Reporting Academic Dishonesty

1. If a staff member has belief that a student violated the academic honesty policy, they will discuss the incident with the student.
2. The staff member will give the student an Office Referral.
3. The staff member will inform the parent/guardian of the incident via phone or email.
4. The teacher will set a date and time NOT TO EXCEED 4 SCHOOL DAYS of the violation to complete an alternate assessment after the assignment is given/assigned.
    a. If a student fails to complete it within the stated time frame, the teacher will issue a score of zero.
    b. An alternative assignment will earn a reduction in credit based on the incident number.
5. Administration will meet with the student during the Office Referral process. A follow-up meeting with parent(s) may be necessary to review the student's actions.
6. The violation will be entered into the student's discipline record via the Office Referral process.

Consequences for Violations

	1st offense	2nd offense	3rd + Offenses
Behavior Modification	Student conferences with admin during Office Referral. Student will complete a required ethics study as part of the referral.	Student conferences with admin during Office Referral. If necessary, may also have follow-up meeting with parent(s)/guardian. May also be necessary for the student to meet with the School Counselor.	Student and parent(s)/guardian conference with administrator. Further ethics training may be required.

Consequences ****Consequences may be escalated according to the severity of the incident.**	*Student will have a consequence per the office referral process. *Failure to complete the ethics study may result in detention. *Student's status in honor organizations, athletics, Student Government and/or other similar organizations may be affected.	*Student will have a consequence per the office referral process. * Student's status in honor organizations, athletics, Student Government and/or other similar organizations may be affected. *Other consequences may include, but not limited to, behavior contract, and/or loss of student privileges.	*Student will be suspended. * Student's status in honor organizations, athletics, Student Government and/or other similar organizations may be affected. * Other consequences may include, but not limited to, behavior contract, and/or loss of student privileges.
Documentation	Offense will be recorded in official discipline record. Counselor will be notified.	Offense will be recorded in official discipline record. Counselor will be notified.	Offense will be recorded in official discipline record. Counselor will be notified.
Notification	Teacher will contact parent(s)/guardian.	Teacher will contact parent(s)/guardian and may be an in-person meeting with administrator.	Teacher will contact parent(s)/guardian and there will be an in-person meeting with administrator.
Evaluation of Assignment	Students in violation of the policy have to complete an alternative assignment within **4 SCHOOL DAYS.** Credit to be earned on the alternative assignment will not exceed 90% of the original assignment's score. The score will decrease by 10%. Failure to complete the assignment within the above timeframe will results in a score of zero.	Students in violation of the policy have to complete an alternative assignment within **4 SCHOOL DAYS.** Credit to be earned on the alternative assignment will not exceed 75% of the original assignment's score. The score will decrease by 25%. Failure to complete the assignment within the above timeframe will results in a score of zero.	Students receive no credit on the assignment and no opportunity for an alternative assignment.

STUDENT CODE OF CONDUCT

Twin Cities Academy asks for a commitment to respectful, honest and responsible behavior. We are committed to modeling, teaching and reinforcing attitudes and behaviors that will prepare students to be productive citizens. We want our students to embody these principles in school, in their homes and in everyday life.
Finally, we ask that students behave in a manner that will not interfere with the learning process and/or endanger the safety of themselves or others. Each student is responsible for knowing the expectations of TCA, which are strictly enforced.

As a student, I will:

- Continually challenge myself to push beyond what I already know and learn something new every day.
- Have a positive attitude, be enthusiastic and have fun in my TCA school environment.
- Give my best effort at everything I attempt.
- Participate in community service activities organized by the school.
- Be respectful of myself and others (treat every member of the TCA community with respect at all times).
- Be respectful of personal, school and community property.
- Be respectful in my use of language.
- Exhibit academic integrity.
- Maintain the cleanliness of the school.
- Arrive on time and always be prepared for class.
- Display responsible behavior with a cell phone.
- Honor the school dress code.
- Leave the building only with the supervision of an adult.
- Participate in school decisions if asked through the Student Council or other decision-making activities because student opinions are highly valued at TCA.

INTERVENTIONS/CONSEQUENCES

I am aware that if I do not follow the above expectations, any of the consequences stated below may follow:

- Removed from class
- Loss of privilege(s)
- Office Discipline Referral
- Student conference with staff
- Parent/Guardian notification
- Team Meeting
- Student behavior contracts/Lunch Bunches
- Restitution (giving back time/care)
- Suspension
- Expulsion (in consultation with Board)
- Notification of law enforcement agencies

I may discover that Twin Cities Academy may not be the appropriate learning environment for every student. If I repeatedly misbehave or continuously contribute negatively to the school community, I may well be asked to seek another school.

Helpful Hints for Student Success

We offer these tips for students (S) and parents (P) to promote success in school:

1) Agenda:	S – record all daily work in each class
	P – check that it's being used
2) Supplies:	S – bring all necessary work materials
	P – provide all necessary work materials
3) Study Time:	S – set aside the same time every day
	P – provide a quiet place
4) Progress Report:	S – meet all make-up deadlines
	P – look for these reports
5) Communication:	S – ask questions; seek help
	P – call the teacher; listen and give feedback
6) Involvement:	S – learning requires active participation
	P – be the "aware" audience
7) Learning:	S – learning is hard; should challenge you
	P – allow a natural progression; supportive not the problem solver

TEAM MEETINGS

At Twin Cities Academy we believe that communication between students, parents and the school is crucial to student learning and that we are more effective when working as a team so that both strengths and areas of improvement can be shared.

Why Team Meetings Are Scheduled

When multiple staff observe academic or behavioral concerns which impact a student's success or performance at school, a team meeting is scheduled. The meeting is normally scheduled by the student's Advisory teacher. Parents may call a team meeting at anytime as well.

TCA has found the meetings to be very helpful. Students hear from the adults in their lives that genuinely care about their success. Sometimes the student has difficulty understanding how their behaviors are perceived or how their choices in school are impacting them in the long run. Often, hearing from staff and parents help the message become clearer.

Intent

The team meeting is not intended to be punitive, but to inform, problem solve, and provide different perspectives as to what is occurring and offer strategies for improvement. Specific topics of discussion will include identifying the student's strengths, areas of improvement, time management skills, attitude, organizational methods, challenges, etc.

What to Expect at a Team Meeting

- The student should be present and participate in the meeting.
- A core of classroom teachers, social worker/school counselor, and Community Coach/ELT member will typically be in attendance. *We acknowledge that this*

may seem overwhelming, but there is no need to be intimidated. We are here because we genuinely care about the success of the student.

- The student will be asked to comment on his or her perspective.
- Staff will share their observations, concerns, and offer input.
- Parents will be asked to share their observations and offer input.
- We will work together to problem solve and create an action plan to improve the current situation.
- The student's Advisory Teacher will follow up with staff and the student to monitor student progress.

Team meetings are held before or after school.

VISITORS

All visitors must, upon entering the building, report to the office to check in and receive a name tag. The school board and administration reserves the power to give, decline, or withdraw permission for parents/guardians, alumni, and community members to visit TCA and program sites. Anyone coming into the building during school hours should have an appointment for the person they have come to visit. The school board and/or administration will make these decisions as necessary to ensure the physical and emotional safety of students and to prevent interruption to the school's programs.

VOLUNTEERING

This helps build community at TCA and foster the idea of volunteering in our students. Opportunities can be found outside the main office, or by placing an inquiry with the office staff.

- High School-20 hours a year per individual student

WELLNESS POLICY

Twin Cities Academy recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity. All students have opportunities, support and encouragement to be physically active on a regular basis. Qualified food service personnel provide students with access to a variety of nutritious and appealing foods that meet the health and nutrition needs of the students.

Foods and Beverages

All foods and beverages served at TCA meet the nutrition recommendations of the current USDA Dietary Guidelines for Americans. Food service personnel take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and food safety guidelines.

- Students are encouraged to start each day with a healthy breakfast since children who come to school hungry may find it difficult to stay alert and learn. Lunch periods are scheduled as near the middle of the school day as possible. On an average, lunch periods are 25-30 minutes.
- It is a goal to provide dining areas that are attractive and include enough seating areas to accommodate all students, as well as enough serving areas so that students do not have to spend too much time waiting in line.
- Hand-washing facilities are available for students and they will be reminded to wash their hands before meals (to prevent the spread of germs and reduce the risk of illness.)
- Drinking water is available for students.
- TCA makes certain that all eligible children who qualify receive free and reduced-price meals.
- TCA ensures that students eligible to receive free or reduced-priced meals are not treated differently from other students nor are they easily identified by their peers.
- All child nutrition personnel have adequate training.
- TCA accommodates families to provide school meal options that are culturally sensitive and meet special dietary needs.
- Food and beverages offered will include a variety of healthy choices that are of excellent quality, appealing to students and are served at the proper temperature.
- Portion sizes are age-appropriate for middle school and high school students.
- **If food is provided for classroom celebration, it must be commercially prepared.** Classroom snacks and celebrations should reinforce the importance of healthy choices.
- Students are permitted to bring a bag lunch and store it in their locker. Student lunches should be nutritious and well-balanced. Eating in classrooms during instruction is not allowed (unless teacher has specified a celebration), but students may bring a water bottle to class.

Classroom Celebrations

As part of TCA's wellness policy, any student celebration snacks must have nutritional value. We want our students to learn healthy eating habits. *Please remember that all food brought in for classroom celebrations must be commercially prepared.*

Nutrition Education and Promotion

TCA provides education to foster lifelong habits of healthy eating and physical activity. TCA establishes linkages between health education, physical education, school meal programs and related community service.
TCA encourages and supports healthy eating and engages in a nutrition program that is:

- Offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Part of health education classes as well as classroom instruction in other subjects, where appropriate;
- Enjoyable, developmentally appropriate, culturally relevant and includes participatory activities.

TCA encourages all students to make age appropriate, healthy selections of foods and beverages. TCA does not use foods or beverages as rewards for academic performance or good behavior.

TCA prohibits advertisements for any tobacco products, candy, fast food, or soft drinks in school buildings, on school grounds, on school buses, or in school publications. Staff is encouraged to model good nutrition.

Physical Activity

Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education reinforces the knowledge and self-management skills needed to maintain a healthy lifestyle. All students are provided opportunities for physical education.

The TCA Physical Education Program offers a range of activities that meet the needs, interests and abilities of all students including boys, girls, students with disabilities and students with special health care needs.

Students spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity. Staff is encouraged to model physical activity. Staff uses reasonable judgment before using physical activity or the withholding of physical activity as punishment. The teacher may restrict the student's involvement to gain control of their behavior.

Communication with Parents/Guardians

TCA recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. TCA supports parents'/guardians' efforts to provide a healthy diet and physical activity for their children. TCA encourages parents/guardians to pack healthy lunches, snacks and refrain from including beverages and foods without nutritional value. TCA supports parents'/guardians' efforts to provide their children with opportunities to be physically active outside of school.

WITHDRAWAL FROM SCHOOL

A student who intends to withdraw from school should notify the office at least **five days** before leaving. All books, workbooks and the student chromebook(s) and charger(s) must be returned. The student's locker must be cleared and left in the condition that it was issued. All outstanding financial matters must be satisfied.