



PACT
Charter School

FAMILY

HANDBOOK

2024-2025

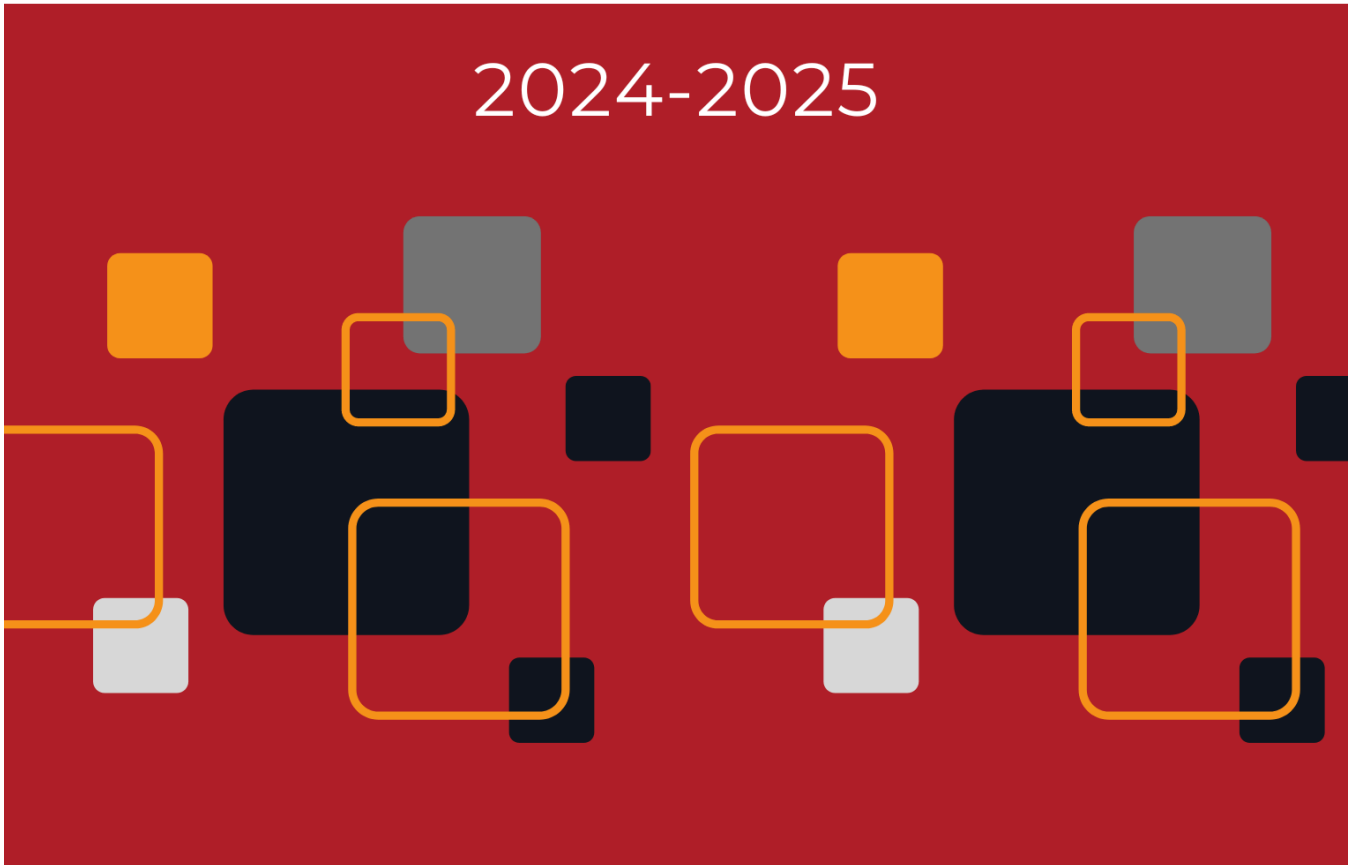


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School Board approved: May 2024

The PACT Family Handbook is available to all PACT Charter School families on the school website at pact.charter.k12.mn.us. All families are expected to abide by all policies and procedures included herein.

Community Engagement

PACT Charter School is a special place filled with staff and faculty who care deeply about the whole student. As a charter school, PACT offers a unique educational experience for students with our four distinctions: Character Development, Academic Excellence, Family Focus, and Community Engagement.

1. **Character Development:** A character-based education that holds stakeholders accountable by exemplifying exceptional moral virtue in every aspect of school life.
2. **Academic Excellence:** Pursuing academic excellence through student-focused instructional planning to develop the mind and a life-long love of learning to make exceptional contributions to the world.
3. **Family Focus:** Character development and education is a shared responsibility of families and teachers in our welcoming environment that embraces family life. Teachers and families are mentors, motivators, and inspirations to students.
4. **Community Engagement:** Active participation by parents and teachers offers shared responsibility for student success. We build relational trust to create partnership opportunities between families and the school community, including collaboration with local leaders.

We value parents and guardians actively participating in their student's education. As a result, **parents/guardians are expected to be involved and volunteer an average of four or more hours per month.** Here are some of the many possible ways in which parents can get involved:

- Participate on committees, which help provide direction for the school
- As a Teacher Assistant (TA) in the classroom or chaperone a field trip
- After-hours classroom projects for teachers
- Shopping, errands, and providing food for teacher conference meals
- Assist in the school office or serve hot lunch
- Assist with extracurricular programs or assist with special events
- Help with fundraising projects and grant writing through the PACT Panthers PTO
- Donate or purchase items for the school (\$10 = 1 hour of volunteer time)

In support of our mission and to provide convenient ways for parents/guardians to volunteer in the classroom, PACT Charter School provides a staffed nursery at scheduled times throughout the school week.

See [715 - Volunteer Policy](#) and [701 - Nursery Use Policy](#).

Mission, Vision, and Foundational Statements

Our Vision

PACT Charter School will build a collaborative community that emphasizes academic rigor and character development to foster innovative problem solvers and life-long learners.

Our Mission

Partnering as parents, students, and staff to develop students of character and academic excellence.

To fulfill this mission, PACT Charter School and all Stakeholders are accountable for:

1. Acknowledging parents are the primary educators of their students and that, as such, their voluntary participation in both classrooms and governance at PACT is expected and vitally important to our success as a community.
2. Promoting high academic achievement for all students.
3. Committing to provide opportunities for our students to interact across grade levels to promote intergenerational learning and develop leadership.
4. Demonstrating a community atmosphere of mutual respect that promotes cooperation.
5. Aspiring to uphold PACT policies, procedures, and structure by working together to support those who enforce them.
6. Maintaining high expectations for student conduct.
7. Modeling and promoting positive character development through intentionally teaching qualities such as respect, citizenship, gratitude, compassion, integrity, cooperation, self-control, responsibility, and perseverance.
8. Providing a safe and respectful learning environment.

Our Authorizer | Volunteers of America

The Minnesota Department of Education approves charter schools in Minnesota and requires an authorizer to oversee school operations. Together, these entities monitor the school's performance in academic and non-academic contract goals. Volunteers of America began authorizing PACT Charter School on July 1, 2022.



Policies and Procedures Overview

Policies and procedures are made available on the school website. There is an expectation that parent(s)/guardian(s) discuss policies with their student. All PACT Charter School students, parents, teachers, staff, and visitors must comply with all policies and procedures. Parents desiring a hard copy of this handbook may request one from the school office.

Academics

Academic Lettering (Secondary)

We promote high academic standards to prepare students for lifelong learning. One way we recognize these efforts is by awarding academic letters to students. *See [603 - Grading, Achievement, and Advancement Policy](#).*

College in the Schools (CIS)

College in the Schools (CIS) provides students with a more comprehensive college-level education while still in high school. Thus, we aim to better prepare our students for higher education and professional success. Our goal is to enhance the educational experience of our students by adding 2-3 classes per year to the end of at least one CIS course per subject (Mathematics, English Language Arts, Social Studies, Science, PE/Health, Music, Art, World Language) with an approximate 3 to 4-year timeline to full implementation.

Class Rank (High School)

Class rank is calculated for high school students each semester and is determined by a student's grade point average (GPA) using a weighted grading scale. For the weighted grading scale, see *[603 - Grading, Achievement, and Advancement Policy](#).*

Credit Recovery (Secondary)

A secondary student who fails to earn credit for a course will be expected to make up the credit at PACT during the following school year. If it is not possible to make up the credit lost while at PACT, a student may pursue one of the following options:

- enroll in summer school at their home district or online school after age 16
- attend an Alternative Learning Center for night school

To meet eligibility requirements for summer school, the student must be 16 or older and short on credits for a diploma. The coursework must be pre-approved by the Guidance Counselor. PACT must receive a transcript after the coursework is complete.

- PACT Charter School will pay no fees for this coursework.
- Credits will be determined based on the transcript. A letter grade **MUST** be given (no pass/fail credits).

e-Learning Days (Secondary)

The first five canceled school days will be e-Learning Days for grades 7-12. On these days, students will receive instruction/guidance through Infinite Campus, Schoology, or school email on what to complete for their classes. *See [e-Learning Plan for Grades 7-12](#).*

Field Trips

Elementary students will attend between two and four field trips each year, and Secondary students will attend field trips that closely tie to course outcomes. We encourage parents/guardians and adult family members to work with teachers and participate in these activities as chaperones.

Chaperone Qualifications:

- a. Must be a parent/guardian, adult family member, or acting guardian of a currently enrolled PACT student.
- b. Must have a current background check (BCA) on file with the Volunteer and Enrollment Coordinator.
- c. Must be willing to follow our chaperone guidelines and take responsibility for overseeing a group of students.
- d. Must have completed the annual required volunteer training.

Grading

All current grades are available in electronic format on Infinite Campus. Report cards will be available online and will only be mailed by request. Parents are encouraged to utilize this tool to assist their student(s) monitor grades and progress. Students should make special arrangements with their teacher(s) for grades marked incomplete due to extenuating circumstances. *See [603 - Grading, Achievement and Advancement Policy](#).*

Graduation Requirements

To receive a high school diploma from PACT Charter School, students must satisfactorily meet the graduation requirements in grades 9 through 12. *See [604 - Graduation Requirements Policy](#).*

Homework

Homework is designed to be purposeful practice and reinforcement of classroom teaching. Homework at the Elementary level also serves the purpose of building good homework habits. The content and time may vary daily, depending on the day's instruction. All students should read or be read to every day. To that end, we ask that:

Parents/Guardians:

- Provide a suitable place and consistent time for homework completion.
- Assist, but not do the work.
- Contact the teacher if the student experiences difficulty.

Students:

- Make sure that you understand the directions and purpose.

Accept responsibility for completing assignments in a neat, accurate, meaningful, and timely manner.

Honors Program

Honors courses, when offered, may be available to all secondary students. These courses require more challenging work within the regular classroom. Students are required to complete an application process to participate. *See [603 - Grading, Achievement and Advancement Policy](#).*

Honor Roll

Student achievement is recognized each semester during an awards ceremony. *See [603 - Grading, Achievement and Advancement Policy](#).*

Post-Secondary Education Option (PSEO)

PACT students who have taken college-level (not remedial-level) courses will be granted high school credit. To see the state's description regarding the PSEO program, students should refer to [MN Statute 124D.09](#) (as amended). **Note:** Each participating college sets its criteria for admission. To ensure that a student has the best opportunity for success, PSEO plans must be coordinated with the school counselor quarterly. Transportation is the responsibility of the student and parent. *See [613 - College Credit Courses Policy](#).*

Schedule Changes (Secondary)

If there may be a schedule change, Secondary students must work with the School Counselor to officially withdraw from the course.

- Students have until the end of the first week of classes each semester to drop a class or change their schedule. If this deadline is met, the course will not appear on the student's transcripts.
 - After one week through mid-term – it will show as a “W” for withdrawal on the transcript.
 - After mid-term – it will show as an “F” on the student's transcript.
- In extenuating circumstances, an exception may/will be made if a student withdraws after mid-term from an elective class and transfers into a Study Hall. With administrative approval, the student would still receive a “W” on the withdrawn class rather than an “F.”
- All drops **MUST** be requested on the Schedule Change Request Form with parental approval and administrative approval, with exceptions in extenuating circumstances determined by the administration.
- Requests to drop a class will be considered in light of class sizes, credits, schedules, timing, etc., but are not guaranteed approval.
- Administrative approval will not be given if dropping the class will negatively affect a student's ability to meet the graduation requirements.

Transcript Requests

Official high school transcripts may be requested by completing a Transcript Request Form on the PACT website. PACT uses a service called Parchment that sends transcripts directly to preferred colleges which offers an efficient, secure, and user-friendly approach for requesting academic records.

Transfer Credit Policy

Students that transfer to PACT in grades 9-12 will receive credit for classes taken at previous school(s) if earned (passing grade of D- or higher), equal to the number of credits available to earn at PACT in one year (7.75). If a student transfers mid-term, then a progress report will be used for current term grades.

Students should refer to the PACT Charter School [604 - Graduation Requirements Policy](#) to determine credits earned and required for graduation.

Weather and Outdoor Activities

Elementary students participate in two recesses daily and may have PE classes outside as the weather allows. Please make sure your student has appropriate outside apparel. The administration may limit outdoor activities due to unfavorable weather conditions.

Health

Medical Procedures

- We value our students' health and well-being. Parents/guardians are encouraged to arrange dental and medical appointments during non-school hours.
- The parent(s)/guardian(s) must notify the Health Office of any health problems, conditions (e.g., strep throat, head lice), or contagious diseases immediately.
- The Health Office will promptly inform parents of injury or illness while a student is in school.
- All students must be signed out when they leave and signed in when they return.
- A note from a licensed medical professional must be turned in when the student returns to school for a dental or medical appointment to be excused.
- Sports physicals are required (typically good for three years) for those participating in high school-level athletic activities sponsored by the school.

- Guidelines for deciding if a student is too sick to attend school:
 - If a student has a fever of 100 degrees or more, they should stay home for 24 hours after the temperature returns to normal without using fever-reducing medication.
 - If the student has vomited or had diarrhea, they should stay home for 24 hours after the last episode.
 - If the student has a rash that may be disease-related or if the cause is unknown, the parent/guardian should check with the family physician before sending the student to school.
 - Other guidelines may apply in certain situations (i.e., a pandemic) and will follow recommendations from the Minnesota Department of Health.

Medication

These procedures aim to ensure the safe, accurate, and timely administration of medication to students. If possible, parents/guardians are advised to give medication at home and on a schedule other than during school hours. However, when a student needs medication to be taken during the school day, these procedures MUST be followed. See the [506 - Discipline Policy](#) and [516 - Student Medicine in Schools](#).

Perfume/Cologne Use

Due to respiratory health concerns and sensitivities, perfume, colognes, and body sprays must be limited at PACT. These items may not be sprayed near other students, must be used sparingly, and must be limited to locker rooms. Misuse may lead to disciplinary action.

Communication

Academic-Related Communication

- PACT strongly encourages students and parents/guardians to attend conferences. Each semester, PACT hosts parent-teacher-student conferences. Parents/guardians and teachers may also request a conference at any other time during the year to discuss concerns. Electronic communication is also encouraged.
- Elementary teachers communicate through weekly newsletter emails, and many grade levels also utilize planners. Secondary grade levels will use student planners to communicate. Parents are

encouraged to engage with these tools. Class information (assignments, due dates, etc.) can be accessed using Infinite Campus.

School Calendars

The annual academic calendar is posted on the [PACT website](#). Activity and extracurricular calendars are available on the website via rSchool, as are committee meetings and special events. The PACT School Board of Directors must approve annual academic and committee calendar changes.

Emergency Contact Information

Parents/guardians are responsible for updating student emergency contact information in Infinite Campus before the start of the school year and as necessary during the year. PACT uses this information if a student becomes ill or is injured at school. Any designated person(s) may be asked to pick up and care for a student if the parent(s)/guardian(s) cannot be reached.

School-wide Communication

PACT delivers weekly news and announcements to your email via e-newsletters, the PACT website, and social media. To opt-in to our e-newsletters, please [complete the subscription form](#).

Weather-Related Closings and Delays

The safety of our staff and students is the priority when determining if the school should remain open in extreme winter weather. Because PACT's attendance area spans a 15-mile radius, the weather may differ between many of our communities, so we will focus on our immediate area.

Decisions to Close or Delay

It is a difficult decision to close the school due to a weather event. While staying home may be safer for many, it can be a hardship for working families and those who utilize daycare or rely on school meals.

With a winter storm, PACT will decide to close or delay based on road conditions as determined by the ability of staff to reach the building and our bus company to run routes on time. A closure decision will be communicated by 6:00 a.m., and students in grades 7-12 will participate in e-Learning classwork.

PACT rarely decides to close early except in extreme weather circumstances because we do not want our students to take a bus to an empty house or be left at a bus stop. It is also challenging for our bus company to accommodate changes without significant notice. An early closure decision will be communicated as soon as the decision is made and logistics and timings can be determined.

PACT must make up missed school days when we exceed five closings in a school year.

Communication of Closings or Delays

PACT will post information about school closings or delays through various communication methods by 6:30 a.m. for school-day classes or 2 p.m. for evening activities.

- Phone, text, and email messages from Infinite Campus.
- PACT Charter School website homepage.
- PACT Charter School Facebook and Instagram pages.
- Media outlets including WCCO-4, KSTP-5, KMSP-9, and KARE-11

Please refrain from telephoning the school as the phone lines will be occupied.

Attendance During Weather Events

Regular school attendance is essential for students' academic success. Because PACT has fewer instructional days than most Minnesota schools, attendance is even more critical for our students. If school is open, attendance is expected, and we ask families to do their best to have their students in school. However, parents/guardians have the final decision on whether or not to send their children to school during a weather event. The absence must be reported according to our Attendance Policy.

Extracurricular Activities

At PACT, extracurricular activities are integral to the school experience. We provide these opportunities as a commitment to a quality, well-rounded education that mentally and physically challenges students. PACT athletic teams are members of the [Minnesota State High School League](#) (MSHSL), the [Minnesota Classic Athletic Association](#) (MCAA), and the Minnesota Charter School Athletic Association (MCSAA).

Activity Fee Payments

Fees paid to PACT for activities are done through an online payment system through rSchool. Families can create an account and pay activity fees associated with their students electronically.

Elementary Attendance at Athletic Event

The safety of our students and the ability to create an enjoyable experience for athletes and spectators are vital parts of our athletics program. Because of this, entrance to events for Elementary students (K-5) is limited to those with parent/guardian supervision. After the 3:30 p.m. dismissal, Elementary students will only be readmitted under the supervision of a parent or guardian. Parents will be called for pick-up if students attend after-school activities without parent/guardian supervision.

Eligibility to Participate

- Students absent for at least half a school day (four full class periods) may not participate in extracurricular activities that day (including practices). This does not include an excused absence due to religious activity, family emergency, or traumatic event (i.e., funeral).
- Any student who receives an out-of-school suspension for any time may not participate in (or attend) extracurricular activities while suspended. They must also miss one contest after they have returned to school.
- Any student who receives an in-school suspension may practice but must miss half of the next contest.
- Students must maintain academic eligibility.

Grade Checks (Secondary)

As a community, we highly value academic achievement. Students are students first and must prioritize co-curricular activities accordingly. While students have varying levels of academic ability, each one is expected to work to their potential. Grade checks are for all students involved in PACT-sponsored activities on the first Monday of the month. Students found to be ineligible will only participate once they have raised their grade(s) to meet eligibility qualifications. The first ineligibility will result in missing the first contest after they are eligible—the second offense results in missing the next two contests. A third ineligibility disqualifies the student for the remainder of the season. **See [537 - Academic Eligibility Policy](#)**

Visit the [PACT Charter School website](#) for information on extracurricular opportunities.

Student Expectations

Attendance

Regular attendance and promptness are essential. A parent/guardian is responsible for ensuring regular attendance and working cooperatively with the school and the student to solve any attendance problems.

All students must be signed out when they leave during the school day and signed in when they return.

PACT is responsible as an educational institution to monitor a student's attendance and work cooperatively with the parent/guardian and the student to develop good attendance patterns. It is also PACT's responsibility to follow the Department of Education Regulations and the Mandatory Attendance Laws of the State of Minnesota.

Absences (Secondary)

Maximum Absence Rule: To receive credit for a one-semester class, a student may be absent no more than 10 days per class period, regardless of whether the absence is excused or unexcused. Students must be in a class period for at least 40 minutes to be counted as present. Tardies, absences, and late arrivals will accrue for each semester; however, state and county truancy guidelines continue to accrue for the entire year. If a student is absent for 15 consecutive days, they will be withdrawn from enrollment (see [MN Statute 120A.22](#) as amended). In extenuating circumstances, a student may appeal the school's decision to deny credit by providing evidence and completing an "Application for Appeal." All documentation must be submitted to the Assistant Director of Education if you wish to appeal for credit.

Early Release (Secondary)

While leaving school before the end of the school day is discouraged, some situations may allow it. Situations that may be approved for early release include medical conditions, extracurricular activities (including cooperative agreements with other schools), coursework, or no need for credit (juniors in PSEO and seniors only). See [534 - Attendance Policy](#).

Tardiness

Students may be considered tardy if they are not seated when the bell rings. If a student is late to school,

they must report to the office for a tardy slip. A note or phone call must be received from the parent stating the reason for the tardiness. This will assist in determining if the tardy is excused or unexcused.

Medical and Dental Appointments

Parents/guardians are encouraged to arrange dental and medical appointments during non-school hours.

Truancy

According to state law, MN Statute 120A.32 and 120A.34 (as amended), unexcused absences and patterns of continual absences without a significant health problem border on truancy. If there are three absences without parental contact with the school, the student is considered “continually truant,” we are required by law to notify your county of residence of the truancy. Parents and school officials must see to it that a student attends school. *See [534 - Attendance Policy](#).*

Book Bags / Backpacks

Book bags and backpacks will be used to transport books and supplies to and from school ONLY. For safety purposes, backpacks are not allowed throughout the school day and should be stored in lockers. ALL book bags must fit into the locker, enabling the door to close correctly.

School Dances

PACT Charter School dances are important social events for students and provide a structured forum for social interaction. However, the school must maintain a reasonable standard of appropriate behavior and dance movements. Students must recognize that movements and dance styles present in non-school settings or portrayed in the entertainment industry are not always appropriate in the secondary school setting. Therefore, the following guidelines will be used to determine appropriate behavior and dance movements. This document will also define the responsibilities of sponsors, chaperones, and students while sponsoring or attending school dances.

- a. All behavioral expectations in school apply to school dances. The administration and the dance faculty advisor have the authority to request a student to leave the dance under any circumstances. Once a student is removed from the dance, he or she may not return and must leave campus.
- b. In order for the dance to be held, there must be a minimum of one adult chaperone for every 20 students or a minimum of four total chaperones (whichever is greater) committed to attending throughout the entire dance.

- c. Dress should be modest and abide by the school [504 - Dress Code Policy](#).
- d. Songs that are labeled as Explicit will not be played. No explicit language, swearing, overt reference, or inferences to sexual content will be allowed. The DJ will play clean versions of songs.
- e. Students who would like to invite an outside guest must turn in a completed guest form 2 days before the dance. Only one non-district guest of a PACT student may attend the dance if the guest form has been completed and signed by all parties.
- f. Guidelines:
 - i. No crowd surfing or holding others off the ground.
 - ii. Hands-on waists or shoulders only.
 - iii. No “making out” (overt and/or prolonged public displays of affection).
 - iv. No “slamming,” “moshing,” or “grinding” will be permitted. Front to front dancing that is sexually suggestive (groping, freaking, dirty dancing, grinding, etc.), lewd or obscene will not be tolerated. Examples of other inappropriate dancing are:
 - 1. Front to back dancing
 - 2. Dancing with objects, such as chairs or poles
 - 3. Bending over
 - 4. Laying on the ground
 - 5. Straddling or leg-wrapping
 - 6. Touching other people’s private parts
- g. For safety reasons, “Breakdancing” is only allowed in the middle of the floor after an announcement is made by the DJ. This will only be allowed at the request of the dance faculty supervisor.

School Property

PACT provides each student a locker (including PE lockers in Secondary), desks, or workspaces. Use of school property is a privilege, not a right.

- a. Students are responsible for articles in the locker/desk/workspace provided to them, their care, and their cleanliness.
- b. The student/parent/guardian may assess the repair cost if school property is damaged.
- c. PACT may search student lockers, cubbies, and desks for any reason without notice or student consent. Searches of personal possessions may be done when there is a reasonable suspicion of a law or school rule violation. Any materials considered to violate school regulations may be seized and returned at the discretion of the Administration. *See [MN Statute 121A.72](#).*

- d. Students must use **ONLY their** assigned lock and locker (except by special permission of the Administration or the PE teacher for PE lockers). Preventing a locker from locking is not permitted, and students may be subject to disciplinary action at the discretion of PACT staff. The Administration must approve exterior locker decorations.

Student Discipline

Discipline Philosophy

PACT's school-wide discipline policy reflects our school mission: partnering as parents, students, and staff to develop students of character and academic excellence. Following the *Love and Logic* approach, we help students build strong relationships with their teachers, build empathy, and develop the ability to recognize and find solutions to their problems.

At PACT, teachers are entrusted with the responsibility of classroom management. Individual classroom rules and consequences will be consistent with school-wide expectations. Research and experience indicate that a positive approach to discipline, implemented with respect and involving student input, is highly effective. Early intervention to redirect a student's behavior is expected, and early involvement of parents or guardians is in keeping with PACT philosophy.

Any behaviors that are disruptive, unsafe, or violate the rights of others are not acceptable at PACT Charter School and may result in disciplinary consequences. This section lists specifically prohibited behaviors. Consequences will be imposed as consistently as possible under normal conditions. Multiple incidents may lead to further consequences. The administration reserves the right to use discretion when assigning disciplinary action up to and including a recommendation for expulsion. See [506 - Discipline Policy](#), [507 - Behavioral Expectations and Code of Conduct Procedure](#), [507 - Behavioral Expectations Policy](#), [514 - Harassment/Violence Policy](#), [508 - Bullying Policy](#), [510 - Contacting Outside Authorities Policy](#), and [Love and Logic](#) resources.

Academic Dishonesty

Students involved in academic dishonesty may receive disciplinary consequences, and parents will be notified. Multiple incidents may result in ineligibility for class credit and possibly a recommendation for expulsion or alternative education programming.

Bus Violations

[School Bus Behavior/Guidelines](#)

Bullying (Cyberbullying)/Teasing

Teasing is any behavior involving putting-downs, abusive language, or name-calling directed toward another, whether written or verbal, and will not be tolerated at PACT. Any student engaging in teasing may receive disciplinary consequences, and the parent may be notified. Bullying is defined as a *pattern of behavior* where a person uses strength or power to harm or intimidate those considered weaker. Any and all forms of bullying, including cyberbullying, is not acceptable and subject to disciplinary consequences in the same manner as other harassment. PACT staff and administration work to align our school environment with our character traits to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying that have not been successfully prevented. If you suspect that your child or another student is being bullied, please contact your student's teacher. For more information, please view our policies: [508 - Bullying Policy](#), [507 - Behavioral Expectations Policy](#), [514 - Harassment/Violence Policy](#), [506 - Discipline Policy](#), and [510 - Contacting Outside Authorities Policy](#).

Closed Campuses

PACT students will follow a closed campus model. Students are required to be on campus from arrival until departure time. They may not leave campus for lunch. Students are not allowed in the parking lots, athletic fields, or open spaces adjacent to PACT Charter School property during the school day without staff permission. Failure to follow attendance procedures may result in disciplinary consequences.

Confiscated Items

PACT staff reserve the right to confiscate any item considered a distraction or danger to students or the learning environment. If an item is confiscated, staff will remind students of classroom expectations and notify parents/guardians. Any item seized more than once during the school year may be kept by the school office for a time to be determined by the Administration. Any illegal items brought to school will be held/destroyed by the school or turned over to the proper authorities.

Conflict Resolution

PACT's goal is to provide an environment that permits all members of the PACT community (parents/guardians, students, and staff) opportunities to speak, be heard, and find solutions. *See [426 - Complaints: Students, Employees, Parents, and Other Persons Policy](#), and [425 - Whistleblower Policy](#).*

Dress Code Violations

The PACT dress code intends to provide a safe and productive learning environment with limited distractions. Any apparel that distracts the learning environment (or a potential danger to themselves or others) is not permitted (*see [504 - Dress Code Policy](#)*). Dress for school should be appropriate for the learning environment. It should also allow for safe movements in the hallways, stairwells, and in all classes.

Drugs/Chemicals/Tobacco/Alcohol/Electronic Cigarettes

In response to any student selling, using, distributing, or found in possession of drugs or chemicals or possessing drugs, chemicals with the intent to sell or distribute, PACT:

- a. will contact parents/guardians for a conference.
- b. may summon police as per current statutes.
- c. will send the student home for the day and may impose additional consequences up to and including the following:
 - i. suspension up to 10 days or
 - ii. recommendation for expulsion,
 - iii. or referral to an alternative educational program.
- d. advise parents/guardians that (in the case of drugs, chemicals, and alcohol) a chemical evaluation is required before a return to school (at the family's expense).

See [506 - Discipline Policy](#) and [510 - Contacting Outside Authorities Policy](#).

Electronic Devices Violations

PACT Charter School intends to maintain a safe and optimal learning environment for all students at all times. All electronic devices must remain in a student's assigned hallway locker during school hours,

including school-sponsored field trips, and may only be actively used by Secondary students by the [524 - Acceptable Use Policy](#) during Secondary passing time in the hallway. All electronic devices will be confiscated if used in violation of this policy. High school students can use their cell phones and/or headphones during their lunch period. *See [525 - Electronic Devices \(Student\) Policy](#).*

Fighting

Any student who is fighting or attempting to fight or do physical harm to another or otherwise is provoking/encouraging/supporting a fight may be immediately suspended for up to three days. PACT will schedule a reentry meeting with each student's parent/guardian before the student returns to school. Multiple incidents may lead to a recommendation for expulsion or referral to an alternative educational program. *See [506 - Discipline Policy](#).*

Hazing

PACT prohibits hazing at all times by students, teachers, administrators, volunteers, contractors, or other employees. Hazing is defined as “committing an act against a person, or coercing a person into committing an act that creates a substantial risk of harm to a person for the person to be initiated into or affiliated with a student organization, or for any other purpose.” Any person witnessing or experiencing hazing shall immediately report the action to the school administration. Administration or designated personnel will take action as outlined in the school Hazing Policy. Retaliation, in any form, will not be tolerated. *See [MN Statute 121A.69](#) and [526 - Hazing Policy](#).* (as amended).

Insubordination

Students who disregard or refuse to follow directions given by school personnel (e.g., badgering a teacher, refusing to leave a class, refusing to report to the office when directed by a staff member); intentionally mislead a staff member; or refusing to identify oneself or falsely identifying oneself to a staff member (including substitute teachers and volunteers) will meet with an administrator and their parents and may receive disciplinary consequences.

Public Displays of Affection (Secondary)

For the comfort and respect of all students, parents, and staff, public displays of affection will not be allowed on school grounds. This includes hand-holding, kissing, hugging, etc.

Profanity, Abusive and Obscene Language

A student using any form of profanity (written or verbal), abusive or obscene language, obscene gestures, signs, pictures, or publications may receive disciplinary consequences, and the parent may be notified.

Technology Use Violations

Students are personally responsible for appropriate behavior using technology and while on the network throughout the school. Access to network services is provided for students who act in a considerate and responsible manner, and that access is a privilege, not a right. The school will use available resources to help students follow this policy and to help protect students from materials PACT Charter School considers inappropriate for minors. *Violations may result in losing access and other disciplinary and/or legal action. See [524 - Acceptable Use Policy](#).*

Tennessee Warning

A Tennessee Warning may be used when the school is investigating a potential violation of school policy. The information will be used to determine if a violation occurred and if discipline is warranted. A student may refuse to answer questions about the matter, but the school will decide without the student's input. Information provided will only be shared with district staff, board members, and possibly law enforcement with a need to know.

Theft

Any student engaging in theft may receive disciplinary consequences, and the parent will be notified.

Threats/Intimidation

PACT takes seriously any student (regardless of age) threatening physical harm or death to another individual(s). A threat is defined as a statement of an intention to inflict physical harm. Any student engaging in threats may receive disciplinary consequences and parent notification.

Search and Seizure

Student lockers, cubbies, and desks are the school's property and may be searched any time for any reason without notice or student consent. Searches of personal possessions within a school locker may be done when there is a reasonable suspicion of a law or school rule violation. Any materials considered to violate school regulations may be seized and returned at the discretion of the Administration. See [MN Statute 121A.72](#).

Weapons

PACT school will not tolerate weapons as defined in the policy at any time on school property, including school buildings and grounds, leased or rented facilities, school-sponsored activities, field trips, school buses, and other school vehicles, and school bus loading and unloading areas. Students and visitors may not possess, store, handle, transmit, or use any weapons in any of the school environments. Any student, staff, visitor, or parent found to possess, store, handle, transmit, or use any weapon before, during, or after school hours will be subject to administrative and/or legal action.

It is a felony to possess, store, or keep a weapon on school property. The consequence for violation of the *Weapons Policy* is an immediate suspension (including early dismissal) pending a hearing with the recommendation, depending on the type of weapon and the seriousness of the situation, ranging from suspension (up to 10 days) to a one-year expulsion. Police may also be notified.

See [805 - Weapons Policy, MN Statutes 121A.05, 121A.06, 121A.44, and Pupil Fair Dismissal Act \(as amended\)](#).

Asbestos Management

The Federal Asbestos Hazard Emergency Response Act (AHERA) requires both public and private non-profit primary and secondary schools to inspect all buildings that are leased, owned, or otherwise used as school buildings for the presence of asbestos-containing building materials. An inspection log and management plan are available for public review. The Facilities Director maintains the Asbestos Management Plan. *See [Pesticide Use, Application, And Equipment Cleaning](#).*

Crisis Plan

Our Crisis Plan addresses numerous potential crisis situations, allowing parents, students, and staff to deal with an emergency in an orderly and safe manner. Preparation requires practice. Throughout the school year, staff and students will conduct practice drills, including (but not limited to) fire, tornado, evacuations, and lockdowns. Code Red lockdown procedures may be initiated when there is a medical emergency, an intruder in the building, or other disturbance. Code Yellow lockdown procedures may be initiated if there is a threat outside the building or to protect an individual's privacy or other disturbances. *See [703 - Crisis Management Policy](#)*

Elevator Accessibility

The elevator is available for individuals with physical difficulties, as approved by the School Nurse and/or Administration. It is off-limits to all others, except when heavy, large, or bulky items must be moved from one floor to another. Unauthorized use will result in disciplinary action.

Solicitations/Sales

The sale of items or solicitation of funds is prohibited in school buildings or on the grounds except with Administration's approval. *See [712 - Solicitation Policy](#).*

Visitors

Parents/Guardians are welcome to visit the school at any time and are encouraged to volunteer. They should contact the school office and the teacher if they plan to visit a particular class. With the

permission of a parent/guardian and approval of the Administration, a visitor may be allowed to visit with their student(s) during lunchtime. All visitors must check in at the school office and wear a provided nametag. [See 903 - Visitors to the School Policy](#)

Nutrition | Wellness

Food/Drink

Food and drinks must be consumed at lunchtime in the cafeteria or during an Elementary snack time or Secondary passing time. Students should keep food and sealed beverages in lockers. Under no circumstances may students keep food or drinks at school overnight in their lockers.

PACT does not permit deliveries from outside food or beverage vendors (e.g., Chick-Fil-A, Jimmy Johns, Chipotle) during the school day.

Gum

To maintain a clean facility, gum chewing is not allowed at PACT.

Meals Program

All students qualify for one breakfast and one lunch daily at no charge. Each meal comes with one milk. PACT pre-orders catered meals that are delivered daily to our school. The meals must be ordered in advance to get accurate numbers and ensure your student has their desired meal.

All meal orders are placed online. Menus and order forms are posted online between the 10th and 20th of each month for the following month (e.g., November menus are posted from October 10-20). **Only on-time orders can be accepted.**

In emergencies where a student does not have a lunch, every effort will be made to offer a hot lunch or at least provide an alternative meal. ALL PACT students are offered a meal, regardless of their ability to pay.

If there is extra food and a student wants to purchase an extra meal or milk, they may use their student account and pay the “adult” fee. Students who bring a lunch from home must pay for all milk. Student meal accounts can be funded in the following ways to cover the costs of extra meals or milk costs.

- **Online payment system** through Infinite Campus.
- **In-Person** in the school office with cash/check or credit/debit cards. Each transaction will be recorded electronically, and families will receive a receipt.

Checks sent for payment of expenses are subject to a \$35 bounced/returned check fee.

Nut Aware Classrooms

Due to severe allergies to tree nuts, peanuts, peanut butter, and products that contain nuts, we need your help in supporting the following guidelines to make our classrooms peanut/nut aware and to prevent potential allergic reactions:

- Please do not send your student snacks containing nuts, peanuts, peanut butter, or other nut products.
- If your child packs a lunch containing tree nuts, peanuts, peanut butter, or other nut products, it must stay in a sealed container while being kept in the classroom.
- Students will be permitted to bring nut products as part of their lunch, as students with allergies sit at a separate table where there is adult supervision of food products.
- Nut-aware tables will be clearly labeled in lunch rooms for students with allergies.

Thank you for your support as we continue to create a safe environment for all students. If you have any questions, please contact the School Nurse.

Snack Guidelines

A snack is not a meal or a substitute for lunch. Elementary classes have a chance to eat a small snack brought from home. Secondary teachers may allow snacks at their discretion. To provide the most benefit to our students, we feel it is vital that this snack be nutritious. Therefore, snacks high in protein are encouraged. Due to allergies, students must follow snack guidelines in a specific classroom. To work together with parents in giving the student as much “brain power” for school as possible, see the [530 -](#)

[Wellness Policy](#) for recommended snacks. Vending machines in student areas at the Secondary Campus are turned on at 3:35 p.m.

Technology

Cell Phones/Electronic Devices

All electronic devices must remain in a student's assigned hallway locker during school hours. The exception is that grades 9-12 may use their phones during their assigned lunch period.

All electronic devices must remain in a student's assigned hallway locker during school hours, including school-sponsored field trips, and may only be during Secondary passing time in the hallway. All electronic devices will be confiscated if used in violation of this policy. High school students can use their cell phones and/or headphones during their lunch period. All electronic devices will be confiscated if used in violation of this policy.

Staff will enforce the following consequences for any violations of this policy:

1. 1st offense: The electronic device will be confiscated and brought to the office. The student can pick it up in the office after school.
2. 2nd offense: The electronic device will be confiscated and delivered to the office. The parent will be notified and can pick it up in the office after school.
3. 3rd offense: The electronic device will be confiscated and brought to the office. A parent/guardian will be notified, and the device will be returned after the student and parent meet with the Assistant Director of Education or the Dean of Students.

*Electronic devices include, but are not limited to, cell phones, iPods, iPads, music players, video games, etc. PACT Charter School is not responsible for any lost, damaged, or stolen electronic devices. For more information, see [525 - Electronic Devices \(Student\) Policy](#).

Chromebooks

Students in grades K-5 will have access to Chromebooks in their classrooms. Students in grades 6-12 are assigned their own Chromebook to use in their classes and at home. Students will be charged additional fees for damage that is not accidental. In addition, there is an optional Chromebook Insurance Fee that

families are highly encouraged to purchase at the beginning of the school year. The insurance costs \$30/student or \$50/family. See [Chromebook One-to-One Guide](#).

Classroom Phone Usage

Classroom phones are available to students ONLY on a restricted basis at the discretion of their teacher. Parents/guardians should understand and clarify to their students that all after-school activities must be arranged before they leave home. Students are prohibited from using school office phones as phone lines must remain clear for school business or emergencies.

Classroom Use of Technology

At PACT Charter, we believe in using technology to enhance and enrich learning. We start by teaching simple technology skills in Kindergarten and gradually build upon them throughout the years. However, we also recognize the importance of traditional learning methods, like using pen and paper and hands-on activities. We give special attention to these skills in combination with technology use. Our ultimate goal is to develop students who are academically excellent and engaged citizens who value learning throughout their lives. We want our students to make exceptional contributions to the ever-changing world around them.

Electronic Recording Device

Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This applies to students during the school day during instructional and non-instructional time.

Arrival and Dismissal (Elementary)

Students may enter the Elementary building no earlier than 7:30 a.m. Classes begin at 8:15 a.m. and end at 3:15 p.m. (11:30 a.m. for half-day kindergarten). Car riders must be picked up by 3:30 p.m. Pick-up drivers who arrive after 3:30 must go to the school office (located at door 1) to sign out their students.

Elementary families will utilize the *Silent Dismissal* app for end-of-day dismissal. Parents/Guardians should use the app to dismiss their student(s) at the end of the day or to update the student's dismissal information when arrangements for student transportation change. Changes to dismissal plans can be made until 3:10 p.m. on the app. The office will no longer override the system for parents now that the app is available. For questions related to using this app, please contact our district attendance clerk at attendance@pactcharter.org.

Arrival and Dismissal (Secondary)

Students may enter the Secondary building no earlier than 7:30 a.m. Classes begin at 8:00 a.m. and end at 3:05 p.m. Car riders must be picked up by 3:30 p.m. Students not riding the bus or being picked up by car must be in a supervised after-school program (Secondary Study Tables, Academic Tutoring, or an extracurricular activity) to remain in the Secondary building until 4:30 p.m. In an emergency, parents/guardians should call the school by 2 p.m. and make alternate arrangements for student pick-up. Other than emergencies, students will NOT be allowed to use the office phone to make calls for last-minute plan changes. Therefore, parents and students are encouraged to plan ahead.

Bicycles, Skateboards, and Rollerblades

Students can ride bicycles, rollerblades, or skateboards to school at their own risk. Bikes must be kept on the bike rack provided by the school, and skateboards and rollerblades must fit reasonably in the student's school locker. These items may not be used during school hours for recreational purposes. PACT is not responsible for the theft, so a lock is recommended.

Bus Guidelines

PACT partners with American Transportation to provide safe passage for our students to and from school... Students who have the opportunity to ride school buses may do so as long as they display reasonable and safe behavior. Choosing to display unacceptable behavior will result in the loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus and is empowered to determine the consequences of misbehavior. The Administration is available to assist the driver and aid in resolving disputes. A suspension applies to all buses unless otherwise designated by the Administration. *See [School Bus Behavior Guidelines](#) and [803 - Student Transportation Bus Safety Policy](#) for details.*

Pick-Up / Drop-Off Procedures (Elementary Campus)

Please use the car lane off Sunwood Drive and Peridot Street when transporting your student to school and Rhinestone ST NW and 145th AVE NW when picking students up from school. The flow is one-way at the west entrance (door #3) by the flagpole. Our trained Safety Patrols and school personnel will direct traffic in the lanes from 7:50-8:10 a.m. and 3:15-3:30 p.m.

Please pull as far forward as possible. Please do not drop your student by the school office (door #1) for their safety.

Half-Day Kindergarten Dismissal Procedures

Half-day kindergarten students should be picked up in the car pick-up lane on the west entrance (door #3) by the flagpole at 11:30a.m.

Reminders:

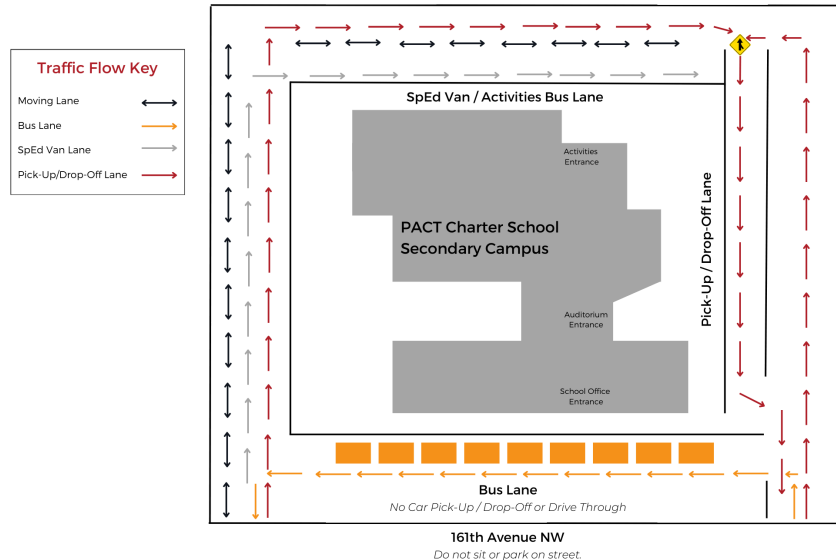
- Please use the crosswalk controlled by the Safety Patrol at all times
- Students should exit the vehicle on the passenger side of the car.
- Students may exit the vehicle in the morning anywhere along the sidewalk, but please pull forward to keep the flow of traffic moving.
- After school, students must be picked up on the left side of the crosswalk.
- Please be patient, attentive, and calm in the carpool lane.
- Vehicles must yield to buses on school property.



Pick-Up / Drop-Off Procedures (Secondary Campus)

Please use the car lane when transporting your student to and from school. The flow is one-way. Reminders:

- Please use the crosswalk at all times.
- Students should exit the vehicle on the passenger side of the car.
- Students may exit the vehicle in the morning anywhere along the sidewalk, but please pull forward to keep the flow of traffic moving.
- Please be patient, attentive, and calm in the car lane.
- Vehicles must yield to buses on school property.



Parking Guidelines

All parents/guardians and visitors should abide by posted signage on school campuses to maximize available space.

All student drivers who park at PACT must register their vehicle and park in the designated parking lot(back lot by the football field). Vehicles are subject to towing if not registered. Parking privileges may be revoked for the following reasons:

- A student is suspended and continues to park at school
- A student chooses to disregard crosswalks
- A student has incidents of speeding or reckless driving on or around school property
- A student parks in undesignated areas
- A student's license and/or insurance has been revoked
- A student's parking privileges cause disruptions in some other way.

It is the student's responsibility to provide current and accurate information in regards to their license and insurance. The school office should be notified of any changes as soon as possible. **Unauthorized vehicles may be towed at the owner's expense.**

Legal Notifications | Accountability

Pledge of Allegiance

The Pledge of Allegiance of the United States of America will be recited weekly throughout the school. Any student can respectfully choose not to participate in this recitation. All students must respect other people and their right to make this choice.

Records Retention

PACT Charter School must establish a process so that staff may identify records, assess their value, and determine how long to keep them in compliance with state requirements concerning record retention and destruction. See [718 - Record Retention/Destruction Policy](#).

Teacher Licensure

We are required by the ESSA (Every Student Succeeds Act) to notify parents/guardians at the beginning of each school year that they may request information regarding the professional qualifications of their student's teacher. ESSA also requires that parents/guardians be notified if their student has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements. All MN licensed teacher licensure information is available on the [MN Department of Education website](#). If a parent/guardian cannot access this information online, please notify PACT's Human Resources Specialist.

Whistleblower Policy

The Whistleblower Policy (refer to [MN Statute section 181.932](#)) is intended to create an ethical and open work environment and to ensure that PACT Charter School has a governance and accountability structure that supports its mission. If any stakeholder reasonably believes that some policy, practice, or activity of PACT Charter School violates the law, a written complaint must be filed by that stakeholder with the Superintendent of Schools or a School Board representative. See [425 - Whistleblower Policy](#).

Eighteen-Year-Old Students

According to [Minnesota State MSA 120A.20, Subd. 1](#), all students, regardless of age, may be governed by a single set of rules provided the rules reasonably apply to all students to achieve a legitimate school purpose. Students eighteen years or older are not exempt and are bound to any regular rules and regulations established for the general student body by school board policy. Therefore, student absences and “permission to leave requests” for eighteen-year-olds will require parent/guardian verification. The only exception is an eighteen-year-old student who is legally independent, responsible for financial obligations, and living outside the household.

Notification of Rights Under the Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Superintendent of Schools a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the Superintendent of Schools, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605**

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams.

These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law, to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

PACT Charter School, District #4008 will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. PACT Charter School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. PACT Charter School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her student out of participation in the specific activity or survey. We will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their student out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5901**

District and State Testing

Your student's participation in statewide assessments is essential as it allows PACT to ensure all students have access to a high-quality education.

By requiring all students to take statewide assessments, PACT, and its teachers have more information to see how they are doing. This helps us continuously improve their education and identify groups, grades, or subjects needing additional support. Parents who choose to opt-out will need to submit the necessary forms annually.

- [Statewide Testing Opt-Out-Form](#)

In the elementary grades, this district assessments are one of the tools that we use to help us effectively implement our Local Literacy Plan. This plan addresses the following:

- information about how we will systematically screen and progress monitor the academic progress of all students,
- data collection and instructional decision making protocols within our multi-tiered support system (MTSS) progress monitoring system,
- interventions that take place when students do not demonstrate grade-level proficiency, and
- staff development surrounding topics related to implementation of the Local Literacy Plan.

Click here to learn more about PACT's Local Literacy Plan. Parents who choose to opt-out will need to submit the necessary forms annually.

- [FastBridge Test Opt-Out Form](#)