

TEAM Academy 21-22 Student Handbook

www.team.k12.mn.us ~ 507-833-8326 ~ 507-833-8327 (fax)

Introduction

Dear Parents and Guardians,

Welcome to the 20-21 school year! We are very excited to start our 18th year of educating students in the Waseca area! The purpose of this handbook is to help you become acquainted with the guidelines, policies, and procedures associated with TEAM Academy. The handbook is composed of four parts.

1) Information

2) Academics

3) Rules and Discipline

4) Health and Safety

Please read this handbook and return the final page signed by you stating you have read the book and understand your role as a parent of a TEAM Academy Charter School student. One of the unique features of any charter school is the involvement of parents. TEAM Academy is no exception. We want you to feel welcome in our school and encourage you to become an active part of our program. Thank you for your commitment to your child's education and choosing TEAM Academy. We trust that you and your child will find our program to be an educational, caring, and rewarding environment.

Sincerely,

Jill Courtney

TEAM Academy Director

PART I – INFORMATION

Arrival and Dismissal Hours

School hours are 8:00 AM-2:47 PM. Students should be dropped off in the parking lot and cross safely in the crosswalk. Please do not park in the bus lane in front of school if busses are present. Students may enter the Main Doors starting at 7:40 AM when the first bell rings. A tardy bell rings at 7:55 AM and the final bell rings at 8:00 AM. School dismisses at 2:47 PM for the regular day. Our After School Program starts at 2:47 PM and ends at 4:00 PM. In the interest of your child's safety and the teacher's preparation time, please pick up your student immediately after dismissal. Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time. **Students who remain on campus more than 15 minutes after dismissal will automatically be charged \$20 per day.**

Behavior (7:00-7:40 AM & 2:47-5:00 PM)

- Students are expected to follow Extended Day Rules. (Any act of physical aggression, 2 Major Referral Forms or 4 total Referral Forms = not allowed to participate in after school and extended day programs)
- Students are expected to participate in a quiet activity (read, do homework, color, computers, movie, etc.)

Extended Day Information

Hours

- 7:00-7:40 am & 4:00-5:00 pm
- Students must be picked up by 5:00 pm (3 late pickups = not allowed to participate in extended day program) Parents will be charged \$20 if you are 15 minutes late to pick up your child.

Cost: Free

Who can participate?

- Only TEAM families that fill out the application below and qualify for the Extended Day Program will be allowed to stay. Families must prove that they cannot drop off after 7:40 AM and/or pick up their child by 4:00 pm because they are working. If your child stays and they are not approved, you will be charged the late pickup fee.
- Only TEAM students are allowed at Extended Day (no older/younger siblings).
- Once you are approved, you will fill out a form with emergency contact information and who is allowed to pick up your child from extended day.

Daily Procedures

- Drop off - Please walk your child into the gym door and check students in with staff.
- Pickup - Please come in the main doors to check students out with staff by the media center.
 - o If you fail to physically walk your child into Extended Day in the morning and/or pick up in the afternoon, you will be given one reminder to follow program policies in writing and if it happens a second time your services will be terminated – this is a safety issue.
- Please check your child's folder upon signing in/out your child/ren.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the TEAM office, on the school district's website at <http://www.team.k12.mn.us>, and in the back of this handbook. Each family will also receive a monthly calendar before the start of each month.

Release of Student to Parent/Guardian

If a parent/guardian wishes to pick up their children before the normal dismissal time, they must call the TEAM office to sign them out. A staff member will walk the student out to your vehicle. A parent/guardian may be required to show proper identification.

Release of Student to Other than Parent/Guardian

The main office will maintain a list of authorized individuals to whom students may be released to prior to the regular end of the school day. Students will not be released to any individual, who is not a parent/guardian, unless the individual's name appears on the list. Any individual seeking the release of a student must report to the school office and present proper identification. At the beginning of the school year, parents may submit a list of individuals who are authorized to obtain the release of their child from school. In the event of an emergency, a student may be released to someone who is not on the list if the Director has been contacted and approved the release.

Employee Directory

All employees can be reached by calling 507-833-8326 and dialing the extension of the staff member you wish to speak to. The directory can also be found on our website at www.team.k12.mn.us.

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals who volunteer or chaperone field trips.

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Director.

Food in the Classrooms/Birthday Treat

A fresh fruit or vegetable will be provided by TEAM Academy every day for a morning snack. Please notify your child's teacher if your child is bringing a treat for the entire class. **No homemade food may be shared with the entire class. We will not host children's birthday parties during the school day at TEAM.** The classroom teacher will decide an appropriate time for the student to pass out their treat to the class. TEAM Academy recognizes that food allergies can be severe and life threatening. To prevent a severe or life threatening reaction, TEAM Academy will work with students, parents/guardians, and the medical community to minimize any risks to students.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the PTO. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Holiday Celebrations and Parties

The following class parties may be held during the school year: Halloween (during After School program), Holiday, Valentine's Day, and End of School. If you would not like your child to participate in the party please contact your child's teacher and we will make other arrangements.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student’s parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library and Media Center

The library/media center is open 7:40 AM – 3:00 PM. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may purchase lunch at school or bring a cold lunch from home. Microwaves are not available for students to use. Milk will be available for purchase to supplement lunches brought from home. Pop will not be allowed during lunchtime except during special classroom parties and field trips.

The Waseca Public School will be catering TEAM Academy lunch. Students will be provided a free breakfast and lunch every day. If students want to purchase a second milk they will need to pay \$0.50. Students will need to have money in their account or in hand to get a second milk. When making payments to the school district for lunch please make checks payable to TEAM Academy and put your child’s lunch number in the memo of your check. If paying by cash, put the cash in an envelope and put your child’s name and lunch number on the front of the envelope. Students are to bring their money to the TEAM office before 8:30 AM. Past due accounts may be turned over to collections.

	K-6	Adult	Sibling		K-6	Adult	Sibling
Lunch	FREE	\$4.65	\$4.65	Breakfast	FREE	\$2.00	\$2.00
Extra Milk	\$0.50	\$0.50	\$0.50				

Messages to Students

School telephones are not for students’ personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited. If you need to leave a message for your child please call the office and we will deliver the message to your child. Students will only be allowed to use a school phone for emergencies. Please plan ahead of time and make sure your child knows what they are to do when school is dismissed each day.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the Director as the district’s human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students []**

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

Parent and Teacher Conferences

Parent and teacher conferences will be held 2 times a year. Fall conferences will take place on October 18-20. Winter conferences will be held on January 25, 27, and 28. This meeting will take place to follow up on goals set at the initial Parent Meeting and Fall Conference, share academic progress or concerns and behavioral concerns.

We will also have a Spring Open House on May 10. Our Spring Open House will be a chance for students so share with their families all they have accomplished this school year. Summer school registration will also be available at this time. For more information on conferences contact your child’s teacher or the Director.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in our school building or classroom, parents/guardians should contact your child's teacher or the Director. Parents/guardians who visit the school should sign in at the TEAM Office before entering a classroom. All volunteers must pass a background check.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America every morning. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Physical Education and Recess time

Students are required to wear tennis shoes (no black soles) for their daily PE and Recess time. It is recommended that students keep a pair of tennis shoes in their locker for days when they do not wear tennis shoes to school. Students' personal items such as toys, skateboards, bikes, rollerblades, etc. are not allowed at recess time.

If on a particular day your child cannot participate, please send a signed note with your child to his/her teacher and the nurse's office. A daily note from a parent/guardian will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required. If a student is restricted from activity for an extended period of time due to a physician's request, the school requires a monthly updated request from the physician.

Schedule

A copy of your child's daily schedule will be given out at the beginning of the school year. If you need another copy please contact your child's teacher.

School Activities

TEAM Academy provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities. All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

School Closing Procedures

School may be cancelled when the safety of students and employees is threatened by severe weather or other circumstances. A decision about closing school will be made as early in the day as possible. School closing announcements will be broadcast over WCCO Radio (830AM), KRUE Radio (92FM), KOWO Radio (1170 FM), Mankato KEEZ Radio (Z99), and KOWZ Radio (100.9FM). TEAM will also send out an alert through Infinite Campus Messenger to all parents and emergency contacts.

Searches

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

Lockers and Personal Possessions Within a Locker [*]

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Student Publications and Materials

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

Distribution of Non School-Sponsored Materials on School Premises []**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights.

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see the Director.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will be provided during the summer school, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian.

PART II — ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

TEAM Academy Curriculum Policy

TEAM Academy's vision for all our graduates is for them to achieve personal growth, build strong character, and be ready to contribute to a diverse society. The TEAM Academy School Board and staff believe in delivering a quality well-rounded education for all of our students. In order for all students to receive this education and achieve our vision they need to participate in all classes at TEAM Academy. Unless stated otherwise in a child's Individualized Education Plan (IEP), students enrolled at TEAM Academy will attend all required classes for their grade level. The only classes that are not required are band, choir, and study hall. When students are in 5th and 6th grade they may choose to add band or choir to their daily schedule.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Students' grades will be reported three times during the year. Report Cards and grades can be viewed online through your Infinite Campus Parent Portal. Go to www.team.k12.mn.us and click on the Parent Portal link. The rubric and grading scale will be as follows:

	Minimum Percent	Grade
3rd-6 th Grade	93	A
	90	A-
	87	B+
	83	B
	80	B-
	77	C+
	73	C
	70	C-
	67	D+
	63	D
	60	D-
	0	F

	Symbol	Definition
K-2 nd Grade	E	Exceeds Standards
	M	Meets
	P	Progressing
	N	Needs Improvement

Homework

TEAM Academy staff believes that homework is an important component of the educational process. It is expected that the following objectives will be accomplished through regular and well-planned homework:

- Students will develop a greater sense of self-direction and individual responsibility.
- Students will develop independent study skills.
- Students will become better organized.
- Students will learn to budget their time.
- The learning process will be expanded through extensions not accomplished in the school setting.

Guidelines:

- Parents and students should expect homework each weekday evening.
- Assigned homework completion is required and is part of each student's grade.
- Homework will be planned and assigned for specific instructional purposes related to classroom objectives.
- Clear directions will be provided.
- Homework will include a variety of activities that enhance and develop study skills.
- For long-range projects, a time sequence will be established.
- The quantity of homework will be within reason. As the school year progresses, the amount of time and the number of days homework is assigned may increase depending on the maturity and ability of the students.
- Each child in grades K-6 is issued an assignment notebook/sheet to keep track of all assignments.
- Parents are to initial the assignment notebook/sheet each evening to signify that the child has completed the assignment.

At TEAM Academy we expect all students to complete homework each night. All students will be assigned homework every night in order to help them get into a habit of completing it on a daily basis. Actual time required to complete assignments will vary with each student's study habits, academic skills, and grade level. If your child is spending an inordinate amount of time doing homework, you should contact your child's teacher. Estimated amount of time spent on homework each night:

K – 5 min, 1st – 10 min, 2nd – 20 min, 3rd – 30 min, 4th – 40 min, 5th – 50 min, and 6th – 60 min.

Students are expected to have their homework completed when they arrive at school the next day. Students are to call their teacher if they cannot complete their homework assignment. Logical consequences of not completing homework may include:

- Finishing homework during lunch
- Partial or no credit
- Cannot attend special school programs or assemblies
- Cannot attend field trips
- Cannot attend Funfest

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The parent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the Director.

Summer School

Summer school will be offered each summer. Information about Summer School will come out in May each year. For more information please contact the Director.

Parent Right to Know [*]

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

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

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

PART III — RULES AND DISCIPLINE

Attendance []**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

The School Board and faculty of TEAM Academy believe that regular school attendance is related to success in academic work. Furthermore, present and future employers often consider an attendance record. Attendance in educational settings is an important component of learning for youth. Good attendance benefits youth academically as well as socially. Group learning situations assist students to communicate, work together, gain perspectives, and accept responsibilities—all-important components of adulthood.

Therefore, students are expected to be in attendance every day unless they have an acceptable excuse for being absent. (sick, pre approved vacation, funeral, or family emergency). Vacation should be requested one week ahead of time in order for homework to be prepared. The Vacation Request Form can be filled out online through the TEAM website or by using a form by the main office. Turn in forms to the Director's office. Missing any part of a day will result in a loss of an educational learning experience. **Please try to schedule student appointments (doctor, dentist, etc.) on early out days or days we are not in school.** Attendance is a shared responsibility of the student, parent, and school. Regular attendance develops habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and student achievement. Students who have good attendance generally achieve successfully, enjoy school more, and are much more employable after leaving school.

Absence Reporting Procedure

Parents are required to call the school office or email attendance@team.k12.mn.us before 8:30 a.m. on the day(s) a student is absent. **All absences without explanation will be marked unexcused full day.** An automated message will go out to the child's home if the school is not contacted about a child's absence. Families without a telephone need to send a note indicating a reason for absence upon the student's return to school. Please provide verification that your child has visited a doctor and parameters have been set about his/her attendance at school pertaining to an illness.

Continuing and Habitually Truant

Expect to hear from school personnel in writing, and/or by phone, on or before your child's 7th absence (excused or unexcused). After the 7th absence (excused or unexcused) the case will be reviewed by the director and/or school social worker. You may be expected to attend a meeting with the director and/or school social worker to make a plan for your student to attend school and class on time, in which an

attendance contract will be introduced. If there are more absences after the attendance contract, you may be expected to attend an Attendance Review Board meeting involving the school director, social worker, and police liaison.

Upon the completion of an Attendance Review Board meeting, any further absences may be coded unexcused absences unless the family provides a note from a physician requesting that the child stay home or the student is seen by the school nurse/health tech and deemed too ill to be in school.

When the student reaches seven (7) unexcused absences or accumulates a number of questionable absences, the student will be referred to the Waseca County Social Services for case review. If your child is 12 years or older, he/she will be referred to the Waseca County Court Services for a truancy hearing. The hearing consists of the student's parents/guardian, school director, school social worker, school police liaison officer, a county social worker, and representatives from the county attorney's office and court services. MINNESOTA STATUTE (260C.007, Subd. 19) defines a "**Habitual Truant**" as: "A child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school."

Tardies

School starts at 8:00 AM. Students are expected to be in their classroom at 8:00 AM when the bell rings or they will be counted tardy. TEAM allows 4 tardies each trimester without any consequence. For every seven (7) tardies in a trimester, they will be counted as one (1) unexcused absence. Students are expected to enter the building in the morning and go directly to their locker and classroom so they are on time and ready for their day.

Bullying Prohibition []**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology.

Busses – Conduct on School Busses and Consequences for Misbehavior []**

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

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

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

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

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

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

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Cell Phones, Pagers, Tablets, and Other Electronic Communication Devices

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

Discipline & TEAM Academy Student Code of Conduct

TEAM Academy will address the academic needs of students through a quality education program. To be effective and to fulfill this goal, we believe that students need a positive, safe, and orderly school environment in which learning can take place without disruption. We strongly believe that there is a direct correlation between good school/classroom behavior and student achievement. Students who do not observe the rules of good conduct in the classroom or on the playground are interfering with the maximum learning and safety of others as well as minimizing their own opportunities to learn. Therefore, our staff takes a very proactive role in enforcing the TEAM Academy Student Code of Conduct outlined below.

Expectations

All students are expected to follow the TEAM CARES Rubric

- Cooperate with others
- Be Assertive
- Be Responsible
- Show Empathy
- Show Self-Control

Acts of student misconduct include, but are not limited to the following:

- Running and/or making excessive noise in the hall or building
- Failure to complete required homework assignment
- Disrespectful behavior toward an adult
- Failure to carry out directions and/or school guidelines
- Improper dress
- Participating in unacceptable physical conduct (rough play, etc.)
- Disruptive behavior
- Falsifying information (signing homework, etc.)
- Leaving school grounds or classroom without permissions
- Throwing objects (snowballs, stones, etc.)
- Improper use of cell phones and other digital or electronic devices.

Disciplinary Process & Steps to Self-Control

Teachers will be using the Responsive Classroom model for student behaviors. This model views discipline as an opportunity to learn, which means that a social curriculum is an integral part of every classroom. The basic tools include positive reinforcement, modeling, reparation/fix what has been broken, think time somewhere in the classroom, and a loss of a privilege. The following steps usually help children manage their behavior in both classroom and non-classroom areas. When these steps are not enough, the handbook goes on to discuss keeping students after school for social skills tutoring with the principal or extra homework help. Suspension (either in or out of school, depending upon child and family needs), is still used for serious misconduct. Any nearby adult member of the school community will take responsibility for guiding children through these steps to self-control.

1. Redirection - When children begin to lose control, teachers remind them of the rules and, if necessary, calmly and concisely redirect their actions. For example, to a child disrupting another student's work, a teacher might say, "Take your work to that table, please."
2. Take-A-Break - If children continually choose to ignore or are so upset that they cannot follow the rules, they need a few minutes in a safe place to cool down. This "Take-A-Break" area is within the children's classroom. Sometimes a buddy teacher's classroom is used as a next step.
3. Peace Room - If children continue acting out, they need to spend more time in a quiet place. In our Peace Room, an adult helps upset students focus on structured problem-solving without distractions, do assigned classroom work, and interrupt a pattern of nonproductive behavior. They stay in the Peace Room until they show their readiness to be welcomed back into the classroom.
4. Major (orange) and Minor (green) forms - Major and Minor forms help students reflect on their behavior and what they need to do to change it. Students will take Major behavior form home to have parents sign and return the following day. Parents will be notified of Major forms through their Infinite Campus Parent Portal. Documentation of both Major and Minor forms will be recorded at school for data collection purposes.

Teachers and staff adapt these steps for use in the lunchroom, hallways, and other school spaces. For example, a child who is becoming too noisy at lunch may be told to go for a calming-down break in the Peace Room. Other examples of logical consequences include, but are not limited to: talking to the student, “taking a break”, loss of recess, detention, a referral to the office or loss of the opportunity to participate in special school activities (Funfest, assemblies, etc.). School rules apply during all school-sponsored activities including after school functions and off site events.

Every discipline issue is reviewed on an individual basis. We understand every child is at a different level of understanding with different abilities to control behaviors. Our goal is to never suspend a student. Our goal is to educate students in good conduct and character. The student needs to be in school for us to have any impact on their learning.

In the case of bringing a weapon on school grounds, the law requires students to be suspended no less than one year; however, the suspension may be modified, on a case by case basis, subject to review by the School Board. Examples of the other major acts of misconduct (including but not limited to those below) that call for discipline to be administered immediately are the following:

- Malicious types of behavior that endanger the safety of others (e.g. assault)
- Continual classroom disruption
- Extreme acts of defiance and/or threats toward teachers/other adults/fellow students
- Defacement/destruction of school
- Sexual harassment
- Possession/use of any form of alcoholic beverages, tobacco, inhalants, illicit drugs, etc.
- Arson

Students who are served under IDEA (Special Education) or under Section 504 of the Rehabilitation Act of 1973 are entitled to certain additional rights in the area of discipline based upon their qualification for service under these federal laws.

Conclusions

The Student Code of Conduct was developed so that parents, students, and staff members will have a common understanding of what is expected from students regarding their behavior while attending school. Proper adherence to this Code is expected to ensure a safe and orderly learning environment conducive to optimum learning. It is further expected that this Code will be implemented in a fair and consistent manner, and that open communication and cooperation will exist among all parents, students, and staff members.

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- “Short shorts,” skimpy tank tops, tops that expose the midriff, clothing with excessive holes or can be seen through, and other clothing that is not in keeping with community standards. The length of shorts needs to be longer than your middle finger when holding arms at your sides.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Apparel with weapons
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property (shoes with wheels, rollerblades, etc.).
- Hats and hoods are not to be worn in the building except with the approval of the building principal (i.e., students undergoing chemotherapy, medical situations).
- Any hair dye or color that is unnatural (example: blue hair coloring)

If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Drug-Free School and Workplace

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

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

Internet Acceptable Use

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

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

Chromebook Policy and Agreement

The TEAM Academy School District, hereafter referred to as the "District," has initiated a program to loan students a Chromebook and charger. The Chromebook is provided by the District for educational use by students at school and home.

Students and their parents/guardians are reminded that use of the district technology tools, resources, and services is governed by the TEAM Academy "Internet and Technology Acceptable/Responsible Use and Safety Policy", Policy #524, which can be located on the District's website. In order to understand the expectations of this program, students and their parents/guardians are expected and thereby responsible for reviewing the policy. Failure to review the policy does not exempt users from accountability to the information contained within.

Students and their parents/guardians should be aware that use of district technology tools, resources, and services is subject to reasonable and appropriate monitoring by the District and school administration in accordance with the requirements of all applicable federal and state laws.

Ownership and Care of the Chromebook and Charger

The District retains sole right of possession of the Chromebook and related peripherals. The Chromebooks are lent to the students for educational use for the academic year. Furthermore, the District, and its staff and faculty, retain the right to collect and/or inspect the Chromebooks at any time, and to alter, add or delete installed software, or remove/add hardware.

Receiving your Chromebook

- All students and their parents/guardians will be required to read this handbook, and sign the attached agreement.

Taking care of your Chromebook

- Students are responsible for the general care of the school issued Chromebook. Devices that are broken or fail to operate properly must be taken to the Technology Staff as soon as possible after the issue is noticed. District owned Chromebooks should never be taken to an outside servicer for any repairs or maintenance. Chromebooks should not be left unattended unless in a secured or locked area.
- Precautions
 - Do not have food or drinks around the Chromebook.
 - Ensure that the charging cord and other peripherals are properly attached and secured.
 - Chromebooks should not be used with or near pets.
 - Ensure that the charging cord does not create a tripping hazard.
 - Do not place anything on the Chromebook.
 - Remove the charging cord by grasping the plug near the Chromebook.
 - i. Removing the charger by any peripheral other than the plug will void the insurance.
- Transporting
 - Place the Chromebook into a secured pouch such as an empty or lightly filled backpack.
 - Ensure that the charger and all peripherals are detached prior to transporting.
 - Chromebook must be closed prior to transportation.
 - i. Make sure there is nothing on the keyboard prior to closing
 - Never transport the Chromebook by the screen or with the screen open.
- Screen Care
 - Do not clean the screen with anything other than microfiber cleaning towels.
 - Do not carry the Chromebook by the screen or with the screen open.
 - Ensure that there is nothing on the keyboard prior to closing the screen.
 - i. Check for ear buds, pencils, etc.
 - Do not put pressure on the Chromebook when the screen is closed.
- Reporting of malfunctions/damages
 - All students must report any malfunctions or damages to Missy Pfeifer by email.
- Additional Care Tips
 - Do not store the Chromebook where it may easily fall.
 - Do not let others use YOUR school-issued Chromebook.

Returning your Chromebook

At the end of the school year, students will return their Chromebook to the school for refreshing and preparing for the next school year's needs. This process ensures that the start of the next school year is getting the highest quality experience from the device.

- End of the year
 - At the end of the school year, all students will return their Chromebook to the school. Failure to do so will result in the student or parents/guardians being responsible to replenish the district with the current full price of a new Chromebook of the same model. A stolen property report may also be filed with local law enforcement.
- Transferring/withdrawing students
 - Students transferring or withdrawing from TEAM Academy shall return their Chromebook on their last day of enrollment. Failure to do so will result in the student or parents/guardians being responsible to replenish the district with the current full price of a new Chromebook of the same model. A stolen property report may also be filed with local law enforcement.

Identification

- Chromebooks will be identified by their serial numbers.
- Devices will be assigned to students by serial number.
- Students shall not intentionally remove or damage the serial number or other identification markings on the Chromebook.
 - Removal of any tags (serial number, asset, etc.) will imply intentional damage.

Using your Chromebook

Using your Chromebook

- Logging into your Chromebook

- Students will login to their Chromebook using their school-issued Google for Education Account
- Students will not share their account passwords with others.
- The student shall be the sole user of the device and shall not grant access to any other person including, but not limited to, siblings.
 - i. Parents are exempt as they may monitor students.
- Personalization
 - Students may utilize screen backgrounds and themes to personalize their Chromebook.
 - This personalization shall not contain anything inappropriate or distracting. The presence of such media may result in disciplinary action.
 - Nothing that cannot be easily removed (removable case, skin, cover) shall be affixed to the Chromebook.
 - i. No stickers shall be placed on the Chromebook.
- Charging
 - Devices should be charged at home.
- Sound
 - Headphones/earbuds can be used
 - i. Headphones and earbuds should be a personal set for sanitary reasons.
- Printing
 - Home printers, equipped for Google Cloud Print, may be set up for home use.
 - i. This will not be maintained by TEAM Academy staff.
 - ii. Information on Google Cloud Print can be found at : <http://www.google.com/cloudprint/learn/>
 - Students are encouraged to digitally publish and submit their work to teachers.
 - Staff is also encouraged to digitally publish and assign work to students.

Using your Chromebook outside of school

Students are encouraged to use their Chromebooks at home and in other locations outside of school. While a Wifi connection may be required for some use on the Chromebook, there are many applications that are available offline. Other applications may allow for offline use and will synchronize to the cloud when a network becomes available (Google Drive for example). Even while off of the schools infrastructure, students will still be expected to follow the policies set forth in the Internet and Technology Acceptable/Responsible Use and Safety Policy, Policy #524, Bullying Prohibition Policy, Policy #514, and this agreement.

Expectation of Privacy

Students shall have no expectation of confidentiality or privacy with respect to any usage of the District's Chromebooks, regardless of purpose, other than specifically provided by law. In order to comply with the Children's Internet Protection Act (CIPA), the District shall filter student internet access when using the Chromebook on the District's access points.

The District may, without prior notice or consent, log, monitor, and supervise use of district-owned Chromebooks at any time while there is reason to believe the student has engaged in misconduct or there are technical difficulties related to the device. By using the devices, students agree to such logging, monitoring, and supervision of their use.

The District will not make use of camera, microphone, screen monitoring, or classroom management software while the devices are used apart from the District's network except in cases of locating a missing or stolen device or in the event that Administration or warranted Law Enforcement requires it. All reasonable effort will be given to inform families in those applicable circumstances.

Operating System, Software, and Security

Software

- Updates
 - The Chromebook operating system, ChromeOS, updates itself automatically.
 - There is no need for students to manually update their Chromebook.
- Virus Protection
 - Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
 - There is no need for additional virus protection.
- Google for Education

- Chromebooks seamlessly integrate with the Google for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.
- Chrome Web Apps and Extensions
 - Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store
 - Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
 - Some web apps will be available to use when the Chromebook is offline or not connected to the internet.
- Play store for Android Apps
 - All Android apps must be approved in Google Management by technology staff.
 - Staff and students can request that educational apps be approved to be a part of the District's Play Store.

Content filtering

While on the District's network, content will be filtered for explicit and inappropriate materials. While a reasonable effort can be made outside of school, it is essential that parents/guardians and students discuss the ramifications of inappropriate content at home. With this in mind it is important to know that while all Chromebooks can be monitored, it is not feasible to provide a complete filter while on other internet connections. The Internet and Technology Acceptable/Responsible Use and Safety Policy and the Chromebook Policy and Agreement are still enforced while outside of school.

Repair and replacement of the Chromebook

Repairs and replacements

All malfunctions and damages to the Chromebook must be reported to Missy Pfeifer by email at mpfeifer@team.k12.mn.us or by phone 507-833-8375.

The cost of all breakages, accidental or intentional, shall be the responsibility of the student/parent/guardian. These instances shall be reviewed on a case by case basis by the technology staff and administration. The District shall make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is the responsibility of the student/parent/guardian and shall result in the student/parent/guardian being charged the full replacement cost.

The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

- Students must report damages and malfunctions to Missy Pfeifer
- Estimated Costs (2/20/20, subject to change)
 - Replacement: \$350
 - Screen: \$150
 - Keyboard/Trackpad: \$100
 - Charger: \$30

Intentional Damages

- Damages that are determined by the technology staff and/or administration to be intentional will require remittance of the cost of device repair or replacement.
- Estimated Costs (2/20/20, subject to change)
 - Replacement: \$350
 - Screen: \$150
 - Keyboard/Trackpad: \$100
 - Charger: \$40

Appropriate use and Digital Citizenship

Students are expected to appropriately use the Chromebooks for educational purposes. While doing so, it is important that they adhere to the aforementioned policies and the six conditions of being a good digital citizen.

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.

- **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Copyright and file sharing

Students are required to follow all copyright laws around all media including text, images, programs, applications, music, and video. Downloading, sharing, and posting online illegally obtained material is prohibited.

Tobacco-Free Schools []**

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

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the Director and Business Manager. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

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

Health Information

First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's main office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. Law enforcement will be called if parents cannot be reached.

Communicable Diseases

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

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

Health Service

The student health office is staffed by a trained school nurse two days each week. Students who become sick at school should notify their teacher and go to the Nurse's Office. The Office Manager will arrange for students who get sick at school to go home early. A parent/guardian should notify the school if his/her child is unable to attend school because of illness. The following health screenings are provided at TEAM: vision and hearing.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the TEAM Office.

Student Illness:

In an effort to reduce everyone's exposure to illness, please do not send your child to school if they are ill. We realize that the morning routine can be hectic and it is sometimes difficult to determine if your child is actually sick enough to stay home from school; however, we ask that if you suspect your child may be ill, **please keep them home**. If later in the morning or afternoon they are feeling better and have not had a temperature, you can bring them to school at that time. Often, kids will say they don't feel well at home but their parents want them to try school. Sending a sick child to school exposes others to illness. Please do not do that. **If you are called because your child is sick at school, they need to be picked up within 30 minutes. Please have a backup plan in the event you cannot pick up immediately.**

Here are some general guidelines to assist you in making the decision of when to keep your child home from school.

****Temperature is greater than 100 degrees before giving fever reducing medication.**

****Frequent coughing.**

****It has been less than 12 hours since your child last vomited.**

****Child is unable to eat breakfast because of a stomach ache, especially if he/she was sick during the night.**

Children with temperatures greater than 100 degrees Fahrenheit should stay home for at least 24 hours **after** their fever is gone, without use of fever reducing drugs like Tylenol (acetaminophen) or Motrin (ibuprofen).

Medication Procedures

TEAM recognizes that parents/guardians have the major responsibility for the maintenance of their child's health, and it is preferred that medications be given outside of school hours whenever possible. When it is necessary for a student to receive medication at school, the following steps are to be followed.

1. A Medication Request Form must be completed before a student may be given any medications. There is a separate form for prescription medication and over-the counter- medications. For prescription drugs, a physician's written order (or other legal prescribed) and parental authorization are needed. For non-prescription drugs, a parental written request and authorization are necessary. Parents are to obtain the appropriate forms from the school.
2. Any medication that is to be given will be supplied by the parents. Prescription medications must be in a pharmacy labeled container that matches the physician's order. Over the counter medications must be supplied in their original container. Please note that any over the counter medication must be age appropriate according to the manufacturer's label. Parents will be given a 3 day notice when your child is running low on their medication. Please send a 30 day supply to school.

Safety Procedures

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety. All TEAM Academy Staff have all been trained in ALICE. Below is an overview of what is presented to students at age appropriate levels.

Alert - Get the word out! An armed intruder is in the building in lieu of lockdown cues. Use clear, concise language to convey the type and location of the event.

Lockdown - We will use an enhanced lockdown by barricading doors to keep students secure.

Inform - Communication keeps the shooter off balance and allows for good decision making.

Counter - Apply skills to distract, confuse, and gain control.

Evacuate - Reduce the number of potential targets for the shooter and the chances of additional victims when help arrives.

The above ALICE method will teach students and staff the following:

- Listen carefully to the location and type of event.
- Get to and/or remain in a secure area until it is safe to evacuate.
- If an armed intruder evades their area; apply skills to distract, confuse, and gain control.
- As soon as it is safe to do so, evacuate.

We will provide students with the knowledge that if faced with a life or death situation, there are methods that can be applied to greatly increase their chances of survival. The methods communicated when directly confronted with an intruder:

- Cause distractions to interrupt the intruder.
- Cause as much chaos in the room to create sensory overload for the intruder.
- Do not be a stationary target.
- How to interact with responding law enforcement.

Visitors in District Buildings

We are limiting visitors in our building this year. Please call the main office when you arrive at school and we will assist you.

NOTICE OF COPYRIGHT

This Model Student Handbook is protected by copyright. The Minnesota School Boards Association (MSBA) wants school districts to make the best use of this Model Student Handbook but must also protect its copyright.

TEAM Academy 2021-22 Calendar Dates

August

- 30 - Teacher In-Service
- 31 - All Staff In-Service

September

- 1-2 - Teacher Workshop
- 7 - First day of school
- 14 - Picture Day
- 15 - School Board Meeting 4:15 PM

October

- 1 - No School - Teacher In-Service Day
- 13 - School Board Meeting 4:15 PM
- 18-20 - Scholastic Book Fair + 18-20 - Fall Conferences
- 19 - Special Ed Advisory Committee 4 PM
- 19 - Picture Retake Day
- 20-22 - No School

November

- 11 - Veterans Day Program 10:30 AM
- 17 - School Board Annual Meeting 4:15 PM
- 25-26 - No School

December

- 2 - End of 1st Trimester
- 3 - No School - Teacher Workday
- 5 - School Board Meeting 4:15 PM
- 23-31 - No School

January

- 19 - School Board Meeting 4:15 PM
- 24-28 - Scholastic Book Fair
- 25-27 - Winter Conferences 3-7 PM
- 28 - Winter Conferences
- 28 + 31 - No School

February

- 15 - Enrollment Lottery
- 16 - School Board Meeting 4:15 PM
- 21 - No School - Presidents Day
- 28 - No School - Teacher In-Service Day

March

- 4 - End of 2nd Trimester
- 7 - No School - Teacher Workday
- 16 - School Board Meeting 4:15 PM
- 22 - New Student Open House 5-6 PM

April

- 5 - Spring Concert 6:00 PM
- 15-18 - No School - Spring Break
- 19-29 - MCA Testing
- 20 - School Board Meeting 4:15 PM

May

- 2-5 - MCA Testing
- 6 - No School - Teacher In-Service
- 9-13 - Scholastic Book Fair
- 10 - Spring Open House/Conferences 3-6 PM
- 18 - School Board Meeting 4:15
- 23 - Choir + Band Concert 6 PM
- 25 - Track + Field Day
- 26 - 6th Grade Graduation
- 27 - Last Day of School
- 31 - Teacher Workday

June

- 15 - School Board Meeting 11:00 AM

July

- 11 - Summer School Starts
- 20 - School Board Meeting 11:00 AM
- 28 - Summer School Ends

Student Handbook Signature Form

By signing below, the student and their parent(s)/guardian(s) acknowledge and/or agree:

- To follow Internet and Technology Acceptable/Responsible Use and Safety Policy, Policy #524
- To follow Bullying Prohibition Policy, Policy #514
- To follow the TEAM Academy Schools Chromebook Policies and Procedures Handbook
- That TEAM Academy owns the Chromebook, software, and charger
- That all damages and malfunctions will be reported to technology staff.
- That if the student ceases to be enrolled at TEAM Academy, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer. In addition, the student must also return the Chromebook charger
- In no event shall TEAM Academy be held liable to any claim of damage, negligence, or breach of duty

Print Student Name:

Student Signature:

Date:

Print Parent/Guardian Name:

Parent/Guardian Signature:

Date: