

Skyline Math and Science Academy

**Parent/Student Handbook
2018-2019**

Adopted: 10-28-2017

INTRODUCTION

Vision and Mission

Vision

Skyline Math and Science Academy is a K-6 Charter School in Minneapolis, MN. The Skyline vision is to create engaging and appropriate learning opportunities for ALL students and to bridge the gap experienced by underprivileged and/or underrepresented populations. The ultimate objective is to produce students who are well-rounded, well-educated, well-prepared and who can positively contribute to society as global citizens.

Mission

The Skyline mission is to provide rigorous, authentic, and engaging experiences in a 21st-century learning environment that supports academic growth, improves **all** student achievement, and closes the achievement gap while partnering directly with students and their families.

COMING TO SCHOOL

School Time

* School Begins at 7:00 AM

* School Ends at 2:20 PM

Compulsory Instruction and Truancy

Parents are responsible for making sure that their children attend school every day. In accordance with the Minnesota Compulsory Instruction Law, M.S. 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session. Parents are obligated to compel the attendance of the child at school and those who fail this obligation to provide for instruction of a child may be subject to prosecution. Minnesota law defines a student as a “**truant**” if he/she is absent from instruction in a school without valid excuse within a single school year for three days.

Legitimate excuses (Excused Absences) for absences from school, are illness, family emergency, and religious holidays. Unacceptable excuses (unexcused Absences) include: child missed the bus, family has no clean clothes, and child overslept.

Guidelines for school attendance issues are:

1. A letter of concern will be sent home when a child has been absent or tardy from school an excessive number of days (five days) without a reasonable excuse. In addition to the letter of concern a parent meeting will be set up with office personnel to resolve the problem with attendance.
2. If a child continues to be absent or tardy without a reasonable excuse (10 days) another letter will be sent to parents or guardians indicating the school is taking steps to work with the county attorney involving court action if parent does not lead to improved school attendance.
3. All school absences beyond **seven** days need to be excused by a doctor. Failure to do so would be viewed as unexcused and a referral to child Protection will be made.

Absences

Should your child need to be absent or late, please call the Skyline Math and Science Academy Office at (612) 226-7722 by 7:15 AM. You may choose to call before 6:30 AM and leave a voicemail message with your child's name, teacher's name and reason for absence. **Upon your child's return to school, please send a note explaining the absence or lateness.** Parent/guardian bringing a child to school after 7:15 AM **must** report to the office and sign-in the child before reporting to the classroom.

- Students coming to school after 7:15 will be marked as **tardy**.
- Students coming to school after 9:00 but before 11:07 will be marked as **absent for the morning**

- Students leaving the school after 11:07 but before 1:27 will be marked as **absent for the evening**
- Students not showing up to school and without a legitimate excuse will be marked **Absent Unexcused**.
- Students absent with a legitimate excuse will be marked **Absent Excused**.

After 15 consecutive days of absences [whether excused or unexcused], the law requires us to drop the child.

Early Arrivals

Safety is our number one concern here at Skyline Math and Science Academy. Supervision for students begins at 6:45 AM.

Children who walk to school or are dropped off by a parent are requested to arrive at school **no earlier** than 6:45 A.M. (Problems arise on the school grounds when children arrive at school too early. Children become restless when they have nothing to do.)

WE CANNOT ACCOMMODATE STUDENTS BEFORE 6:45. PLEASE DO NOT DROP OFF YOUR CHILDREN BEFORE THAT TIME.

If a teacher has requested that your child come early, he or she will bring home a written notice and will be admitted to the classroom.

Student Departure

If you are picking up your child you should wait for him or her at the school office (or the student's classroom before the bell has rung) and not at the parking lot. It is dangerous for children to run in the parking lot.

Parents picking up their children during the school day must do so from the office. A parent or guardian must sign out all children leaving school before 2:20 PM. Picking up children before 2:20 PM, except with a valid excuse, is strongly discouraged.

Visitors

Safety is our number one concern at Skyline Math and Science Academy. All visitors, other than employees of the school, will be required to sign-in with their first and last name at the main office. Visitors to the school will be given a "Visitor" label to wear while in the building or on the property. Persons found without the "Visitor" label will be stopped, questioned and escorted to the office to register. Visitors may only enter through the main entrance of the building. Parents and guests are considered visitors during the school day. Siblings, relatives and friends are to be discouraged from visiting school. If students do bring visitors with them to school, they will be sent back home.

Riding the Bus

Riding the school bus is a privilege, not a right. School bus safety is of primary importance. Children are expected to behave properly on the bus and at the bus stop. Students are to remain in their seats. Shouting, swearing, fighting, obscene gestures or throwing objects will not be tolerated under any circumstance. Drivers will issue a report for student misbehavior. Depending upon the seriousness or repetition of the offense, students may be suspended from riding the bus.

Bus Rules

All school behavior rules apply in the bus. In addition, students must adhere to the following rules:

1. Be on time and follow all directions given.
2. Keep all parts of your body and objects inside the bus.
3. Stay in your seat with your feet on the floor while the bus is in motion.
4. No swearing, loud talking, shoving, fighting or teasing.
5. Sit in your **assigned** seats.
6. Do not eat or drink on the bus, and do not litter or damage the bus.
7. Do not use or possess drugs, tobacco, alcohol or weapons.

When a student exhibits behavior which the bus driver considers as inconsistent with the rules of bus conduct appropriate action will be taken including suspension or loss of bus privileges.

During all suspensions from riding the bus, the student will be required to attend school and the student's parents or guardians are responsible for seeing that their child gets to and from school safely. Failure to comply will result in the student being marked as absent. Only scheduled bus students are to ride school buses.

Bus Safety

School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

Skyline Math and Science Academy provides students with age-appropriate school bus safety training as described under section 123B.90. Skyline Math and Science Academy bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards. Type III vehicles shall be state inspected in accordance with legal requirements. Any Type III vehicle used to transport students must carry emergency equipment.

Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition.

All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district. All school vehicles shall be state inspected in accordance with legal requirements.

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic school children when provided by the school district.

Using a Different Bus Stop:

Students are to take their assigned bus to and from school. Children wishing to ride a different bus, or get off at a different stop, are required to have a dated and signed note from a parent or guardian.

The note should be:

- **shown to the classroom teacher**
- **brought to the office for a bus pass**
- **bus pass must be given to the driver as the child boards the bus**
- Bus students will not be allowed to go home by a different method unless you have written permission from the parent/guardian.

Guests riding the bus must follow the procedures outlined.

The guest must have:

- a note signed by his/her parents to show the teacher and the bus driver
- This note must include the **date and the place the child is going to visit**

The hosting child or parent must:

- contact the bus driver to make sure the number of guests will not cause a problem
- The parent must then write a note to show the teacher and the bus driver. (This note must include a list of the guests and the date they will be riding the bus.)

Requesting A New Bus Stop or Modifying a Bus Stop:

Bus routes are designed to maximize the number of students served and minimize the transportation costs. We are not able to offer door step services to most parents. We recognize that many parents would greatly benefit from a more convenient bus stop location.

Many parents urgently request changes in the bus schedule. We are unable to accommodate more than 75% of the requests. Here are some of the more common reasons why requests are rejected.

1. When a proposed change would increase the bus schedule by more than 1 minute, we are not able to accept the change request.
2. When the proposed change negatively affects other students we are unable to accept the change request.
3. When the proposed change benefits less than 5 students we are unable to accept the change request.

Parents who still wish to request a new bus stop should fill out the bus stop modification form at the end of this handbook. It takes 2-3 weeks to accept or reject the change request.

LEARNING AT SCHOOL

Curriculum

Curriculum is reviewed on a 5-year cycle.

Homework

Skyline Math and Science Academy considers homework to be an important part of a child's education and integral component of the learning process based on the following goals:

- To provide extra practice for specific fundamental skills.
- To improve academic skills by reinforcing and extending classroom learning.
- To promote independent work-study habits.
- To establish regular homework routines and organizational skills.
- To increase communication between parents and the school.
- To inform parents of the school's curriculum and to provide a means to make ongoing evaluation of their child's progress.
- To develop responsibility, accountability, self-confidence, and time management.

Homework is assigned at the individual teacher's discretion. Teachers give assignments on a daily basis, and usually give class time to work on the assigned lesson. Teachers will always give due dates for major assignments and reminders of the upcoming due date. Should you have any questions concerning homework, please contact your child's teacher. Teachers have their own policy for missed homework. Read it carefully.

Students who are absent from school may have up to two (2) days for every day absent to make up their assigned class work. At times, there may be exceptions that a classroom teacher may make. Please consult with the teacher as to his/her policy. Parents are encouraged to make arrangements to pick up homework if a child is ill for more than two (2) days.

Physical Education

Physical education is a required subject at Skyline Math and Science Academy. All students are expected to participate in class. Students unable to participate due to illness or a medical problem will require a parental note. Parental notes will be acceptable for two (2) days, thereafter; a doctor's note will be required to have students remain out of class. Alternative participation (i.e. Written assignments, light-duty or limited participation) may be required depending upon the illness or medical problem.

Students must wear tennis shoes for class. They do not require a separate pair of tennis shoes for physical education class. If dresses or skirts are worn to school [on non uniform days], students should bring a pair of exercise pants to wear underneath.

Field Trips

Field trips are a privilege and not a right due to their supplemental educational nature. Your child must meet the classroom requirements for field trip attendance. Classroom teachers will communicate all requirements and expectations to the children. Children losing the privilege of a field trip will be required to attend school for that day.

The school will notify parents of all scheduled field trips in advance. As a parent/guardian, you retain the right not to allow your child to attend such field trips as long as you give the school written notice. Certain fees for field trip attendance may be required to offset the costs. Should the cost be a burden, please notify your child's teacher.

School Supplies

Parents are required to purchase school supplies for their children. When funds are available Skyline Math and Science Academy will provide initial supplies to include (3) notebooks, (3) folders, (1) pack of pencils, and (2) pens. Parents will then be responsible to replenish supplies as needed throughout the school year, and additional items per requirement for the class.

Classroom Books

Skyline Math and Science Academy provides textbooks for students. Textbooks are a valuable resource of the school. Please remind your child to take good care of the materials loaned to him/her. If the textbooks are damaged, destroyed or lost by the student, the student will be required to pay for the cost of the book.

Technology Equipment

Skyline Math and Science Academy provides a wide range of technology resources. NOOKS and IPADS, are available for student use. These items may be allowed to be taken home with the approval of parents and administrators. Before any items are taken home a consent form must be completed and signed by parent in the presence of a school administrator. Parents will be held responsible for any lost or damaged items. The consent form is available in the school office.

Library Books

Library materials are a valuable resource of the school. Please remind your child to take very good care of the materials loaned to him/her. If the textbooks are damaged, destroyed or lost by the student, the student will be required to pay for the cost of the book. The librarian will notify you of the cost to replace lost or damaged materials.

Withdrawing Children

If you are planning to move out of the area, please call the school and give your new address and the date of the day your child will withdraw from Skyline Math and Science Academy. Be sure to return any books or borrow Skyline Math and Science Academy materials.

Graduation Standards – No Social Promotion

Skyline Math and Science Academy maintains an academically rigorous program. We do not promote students to the next grade simply because they have spent a year in class. To be promoted, a student must meet or exceed the grade level expectations for his/her grade. The grade level expectations for each grade are available in the Skyline Math and Science Academy Office. The classroom teacher will be able to explain the grade level expectations.

Probation & Academic Improvement Plan

Students who do not meet or exceed the grade level expectations will be placed on academic probation. While on probation, the parents will:

- receive a phone call from homeroom teacher to come in to meet with her/him and make a *Academic Improvement Plan*. Students will be required to participate in that *Improvement Program*.
- If a student still does not meet expectations his/her parents or guardians will receive a phone call from the teacher
- The Campus Director will be informed

Report Cards

Report cards are issued four (4) times a year (9-week grading periods). A student receiving an "incomplete" will have two (2) weeks from the end of the grading period to make up the assignments/assessments.

STUDENT BEHAVIOR AT SCHOOL

Philosophy

Behavior expectations at Skyline Math and Science Academy are based on individual responsibility and mutual respect. All students are entitled to learn in a setting which promotes respect of oneself, others and property.

Policy Statement

This section of the Parent/Student handbook constitutes the discipline policy of Skyline Math and Science Academy.

Discipline

It is the general policy of Skyline Math and Science Academy to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Students may be disciplined for conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

Each classroom teacher develops a discipline plan in collaboration with the students. The plan outlines clear expectations, logical consequences and Apology of Action and contains a parent notification/conference component.

When children choose to behave inappropriately, it is our responsibility to intervene. The following list outlines the types of incidents and their responses.

Incidents & Consequences

Level 1 Incident:

Examples include:

- Disruptive in class
- Throwing objects such as paper, eraser
- Leaving the classroom without permission
- Inappropriate behavior (e.g. dancing during class)
- Unsafe behavior in building or playground (e.g. climbing a bookshelf)
- Shouting, screaming or yelling

Level 1 Consequence:

1st to 3rd Incident-dealt individually

- Private conference with teacher
- Sent to partner teacher for a *take a break time*
- Thinking time
- Loss of privilege
- You break it you fix it - Follow *Apology of Action* developed in the classroom

Level 2 Incident:

Examples include:

- The fourth level 1 Incident in the same day is automatically a Level 2 Incident
- Throwing food during lunch
- Pushing/shoving
- Swearing/abusive language
- Fighting/kicking/biting/hitting [Automatically go to 2nd Incident]
- Offensive behavior
- Refusing to obey directions from supervisor
- Property damage
- Stealing
- Spitting

Level 2 Consequence:

1st Incident:

- Removal from the area
- Student will hold a conference with the Reflection Room coordinator.
- Student will engage in the following:
 - Thinking time
 - Loss of privilege
 - You break it you fix it
 - Oral warning-document it
- Reflection Room coordinator will contact the parent and a Pink Slip will be sent home.

2nd Incident:

- Removal from the area
- Student will hold a conference with the Reflection Room coordinator
- Student will spend up to an hour in the Reflection Room
- Student will engage in the following:
 - Thinking time
 - Loss of privilege
 - You break it you fix it
 - Oral warning-document it
- Reflection Room coordinator will contact the parent and a Pink Slip will be sent home. – The Pink Slip must be signed by parent and brought back to the school

3rd Incident:

- Removal from the area
- Student will hold a conference with the Reflection Room coordinator
- Student will spend up to half a day in the Reflection Room
- Student will engage in the following:

- Thinking time
- Loss of privilege
- You break it you fix it
- Oral warning-document it
- Reflection Room coordinator will contact the parent and a Pink Slip will be sent home. – The Pink Slip must be signed by parent and brought back to the school
- In-person conference with the student, parent, teacher or staff involved and Campus Director.
- Child will continue to be in the reflection room as long as parent does not come to have an in-person conference
- Behavior plan is developed (Classroom Teacher will lead this process)
- Referral to special education support staff.

Level 3 Incident:

Examples include:

- The fourth level 2 Incident is automatically a Level 3 Incident
- Bringing a realistic toy weapon to school (gun, sword, dagger)
- Harassment

Level 3 Consequence:

- Removal from the area.
- Sent to the Campus Director's office.
- According to the type of Incident, Campus Director will decide how many days (1-5) the student will be suspended (out of school).
- Parents are called and a Pink Slip is sent home, parent must sign the slip and bring it back.
- In-person conference with the student, parent, teacher, involved staff and Executive Director.
- Child will not be admitted to the building as long as parent does not come in for an in-person conference.
- Suspension from bus for 1-10 days.
- Parents need to be involved, supportive, and possibly open to coming to school to supervise in-school suspensions.
- Referral to special education support staff.

Level 4 Incident:

Examples include:

- The third level 3 Incident is automatically a Level 4 Incident
- Weapon possession (Knife, Blade, Gun)

Level 4 Consequence:

- Removal from the area.
- Sent to the Executive Director's office
- According to the type of Incident, Executive Director will decide how many days (1-5) the student will be suspended (out of school).

- Parents are called and a Pink Slip is sent home
- Expulsion proceedings are initiated

Suspension

Minnesota Statutes 121A.46 governs the suspension policy of Skyline Math and Science Academy. Students may be suspended for violating the discipline policy of Skyline Math and Science Academy.

Before suspension, an informal administrative conference will be held with the student. Upon suspension, written notice of the suspension including grounds for suspension and a brief overview of the circumstances leading to the suspension will be provided to the student at the time of suspension and will also be mailed to the parent within 48 hours. A copy of Minnesota Statutes 121A.40 – 121A.56 will also be provided at that time.

A readmission conference of the parent with the Executive Director must be held prior to the student entering class. A behavior plan may be developed at that time.

Expulsion

Minnesota Statutes 121A.40 – 121A.56 govern the expulsion policy of Skyline Math and Science Academy. Under MN law, students may be expelled for the following reasons:

1. Possession of a firearm on school grounds [MANDATORY]
2. Willful violation of school regulations (such as this behavior policy)
3. Willful conduct that disrupts the education of others
4. Willful conduct that endangers pupils, staff or other persons

The expulsion process including the notice of “intent to expel”, official hearing, appointment of hearing officers and access to student records will be governed under MN Statute 121A.47. The hearing will be conducted by a committee of the school board as authorized under MN Statute 121A.47.sub.6

Bus Discipline:

Class III

Examples include:

- Eating, drinking or spitting
- Not lining up; riding an unassigned bus route
- Squirt guns/liquid containers in any form; any obvious toy weapons
- Profanity, verbal abuse, harassment, obscene gestures
- Possession of unacceptable material such as radios, tape recorders, and electronic games; lighter or matches
- Leaving the building and getting on the bus without permission
- Playing Ball; any form of horseplay; excessive noises
- Standing and changing seats; opening windows; blocking the bus aisle
- Disobeying Bus Monitor instructions; vandalism on the bus

Class III Logical Consequences:

1st-2nd Offense:

- Student will hold a conference with the Reflection Room coordinator/campus director
- Student will engage in the following:
 - Thinking time
 - You break it you fix it – apology of action
 - Oral warning-document it
 - Written notification to parents
 - 1-5 day suspension of transportation privileges

3rd-4th Offense:

- 3-10 day suspension of transportation privileges
- Parent conference

5th-6th Offense:

- 30- day suspension of transportation privileges and parent conference
- Loss of transportation privileges for the remainder of the school year or 120 days, whichever is longer

Class II (serious):

Examples include:

- Throwing things out the bus windows; opening emergency doors/windows
- Throwing/shooting of objects; carrying any type of look-alike weapon
- Physical aggression against any person; violent assault, sexual misconduct
- Use of tobacco; ignition of any type of fire; possession of alcohol
- Theft/robbery; fighting; interference with authorized persons
- Vandalism to bus (restitution will be made); any type to willful damage
- Disobeying the Bus Driver while the bus is moving
- Actions endangering students or other persons

Class II (serious) Logical Consequences:

1st-2nd Offense:

- Written warning and 1-5 day suspension of transportation privileges and parent conference

3rd-4th Offense:

- 10-30 day suspension of transportation privileges and parent conference

5th Offense:

- Loss of transportation privileges for the remainder of the school year or 120 days, whichever is longer

Class I (most serious):

- Possession of any weapon; detonation of ammunition/pyrotechnic device
- Sale of distribution of alcohol/drugs
- Assault against the bus driver/or anyone
- Attempting to ride on the outside of the bus; running out in front of a bus
- Igniting or attempting to ignite object; bringing flammable liquid on bus
- Opening any emergency exits, or exiting, or attempting to exit from a bus
- Extending head out of a window while a bus is moving
- Other extremely dangerous and/or illegal actions, which endanger the safety of the student
-

Class I (most serious) Logical Consequences:

1st Offense:

- Loss of bus service for the remainder of the school year or 120 days whichever is longer

Note: Bus issues fall under the Minnesota Statutes 121A.59 & 123B.91 and will be disciplined as stated by the law.

COMMUNICATING WITH THE SCHOOL

Frequent Communication

Should you have a concern, please feel free to call the individual teacher or the school office. We encourage parents to contact teachers frequently and directly.

Parents do not have to wait for scheduled conferences to meet with teachers. Please call ahead to make an appointment to meet with your child's teacher. **Keep the lines of communication open.**

Telephone

All classrooms have telephones. Students needing to call parents must do so through the individual classroom teacher.

Teachers will not be interrupted during the instructional day with telephone calls. It is best to leave a message and your child's teacher will get back to you. Parents wishing to leave a message for a teacher must do so by going through the office.

Student Messages: This should only be done in the event of emergencies. Please make plans in advance to avoid interruptions in the classroom. All messages must be left with office personnel.

Email

All teachers and staff have access to email. Parents and students are encouraged to contact their teachers via email.

Parent Teacher Conferences

Three (3) parent-teacher conferences are scheduled throughout the school year, Fall, Winter and Spring. Teachers are required to make the attempt to conference with every parent three times within the school year.

Skyline Math and Science Academy
Board Approved: October 28, 2017

Wellness Policies on Nutrition and Physical Activity

Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Skyline Math and Science Academy is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of Skyline Math and Science Academy that:

- The Skyline Math and Science Academy Board of Directors recognizes that nutrition, physical, and health education are

essential components of the educational process and that good health fosters student attendance.

- Skyline Math and Science Academy will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-6 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *USDA*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs, including the School Breakfast Program, National School Lunch Program and Summer Food Service Program, when possible.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

TO ACHIEVE THESE POLICY GOALS:

I. School Health Committees

Skyline Math and Science Academy will create, strengthen, or work within existing school health committees to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The committees will also serve as resources to school sites for implementing those policies. Skyline Math and Science Academy's School Wellness Committee will include at least (2) Parents (2) Current Students (1) School Food Authority Representative (1) Board Member (1) Physical Education Teacher (1) Nutritionist/Health Professional (1) member of the community.

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children and teens
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables;¹
- Serve only low-fat (1%) and fat-free milk² and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- Ensure that at least half of the served grains are whole grain.^{3,3}

Skyline Math and Science Academy will engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents and students. Such information could be made available on menus, a website, on cafeteria menu boards, placards, or other point-of-purchase materials.

Breakfast. To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- Skyline Math and Science Academy will, to the extent possible, operate the School Breakfast Program.
- Skyline Math and Science Academy will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, “grab-and-go” breakfast, or breakfast during morning break or recess.

¹ To the extent possible, schools will offer at least two non-fried vegetable and two fruit options each day and will offer four different fruits and four different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

² As recommended by the *Dietary Guidelines for Americans 2005*.

³ A whole grain is one labeled as a “whole” grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include “whole” wheat flour, cracked wheat, brown and rice, oatmeal.

- Skyline Math and Science Academy will serve breakfast to students and will notify parents and students of the availability of the School Breakfast Program.
- Skyline Math and Science Academy will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Free and Reduced-priced Meals. Skyline Math and Science Academy will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals⁴. Toward this end, schools may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals, such as “grab-and-go” or classroom breakfast.

Summer Food Service Program. Skyline Math and Science Academy will participate in the Summer Food Service Program for at least 4 weeks between the last day of the academic school year and the first day of the following school year when/If Summer School is in session and at least 20 children are attending.

Meal Times and Scheduling. Skyline Math and Science Academy;

- Will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- Will schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- Should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and

⁴ It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price, or "paid" meals.

- Should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.⁵

Sharing of Foods and Beverages. Skyline Math and Science Academy discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

Middle/Junior High and High Schools. In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

Beverages

- Allowed: water or seltzer water⁶ without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);

⁵ School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute.

⁶ Seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a "Food of Minimal Nutritional Value" (Appendix B of 7 CFR Part 210).

- Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods

- A food item sold individually:
 - will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
 - will have no more than 35% of its *weight* from added sugars;⁷
 - will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).⁸

Portion Sizes:

- Limit portion sizes of foods and beverages sold individually to those listed below:
 - One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
 - One ounce for cookies;

⁷ If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from *total* sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.

⁸ Schools that have vending machines are encouraged to include refrigerated snack vending machines, which can accommodate fruits, vegetables, yogurts, and other perishable items.

- o Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- o Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- o Eight ounces for non-frozen yogurt;
- o Twelve fluid ounces for beverages, excluding water; and
- o The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

Fundraising Activities. To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

Rewards. Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior,⁹ and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations. Schools should limit celebrations that involve food during the school day to no more than one party per class per Quarter. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.

⁹ Unless this practice is allowed by a student's individual education plan (IEP).

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually (above).

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. Skyline Math and Science Academy aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- Links with school meal programs, other school foods, and nutrition-related community services;
- Teaches media literacy with an emphasis on food marketing; and
- Includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally- recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a

personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents. Skyline Math and Science Academy will support parents' efforts to provide a healthy diet and daily physical activity for their children. Skyline Math and Science Academy will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. Skyline Math and Science Academy will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, Skyline Math and Science Academy will provide opportunities for parents to share their healthy food practices with others in the school community.

Skyline Math and Science Academy will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Food Marketing in Schools. School-based marketing will be consistent with nutrition education and health promotion. As such, Skyline Math and Science Academy will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).¹⁰ School-based marketing of brands

¹⁰ Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

promoting predominantly low-nutrition foods and beverages¹¹ is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

Staff Wellness. Skyline Math and Science Academy values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Skyline Math and Science Academy will establish and maintain a staff wellness committee as a sub committee of the School Wellness Committee composed of at least (1) staff member, school wellness committee member, dietitian or other health professional, recreation program representative, and employee benefits specialist. The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The staff wellness committee should distribute its plan to the school Wellness Committee annually.

IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K-6. All students in grades K-6, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education (225 minutes/week for middle and high school students) for the entire school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

¹¹ Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

Daily Recess. All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Skyline Math and Science Academy discourages extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, Skyline Math and Science Academy will give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School. middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment. Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment.

Safe Routes to School. The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The school district will explore the availability of federal “safe routes to school” funds, administered by the state department of transportation, to finance such improvements. The school district will encourage students to use public transportation when available and appropriate for travel to school, and will work with the local transit agency to provide transit passes for students.

Use of School Facilities Outside of School Hours. School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and

organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

V. Monitoring and Policy Review

Monitoring. The Assistant Executive Director will ensure compliance with established School-wide nutrition and physical activity wellness policies. The Executive Director will report on the school's compliance with those policies in to the school Board of Directors annually.

The School Food Service Manager/Caterer and the School Food Program Coordinator will ensure compliance with nutrition policies within school food service and administrative areas and will report on this matter to the Assistant Executive Director. In addition, Skyline Math and Science Academy will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible.

The Assistant Executive Director or the designee will develop a summary report every three years on School-wide compliance with the established nutrition and physical activity wellness policies. That report will be provided to the executive director, school board and also distributed to the School Wellness Committees, parent/teacher organizations, and school health services personnel in the district.

Policy Review. To help with the initial development of the district's wellness policies, Skyline Math and Science Academy will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of this assessments will be compiled to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, Skyline Math and Science Academy will review the nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. Skyline Math and Science Academy, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Legal Resources:

42 USC -1751 et seq. (Richard B Russell National School Lunch Act)

42 USC- 1771 et seq. (Child Nutrition Act Of 1966)

PL 108-265 (2004) – 204 (Local Wellness Policy)

7 CFR -210.10 (School Lunch Program Regulations)

7 CFR- 220.8 (School Breakfast Program Regulations)
<http://www.schoolwellnesspolicies.org> (Model School Wellness policies)

FOOD & MEALS AT SCHOOL

Breakfast & Lunch Program

It is the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur. It is the policy of Skyline Math and Science Academy to offer breakfast and lunch. The Skyline Math and Science Academy School Nutrition Department strives to produce quality meals at a reasonable cost.

All children in school can participate in the school breakfast program on a daily basis. The cost of a full paid breakfast meal is \$1.85. All children in school can participate in the school lunch program on a daily basis. The cost of a full paid lunch meal is \$2.85.

Menus are available in the office and will be distributed on a monthly basis. Students may bring cold lunches from home. Skyline Math and Science Academy is a closed campus. This means that all students will remain on the school grounds for the entire school day.

Payments for Breakfast & Lunch Program

Students may purchase meals anytime. Families are required to pre-pay by depositing funds into their children's account(s) or by cash payment. Pre-payment of meals is required on all lunch accounts. A schedule of meals costs per month is provided to be paid monthly in advance. Free and reduced price meals are available to students who qualify. Households may apply for free/reduced meals anytime before or during the school year.

A balance statement for student meal accounts will be sent to the parent/guardian at the beginning of each month. If at any time during the month the account balance is \$ 0.00 a reminder will be sent. If payment is not made, a 2nd notice will be given in the lunch room and hand will be stamped. If the account is overdue \$-5.70 for full paid/ \$-2.00 Reduced is still not paid, the account will be inactive until payment is made. The student will no longer be able to receive meals until pre-payment is deposited into their meal account.

Dietary Restrictions

Peanut free meals are available upon request. Lactose free meals are available upon request. To comply with the dietary requirements of the majority of the student body, all food served at Skyline Math and Science Academy is pork free. Other food restrictions can be accommodated upon request.

Snacks

Snacks consumed during the school day will be at the discretion of the classroom teacher. Parents must provide the snacks for their children. Snacks must be healthy in nature. Please check with the classroom teacher should you have any questions.

Candy and Chewing Gum

Candy and chewing gum shall not be brought to school or consumed within school. Use of candy during classroom celebrations and special occasions, if deemed permissible by the classroom teacher, may be allowed. Chewing gum may not be permitted under any circumstances.

Soda & Pop

Carbonated beverages shall not be brought to school or consumed within school.

Vending Machines

Students are not allowed to use the vending machines during the school day.

HEALTHY STUDENTS MAKE A HEALTHY SCHOOL

Illness at Home / Communicable Illness

Control of communicable illness among children is a prime concern. In order to protect the all students, children who experience one of the following symptoms should stay at home for at least 24 hours after they experience the following symptoms:

- diarrhea, vomiting or an upset stomach
- signs of a newly developing cold or severe coughing
- a fever over 100F (37.8 C)
- unusual or unexplained headache, irritability, fatigue or loss of appetite.

Illness during School

If your child should become sick at school, we will allow him/her to rest in the office. Should no improvement be seen and/or your child has a temperature, we will notify you using the telephone numbers provided on your child's emergency form. Please keep the emergency form up-to-date.

Immunizations

In accordance with the School Immunization Law (Minnesota Statute 121A.15), students may not enroll nor remain enrolled in school without having provided documentation of required immunizations. All students are expected to be in compliance on the first day of their entry into school this fall with the exception of students transferring into school. Students transferring may have up to 30 days to provide immunization information.

Accidents

If a student is injured at school, s/he will be given appropriate first aid. Depending upon the severity of the injury a parent may be notified by telephone. When the parent cannot be reached, a member of the school staff may transport the injured student home (if an adult is present), to the hospital, or to a doctor's office. In the case of an emergency, students may be transported

to a hospital or doctor's office by ambulance or other means of transportation. If possible, the family physician listed on the office records shall be contacted. The School Board assumes no responsibility for medical treatment of students.

Medicine

- We are only allowed to administer drugs to the child that is in the name of the child. All medication must be in the original bottle. The name of the Student and the dosage must be clearly stated on the container.
- We cannot administer the generic version of a drug even if they show us a doctor's prescription for some other form of the drug.
- We cannot administer OTC (over-the-counter) drugs unless the name of the Student and the dosage is clearly stated on the container or unless have a written prescription from a doctor in the name of the student and a written parent authorization.

SCHOOL PROPERTY & PERSONAL PROPERTY

Lockers

Students are assigned individual or shared lockers. Lockers should be kept clean. No valuables should be stored in lockers.

School lockers are the property of the school district. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Desks

School desks are the property of the school district. Inspection of the interior of the desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Labeling of Personal Belongings

All personal items should be labeled with a first and last name. Each year we have many items unclaimed in our lost and found because they have no identification.

Lost and Found

The school maintains a lost and found area in the staff lounge. Please place your child's full name on all articles that come to school. Encourage your child to check lost and found. Lost and found items will be on display for parents at the fall and winter conference periods. We donate lost and found items at the conclusion of each conference period and at the end of the school year.

Money

Students are discouraged from carrying money during school. If they need money, please put it in an envelope with their name, grade, teacher and what it is for labeled on it. This should be given to his/her teacher for safekeeping.

Toys and Valuable Items

Students are not to bring toys (i.e., trading cards, and dolls) to school. Teachers may allow some toys to be brought for a special event, such as a sharing time. Valuable items, such as jewelry, radios, and any other electronic device including cell phones are not to be brought to school.

STUDENT SAFETY ISSUES

Data Privacy

Skyline Math and Science Academy recognizes its responsibility in regards to the collection, maintenance and dissemination of pupil records and the protection

of the privacy rights of students as provided in federal law and state statute. A complete copy of Skyline Math and Science Academy District Policy, "Maintenance and Release of Pupil Records" is available upon request in the Executive Director's office.

Harassment, Intimidation, Violence and Hazing

It is the policy of Skyline Math and Science Academy to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. It is the policy of Skyline Math and Science Academy to maintain a learning environment that is free from hazing. It is the policy of Skyline Math and Science Academy to maintain a learning environment that is free from bullying and intimidation in all forms, including, but not limited to forms involving electronic devices and Internet use.

Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendment of 1972 and the Minnesota Human Rights Act. Skyline Math and Science Academy provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex. It is the responsibility of every employee to comply with this policy.

All athletic and academic programs are designated for and opened to members of both sexes on an equal basis, except when separate teams are necessary in grades seven and above or for 12 years old and older and in such cases Skyline Math and Science Academy is committed to provide equal opportunity to members of both sexes. Skyline Math and Science Academy assures equity in all areas, such as equipment, supplies, scheduling, practice times, travel, staff expertise and publicity. Pregnant and/or married students shall not be excluded from any educational program or activity except when the student requests voluntarily to participate in a separate portion of the program or activity

The board hereby designates the Senior Administrative Assistant as its Title IX coordinator. The board hereby designates the Senior Administrative Assistant as its human rights officer. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator.

Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report or file a grievance of the alleged acts immediately to any school official. Skyline Math and Science Academy encourages written grievances, but oral reports shall be considered

complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

Upon receipt of a report or grievance, the school official must notify the human rights officer immediately, without screening or investigating the report. The school official may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the school official to the human rights officer. If the report was given verbally, the school official shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the school official. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

Skyline Math and Science Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. The human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by Skyline Math and Science Academy. The investigation will be completed as soon as practicable. The human rights officer shall make a written report to the Executive Director upon completion of the investigation. If the complaint involves the Executive Director, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Skyline Math and Science Academy action taken for violation of this policy will be consistent with requirements of Minnesota and federal law and school district policies. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant in accordance with state and federal law regarding data or records privacy.

Skyline Math and Science Academy will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. These procedures do not deny the

right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

Fire and Tornado Drills

Fire and tornado drills are held regularly during the school year. Procedures for these drills will be reviewed with students so they are aware of what action is necessary.

Cold Weather Policy

All students, unless with a note from their parents or doctors, must go outside for recess unless the temperature, wind-chill, or combination of both reaches 0 degrees or below. Students must wear a jacket, hat, mittens, and boots to play in the snow. Snow pants are recommended. An announcement will be made if the students will stay inside for recess.

School Closing

School closings (before School):

We will notify you through the voice broadcast system. Please make sure that the office has your current phone numbers. The following television and radio stations will also broadcast closing information on Skyline Math and Science Academy:

- TV (WCCO - Channel 4)
- RADIO (WCCO - AM 830)

School closings (During School): When serious weather strikes or other emergencies arise requiring the school to be closed early, announcements will be broadcast using the methods listed above. It is crucial that your child know where to go if this situation arises so we are not sending him/her to a locked or empty house. If the weather looks threatening and no one is home, call the school to let us know where your child should go. Discuss with your child ahead of time a safe alternative if no one is at home. (This should be included on the emergency card for your child's teacher.)

MISCELLANEOUS ISSUES

Handbook revision

Skyline Math and Science Academy has the right to amend this handbook as the need arises. A revised handbook or an insert to the handbook will be made available to parents in the school office. It is the duty of parents and students to obtain and familiarize themselves with the most current handbook.

Birthday Celebrations

We discourage birthday celebrations in the school to minimize disruptions and to ensure equity among students of all economic backgrounds and to ensure equity among students whose birthdays fall within the school calendar and those whose birthdays fall outside the school calendar.

Distribution of Non School Sponsored Materials on School Premises

The school district recognizes that students have the right to express themselves on school property as long as the educational objectives and the responsibility of the school are not impeded.

Requests for distribution of non school-sponsored material will be reviewed by the administration on a case-by-case basis. A copy of the material must be submitted for approval to the principal at least 24-hours in advance of desired distribution.

Divorce of Parents

Divorce impacts a great number of our children. For the most part, divorces end in mutual agreement and respect between parties involved. It is unfortunate; however, that some end with a lack of consensus leaving the child(ren) caught in the middle of the disagreements. Skyline Math and Science Academy is committed to providing the best possible learning environment for our children. We are not in the position nor will we place ourselves in the position of marital mediation. If there is information concerning the child(ren) that the school should have knowledge due to the outcome of the divorce, it is your responsibility to notify the school. We can only enforce legal orders and decrees for which we have received notification. These include restraining orders, court orders, and divorce decrees. Please provide the school with necessary copies.

It is the responsibility of both parents to keep open lines of communication concerning the welfare of their child(ren) attending Skyline Math and Science Academy. Under Minnesota Statute 120A.22, the non-custodial parent, upon request, has the right of access to, and to receive copies of, school records and information, to attend conferences, and to be informed about the child's welfare, educational progress, and status. Skyline Math and Science Academy will only provide custodial parent the aforementioned information unless the non-custodial parent makes a written request. We are not required to hold a separate conference for each parent.

Parent Request for Transportation Reimbursement

Skyline Math and Science Academy offers bus service at a time that is most cost effective to the school and most convenient to a majority of parents. Parents who desire other transportation are free to make arrangements and will be reimbursed in accordance with MN §124D.10.S16, which states in part “A parent may be reimbursed by the charter school for costs of transportation from the pupil's residence to the border of the district in which the charter school is located if the pupil is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week.”

To be eligible for transportation, the student must live more than one mile walking distance from the school. The parent providing transportation must attach a copy of a valid driver's license and proof of insurance.

Parent Name _____

Parent Address _____

Home Phone # _____ Cell Phone # _____

Name of Student	Grade	Name of parent providing transportation	# of days transportation was provided	Round trip miles per day

I certify that:

1. The information provided here is accurate.
2. I have read the eligibility requirements
3. The transportation I am being reimbursed for provides for the safety and well being of my children
4. All requirements are being met.
5. I have a valid driver's license and have had insurance for all the transportation listed above.

Parent Signature: _____ Date: _____