



HIAWATHA ACADEMIES

Growing Learners. Growing Leaders

Family Handbook

2015-2016



HIAWATHA ACADEMIES

Dear Families,

Welcome to the Hiawatha Academies family!

We look forward to teaching your children and partnering with you for this 2015-2016 school year.

We are proud of our scholars' strong academic growth and leadership development, and we look forward to continuing with another great year of helping each and every scholar on their path to and through college.

To ensure that we provide a safe and welcoming environment that fosters learning, we have provided you a copy of this Family Handbook. The handbook is a guide for you to be aware of our expectations and policies. Please read the handbook thoroughly and sign the "Acknowledgement" page. Then return the "Acknowledgement" page to your child's teacher as soon as possible. If you have any questions regarding the handbook, please call your scholar's school. Thank you.

Warmest regards,

Mr. Eli Kramer
Executive Director

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Section I – Mission and Academics

MISSION

All scholars at Hiawatha Academies will be empowered with the knowledge, character and leadership skills to graduate from college and serve the common good.

GOALS AND OBJECTIVES

Hiawatha Academies envisions a learning environment centered on an integrated, rigorous, standards-based curriculum that encourages scholars to think logically and critically, to communicate effectively and to embrace life-long learning as demonstrated by their successful pursuit of post-graduate education.

Hiawatha Academies is founded by civic leaders, parents, educators and business people who want our scholars to receive an education that demands their best in behavior, attitude, and effort, and that challenges them to achieve to their highest potential. We are creating a college preparatory educational program based on true inquiry, intellect, and character. By focusing on developing scholars' character and leadership qualities, in addition to their academic potential, Hiawatha Academies is committed to developing young adults who are prepared to lead abundant and responsible lives as contributing members of our society.

Section II - Parent/Guardian Roles

PARENT/GUARDIAN INVOLVEMENT

Hiawatha Academies believes that a quality education results from a partnership between parents, scholars, and the school. We believe Hiawatha Academies' vision for academic excellence and commitment to developing the personal character and leadership potential of each scholar cannot be fulfilled without parental involvement.

Families who want to join Hiawatha will be required to sign the Commitment to Excellence Contract. Please see form at the end of this handbook.

Parents will be notified of parental involvement opportunities throughout the year by the school's newsletter, teachers, or school leaders. Parental involvement includes activities such as participating in parent engagement meetings, parent academy, volunteering to work in the school, and joining event committees.

We hold ourselves accountable to the families we serve and look to them to provide their energy and talents in support of our mission and vision. Together, we will develop a dynamic and nurturing school community.

Section III- District Contact Information

HIAWATHA ACADEMIES: NETWORK

| | | |
|---|-------------------------------------|----------------------------------|
| Eli Kramer Executive Director | 612.581.7750 | ekramer@hiawathaacademies.org |
| Sean Elder Chief Operating Officer | 612.251.3139 | selder@hiawathaacademies.org |
| Ambar Hanson Director of Community Engagement | 612.239.1893 | ahanson@hiawathaacademies.org |
| Robert Josephson Board Chair | 612.455.4034 (Network Office) | boardchair@hiawathaacademies.org |

Section IV – Network-wide Policies & Procedures

ANTI-BULLYING POLICY

I. PURPOSE

Hiawatha Academies strives to provide a safe, secure, and respectful learning environment for all scholars in school buildings, on school grounds, on school buses, and at school-sponsored activities. A safe, secure, and respectful learning environment is necessary for scholars to learn and attain high academic standards. Bullying is conduct that interferes with a scholar's ability to learn and a teacher's ability to educate.

This policy protects scholars against bullying and retaliation by other scholars. This policy also protects any scholar who voluntarily participates in any district function or activity from prohibited conduct, whether the scholar is enrolled in the district or not.

This policy can be found in the school's scholar handbook, within the school and district administrative offices, and electronically at (Enter the name of the district or charter school). The policy is also provided to all school employees, independent contractors, and volunteers who interact with scholars.

II. DEFINITIONS

- A. "Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a scholar toward one or more scholars when either: (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or (2) the conduct materially and substantially interferes with the scholar's educational opportunities, performance, or ability to participate in school functions, activities or programs.

Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to scholar performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying," as defined below.

- B. "Cyberbullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a

sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.

- C. "Intimidating, threatening, abusive, or harming conduct" may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a scholar or a scholar's property, violates a scholar's reasonable expectation of privacy under Minnesota common law, defames a scholar, or constitutes intentional infliction of emotional distress against a scholar or retaliation for, or knowingly making a false report.
- D. "Prohibited conduct" means bullying or cyberbullying as defined above or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- E. "Remedial response" is appropriately prompt action taken to intervene, investigate, correct and prevent bullying from recurring, including protecting and supporting a scholar subjected to bullying and those who provided aid and support to the scholar.
- F. "School" means a public or public charter school, and includes Hiawatha Academies.
- G. "Scholar" means a scholar enrolled in a public or charter school.

III. PROHIBITED CONDUCT

- A. Bullying is prohibited:
 - 1. On school property, school district-provided transportation, or at designated locations for scholars to wait for school district-provided transportation.
 - 2. During any school-sponsored or school-sanctioned program, activity, event or trip.
 - 3. Using school computers, electronic technology, networks, forums or mailing lists.
 - 4. Using electronic technology off the school premises that materially and substantially disrupts a scholar's learning or school environment.
- B. Apparent permission or consent by a scholar does not mean that bullying should be tolerated or allowed.
- C. Retaliation is prohibited by any scholar or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school district will take

appropriate action against any scholar or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

IV. INITIAL RESPONSE AND REPORTING

School Principal: School principal or designee ("Principal/Designee") is the person responsible for receiving reports of bullying at the school level. The Principal/Designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the Principal/Designee, the complaint shall be made to the superintendent.

Scholars: Scholars who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the Principal/Designee but may bring their concerns to any school employee.

School Employees: Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:

1. Immediately intervene to protect the safety of the scholar subjected to the incident and other scholars involved, as appropriate to the context.
2. Make reasonable efforts to address and resolve the incident, including reporting the incident to the Principal/Designee, as deemed appropriate.
3. Cooperate fully in any investigation and resolution of the bullying incident.

Independent Contractors/Volunteers: Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the Principal/Designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident.

Anonymous reports will be accepted by the Principal/Designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

V. INVESTIGATION

A. Information Pertaining to Bullying Incidents:

The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including scholars and parents, of their rights related to information provided to and

obtained by the school, in accordance with the school's legal obligations. Information you provide to the district or school is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

B. Procedure:

Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the principal/designee.

The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

1. The developmental ages and maturity levels of the parties involved.
2. The level of harm, surrounding circumstances, and nature of the behavior.
3. Past incidences or past or continuing patterns of behavior.
4. The relationship between the parties involved.
5. The context in which the alleged incidents occurred.

In all cases, the alleged actor will be entitled to raise a defense and any other recourse in the district discipline policy.

C. Remedial Response:

The Principal/Designee shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying.

Many scholar conflicts can be resolved immediately and do not require reporting or creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the scholar, and the scholar's history of prohibited conduct and performance.

When a scholar engages in bullying, a school should use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate, and should match the severity of the scholar's behavior and developmental age.

When appropriate, the school district shall provide the target, actor, and other affected individuals with information about available community resources to aid in the remedial process.

VI. PROFESSIONAL DEVELOPMENT AND EDUCATION

School Employees: The school district shall require employees to receive ongoing professional development training to build their skills to implement this policy. Training will be required for new employees and on a training cycle that does not exceed once every three years for all employees who regularly interact with scholars. The content of the training will include, but not be limited to:

1. Strategies to prevent, intervene and effectively stop bullying in a manner developmentally appropriate to the context of an incident.
2. Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.
3. Research findings on bullying, including information about specific categories of scholars who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
4. Information about Internet safety issues as they relate to bullying.
5. A review of the district's reporting requirements related to bullying.

Scholars: The school will encourage character development and other developmentally appropriate programmatic instruction to help scholars identify, prevent, and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all scholars in creating a safe and supportive school environment.

Where appropriate for a child with a disability, as determined by the child's 504 or Individualized Education Program (IEP) team, the school district shall allow the child's IEP or section 504 plan to address the skills and proficiencies the child needs to respond to or not engage in bullying.

BEHAVIORAL EXPECTATIONS/SCHOLAR CONDUCT

Common Language

Hiawatha Academies' scholars will be taught the characteristics of a "scholar" and "leader". As such, we will refer to and address our scholars as "scholars" and "leaders."

Core Values

Hiawatha Academies believe that character education is critical to scholar success. Each school within the Hiawatha Academies' network has established a clear set of school-wide values that scholars, teachers, parents, and leadership pledge to live by at all times. These values will be clearly communicated to scholars and families. By focusing on character education from an early age, our scholars will be prepared to graduate from college and be citizens that serve the common good.

DISCIPLINE POLICY

I. PURPOSE

The purpose of this policy is to insure that scholars are aware of and comply with the school's expectations for scholar conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when scholars fail to adhere to the rules regarding scholar conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school recognizes that individual responsibility and mutual respect are essential components of the educational process. The school further recognizes that nurturing the maturity of each scholar is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All scholars are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment that provides options and stresses scholar self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Scholars must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects scholar attitudes and influences scholar behavior. Proper scholarly conduct is necessary to facilitate the education process and to create an atmosphere conducive to high achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary

measures. It is the position of the school district that a fair and equitable district-wide scholar discipline policy will contribute to the quality of the scholar's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A. 40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. §121.A.55, the school board with the participation of school district administrators, teachers, employees, scholars, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs scholars' conduct and applies to all scholars of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School District. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Executive Director. The Director shall establish guidelines and directives to carry out this policy, hold all school personnel, scholars and parents responsible for conforming to this policy, and support school personnel performing their duties within the framework of this policy. The Director shall also establish guidelines and directives for using the services for appropriate agencies for assisting scholars and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The Principal shall be responsible for all of the day-to-day operations within the school pertaining to operations, educational learning, discipline and safety. The Principal is also the direct manager of all teachers and support staff within the building and will serve as a primary contact for parents and families.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall primary responsibility for scholar conduct, with appropriate assistance from the administration. All teachers shall enforce the rules regarding scholar conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a scholar or prevent bodily harm or death to another or self.
- E. Other School Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to scholar behavior shall be as authorized and directed by the director. A school employee or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a scholar or prevent harm or death to another or self.
- F. Parents or Legal Guardian. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Scholars. All scholars shall be held individually responsible for their behavior and for knowing and obeying the rules regarding scholar conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. SCHOLARS' RIGHTS

All scholars have the right to an education and the right to learn.

V. SCHOLARS' RESPONSIBILITIES

All scholars have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities.
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school in maintaining a safe school for all scholars;
- F. To be aware of all school rules, regulations, policies and procedures, including those in the policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which consistent with applicable school district;
- L. To conduct themselves in an appropriate physical or verbal manner, and
- M. To recognize and respect the rights of others.

VI. SCHOLAR CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school. These examples are not intended to be an exclusive list. Any scholar who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other

vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any scholar whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the scholar, other scholars, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of property or obscene language, or the possession of obscene materials;
3. Hazing, excessive bullying
4. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
5. Opposition to authority using physical force or violence;
6. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
7. Violation of the school's Weapons Policy;
8. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
9. Violation of any local, state or federal law as appropriate;
10. Acts, disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
11. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
12. Violation of school bus or transportation rules or the school bus safety policy;
13. Scholar attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
14. Tampering with, changing, or altering records or documents of the school by any method including, but not limited to, computer access or other electronic means;
15. Scholastic dishonesty which includes, but not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.
16. Impertinent or disrespectful language toward teachers or other school district personnel;

17. Sexual and/or racial abuse and/or harassment; touching other's in inappropriate private areas.
18. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the scholar or other persons or which otherwise endangers the health, safety, or welfare of teachers, scholars, other school district personnel, or other persons;
19. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result poor judgment;
20. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
21. Verbal assault, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
22. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
23. Violation of school rules, regulations, policies, or procedures;
24. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the scholar or other scholars, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district per the safety or welfare of scholars or employees.

VII. DISCIPLINARY ACTION OPTIONS

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

- A. Scholar conference with the teacher, Administrator or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. Suspension form extracurricular activities;
- F. Detention or restriction of privileges;
- G. Loss of school privileges;

- H. In-school monitoring or revised class schedule;
- I. Referral to in-school support services;
- J. Referral to community resources or outside agency services;
- K. Financial restitution;
- L. Referral to police, other law enforcement agencies, or other appropriate authorities;
- M. Out-of school suspension under the Pupil Fair Dismissal Act;
- N. Preparation of an admission or readmission plan;
- O. Expulsion under the Pupil Fair Dismissal Act;
- P. Exclusion under the Pupil Fair Dismissal Act;
- Q. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF SCHOLARS FROM CLASS

A. Removal of Scholars from Class Policy

Teachers have the responsibility of attempting to modify disruptive scholar behavior by such means as conferring with the scholar, using positive reinforcement, assigning detention or other consequences, or contacting the scholar's parents. When such measures fail, the teacher will confer with the Administrator to discuss the necessary course of action. The administrator shall have the authority to remove the scholar from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by the administrator to prohibit a scholar from attending a class or activity period for a period of time not to exceed seven (7) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach to communicate effectively with scholars in a class or with the ability of other scholars to learn;
2. Willful conduct that endangers surrounding persons. Including school district employees, the or other scholars, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Scholar Conduct in the policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the scholar from class.

B. Procedures for removal of a Scholar from a Class.

1. Only an Administrator has the authority to suspend a scholar from school. In the event a scholar needs to be removed from class, teachers must contact the school Administrator to receive permission to send a scholar out of class.

C. Responsibility for and Custody of a Scholar Removal from Class.

1. Scholars who need to be removed from class should be escorted by the teacher, administrator, or other adult to be sent to the office with make-up work. The teacher may decide if the scholar needs an escort. An educational assistant or other available adult may be used to escort the scholar. The teacher may call the office to request an escort if necessary.

D. Disabled Scholars; Special Provisions.

1. As appropriate, the administration will consult with the special education teachers regarding removal of class of a scholar with an IEP.
2. Scholars consistently removed from class may be referred to the Child Support Team (CST) for possible evaluation for special education services.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any scholar, including expulsion and suspension. Dismissal does not include removal from class.

The school district shall not dismiss a scholar without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the scholar will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A scholar may be dismissal on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the scholar or other scholars, or surrounding persons, including school district employees, or property of the school.

ENROLLMENT POLICY

Eligibility

- Hiawatha is an open enrollment public charter school.
- Hiawatha has an enrollment zone that runs north to I-94 (including the Cedar River Side neighborhood between I-35W and I-94), east to the Mississippi River, south to I-494, and west to Lyndale Ave. Applicants outside

of the enrollment zone may enroll; HOWEVER Hiawatha only guarantees bussing within the stated enrollment zone.

- New Kindergarten applicants must be 5 by September 1st. Applicants who turn age 5 between September 2nd and October 15th are eligible, but must follow the early enrollment process.
- Each student must complete an individual application (i.e. not one application for the family).

Registration Period

The application period for the following school year goes from October 1st – early February.

All returning student INTENT TO RETURN FORMS are due in JANUARY of the current school year.

Official Enrollment and Lottery

In the event that we receive more applications than spots available, Hiawatha is required to conduct a lottery.

- Families will be notified of their enrollment status at the end of February.
- In the event that it is needed, the lottery will take place in late February.
- All new applications will be entered into the lottery. Enrollment will be determined based on the order selected from the lottery.

Additional Provisions

Prior to accepting students by lottery, Hiawatha Academies provides enrollment preferences in the following situations

1. Returning students that complete the intent to return form by the January deadline.
2. Siblings of currently enrolled students. Siblings are defined as children who share a legal guardian with a currently enrolled student
3. Children of school staff
4. Children on prior year waitlist that have completed a new application.

General Lottery and Admission Procedures

I. Order of Admission Preference:

1. **Currently enrolled students:** Currently enrolled students receive primary enrollment preference. Current students must complete the Intent to Return form by mid-January.
2. **Siblings of currently enrolled students:** Siblings of currently enrolled students have preference before children of staff, prior year waiting list students, and general lottery applicants. In the event of more siblings

than spots available, a sibling lottery is held and establishes a sibling waiting list.

3. **Children of staff:** Children of staff receive preference before prior year waiting list students and general lottery applicants. In the event of more children of staff applicants than spots available, a staff-children lottery is held and establishes a staff-children waiting list.
4. **Applicants on the prior year waitlist:** Children on prior year waitlist that have completed a new application by the February deadline. Prior year waitlist order would apply after previous preferences and before general lottery enrollment.
5. **General Lottery Enrollment:** In the event that there are more new applicants than spots available, a lottery will be conducted. New student applications must be submitted by February 13th to be considered for the general lottery. The lottery is conducted from highest grade to lowest grade to fill all available enrollment spots. The lottery is also continued in order to assign waitlist positions based on the order selected.
6. **Siblings of enrolled students from the general lottery:** In the event that a family has multiple siblings applying for more than one grade, sibling preference will apply as soon as enrollment is determined in the lottery grade. In the event a sibling waiting list exists, the sibling of the general lottery enrolled student will be added to the sibling waitlist based on the order selected.
7. **Applications received AFTER February application deadline:** Applications received AFTER the February 13th deadline will be placed on the general waitlist on a first come first serve basis following the lottery process.

II. Waitlist Placement:

- Applications received AFTER the February deadline will be placed on the waitlist on a first come first serve basis following the lottery process.
- If enrolled in a first choice school, students will be taken off the waitlist of any other Hiawatha Academies school.
- If enrolled in a second choice school, students will remain on the waitlist for the first choice school selection. In the event that a spot becomes available in the first choice school, rolling enrollment will always be on a "top of the waiting list first" basis.

Completing Enrollment

In order to confirm enrollment at Hiawatha Academies, a parent must attend a new parent orientation or make arrangements with the school.

Admitting Students During the School Year

In the event that a spot is open after the first day of school but before the last day of school, and there is a child on a waitlist waiting to fill that spot, rolling enrollment

will be limited to the following windows, and during those windows will always be on a "top of the waiting list first" basis. Those windows are:

1. From First Day of School to Sept. 15th
2. From Jan. 1st – Jan. 15th

For the January enrollment window, if a kindergartener is selected off the waiting list to fill an available spot, the child must have attended another school or program that is subject to compulsory attendance during the school year.

Transfer Requests within the Hiawatha Academies Network

- Returning students requesting transfer to another Hiawatha Academies network school will have preference before siblings, children of staff, prior year waiting list students, and general lottery applicants only for the purpose of keeping siblings together at the same school location. To be eligible for the advanced preference, a transfer request form must be completed by the application deadline.
- Transfer requests for all other purposes will receive the same preference as general lottery applications.

HEALTH RULES AND PROCEDURES

For the protection of your child and that of classmates, please keep your child at home when the following symptoms are evident: vomiting, chills and fever, swollen glands, skin rash, diarrhea, or discharging ear. When scholars are sick or injured they are asked to report to the office and parents will be contacted if the illness or injury is serious. PLEASE KEEP EMERGENCY INFORMATION UP TO DATE FOR THIS REASON.

We request that you notify the school office by 8:00 a.m. if your child is being kept at home. The office will follow up with a call on any absences not reported.

Disease/Re-admittance to School

- Lice (Pediculosis)--When treated with prescription or non-prescription shampoo
- Chicken Pox--Minimum of 7 days after rash appears and when blisters are crusted
- Measles--Minimum of 5 days after rash appears
- German Measles--Minimum of 4 days after rash appears
- Mumps--When swelling and fever are gone
- Impetigo/Ringworm--With physician's permission

Children returning to school after an absence must bring a written excuse.

Immunization Requirements

In accordance with state legislation, no child shall be allowed to enroll or remain in a Minnesota school unless the child is completely immunized against childhood diseases. All children must be protected against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, and rubella (German measles). The immunization for red measles should be given on or after twelve months of age. These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school. A copy of the child's immunization record should be on file.

Medications

If a scholar needs to take any medication (either prescription or over the counter) during the school day, written instructions signed by a parent and physician are required and must include: Scholar's name, name of medication, dosage, possible side effects, and termination date for administering medicine. Medication must be supplied in a prescription bottle or container properly labeled by a physician. The school nurse or designee shall inform appropriate school personnel of the medication, keep a record of the administration of the medication, and keep the medication in a locked cabinet. Medications not properly labeled or accompanied by a doctor's note will be held in the office until retrieved by a parent or guardian. Parents of the scholar shall assume responsibility for informing the school office of any changes in the scholar's health or changes in medication.

Beginning in 7th grade, over the counter medications can be self-administered without written permission from a doctor if the scholar, a parent or guardian, and the school nurse agree on and sign the school's Over the Counter Medication Contract.

PARENT and TEACHER CONFERENCES

Hiawatha believes parents are the first and primary educators of each child, and seeks to support you in your responsibility of being a supportive parent.

- Attendance at the scheduled parent-teacher conferences is mandatory.
- Teachers and parents may request conferences at other times as well.
- In the event that a conference is requested by the school at a time other than the regular parent-teacher conference, parents must meet with the teaching or leadership staff within 48 hours of the request.

Report Cards

- Scholar progress reports will be given at the parent-teacher conferences at the end of each quarter.

SCHOOL CLOSING PROCEDURE

Severe weather

In case of severe weather, please listen to the local radio stations or news broadcast for school closing information. Though they are very rare, there may be days when HLA does cancel school. Stations will begin broadcasting these announcements as soon as possible after 6:00 a.m. If no announcement has been made by bus time, parents should assume that classes will be held. Please check WCCO, Channel 4.

Early Closing

In the event of storm warnings or other emergency situations the announcement of the early school closing would be announced on radio and television stations. Buses will be used to transport all children normally transported. However, parents are always permitted to pick up their children personally if they do not wish to wait for bus transportation.

TECHNOLOGY/INTERNET USE

Scholars are personally responsible for appropriate behavior using technology and on the network. Access to services is given to scholars who act in a considerate and responsible manner, and that access is a privilege, not a right. Network storage systems may be reviewed by school staff to maintain system integrity and ensure responsible use. The school will use appropriate staff and technology to help scholars follow this policy and help protect scholars from materials considered harmful to minors. Scholars may not use school technology to:

- Access, create, send, display or print offensive messages or pictures
- Damage computers, systems, networks or other technology tools
- Violate copyright laws including loading or copying copyrighted software for personal use
- Use or attempt to acquire another's password
- Trespass in another's folders, disks, work or files
- Intentionally waste limited resources (e.g., Disk space, paper)
- Load unauthorized software on school computers (such as games)
- Use the network or computer for illegal purposes, including "hacking" and unauthorized access to systems or information
- Violations may result in the loss of access as well as other disciplinary and/or legal action.
- Disclose, use, or disseminate personal information about himself or herself or any other minor.

TRANSPORTATION

Note: Please see school-specific policies for information about bus rules at your child's individual school.

Bus Assignment/Change of Address

Hiawatha Academies policy requires scholar to ride their assigned bus and get on and off at their assigned stop. Changes to transportation information must be received in writing and the school must be given at least 5 business days to change the assigned stop.

Scholar Safety Training

Hiawatha Academies shall provide scholars enrolled in all grades with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a scholar shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- Transportation by school bus is a privilege not a right
- School policies for scholar conduct and school bus safety
- Appropriate conduct while on the bus
- The danger zones surrounding a school bus
- Procedures for safe vehicle lane crossing
- School bus evacuation and other emergency procedures
- Safety evacuation drills for scholars shall be conducted twice a year

Parent/Guardian Responsibilities

- Become familiar with Hiawatha Academies rules and principles of school bus safety
- Assist scholars in understanding safety rules and encourage them to abide by them
- Recognize their responsibilities for the actions of their scholars
- Support safe riding practices and reasonable discipline efforts
- When appropriate, assist scholars in safely crossing local streets before boarding and after leaving the bus
- Support procedures for emergency evacuation, and procedures in emergencies as set up by the School.
- Respect the rights and privileges of others
- Communicate safety concerns to school administrators
- Monitor bus stops, if possible

VISITORS

Adult visitors are welcome at Hiawatha Academies except during mandated testing periods. Visitors are welcome to observe in classrooms with administrator approval as long as they are not a disruption to the class. All visitors will be asked to sign in at the office upon entering the building and will sign out before leaving. Each visitor will be given a visitor pass. Visitors should not use restrooms designated for scholars.

WELLNESS POLICY

(Note: No later than the first day of the school year beginning after June 30 2006, all school districts that receive funding from the federal school lunch program are

required by the Child Nutrition and WIC Reauthorization Act of 2004 ("the act") to have a Wellness Policy that includes nutrition guidelines, goals for nutrition education, and physical activity to promote scholar wellness. The Act requires the involvement of parents, scholars, representatives of the school food authority, the school board, school administrators, and the public in the development of the wellness policy. The Act also requires a plan for measuring implementation of the policy and the designation of at least one person charged with operational responsibility for ensuring the school district is in compliance with the policy. The Act provides for technical assistance and information from the Secretary of Agriculture to aid state and local educational agencies and school food authorities in establishing healthy school nutrition environments, reducing childhood obesity, and preventing diet-related chronic diseases.)

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects scholars' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters scholar attendance and education.
- B. The school environment should promote and protect scholars' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of scholars, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All scholars (in grades K-2) will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide scholars with access to a variety of affordable, nutritious, and appealing foods that meet the healthy and nutrition needs of scholars; try to accommodate the religious, ethnic, and cultural diversity of the scholar body in meal planning; and will provide clean, safe, and pleasant settings and adequate for scholars to eat.

III. GUIDELINES

- A. Foods and Beverages

(Note: The Act requires that school district have nutrition guidelines, selected by the school district, for all foods available in school during the school day with the objective of promoting scholar health and reducing scholar obesity.)

1. All foods and beverages made available in school will be consistent with the current USDA Dietary Guidelines for Americans.
2. Food service personnel will take every measure to ensure that scholar access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, scholars who are eligible for free and reduced-price school meals.

(Note: The Act requires that the school district's wellness policy provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidelines issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations apply to schools.)

5. The school district will provide scholars access to hand washing or hand sanitizing before they eat meals or snacks.
6. The school district will make effort to provide scholars with sufficient time to eat after sitting down for school meals and schedule meal periods at appropriate times during the school day.
7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless scholars may eat during such activities.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe meal program that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available in school to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans preparation guidelines.

C. Nutrition Education and Promotion

(Note: The act requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote scholar wellness in a manner that the school district determines is appropriate.)

1. The school district will encourage and support healthy eating by scholars and engage in nutrition promotion that is:
 - a. Offered as part of a comprehensive program designed to provide scholars with the knowledge and skills necessary to promote and protect their health;
 - b. Part health education classes as well as classroom instruction in subjects such as math, science, language arts, and elective subjects, where appropriate; and
 - c. Enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as, contests, promotions, and field trips.
2. The school district will encourage all scholars to make age appropriate healthy selections of foods and beverages.
3. School will not use food or beverages as rewards for academic performance or behavior (unless this practice is allowed by a scholar's individual education plan) and will not withhold food or beverage as a punishment. Teachers will be educated about alternative of using food as a reward.

D. Physical Activity

1. Scholars need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' effort to provide a healthy diet and daily physical activity for their children.
3. The school district discourages parents from sending beverages and food without nutritional value to school.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' effort to provide their children with opportunities to be physically active outside of school.

IV. **IMPLEMENTATION AND MONITORING**

(Note: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least

one or more persons within the school district or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.)

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
- B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the director or designee, as appropriate.
- C. The school district's food service program administrator will provide and annual report to the director setting forth the nutrition guidelines and procedures for selection of all foods made available in school.
- D. The director or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

Legal References:

42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)

42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)

P.L. 108-265 (2004) § 204 (Local Wellness Policy)

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

Minnesota Department of Education, www.education.state.mn.us

Minnesota Department of Health, www.health.state.mn.us

Action for Healthy Kids Minnesota, www.actionforhealthykids.org

Section V – Hiawatha Leadership Academy – Northrop School Policies & Procedures

ELEMENTARY SCHOOL POLICIES
HIAWATHA LEADERSHIP ACADEMY – NORTHROP

ACADEMIC CURRICULUM

Balanced Literacy is a comprehensive approach to literacy including 4 distinct parts: read aloud, shared reading, guided reading, and independent reading. Each component is designed to aid scholars in their reading growth and mastery. The STEP assessment is used to provide ongoing data and drive instruction in literacy.

Writer’s Workshop is a holistic approach to teaching writing. It teaches scholars the knowledge, skills and habits of successful writers. The writing process consists of: pre-planning an idea, writing, conferring, revising, editing and publishing. Our scholars write every day, and have the opportunity to try their hand at different types of writing (expository, narrative, and persuasive) throughout the year.

Math We use a spiraled approach in teaching math concepts. In kindergarten, scholars explore mathematical concepts using a variety of materials and techniques, and are exposed to many different types of problems. Our math curriculum introduces the scholars to a topic and then builds upon that concept as new ones are introduced. Through being focused and consistent, it offers opportunities to address a variety of teaching and learning styles.

Responsive Classroom is an approach to teaching and learning that fosters safe, challenging, and joyful classrooms and schools, kindergarten through eighth grade. Developed by classroom teachers, it consists of practical strategies for bringing together social and academic learning throughout the school day.

Specialists Classes (Physical Ed., Art, Music, Movement, Technology and Spanish) HLA will provide opportunities for scholars to explore their creativity in the areas of artistic, musical, and physical expression. Scholars will also have the opportunity to learn Spanish Language and culture.

Ongoing Assessments

HLA believes that having continuous assessment of scholar learning will help inform teaching practices and achieve its ultimate goal of closing the achievement gap. HLA will be using the NWEA MAP test, the STEP assessment, the MN Ace Tests, and Minnesota Comprehensive Assessments to assess scholar learning throughout the school year.

ATTENDANCE POLICY

Hiawatha Academies believes that daily attendance is critical to academic achievement and learning. Good attendance and punctuality are important life skills and necessary to ensure a quality education. Accordingly, a scholar may not be absent from school more than 10 times per year. Scholars who are absent more than 10 times in one school year may be retained in the same grade the following year.

School Attendance Hours

The school day begins at 7:40 a.m. The school day ends at 4:15 p.m. Monday through Thursday, and at 1:50 p.m. on Fridays.

Arrival

Drop Off:

- Scholars may be dropped off between 7:20 and 7:40 am at Entrance #1 on 38th Avenue.
- **Please do not drop off your child prior to 7:20 a.m. No supervision is available.**
- Please ensure that your child/ren are safely escorted across the street if necessary.

Bus Riders:

- Scholars arriving by bus typically arrive at school between 7:25-7:40am.

Breakfast

- Breakfast will be served between 7:25 – 7:40 a.m. each day.
- Scholars that arrive after 7:40 a.m. will not be served breakfast.
- Scholars arriving on a late school bus will be provided breakfast.

Tardy/Late Arrival Policy

Starting the day on time is essential in making a smooth transition from home life to school life. Tardiness has an inescapable effect on a scholar's progress and on learning. Therefore, parents will be expected to model responsibility by making sure their child arrives at school on time and prepared every day. We understand that situations will occasionally arise that will cause a scholar to be late, (e.g., a flat tire, bad weather) but excessive tardiness will not be tolerated.

- **School begins at 7:40 am. Scholars who arrive at school after 7:40 a.m. are considered tardy.**
- **A Parent/Guardian must buzz in and accompany a late arriving scholar to school office to sign for a pass before going to class.**
- Any scholar who arrives late between 7:40-8:30 will be marked Tardy. 3 Tardies will count as 1 whole day of Absence.
- Any scholar who arrives after 8:30 a.m. will be mark as a 0.5 day Absence.

Dismissal/End of Day

The school day ends at 4:15 for scholars. We believe that staying in school until the end of the school day is critical for maximizing learning time.

Early Departure

Any scholar who is picked up to leave school before 3:30 will be marked with a 0.5 day absence.

Absence

Minnesota law states that all scholars are required to attend school from age 7, or when they enter kindergarten (whichever comes first) until they are 18 years old. Schools are required to report attendance. A scholar's failure to attend school may lead to legal action for the parents/guardians and the scholar.

- **Parents/Guardians are to call the office before 8:00 a.m. on the day a scholar will be absent (please see contact info for your school's office number)**
- Upon returning to school, the scholar must present a note to the office explaining the reason for the absence. The note must be created and signed by the parent/guardian and/or medical provider.

Excused Absences

Absences from school that may be 'Excused' are those due to:

- Scholar illness (See consecutive absence policy)
- Medical/Dental Appointment (with note from provider)
- Family emergency/funeral of a close family member
- Religious Holiday/Observation (with advanced notice to Office or Principal)
- Pre-approved family activity (with advanced approval by Principal)

Unexcused Absences

- When a scholar is absent for reasons not classified as 'Excused' above, the scholar is considered truant.
- Under Minnesota State Law, a scholar is considered "truant" after three unexcused days per year and will be reported to the County.

Consecutive Absences

- In the event of a situation that will cause your child to miss consecutive days of school, please call the school office immediately to explain the situation.
- Absences of 3 or more consecutive days due to illness will require a note from a medical provider.

- 5 or more days of consecutive absence can lead to an automatic forfeiture of your child's spot in the school.

Appointments

- Please make attempts to schedule all medical/dental appointments either before or after school hours.
- If a scholar must miss school for an appointment, a note must be provided from a service provider to have missed time marked as excused. Doctors' appointments will not excuse a scholar for missing school for the whole day.
- Parents should call the office or send a note ahead of time so that the teacher can prepare for dismissal of the scholar.
- All scholars leaving for and arriving from appointments must be signed in or out by a parent or guardian in the school office.

BIRTHDAY CELEBRATIONS

- Birthdays may be celebrated in classrooms during snack time or as otherwise determined by the scholar's teacher. Parents should contact their child's teacher if they would like to bring a special treat to school.
- Please do not send party favors to school.

FIELD TRIPS

Throughout the school year, scholars will have many opportunities to take field trips or "field lessons" to expand their learning outside of the traditional classroom. While being transported to and from, and while at the field trip site, scholars are expected to:

- a. Respect the authority of chaperones
- b. Respect the property, facility and hosts at the field trip site
- c. Respect the bus driver and all bus/transportation policies/rules
- d. Live and model the school values.

Scholars will only be allowed to attend field trips with a fully completed permission form signed by a parent or guardian. Scholars who do not return a signed permission slip will be held back from the field trip and may be asked to join another classroom community while their class is gone. Verbal permission will not be accepted.

A scholar may lose the privilege of attending a field trip due to behavior and conduct concerns. If a child is prohibited from attending a field lesson the parents will be notified.

Chaperoning Field Trips (guidelines):

Chaperoning field trips is one of the many volunteer opportunities available at Hiawatha Leadership Academy. Without parental involvement, many of these educational opportunities would not be possible for our scholars.

- When chaperoning field lessons, parents can expect to be treated with respect.
- It is important to avoid physical contact with scholars for disciplinary purposes. If disciplinary situations exist, the supervising teacher(s) should be contacted to address the situation.
- Additional children who are not HLA scholars are not permitted on the field trips with chaperones. Younger siblings, cousins and other children are will not permitted to join HLA fieldtrips.
- Hiawatha Leadership Academy reserves the right to select or refuse parent chaperones on field trips. Further disciplinary consequences may include exclusion from further field trips.

FIRE/SAFETY DRILLS

Hiawatha Leadership Academy will conduct 5 fire, 5 lockdown/safety drills, and 2 tornado drills per academic school year to train the scholars for evacuation of the building in the event of fire or other emergencies.

Emergency Drill Expectations

1. Listen and follow all directions from staff.
2. Move quickly and safely – no running.
3. Leave all belongings.
4. Remain silent.
5. Stay in line.
6. If away from your class, exit and find the nearest adult.
7. Leave restrooms: everyone must exit.

FOOD SERVICE/CAFETERIA

- All HLA scholars will be provided with a complete lunch and breakfast daily at no cost.
- Dietary restrictions or special menus need to be arranged with the school office and may require documentation from a medical provider.
- See “Wellness Policy” below for additional information regarding our school nutrition program

Food from Home:

- Scholars may bring a complete lunch from home (needs to include main entrée – sandwich, etc.) with them to the cafeteria.
- Scholars will not be permitted to bring personal snacks unless included in a complete lunch
- Scholars are NOT permitted to use refrigerators or microwaves to warm.

Snack Guidelines

- Throughout the year parents will be asked to donate snacks to be shared with their child's class. All snacks will shared communally.

- Scholars are not permitted to eat individual snacks during snack time
- A snack is not a meal or a substitute for lunch.
- Recommend snacks: Crackers, Granola bars, Fruit
- Please avoid sending snacks that: Need to be refrigerated, Require silverware, Contain high amounts of sugar or nuts
-

Drinks

- Scholars will be served milk and sometimes fruit juice during breakfast and lunch each day
- Scholars will be permitted to have a water bottle that can be kept in their classroom with water only (no juice or mixed drinks will be allowed)

HOMEWORK

HLA believes in teaching our children scholarly habits and responsibilities. Scholars will be graded on the quality and completion of their homework. Homework is an essential part of the HLA educational program: it is designed to reinforce skills taught in the classroom, to help scholars develop a deeper understanding of concepts, and to promote good study habits. Homework will be assigned EVERY night. This means that families must help scholars with their homework in ways that include reading instructions out loud to younger scholars, creating routines at home for scholars to follow each day, and providing a quiet, organized place to work. In grades K and 1 – homework will come home in English and Spanish. Beginning in 2nd grade, scholars are expected to read their homework themselves.

Homework includes 20 minutes of required reading every night (including weekends and holidays), for which a parent/guardian signature on the reading log is required. We know that the best way for scholars to become great readers is to READ, READ, READ, which is why it is a required part of homework every day.

PARENT and TEACHER CONFERENCES

- Attendance at the scheduled parent-teacher conferences is mandatory.
- Teachers and parents may request conferences at other times as well.
- In the event that a conference is requested by the school at a time other than the regular parent-teacher conference, parents must meet with the teaching or leadership staff within 48 hours of the request.

Hiawatha believes parents are the first and primary educators of each child, and seeks to support you in your responsibility of being a supportive parent.

Report Cards

- Scholar progress reports will be given at the parent-teacher conferences at the end of each quarter.

PROMOTION POLICY

Hiawatha Academies wants all scholars to find success; we recognize that this happens most easily when scholars are prepared both academically and socially for the next grade level.

Scholars in grades K-4 who do not meet all of the attendance, academics, and social development requirements will be retained if the principal, in consultation with a team of adults which include the scholar's teachers and parent(s)/guardian(s), determines that the scholar is likely, if allotted the extra learning time that would come with retention, to mature and achieve academic and/or social proficiencies to be prepared for the subsequent grade level.

1. **Attendance:** Scholars who have missed more than 10 days during any school year, for any reason including excused medical absences, will be considered for retention.

2. **Academics:** Scholars who are not meeting academic goals in class and on assessments will be considered for retention. The academic benchmarks are as follows:
 - a. Class standards
 - b. Grade-level academic benchmarks
 - c. STEP benchmarks

3. **Social Development:** Scholars' social development, including classroom behavior and participation, will be considered in making recommendations about promotion and retention.

At Hiawatha Academies, teachers and leaders make every effort to prepare scholars academically and socially to progress to the next grade each year. Parents will be informed about their child's progress and performance each quarter. Parents will be informed of an initial possibility of retention by the end of the third quarter. Final decisions will be made by the end of June.

At Hiawatha Academies, teachers and leaders make every effort to prepare scholars academically and socially to progress to the next grade each year. Parents will be informed about their child's progress and performance each quarter. Parents will be informed of an initial possibility of retention by the end of the third quarter. Final decisions will be made by the end of June.

Hiawatha's promotion policy may apply to a student with an identified disability receiving special education services through an individualized education plan (IEP); however, the student's IEP team must carefully consider whether the student's disability adversely impacts his/her ability to meet the promotion criteria as outlined. Because a child's disability may adversely impact his/her potential for

learning, rate of learning, and/or social-emotional development, it is responsibility of the IEP team, including the child's special education teacher/s, general education teacher/s, and school administrators, to ensure the appropriate development, implementation, and systematic revision of the student's IEP to ensure that all of the child's needs are being appropriately addressed before retention is considered.

Timeline for Promotion Procedure

Staff and parents who recommend scholars for retention shall generally proceed according to the following timeline procedures:

| Timeline | Procedures |
|-----------------|---|
| October 2014 | Quarter 1 Report Cards are prepared and shared with families. |
| January 2015 | Quarter 2 Report Cards are prepared and shared with families. The progress of scholars not meeting academic or attendance benchmarks will be considered by a grade level team including support teachers and the principal and/or assistant principal. If a recommendation for retention is a possibility, parents will be notified. |
| March 2015 | Quarter 3 Report Cards are prepared and shared with families. Teachers will review the progress of scholars of concern, and notify principal, scholar, and parent/guardian of current progress towards academic, attendance, and social goals. |
| June 2015 | K-8: Decisions will be finalized. |

RECESS

- Most days HLA scholars will have the opportunity to participate in outdoor recess if weather permits.
- Scholars may be held back from recess by staff discretion for reasons related to: incomplete homework, discipline issues, safety concerns, or illness
- Scholars will need to dress for the weather and may be asked to stay inside if not properly clothed.
- Scholars will be expected to participate in activities and use equipment in a safe way
- Contact sports/games are never allowed e.g. tackle football, wrestling, play fighting

TRANSPORTATION/BUSSING

The transportation policies and procedures for the district are set forth below in their entirety. Transportation is a privilege for HLA scholars and not a right.

Safety is the primary concern in transporting scholars. Safety on school buses is the shared responsibility of scholars, parents, school staff, bus contractors and bus drivers.

Video Cameras on the School Bus

Scholar behavior can be a major distraction for a school bus driver. To assist the bus driver and the school principal in maintaining a safe ride for all scholars, cameras may be installed on the buses.

We ask your cooperation in helping us provide a safe and pleasant ride for all scholars by impressing upon your child(ren) the importance of bus safety and courtesy at the bus stop and on the bus.

Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in your seat facing forward while bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body and belongings inside the bus and to yourself.
- Do not eat or drink on the bus.
- The following are not tolerated on the bus: fighting, harassment, intimidation or horseplay; throwing of objects; use of tobacco, drugs or alcohol; weapons or dangerous objects; vandalism to the bus, its equipment or the property of others.

Rules at the Bus Stop

- Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late passengers.
- Respect all property of others while waiting at your 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 until approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, wait for the driver to signal you then cross ten feet in front of the bus.
- Fighting, harassment, intimidation and horseplay are not tolerated.
- Use of tobacco, drugs or alcohol is not tolerated.
- Do not bring weapons or dangerous objects to the bus stop.

Note: Toys, electronics, skateboards and scooters are not allowed on the school bus. These objectives will be confiscated and held in the school office for parent pick up.

Consequences of Misconduct

Riding the school bus is a privilege, not a right. Scholars are expected to follow the behavioral standards while riding school buses as are expected on HLA property or at school activities, functions or events. All rules as outlined in the Bus Company brochures are in effect while a scholar is riding the bus or at the bus stop. Most passengers riding school buses are scholars; however, on occasion, non-scholars may ride and shall follow the same rules of conduct as scholars. Consequences for school bus / bus stop misconduct will apply to all regular and late routes. Decisions regarding a scholar's ability to ride the bus in connection with school-sponsored events (for example, field trips or competitions) will be at the sole discretion of HLA. Parents or guardians will be notified of any written report or suspension of bus privilege.

Consequences for school bus / bus stop misconduct will be imposed by the principal or principal's designee. Only the principal or principal's designee can suspend school riding privileges. An offense is a written report to or by the principal.

This progression is recommended, however, the administration will have discretion in applying them. Any violent behavior on the bus will result in a bus suspension or loss of busing privileges.

- 1st offense – warning, parent notification
- 2nd offense – Parent meeting and bus riding plan
- 3rd offense – 1 week suspension from riding the bus /meeting with parent
- 4th offense – 2 weeks suspension from riding the bus / meeting with parent
- 5th offense – scholar will lose riding privilege for the rest of the school year

Based on the severity of a scholar's conduct, more serious consequences may be imposed at any time and at the discretion of the administration. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus / bus stop misconduct. Scholars damaging school buses will be responsible for cost to fix the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid in full.

In cases involving criminal conduct (for example: assault, weapons, possession or vandalism), the principal, local law enforcement officials and the Department of Public Safety will be informed.

UNIFORM POLICY

All HLA scholars are required to wear the designated uniforms as described below. Parents will be contacted if a scholar attends school without proper uniform.

Scholars will be expected to wear pre-approved uniforms at all times, including during field trips. We have a required school uniform for several very important reasons:

- **Uniforms unite us as a community.** When you look at a group of scholars in the HLA uniform, it is a powerful visual statement of our community. Scholars make a commitment that when they put on the HLA uniform, they are agreeing to live up to the school's high expectations.
- **Uniforms reduce distractions and clothing competition.** Often scholars spend more time discussing what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
- **Uniforms make us all equal.** We all have the same mission. We are all going to college. We all come to school looking the same way.

The goal of our school uniform is that our scholars will have a neat and clean appearance. Scholar attire (including jewelry, hairstyles, shoes, and accessories) should be neat, modest and not draw undue attention to the scholar.

Attire

- Current Hiawatha logo t-shirt
- Khaki (tan) pants, shorts, skirts or jumpers
- Socks
- Simple black or brown belt (if needed)
- Solid-colored tights or shorts are encouraged under skirts and/or jumpers
- Solid-colored undershirts can be worn under uniform shirts
- Any sweatshirts or sweaters worn in the building must have HLA logo
- All clothing should be clean and free of holes

Shoes

- Tennis shoes with rubber soles only.
- Shoes with lights or wheels will not be allowed.
- No dress shoes, slip-ons, boots or sandals.
- Scholars are encouraged to wear snow boots to/from school during the winter, but must change into tennis shoes in the building.

Accessories:

- Scholars are permitted to wear simple jewelry (stud earrings, bracelets, or necklaces) and hair accessories (barrettes, clips, headbands) as long as it does not interfere or distract from their learning or the learning of others.
- Scholars are not permitted to wear make-up to school with the exception of clear chapstick.
- Scholar may wear simple belts if needed, but flashy belt buckles will not be permitted.
- If a staff member determines that an accessory is becoming a distraction for a scholar or others, it will be removed and held until the end of the school day.

- Scholars are not permitted to have visible temporary tattoos or spray hair coloring.

Winter Clothing Expectations:

Once there is snow on the ground, scholars will need the following to play outside for recess:

- Warm coat
- Snow pants
- Boots
- Mittens or gloves
- Hat or hood

Uniform shirts can purchase from the HLA office throughout the school year. HLA sweaters and sweatshirts can be ordered through the school office as well. Parents are responsible for purchasing pants, shorts, skirts, and shoes from department stores. At all times, the HLA logo **must** be visible on shirts, sweatshirts, and sweaters. We highly recommend families to purchase a minimum of **5 shirts** to begin the school year.

If a child arrives at school not wearing a complete uniform or dirty/torn uniform, the parent will be notified and may be asked to come to the school to bring a uniform.

CAMPUS CONTACT INFORMATION

| | | |
|---|--------------|-----------------------------------|
| Main Office | 612.455.4004 | |
| Daniela Vasan Principal | 612.462.2369 | dvasan@hiawathaacademies.org |
| Hattie Carvalho Assistant Principal | 612.310.8025 | hcarvalho@hiawathaacademies.org |
| Rhianon Sargent Director of Operations | 612.558.3351 | rsargent@hiawathaacademies.org |
| Natasha Villanueva Transportation & Operations Coordinator | 612.267.2286 | nvillanueva@hiawathaacademies.org |
| Victoria Krook Office Manager | 612.296.7395 | vkrook@hiawathaacademies.org |



Student's Commitment to Excellence

I will show my commitment to Hiawatha Leadership Academy-Northrop in the following ways:

- I will arrive at school on time every day.
- I will wear my school uniform every day.
- I will come to school ready to learn and work hard.
- I will follow all school rules to be safe and make sure that everyone has a chance to learn.
- I will complete all of my homework and reading every night.
- When I make a mistake, I will always tell the truth and take responsibility for fixing the problem.
- I will be safe on the school bus by following the bus safety rules and all directions from the bus driver.
- I will show kindness, courtesy, and respect to my classmates, teachers, and everyone in our school community.
- I will do my best to help make our school a great place for everyone on our team.

We commit to follow the policies in the Hiawatha Academies handbook.

X _____



Teacher's/School Leader's Commitment to Excellence

I will partner with the students, parents and staff of Hiawatha Leadership Academy – Northrop to help every child excel in school, both academically and behaviorally, by making the following commitments:

- ❑ I will arrive at school every day by 7:15 A.M. (Monday – Friday)
- ❑ I will be present and available at school until 4:30 P.M. every day. (Monday – Friday)
- ❑ I will always protect the safety, interests, and rights of all individuals in the classroom.
- ❑ I will teach rigorous lessons every day that will prepare my students for success in college and in life.
- ❑ I will hold myself and all others in the HLA-Northrop Community to high expectations and our shared agreements.
- ❑ I am committed to my own professional growth and learning. I will seek opportunities for development and embrace feedback given to help me improve.
- ❑ I will collaborate with colleagues on a regular basis.
- ❑ I will share my opinions and give my school leaders and colleagues feedback regularly.
- ❑ I will partner with students' families to achieve our shared goals for their children.
- ❑ I will find ways to embrace and celebrate each student's family, culture, and background.

- ❑ I will make myself available to students and parents during the school day and before or after school, by request.
- ❑ I will respond to phone calls and emails from parents within 24 hours.
- ❑ I will regularly provide parents with updates on their child's progress and what is happening in my classroom.
- ❑ I will show respect to everyone at HLA-Northrop regardless of race, color, gender, handicap, age, religion, disability, lifestyle, sexual orientation, or national or ethnic origin. I will always act and speak in a considerate and respectful manner with everyone in the Hiawatha Academies' community.

We commit to follow the policies in the Hiawatha Academies handbook.

X _____



Parent/Guardian's Commitment to Excellence

I will partner with the teachers and staff of Hiawatha Leadership Academy – Northrop to help my child excel in school, both academically and behaviorally, by making the following commitments:

- ❑ I will make sure my child arrives at school by 7:40 each morning (Monday-Friday) and stay until 4:25.
- ❑ I will ensure my child gets a full night of sleep each school night (9-10 hours)
- ❑ I will make sure my child follows the HLA-Northrop dress code and wears his/her uniform every day.
- ❑ I will ensure that my child is at the bus stop 5 minutes before pick up time each morning.
- ❑ I will be at the bus stop on time each afternoon to pick up my child.
- ❑ I will drop off my child at school if she/he misses the school bus or if she/he has a medical appointment.
- ❑ I will check and sign my child's homework every night.
- ❑ I will ensure that my child reads or is read to every night.
- ❑ I will carefully read and sign any forms or papers the school sends home.
- ❑ If my child is going to miss school, I will call to notify the school office as soon as possible.

- ❑ If my child's teacher or school leader requests a meeting, I agree to meet within 48 hours.
- ❑ I will attend all parent-teacher conferences.
- ❑ I will inform the school office right away about any changes in my contact information so the school can always contact me.
- ❑ If I have concerns with the anything that is happening in school or on the school bus, I will communicate with the school to help solve the problem.
- ❑ I will show respect to everyone at HLA-Northrop regardless of race, color, gender, handicap, age, religion, disability, lifestyle, sexual orientation, or national or ethnic origin. I will always act and speak in a considerate manner with everyone in the Hiawatha Academies community.
- ❑ I understand that my child must follow the HLA-Northrop school and bus rules in order to protect the safety, interests, and rights of all individuals in our school community.

We commit to follow the policies in the Hiawatha Academies handbook.

X _____