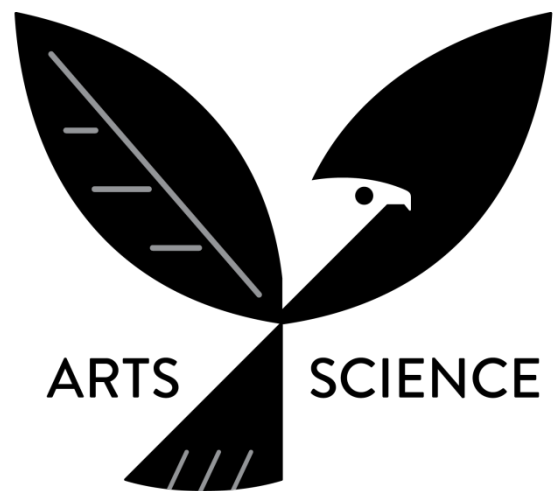


Student/Parent Handbook



Crosswinds
School

**Crosswinds Arts & Science School
Vision and Mission Statements**

Vision

To foster resilient global citizens through data driven practices, purposeful integration, and innovative arts education as a model school for the state of Minnesota.

Mission

To engage every student by creating an equitable culture in and through the arts.

EQUAL OPPORTUNITY POLICY

It is the policy of Crosswinds Arts & Science School not to discriminate on the basis on gender, race, color, creed, religion, national origin, sexual orientation, marital status, disability, age, or status with regards to public assistance in all areas of recruitment, enrollment, access to courses and curriculum content.

Crosswinds C².A.R.E².S.

COOPERATION: The ability to accept differences while working together and feeling a sense of community and belonging.

COMMUNICATION: Exchanging information, ideas, thoughts or feelings to another.

ASSERTIVENESS: The ability to safely and respectfully stand up for one's own ideas and rights, without hurting or putting others down.

RESPONSIBILITY: Being accountable to others and ourselves for our decisions, words and actions.

EMPATHY: Caring enough to understand someone else's viewpoint and experiences, and then acting with acceptance and compassion.

ENGAGED: Actively involved in your learning. Focusing on the task at hand.

SELF-CONTROL: Trusting and believing that we can take control of ourselves and our choices, and knowing how to use our energies to positively affect ourselves and others.

Table of Contents

Topic	Page Number(s)
Daily Schedule	5
Address and Telephone Numbers	5
Emergency Procedures	6
Weather Alerts	
Drills	
Campus Visit Information	6
Visitors	
Prospective Student Day Visits	
Informational Sessions/Tours	
Campus	7
Ponds, Wildlife and Trees	
Animals	
Recycling	
Parent/Guardian Information	7-8
Attendance	
Communication During School Day	
Infinite Campus	
Discipline	
Record Updates	8
Change of Address, Telephone Numbers, Custody, or Moving Out of Minnesota	
Directory Information	
Withdrawal Procedure	
Communication with Students	9
Email Accounts	
Bulletin Boards/Electronic Message Boards	
Distribution of Materials	
Academics	9-10
Academic Honesty	
Grading Policy	
Course Completion	
Grade Point Average (GPA)	
Calculation of the Cumulative GPA	
Drop/Add Policy	
Student Support Services	10-11
Academic Support Plan	
Behavior Support Plan	11-12
Health and Wellness	
Immunizations and Medical Information	
Health Office	
Illness During the School Day	
Medical Leave	
Medication Policy	
Medication Procedures	
Campus and Community Life	13-14
Lockers and Combination Locks	
ID Card	
Lost and Found	
Dress Code	
Skateboards/Roller Skates/ Roller Blades/ Scooters/Shoes with Wheels	

Bicycles	
Extra-Curricular Activities	
Student Groups	
Tour Guides	
Cafeteria	14-15
Cafeteria Hours	
New Federal Requirements for Cafeteria	
Library/Media Center	15-16
General Information	
Materials Check out and Returns	
Library Use Forms and Late Return of Library Materials	
Bills for Lost or Damaged Library Materials	
Data Privacy	
Reevaluation and Reconsideration Policy	
Campus Code of Conduct Policy	16
Cyber Bullying	16-17
Offenses and Consequences	17
Attendance Policy	17-19
Purpose of Policy	
Statement of Policy	
Responsibilities	
Dissemination of Policy	
Required Reporting	
Definitions	
What Happens when a Student’s Absence is Recorded as Excused?	
What Happens when a Student’s Absence is Recorded as Unexcused?	
Campus Media Content Policy	20
Chemical use Policy	20-21
Philosophy	
Zero Tolerance	
Definitions	
Violations and Consequences	
Harassment Policy (Policy Against Discrimination and Offensive Behavior/Bullying)	21-27
Summary	
Definitions	
Further Clarification	
Stopping the Behavior	
Report Procedures	
Retaliation	
Consequences for Violations of this Policy	
Prohibited Objects Policy	27
Technology and Internet Acceptable Use Policy	28-29
Philosophy	
Computer Use	
Notice to Users and Parents/Guardians	
Acceptable Use	
Unacceptable Use	
Equipment Care	
Fines	
Electronics Device Policy	
Tobacco-Free Campus Policy	30
Philosophy	
Definitions	

Vehicle Policy	30
The Pupil Fair Dismissal Act	31-36
School Due Process	36-37
Searches of Property and Person	37
Access to Student Records	37-39
The Family Educational Rights and Privacy Act (FERPA)	
Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)	
Education of Students with Disabilities	39-40
Equal Access Policy	40
Appendices:	
Bullying Prevention: Students Helping Students	
Crosswinds Arts & Science School Agreement Form	
Preferred Method of Contact Form	
Code of Conduct Chart	

Daily Schedule

Advisory: 9:30 – 9:50am

1st Hour: 9:54 – 10:38am

2nd Hour: 10:42 – 11:26am

3rd Hour: 11:30am – 12:14pm

Lunch: 12:17 – 12:48pm

4th Hour: 12:52 – 1:36pm

5th Hour: 1:40 – 2:24pm

6th Hour: 2:28 – 3:12pm

7th Hour: 3:16 – 4:00pm (Enrichment & Study Hall)

Addresses and Telephone Numbers

School Addresses

Crosswinds Arts & Science School

600 Weir Drive

Woodbury, MN 55125

Website: crosswindsmn.org

Main Line: 651-539-2600

Perpich Center for Arts Education

6125 Olson Memorial Highway

Golden Valley, MN 55422

Website: Perpich.mn.gov

Main Line: 763-279-4200

Individual staff email addresses and phone numbers may be accessed through the website.

Campus numbers

Receptionist

651-539-2600

Attendance Line

651-539-2600 Option 1

Fax

651-379-2690

Emergency Procedures

Weather alert

Crosswinds Arts & Science School rarely closes. However, in the event of bad weather, students and parent/guardian should listen between 5:30-7 am to radio station WCCO 830 AM or watch television stations WCCO Channel 4, KSTP Channel 5, FOX Channel 9 and KARE Channel 11 for school delays and school closings. Crosswinds Arts & Science School is listed as “Crosswinds Arts & Science School” on these stations. Even if we do not have an official late start or school closing, parent/guardian have the option to keep their students at home when they determine that the weather conditions would prevent the student’s safe arrival. We expect any parent/guardian who chooses to keep their students home or delay their arrival at school to notify the Attendance Line by calling 651-539-2600 Option 1, as soon as possible, so that we will know that they are safe at home. In the event of an early release or closing, notifications will be made as listed above. At times of severe weather, students will not be allowed to leave campus until the “all clear” has been sounded. If Crosswinds Arts & Science School decides to delay beginning classes due to weather or other emergency an altered school day schedule will be followed.

Drills

Minnesota Statutes 121A.037 and 123B.90 require schools to conduct at least five school lockdown drills, five school fire drills and one tornado drill each year. Students are expected to be present and participate in all drills. Students will go through safety procedures for each drill in advisory and with teachers throughout the school year and practice on assigned days during the school year.

Campus Visit Information

Visitors

All visitors must register with the front office and wear a visitor badge. Identification may be required prior to the issuance of the badge. Visits determined to be disruptive to staff and students will be denied and rescheduled when convenient to all parties. Violations of this policy can result in misdemeanor charges under Minnesota Statutes 609.606 (Criminal Code), Trespasses and Other Acts.

Parents/guardians are welcome to visit classes at Crosswinds Arts & Science School and are asked to contact Crosswinds’ director prior to the visit to set up an appropriate time.

Crosswinds Arts & Science School students are not permitted to have visitors during the school day, other than parent/guardian. The school day is 9:30 a.m. – 4 p.m. Monday through Friday. Visitors who drop in will not be permitted to stay and will be asked to leave campus immediately.

Students must receive special permission from the appropriate faculty and campus safety team for non-Crosswinds students/adults to work with them in the school building. Visitors with prior permission must sign in with the front office and wear a visitor badge.

Prospective student day visits

The only students that may visit during the day are potential Crosswinds Arts & Science School students who have received prior approval by calling 651-539-2600.

Information sessions/tours

Information sessions and/or tours are held at Crosswinds to provide information to prospective students and their parent/guardian about the school’s programs and facilities. These can be scheduled by calling 651-539-2600.

Campus

Crosswinds Arts & Science School is situated near residential areas and a farm. We ask all campus community members to be good neighbors and respect the rights and needs of the community. Because good relations with our neighbors is essential to the school and its future, students will be required to make restitution when applicable and formally apologize for misbehavior directed at neighbors. Students must abide by the following: no trespassing, loitering, smoking or pranking on or near neighbors' property or other property bordering our campus, including the service road leading to Crosswinds. Students who are seen committing any of the above infractions are subject to disciplinary action including suspension.

Students and staff are asked to report any suspicious activity in the neighborhood to the Woodbury Police and Crosswinds adults. Neighbors are likewise advised to contact the police when disruptive loitering, littering or trespassing occurs on or near their property.

Ponds, wildlife and trees

Please respect the wildlife and animals on our campus. Failure to do so will result in disciplinary action including, but not limited to, campus community service. Access to ALL ponds on our campus is limited to the wildlife animals of our area unless it is part of a class curriculum. No human or domesticated animals are allowed in or on the ponds at any time due to health and safety concerns. In order to protect the trees on our campus, students are not allowed to climb the trees and/or place objects or materials that could be detrimental to the trees. Areas may be used for academic reasons during the school year.

Animals

Students are not allowed to have animals, except licensed service animals, in the buildings or on campus. If an animal is brought to campus the student and animal will be required to leave immediately. Questions about this policy should be directed to Crosswinds Arts & Science School director or designee.

Recycling

All students and staff are urged to recycle everything possible in an effort to make the earth a safer, healthier place to live. Crosswinds Arts & Science School recycles paper, glass, plastic and metal products. All recyclable items should be placed in designated recycling bins located at convenient locations throughout the campus. Compostable items should be put in the compost bins in the cafeteria. All other items are considered trash and should be thrown in the appropriate bins.

Parent/Guardian Information

Attendance

Pre-arranged absence

When school absences are anticipated, students must do the following:

- Bring a note from the parent/guardian to the attendance clerk before the absence explaining the reason for absence and the dates/times the student will be absent. Parents may also leave a message on the attendance line (651-539-2600, Option 1).
- Check in and out with the attendance clerk if the absences occur during the school day.

Illness, Medical appointments, etc.

Parent/guardian should call the attendance line (651-539-2600 Option 1) before the student's first class when their student is ill. Voicemail is available at this number. The attendance clerk may return calls for clarification as needed. A note from the parent/guardian must be turned in to the attendance clerk on the day the student returns to school. Illness without a phone call or note from a parent/guardian will be counted as unexcused.

Communication during school day

Please contact the main office at 651-539-2600 if you need to be in touch with your student during the school day. Students will **not** have access to their cell phones during the school day until 4 p.m., messages will be delivered.

Infinite Campus

Crosswinds Arts & Science School provides parent/guardian and student online access to the individual student's attendance, schedule, grades, and homework assignments by using Infinite Campus to promote educational excellence and enhance communications. Prior to the beginning of the school year, students and parent/guardian will receive a copy of the Infinite Campus acceptable use policy and must sign the agreement to act in a responsible, ethical and legal manner. When the signed agreement is received, each student and parent/guardian will receive the web address and an individual access code in order to set up their own user names and passwords.

Discipline

Review policies in the handbook with your student. A disciplinary committee handles a variety of situations including, but not limited to, any violation of the Student Handbook and academic issues. This committee will meet when necessary to discuss any and all circumstances involving students and violations of school policies. The committee will be made up of pre-selected administration, faculty and staff, and the committee will provide recommendations for disciplinary consequences to the director. The committee will follow "school due process" and students may appeal recommendations. [Infraction and Consequences List attached.](#)

Record updates

Change of address, telephone numbers, custody or moving out of Minnesota

Parent/guardian and students MUST notify the records coordinator in writing when addresses, telephone numbers, email addresses or custody stipulations change or if the primary parent plans to move out of state. In the event the custodial parent moves out of Minnesota during the student's tenure at the school, the student may complete the remainder of the school year in progress under the following conditions: before moving, the parent must provide the records coordinator the name of the person designated to serve as the primary local contact to address financial, personal, or academic issues related to the student and the parent and student must sign a release of information form giving the school permission to share appropriate private data with the local contact.

Directory information

Directory information as defined by the Federal Family Educational Rights and Privacy Act (FERPA) is public information. Directory information at Crosswinds Arts & Science School will include the following information: a student's and his/her parents' or guardians' names, addresses, telephone numbers, email addresses and a student's date and place of birth, dates of enrollment, the most recent previous school attended, and photograph.

Parent/guardian may request that any or all of the directory information relating to their student not be disclosed. They may do this by addressing their request in writing to the records coordinator before the beginning of each school year. The request to withhold directory information will be effective for one school year.

Withdrawal procedure

To voluntarily withdraw, the student should meet with the Assistant Principal to discuss withdrawal plans and procedures. At that time, the parent/guardian will be contacted. All school materials must be returned and financial obligations met at the time the student withdraws from school. The responsible student and/or parent/guardian must pay for books, materials and equipment that are lost or not returned. Collection of unpaid fees or fines for unreturned items may be referred to the Minnesota Department of Revenue.

Communication with Students

Email accounts

Email communication is a standard practice for almost every career, profession and post-secondary pursuit. Students need to learn to communicate electronically – including attending to email messages, writing email messages and collaborating electronically on projects. Email greatly reduces the amount of paper exchanged and is the most cost effective communication tool used among Crosswinds students, faculty and staff. The assigned Crosswinds Arts & Science School email accounts may also be used for frequent communication with family and friends. Crosswinds Arts & Science School accepts no responsibility for possible financial obligations incurred from students email exchanges with businesses.

All students will be assigned a personal Crosswinds email account. The format is john.doe@crosswindsmn.org

Bulletin boards/Postings

Students who wish to put up postings in the school must have materials approved by the Crosswinds Arts & Science School director or designee prior to posting. Postings must be removed by the individual or group after meeting or event is completed. For security and safety reasons, posters may not be placed on the front entrance doors. Postings not following procedure will be removed.

Distribution of Materials

Crosswinds Arts & Science School is committed to the free exchange of ideas. However, certain materials are not appropriate in the educational setting of a public school and may not be distributed on campus. Prohibited materials include those that are libelous, obscene or vulgar, materials that are disruptive to the educational setting and advertisements for products or services illegal for minors.

Crosswinds Arts & Science School will determine the time, manner and place in which appropriate materials may be made available to the student body. All postings must be pre-approved and signed by the Crosswinds Arts & Science School director or designee. Materials not pre-approved will be removed.

Academics

Academic honesty

Students who engage in academic misbehavior violate community values (honesty, trust and integrity). Examples of academic misbehavior include cheating on tests and assignments, plagiarizing the work of others, including the failure to make proper attribution to others or contributing to someone else's cheating or plagiarism. Consequences for violation of this policy may include loss of credit for the assignment, test or paper; administrative conference with parents, student and teacher; or loss of credit in the class.

Grading policy

Grades will be determined by class engagement, daily assignments, formative (20%) and summative assessments (80%). Formative assessments may include class engagement, daily assignments, etc. Summative assessments may include tests, papers, or other major projects. Class syllabi will give specific information and expectations for each subject area. Grades will be updated on the 15th and 30th of each month. Teachers will inform students and parent/guardian through Infinite Campus.

Course completion

Teachers may give an incomplete at the end of a term when exceptional circumstances prevent a student from completing class work within a normal time frame. Administration will determine which students are eligible for this extension. This extension is intended only for students who have been working consistently throughout the term, not for those who have ignored their class responsibilities. Teachers will determine what work must be completed and by when in order for the incomplete to be changed to a passing grade. Students will be given 15 calendar days to complete necessary work. Quarter 4 incompletes must be completed within 10 days after the last day of school.

Grade point average (GPA)

A = 4.0	B- = 2.67	D+ = 1.3
A- = 3.67	C+ = 2.33	D = 1.0
B+ = 3.33	C = 2.0	D- = .67
B = 3.0	C- = 1.67	NC = 0

All classes attempted are included in the calculation of the GPA; therefore, courses for which no credit is earned do negatively impact the overall GPA.

Calculation of the cumulative GPA

The number equivalent given to each grade (i.e. A = 4.0, B- = 2.67) is multiplied by the number of credits earned in that class to give honor points for each class. The total number of honor points for year school year are added together and divided by the number of credits earned. Honor points divided by credits earned = GPA. Example: 55.52 honor points divided by 16 credits earned = 3.47 GPA. These points add up over time, which makes it harder to increase the GPA as a student goes from ninth to 12th grade.

General requirements

9 th Grade	10 th Grade
Language Arts: 1 credit	Language Arts: 1 credit
Geometry: 1 credit	Algebra II: 1 credit
Physical Science: 1 credit	Biology: 1 credit
Social Studies: 1 credit	Social Studies: 1 credit
Spanish: 1 credit	Spanish: 1 credit
Fine Art: 1 credit	Fine Art: 1 credit
Elective: 1 credit	Elective: 1 credit

Drop/add policy

A student's schedule is only changed when a different academic level course is needed or if a request is made to change an enrichment course in the first week of the quarter. The student must meet first with the teacher and then with the assistant principal. The request to change a schedule is reviewed on a case-by-case basis. After the first week of a new quarter deadline students are not allowed to change courses.

Student Support Services**Academic support plan**

The academic support plan is a tool for supervising and supporting students. This tool is designed to alert students who are in serious academic jeopardy and to support these students in their efforts to improve. Students are in serious academic jeopardy when, at a marking period (mid-quarter and quarter), they are failing two or more academic subjects. Students may be notified at any marking period. Students will remain on an academic support plan for the duration of the school year or until the support team determines they are no longer in serious academic jeopardy.

The assistant principal or designee will initiate and monitor academic issues and will be in contact with the student, parent/guardian and teachers.

Placement on an academic support plan includes the following:

- Notification: The parent/guardian is notified about the academic support plan by the assistant principal.
- Support team meeting: A support team including the student, parent/guardian, instructors and student services staff is formed. This team will analyze the reasons that satisfactory progress is not being made and describe a program of support.

- Support plan: Depending on the analysis outcome, the support plan may include academic and behavioral monitoring, meeting with the support team, weekly updates sent to the student's parent/guardian, extra help sessions with academic teachers, restriction from participating in field trips, classroom activities and school events, etc.

Behavior support plan

The behavior support plan is a tool for supervising and supporting students who have had ongoing discipline issues. This tool is designed to alert students who have had serious or repeated discipline issues and need a specific intervention plan to be successful in the school environment.

The assistant principal or designee will initiate and monitor behavior/discipline issues and will be in contact with the student, parent/guardian and teachers.

Placement on a behavior support plan includes the following:

- Notification: The parent/guardian, student and assistant principal will meet in regard to behavior support plan.
- Student assistance team meeting: A support team including the student, parent/guardian, instructors and student services staff is formed. This team will analyze the reasons that satisfactory progress (behavior modification) is not being made and describe a program of support.
- Support plan: Depending on the analysis outcome, the support plan may include academic and behavioral monitoring, meeting with the support team, weekly updates sent to the student's parent/guardian, problem solving conferences, restriction from participating in field trips, classroom activities and school events, etc.

Health and Wellness

In accordance with the requirements of the federal government, Crosswinds Arts & Science School has instituted an approved health and wellness policy committed to providing a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating and physical activity.

Automated external defibrillators (AED's) are available in several locations of Crosswinds Arts & Science School should there be a medical emergency requiring the implementation of an AED.

Immunizations and medical information

Each student must provide a student medical history form to Crosswinds Arts & Science School before attending classes. Minnesota Statutes Section 121A.15 requires children enrolled in Minnesota schools to be immunized against certain diseases, allowing for specified exceptions. Enrollment will be delayed should the required documentation not be provided.

Health office

A medication administration log is kept for each medication retained in and administered from the nurse's office. Students and parents will be notified when replenishment of medications is needed. Student visits to the nurse's office are confidential and documented with discretion to protect the privacy of students.

Illness during the school day

Parent/guardian and students should thoroughly read the school's attendance policy for complete details about attendance policy and procedures. When a student becomes ill at school he/she must get a pass from his/her teacher and report directly to the front desk receptionist. Students who are ill, but who leave class or school without obtaining a pass from the teacher and/or without reporting to the front desk, will not be excused.

Medical leave

Students who require long-term medical care for eight school days or more may request to be put on medical leave. **Medical verification from a health professional is required.** Students cannot be removed from class as a result of a medical leave. Crosswinds Arts & Science School will provide homework and other support to help these

students complete their classes. Prior to the student returning to campus, the student and parent/guardian must contact the assistant principal at Crosswinds Arts & Science School. The school social worker or designee will convene a reentry meeting with the student, parent and appropriate faculty and staff. A statement from a health professional may be required prior to the reentry meeting. Parents assume full financial responsibility related to health care appointments and follow up with health care professionals.

Medication policy

Medications may not be brought to campus for self-administration or staff administration without the required student medical history form and applicable medication authorization forms on file. The decision for self-administration of any medication, prescription or over-the-counter, while on the Crosswinds campus, is made at the school nurse's discretion. Misuse of any medication or failure to comply with the medication policy is a violation of the chemical use policy. Strict adherence to the medication policy and procedures is required.

Medication procedures

Prescription medications

1. A physician's order/authorization form signed by a parent and attending health professional must be received by the nurse or designee before students may carry and/or self-administer prescription medications on campus or before staff will administer prescription medications to students.
2. Prescription medications must be brought to the school nurse in the original pharmacy container. If a prescription is to be taken both during the school week while on campus and at home, please direct the pharmacist to supply the medication in two separate, correctly labeled containers. Keep one container at home and one in the school's nurse's office.
3. All prescription medications such as narcotics/analgesics, stimulants, anti-psychotics, miscellaneous medications for central nervous system, antibiotics, antihistamines, eye/ear drops, antidepressants and antitussives (with codeine), etc. will be stored in the school nurse's office at all times and dispersed to students as prescribed. Students may get these medications from the school nurse's office when needed.
4. Asthmatic students must keep inhalers in the school nurse's office. Students with certain allergies that may require use of an EpiPen, are required to keep an EpiPen in the school nurse's office. 911 will likely be called if a student has an allergy or asthma attack and does not have the respective EpiPen or inhaler readily available.
5. The parent/guardian or student must contact the school nurse when the student's prescription medication type or dosage changes or is discontinued. Prescription medications left on campus at the end of the school year will be disposed of properly.
6. Sharing prescription medication with other students is strictly prohibited and is a violation of the chemical use policy and is against the law.

Over-the-counter (OTC) medications

1. An over-the-counter medication authorization form signed by a parent/guardian must be received by the school nurse before students can carry and/or self-administer OTC medications on campus and before staff can administer OTC medications to students.
2. Medications allowed to be brought to campus are listed on the OTC medication authorization form. All OTC medications must be brought to campus and kept only in the labeled container in which they were purchased and must be taken only in the dosage recommended on the container. OTC medications left on campus at the end of the school year will be disposed of appropriately.
3. Sharing OTC medications with other students is strictly prohibited and is a violation of the chemical use policy.

Campus and Community Life

Lockers and combination locks

All students receive a locker. Lockers are the property of Crosswinds Arts & Science School and should be treated accordingly. Students are liable for any damages that occur to the locker, and will be charged accordingly. Under state law, school authorities may inspect the interior of lockers at any time, without notice, without student consent and without a search warrant. Students' personal possessions may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. After the search of a student's personal possessions and as soon as practical, the school authorities will provide notice of the search to the student unless disclosure would impede an ongoing investigation by police or school authorities.

ID card

It is essential that staff members know the identity of students they encounter in the school.

1. An identification card will be issued to every student through Lifetouch.
2. Lost ID cards will be replaced by purchasing a new one. Go to the attendance clerk for a new card.
3. You must have your ID card for:
 - a) Checking out materials from the resource centers and the media center
 - b) Admission to dances
 - c) Personal identification when necessary for staff or faculty who request it

Lost and found

The reception office has a "lost and found" box. Students should put names on their possessions and use lockers and locks to avoid loss of possessions. Unclaimed items are donated to charity.

Dress code

Crosswinds Arts & Science School believes that student dress helps to set the tone of the school and has an influence on school environment and behavior. Generally, student dress must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of safety and decency at school. Exceptions may be granted within the context of requirements for specific classes, dress rehearsals and performances, as determined by instructors. Otherwise the following dress code will be enforced during school hours and at school-sponsored events such as dances.

1. Clothing with inappropriate, offensive or vulgar slogans is not allowed. These include references to sexual activity, alcohol, gangs, tobacco and other drugs.
2. Shoes must be worn in school at all times.
3. Student will not wear sunglasses inside campus buildings.
4. Bare midriffs, strapless shirts and tube tops are not allowed.
5. Shorts, skirts and dresses must reach finger tips when standing with arms straight.
6. Clothing worn in a way that undergarments are visible is not allowed.
7. Hats and hoods are not allowed in the school building.
8. Backpacks, bags and purses are not allowed unless special circumstances are cleared through Administration.

Skateboards/roller skates/blades/scooters/shoes with wheels

Skateboards, roller-skates, rollerblades, scooters, shoes with wheels and other similar items cannot be used in the campus buildings. They must be carried while inside and stored in a locker. Crosswinds Arts & Science School cannot be responsible for students' safety when using these items.

- Students who do not follow these guidelines will have the equipment confiscated.
- Students should wear proper protective equipment (i.e. helmet, elbow and kneepads, etc.).
- Students are not allowed to use these items on ramps or jump off anything larger than a curb.
- Grinding and rails and other activities are destructive to property and are not permitted.
- Students are not allowed to use these items in areas with pedestrian and vehicle traffic.

Bicycles

All bicycles should be locked on the outdoor bike racks. Bicycles are not allowed in school buildings. Bicycle helmets are strongly recommended. Crosswinds Arts & Science School is not responsible for stolen or damaged bicycles.

Extra-curricular Activities

Any student group that sponsors an event at Crosswinds Arts & Science School and organizes an event to which guests are invited or requires special use of school facilities or equipment must have a faculty or staff member to work with the director or assistant principal to make arrangements for space use and student safety.

The director or assistant principal must approve all activities held in the school building at least two weeks in advance. The director or assistant principal will determine the number of chaperones needed for each event and their duties. The sponsoring organization and advisor (student government, etc.) is responsible to notify additional security or police if they are determined to be necessary.

Student groups

Student groups are established as needed or interest is expressed. There are a variety of clubs that form each year. Students interested in starting a club may pick up an application form from the Director or Assistant Principal.

Tour guides

Tours are held at Crosswinds Arts & Science School to provide information to prospective students and their parent/guardian about the school's programs and facilities. Current students interested in being tour guides and/or making presentations at other events are asked to speak to the Director.

Cafeteria

Cafeteria hours

The school cafeteria serves breakfast and lunch Monday – Friday.

Breakfast:	9:00 – 9:25 am
Lunch:	12:17 – 12:48 pm

More detailed information about the school's meal program is mailed to students/parent/guardian prior to the beginning of the school year. Questions and comments should be addressed to the Director of Nutrition Services, Carol Rydeen. Email: carol.rydeen@crosswindsmn.org

Crosswinds Arts & Science School sponsors a free and reduced lunch program in accordance with the National School Lunch and Breakfast Program guidelines. Student applications for participation in this program are mailed to all students' families prior to the beginning of the school year. This program reimburses the school for providing free and reduced breakfasts and lunches to students who qualify according to federal income guidelines. To be counted for reimbursement, a meal must meet criteria for portion size and meal components. Students are not allowed to share their PIN number. Questions regarding the free and reduced lunch program should be directed to Todd Goetze at 763.279.4166 or todd.goetze@pcae.k12.mn.us.

State of Minnesota health code requires that shoes must be worn in the cafeteria at all times. Flatware, silverware, glasses, cups and trays, etc. may NOT be taken out of the cafeteria.

Food that is brought into the school building must be eaten in the cafeteria. Food may not be eaten in other areas of the building, including classrooms.

New federal requirements for cafeteria

Students must adhere to the new requirements:

1. Fruit and vegetable are mandatory daily.

2. Students may choose one additional item to complete a full-meal minimum: A protein (meat/meat alternative), bread or milk.

We encourage all students to take all five components (there is no additional charge).

Portion control packets of condiments are limited to one. Extra will cost.

Portion control packets of salad dressing are limited to one. Extra will cost.

A-la-carte items are an additional cost.

Students can take two milks or two waters with a meal, or one of each. Water doesn't count in the food program, so they must make sure they take enough of the other components to qualify. Otherwise they will be charged an additional fee.

Library/Media Center

General information

The Crosswinds Library/Media Center, located on second level, is staffed by school personnel who provide reference and resource assistance to students. The library collection contains more than 9,000 print and non-print items including diverse, academically supportive and artistically-centered resources. The library is used by classes doing research or other classroom activities for which library resources or assistance is needed, and individual students and small groups use the library for a variety of purposes with teacher permission. During the school year the library is open daily. Computers are available in the library for student access.

Student use of the internet in the library is governed by the Crosswinds technology and internet acceptable use policy.

Materials check out and returns

All materials are checked out for 14 days. Book check out is limited to four materials may be checked out at one time. All materials may be renewed if not needed by another library user. Students may reserve materials if they are checked out by someone else and students will be contacted via their advisory or language arts teacher if an item is needed by another library user while they are using it.

Library use form and late return of library materials

Overdue notices (2) for late materials are sent to students via their advisory or language arts teacher. Students failing to return items will be charged replacement costs to parent/guardian for the items. NOTE: Students withdrawing from Crosswinds Arts & Science School will be required to return or pay for lost or damaged materials.

Bills for lost or damaged library materials

A bill for replacement of long overdue library materials will be sent from the Perpich Center for Arts Education accounting office to the parent(s) or guardian(s) with the type(s) of item(s) noted on the statement along with the cost to replace each individual item. **Students will not be allowed to pick up their yearbooks if library materials are not returned or payment is not made for lost materials.**

Data privacy

In accordance with Minnesota State Statute 13.40 regarding the Data Practice Act the Crosswinds Library follows this policy:

Subdivision 1(b) Data collected, maintained, used or disseminated by a library or historical records repository operated by any state agency, political subdivision or statewide system shall be administered in accordance with the provisions of this chapter.

Subdivision 2. Private data; library borrowers

Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) Data that link a library patron's name with a specific subject about which the patron has requested information or materials; or

(2) Data in applications for borrower cards, other than the name of the borrower.

A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Reevaluation and reconsideration policy

This is a summary of the reevaluation policy in place at the Crosswinds Arts & Science School; this policy permits anyone to challenge the appropriateness of learning materials. Anyone with a complaint can voice his or her concern. The complaint should first be made to the person immediately responsible for the program. For example, if the complaint is in regard to classroom curriculum or student-generated work, the teacher should be contacted; or, if the complaint is about library materials, the librarian should be contacted first. If not resolved at that level, the complaint may then be presented to Crosswinds Arts & Science School director. A formal complaint form must be completed and presented to the director to receive notice of the final internal decision.

Campus code of conduct policy

Philosophy

Crosswinds Arts & Science School is a place of education where each student has the right to learn and grow in a supportive environment among people who are caring and cooperative. Crosswinds is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful, school-wide learning community.

The code of conduct has been guided by the following philosophy:

- All members of the learning community (students, staff, parents and community) are essential to creating and maintaining a positive learning environment.
- The school environment must be physically, socially and emotionally safe for everyone.
- The code of conduct is a framework to facilitate teaching and learning by establishing clear expectations and appropriate consequences.
- Desired behaviors should be communicated, taught and modeled continually throughout the school year at all levels.
- Systematic communication and reflection, based on data and observations, on an individual and collective basis are vital to the successful implementation of the code of conduct.
- Conflicts will be handled with respect for the rights of all involved. The code of conduct that follows assists both students and teachers/staff in creating a safe community, which fosters personal growth both behaviorally and academically.

Consistent with these philosophies, Crosswinds may utilize restorative practices as a response to behavior that impacts the community. Restorative practices are designed to resolve behavioral concerns within the community. They are further designed to allow interested victims to meet offenders in a safe and structured setting. Offenders are held directly accountable for their behavior and encouraged to return and positively contribute to the community.

Parent/guardian are valued members of our learning community and are critical resources in helping students learn to resolve code of conduct violations and behave in a manner that creates a safe learning environment for all. We will encourage and support parent/guardian in playing an active role in the decision process.

Cyber bullying

Cyber bullying—using electronic technology such as cell phones and social networking sites to humiliate, spread rumors, slam or be mean to someone—also can cause disruption to the learning environment and emotional pain to a child's or youth's health and spirit. A target of bullying often experiences face-to-face bullying in addition to electronic bullying.

Research on bullying prevention indicates that to effectively reduce bullying and cyber-bullying, the entire school must be involved: adults, students and family members. Curriculum alone is not as effective in reducing bullying as

a comprehensive year-round program. Bystanders—students and adults—need education and skills to help change the expectations of all members of the school to help, not hurt, each other.

Educating students and adults about the dynamics of bullying is a key element in a whole school program. Parents and family members can help by monitoring their children’s use of electronic media. See the Bullying appendix at the back of this handbook.

Offenses and consequences

Administration reserves the rights to assign consequences to students that engage in conduct that materially or substantially disrupts the rights of others or that endangers the student and/or other students on campus. The lists of offenses and consequences outlined throughout the Student Handbook and code of conduct chart are not intended to be all-inclusive. Administration reserves the right to assign consequences that seem warranted under the circumstances and add or alter definitions of violations and/or their consequences throughout the school year. Students will be notified of additions and/or alterations to policies that may not be outlined in this Student Handbook.

The standards of behavior and consequences for violation of rules outlined in this policy govern student behavior wherever and whenever the school has a duty to care for the student; this includes, but is not limited to, when the student is on campus, on a field trip or at an off-campus performance, sporting event or other school-related activity. Off campus behavior that interferes with educational opportunities or disrupts the learning environment will be addressed accordingly.

As appropriate, and depending on the nature and degree of the offense and the number of prior offenses, any one or any combination of consequences may be assigned by administration.

Attendance Policy

Attendance Number: 651-539-2600 Option 1

Parents/guardians are strongly encouraged to subscribe to Infinite Campus to receive automatic email notifications each time an absence or tardy occurs.

Purpose of Policy

Perpich Center for Arts Education board of directors believes that, as a school of choice, school attendance should be a top priority every day by every student. The purpose of this policy is to encourage regular school attendance. This policy also recognizes that class attendance is a joint responsibility shared by the student, parent or guardian, teachers and administrators.

Statement of Policy

In accordance with the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. Section 120A.22, students are required to attend all assigned classes each day school is in session unless the student has already been excused by a school administrator from attendance.

Responsibilities

Students

It is the student’s right to attend school. It is also the student’s responsibility to attend school. Students are expected to attend every scheduled class and field trip on time. The right to attend school can be exercised at schools other than Crosswinds Arts & Science School for students that cannot adhere to Crosswinds’ attendance policy. It is the student’s responsibility to connect directly with the teacher regarding missing assignments when absences occur. Students are expected to talk with teachers directly when a one-day absence is anticipated for appointments, etc., and submit a pre-arranged absence form for absences that are three days or more. The pre-arranged absence form can be obtained from the attendance clerk.

Parent or guardian

It is the responsibility of the student's parent or guardian to ensure the student is attending school and on time every day, to notify the school in the event of an absence and to work cooperatively with the school to resolve any attendance problems that may arise. Parents and/or guardians are obligated to compel school attendance pursuant to Minn. Stat. Section 120A.22.

Teachers

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class or field trip. It is also the teacher's responsibility to be familiar with all procedures governing the attendance policy and to apply these procedures uniformly. It is also the teacher's responsibility to communicate concerns about attendance issues to the student, student's parent or guardian and Crosswinds Arts & Science School administration and to provide missed assignments upon request to students who have been absent.

Administrators

It is the administrators' responsibility to require students to attend all assigned classes and field trips. It is also the administrators' responsibility to be familiar with all procedures governing the attendance policy and to apply these procedures uniformly. It is the administrators' responsibility to inform a student's parent or guardian of the student's attendance status and to work cooperatively with them, the student and teachers to solve attendance problems.

Dissemination of policy

The policy is in the Student Handbook on the Crosswinds website at crosswindsmn.org. The attendance policy and procedures will be reviewed with students the first week of school.

Required reporting

Crosswinds administration will first intervene and work closely with students and parent or guardian to support regular school attendance before implementing reports to appropriate services and procedures per Minn. Stat. Section 260A.

- A. Continuing Truant ~ Minn. Stat. Section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. Section 120A.22 and is absent from school as defined in Minn. Stat. Section 120A.05 without valid excuse within a single school year for **three** or more class periods on three days (for students in high school).
- B. Habitual Truant ~ Minn. Stat. Section 260C.007 defines a habitual truant high school student as a student, 16 or 17 years of age, who is absent from school without lawful excuse for one or more class periods on **seven** days and who has not lawfully withdrawn from school.

Definitions

Tardies

Students late for class for any reason are considered tardy. If a student arrives to school after 9:30 a.m., they must get a pass from the main office. It is the teacher's responsibility to take attendance at the start of each class. 3 tardies = 1 unexcused absence. Lunch detention may be assigned.

Absent

Students not in class for any reason are considered absent. Grades are based heavily on class participation in many classes and typically cannot be duplicated for students to earn full credit. Each teacher will notify his/her students and parent or guardian of his/her assignment make-up policy.

Excused absence

An excused absence requires a note or call from parent or guardian within 24 hours of the absence. Examples of absences considered excused:

1. Illness. Verification from health care professional may be required.
2. Medical or dental appointments. Verification from a health professional may be required.
3. Family emergencies.
4. Scheduled religious instruction or religious holiday observation.
5. Meetings or crisis intervention/prevention with mental health professional, school therapist or school administrators.
6. Pre-arranged absence for school field trip or other approved school-sponsored activities.

Unexcused absence

An unexcused absence indicates that the student is absent from class, with or without parent or guardian consent, for a reason not listed under Excused in the absence definitions. **Students absent unexcused from school for 10 consecutive days will be officially withdrawn from Crosswinds Arts & Science School.** Unexcused absences are absences for which proper procedures were not followed such as failure to check out with attendance clerk, provide verification from parent or guardian within 24 hours of absence or submit pre-arranged absence slip before absence occurs. Make-up work may be required and credit will be given at the discretion of the teacher, based on classroom policy. Other examples of absences considered unexcused:

1. Oversleeping
2. Forged note or forged phone call from parent or guardian.
3. Truancy
4. Work
5. Babysitting
6. Unapproved or unverified appointments, vacations or non-school rehearsals/performances.
7. Any other absence not listed under excused.
8. Pre-arranged absences for family vacations or non-school related rehearsals/performances.

What happens when a student's absence is recorded as excused?

Absences are closely monitored and are recorded daily in a student's attendance record. Documentation from a health care professional may be required for excessive absences. A total of 12 absences (excused or unexcused) for any class is considered excessive and may result in a loss of credit recommendation. Students who have excessive absences will be referred to the assistant principal and a meeting with student, parent or guardian and student support team may be convened. Circumstances associated with the 12 absences, such as medical leave, IEP or 504 plan, family crisis, etc., will be taken into consideration by the student support team.

What happens when's a student's absence is recorded as unexcused?

After one unexcused absence Students are given written notice and parent/guardian are mailed notification by the attendance clerk. Parent/guardian or student should contact the attendance clerk within three days of the absence if they believe the absence was marked in error.

After two unexcused absences Students are given written notice and parent/guardian is mailed notification by the attendance clerk. An attendance agreement is developed between the student and. A copy of the agreement is mailed to parent/guardian. The agreement will include deadlines to make up work if applicable and outline the next steps should absences continue.

After three unexcused absences Students are in jeopardy of losing credit in the class. Student may appeal the loss of credit decision at a meeting that is scheduled by the assistant principal.

Loss of credit Students can lose credit in classes when a student has a total of three unexcused absences, or a total of 12 combined excused or unexcused absences. Students will receive an NC (no credit) on transcripts when credit is lost due to attendance issues.

Campus media content policy

Students should be aware that many topics are highly sensitive to other students and parents, especially in a school setting where students should always feel safe and comfortable. These topics include: gender, race, ethnicity, sex, drugs, violence, religion, language and politics. The position of the school in regard to printed or audio/visual materials that deal with these or other potentially sensitive topics are to promote healthy socialization with understanding, safety and a sense of community. Some materials are not appropriate on campus, even when the materials may have artistic merit.

In conjunction with the code of conduct policy, the following are not permitted on the Crosswinds Arts & Science School campus: Audio/visual materials (computer-generated, tapes, DVDs, video games) or printed materials that depict sexual acts, full nudity in sexual context, pro-drug messages, repetitive profanity, inflammatory religious, sexual or racial content or extreme violence and gore (body mutilation/blood). Parents will be notified of any possession of such materials and consequences may result in confiscation of materials and school suspension; sharing such materials with other students may also result in school suspension or expulsion.

Administration must approve any audio/visual materials that students intend to view with other students on campus before the material is shown or shared with others. Printed materials (including photos/posters) that display nudity in sexual context, sexual acts or extreme violence and gore are prohibited from public display on Crosswinds' campus.

Staff will refer questionable materials posted anywhere on campus to the Crosswinds director or assistant principal for determination of appropriateness. Materials that promote unsafe or inappropriate practices including internet dating, escort services, personals soliciting for relationships or materials that promote drugs or ways to alter drug tests will be confiscated.

Chemical use policy

Philosophy

Chemical use is detrimental to individuals and their development, the learning process and to a school community. The Crosswinds Arts & Science School administration will not assume responsibility or liability for students who make decisions to use drugs or alcohol. Possession of drugs or drug paraphernalia and selling or supplying drugs (including prescription drugs) to others are a violation of criminal statute. Therefore, since chemical use is a serious legal and health issue, the possession, use and/or supplying of alcohol, other drugs and/or drug paraphernalia on campus are prohibited under any circumstances. Assistance is provided to students who are interested in getting help before use becomes a disciplinary issue.

Zero tolerance

Crosswinds Arts & Science School has adopted a zero tolerance approach to drug and alcohol use and/or possession or supply. Zero tolerance defined by Crosswinds' administration means disciplinary action **will** be taken for any possession, use or supplying of any drugs or drug paraphernalia on the Crosswinds Arts & Science School campus.

Definitions

Alcohol and/or other drugs

Any controlled or illicit mind/mood altering substance or uncontrolled substances misused; this includes but is not limited to alcohol of any kind, marijuana, speed, ecstasy, inhalants, LSD/acid, cocaine/crack, opiates, methamphetamines, PCP, K2, mushrooms, Datura, weight loss pills, Ephedra or derivatives of these listed and various herbal pills or remedies not checked in with the nurse.

Misuse of medication

Per the school's medication policy, the following may also be defined as a violation of the chemical use policy: exceeding recommended dosages of prescription or OTC medications, use of other people's OTC medications or prescription drugs or providing prescription or OTC medications to others.

Paraphernalia

Tools associated with the preparation, storage, transfer or use of drugs and/or alcohol or materials designed to alter urinalysis. This includes but is not limited to beverage containers, papers, bongs, pipes, syringes, bags, clips, burners, screens, rolling papers.

Use

Ingesting, smoking, inhaling, injecting or otherwise taking into the body any of the substances considered to be alcohol and/or other drugs on campus or at off-campus school events and activities or at any time while under the school care. "Use" includes returning to campus after having used alcohol or other drugs or intending to return to campus after having used. Any trace of alcohol or other drugs detected in a urinalysis would indicate returning to campus after using and constitute a violation of this policy.

Possession

Holding alcohol, drugs and/or paraphernalia on one's person (i.e. pockets), belongings (i.e. vehicles, books, purse, book bag) or in Crosswinds Arts & Science School property (i.e. lockers). This includes storing, producing or cultivating a drug.

Supplying

Any involvement in the exchange, sale and/or transfer of drugs, alcohol and/or paraphernalia.

Searches

See "Searches" (page 44) in the school policies section of this handbook for school policy regarding searches of property and person.

Violations and consequences

Required no-use contracts

Students who receive a positive result from a drug or alcohol screen (i.e., DWI) performed by the police or a licensed facility while off campus at any time may be required to enter into a no-use contract with criteria based on individual circumstances.

Code of Conduct outlines possible consequences

Recommended consequences for violations of the chemical use policy are detailed on the code of conduct chart. Depending on the nature and degree of the offense and the number of prior offenses, any one or combination of the list of consequences found in the handbook may also be assigned by Crosswinds Arts & Science School administration. The code of conduct chart is not intended to be all-inclusive. Consequences may carry into the next school year.

If Crosswinds Arts & Science School determines the quantity and nature of the alcohol, or other drugs and/or paraphernalia being used, possessed and/or supplied at any time presents a substantial danger to the Crosswinds community, school expulsion procedures may be implemented.

Harassment Policy (policy against discrimination, offensive behavior and bullying)

Summary statement

Everyone at Crosswinds Arts & Science School has the right to feel safe from discrimination, violence and offensive or degrading remarks or behavior related to their group affiliations, including but not limited to: race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, sexual orientation

or age. The school upholds a policy specifically prohibiting such behavior and it will respond promptly and fairly to all allegations.

All students, staff and faculty at Crosswinds Arts & Science School are responsible for respecting this policy. Discrimination and offensive behavior/bullying may include any words or actions that are related to one of the protected categories listed above that make others feel uncomfortable, degraded, fearful or discriminated against. Some examples include: name calling, unwelcome touch of person or clothing, posting or circulation of written material and sexual or racial jokes.

If any words or actions make an individual feel uncomfortable, degraded, fearful or discriminated against, the individual should tell a school adult, her/his supervisor, the director or designee.

To end the discrimination or offensive behavior, an individual can confront the situation with or without assistance or she/he can make a report to the director or designee. Any trusted school adult can assist in making such a report. The privacy of all involved will be respected as much as possible, but confidentiality cannot be guaranteed.

Crosswinds Arts & Science School will investigate all reports of discrimination or offensive behavior and take action to resolve the situation. In addition to educational efforts, disciplinary measures may be appropriate. Depending on the nature and degree of the violation and the number of prior violations, any one or combination of consequences will be assigned. Consequences range from informal meetings to suspension, expulsion or exclusion from the school, and police notification at the discretion of Crosswinds Arts & Science School director or assistant principal.

Crosswinds will take action if anyone tries to retaliate against another for reporting discrimination or offensive behavior or for participating in any way in the investigation of a report. In addition to the reporting procedures outlined in this policy, individuals may directly report discrimination and offensive behavior to the Minnesota Department of Human Rights, 625 Robert Street N, St. Paul, MN 55155 (telephone: 651-539-1100; MN Relay at 711 or 800-627-3529).

Definitions

Discrimination

Unwelcome behavior of any form when based on race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age. This behavior has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities or creating an intimidating, hostile or offensive working or educational environment.

Offensive behavior

Behavior of any form for any reason that has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities or creating an intimidating, hostile or offensive working or educational environment.

Harassment

A pattern of offensive behaviors that continues even after the recipient of the behaviors has indicated they want the behaviors to stop.

Sexual harassment

Such behavior is one form of illegal discrimination and offensive behavior. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- Conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive working or educational environment.

Hazing

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on or in the body
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of a student or discourages a student from remaining in school
- Any activity that causes or requires a student to perform a task that involves violation of local, state or federal law or of Crosswinds Arts & Science School policies or regulations
- Any activity that puts a student at risk health-wise (forced contact, coerced kissing, etc.) that may occur on campus or in proximity to campus

Violence

Some acts of violence can be considered discriminatory and offensive behavior. Such acts would be physical aggression, assault, force or threat thereof upon another because of, or in a manner reasonably related to, race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age.

Bullying

"Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: 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 student'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 student 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.

"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.

"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 student or a student's property, violates a student's

reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

“Prohibited conduct” means bullying or cyberbullying as defined under this subdivision or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

“Remedial response” is appropriately prompt action taken to intervene, investigate, correct and prevent bullying from recurring, including protecting and supporting a student subjected to bullying and those who provided aid and support to the student.

PROHIBITED CONDUCT

Bullying is prohibited:

1. On school property, school district-provided transportation, or at designated locations for students 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 student’s learning or school environment.

Apparent permission or consent by a student does not mean that bullying should be tolerated or allowed.

Retaliation is prohibited by any student 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 student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

See appendix in the back of this handbook for additional information.

Sexual misconduct

Involves the touching of another’s intimate parts, or forcing a person to touch another’s intimate parts. Intimate parts, as defined by Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. State law mandates the reporting of physical abuse, sexual abuse (including sexual violence) and neglect against minors by persons responsible for a child’s care, pursuant to Minnesota Statutes 626.556.

Student

Any individual enrolled as a student at Crosswinds Arts & Science School and any visitor who is a minor.

Further clarification regarding discrimination and offensive behavior/harassment

Behaviors that violate this policy are by their nature difficult to define with precision. Individuals react differently to certain behaviors, and they may disagree about whether the same specific behaviors are violations of this policy. It is important to remember that others may feel discriminated against or offended even if you do not feel that way or if you had no intention to offend. Therefore, it is possible for an individual to unintentionally violate this policy. The key to a working and educational environment free from discrimination and offensive behavior is respect for others’ differences.

To help individuals understand what is inappropriate behavior that may violate this policy, a partial list of behaviors that may take place on or off campus, either in person, electronically, by phone or in writing is presented below:

- Sexual gestures (i.e. gestures indicating masturbation or intercourse, grabbing one's groin area when another walks by)
- Rating of students, faculty, staff or visitors (i.e. the arbitrary or systematic assigning of a value to the appearance, character or behavior of another person)
- Displaying or circulating centerfolds or sexually-explicit materials
- "Slam books," which include sexual commentary and/or remarks about any individual's sexual reputation
- Teasing others about body development (including overdevelopment/underdevelopment)
- Whistling or cat calls
- Sexually descriptive or suggestive graffiti on desks, blackboards or bathroom walls
- Grabbing or pinching others (touch does not necessarily have to be sexual to violate this policy)
- Displays of affection between students (i.e. "making out" in the hallway)
- Sexist remarks or dirty jokes
- "Cornering" an individual in an intimidating manner
- Making suggestive comments about someone's attire
- Spreading sexual rumors about another
- Pressuring another for a date
- Insulting noises
- Racial slurs or stereotypical jokes
- Unwelcome references to racially stereotyped features
- Slurs or facetious remarks about assumed religious or cultural practice
- Name calling
- Profanity or pornography on internet/computer sources

Stopping the behavior

Incidents of discrimination and offensive behavior are often best resolved at the lowest and most direct level. Accordingly, an individual may choose to deal personally with the individual she/he believes committed the discrimination or offensive behavior and try to resolve the situation. In these instances, the individual is encouraged to document his/her efforts to resolve the situation in case the problem continues. The individual is also encouraged to report the behavior, with the help of any Crosswinds adult if necessary, to the principal or designee. Once notified a behavior is offensive, the offender should refrain from repeating the same or similar behavior.

Although an individual may choose to resolve a situation without assistance from others, this is not necessary. At any time, the individual may report the discrimination or offensive behavior directly to the principal or designee. The individual may ask any trusted Crosswinds adult or his/her supervisor for help making the report. Individuals are encouraged to report the behavior as soon as possible after the behavior occurs. In all cases, the principal or designee may wish for the report to be put in writing. Information related to any report is shared only with those who have a "need to know" and as required by the circumstances.

Each year, the executive director of Perpich designates a behavior committee including representatives from administration, student services and faculty. At any time during the processing of a report, the executive director may seek the involvement of this committee. The purpose of the committee is to review the conclusions of an investigation and help determine the most appropriate response. Both the complainant and the accused may address the committee during the investigation.

Report procedures

Student to student

As soon as the behavior occurs, the student may report the discrimination or offensive behavior directly to the director or designee or the student may also ask any trusted Crosswinds adult (i.e. teacher, counselor, administrator, member of the behavior committee) for help in bringing the report to the director or designee.

Crosswinds adult to student

Students who experience discrimination or offensive behavior from a Crosswinds adult should report the behavior directly to the principal or designee or the student may also go to any trusted school adult (i.e. teacher, counselor, administrator, member of the behavior committee). Staff who have knowledge of the occurrence of such behavior are mandated to report, as explained below.

Mandatory reporting

All faculty and Crosswinds staff are mandated reporters. Knowledge of discrimination or offensive behavior by an employee, contractor or volunteer toward a student must be reported to the principal or designee for review and action. Such behavior may constitute a criminal violation. Incidents involving sexual or physical abuse must be reported directly by the reporting employee to the local police department pursuant to M.S. 626.556, subdivision 3. After reporting the incident to one of the authorities listed above, Director or designee must also be notified of the violation.

Student to Crosswinds adult

As soon as the behavior occurs, the Crosswinds adult should report the behavior to their immediate supervisor or any trusted adult (i.e. teacher, counselor, administrator, member of the behavior committee) who will help bring the report to the director or designee. The report may also be made directly to the executive director. It is expected that the reporting adult, her/his supervisor and/or the executive director or designee document all such incident(s) of the behavior in the event the problem recurs.

Investigation of report and resolution

Crosswinds Arts & Science School director or designee will investigate all reports of harassment/bullying/hazing. Any person who reported behavior or assisted with the investigation will be protected from retaliation. If the results of the investigation determine violation of the policy, discipline of the individuals involved may include: mediation when appropriate and facilitated by staff, assignments designed to increase awareness and sensitivity, referral for mental health assessment at family expense, administrative conferences, suspension, expulsion or exclusion from school.

When appropriate, director will designate an individual(s) to help resolve the situation or to investigate the report. This investigation may include interviews with, or statements from, all involved parties, including witnesses, supervisors and Crosswinds officials, as well as a review of all relevant documentation or records relating to the complaint.

The director may request the involvement of the behavior committee to review the conclusions of the investigation and/or determine the appropriate course of action.

As soon as possible, or within five working days after the report is made, the director or a designated individual will give a verbal or written response to the individual who made the report. The response will include appropriate information regarding the status of the report and efforts to resolve the situation.

Alternative reporting procedures

In addition to the reporting procedures outlined in this policy, individuals may directly report discrimination and offensive behavior to the Minnesota Department of Human Rights, 625 Robert Street N, St. Paul, MN 55155 (telephone: 651-539-1100; TTY/ MN Relay at 711 or 800-627-3529).

Retaliation

This policy prohibits retaliation against any person who has reported discrimination or offensive behavior or participated in any way in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, imposition of unwarranted discipline, reprisal or harassment. Any Crosswinds adult or student who feels he/she has been the target of retaliation should contact a trusted school adult or the director.

Consequences for violations of this policy

The list of consequences presented here is not intended to be all-inclusive; Crosswinds has a **zero** tolerance stance against harassment. It is presented as a guideline for Crosswinds Arts & Science School adults and students.

Depending on the nature, frequency, intensity, location, context and duration of the reported behavior, any or all of the following consequences may be assigned: Meetings mediated by staff, assignments designed to increase awareness and sensitivity to the issue in question, referral for mental health assessment at family expense, administrative conferences, suspension, and/or expulsion from school.

Weapons

Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used is calculated or likely to produce severe bodily harm.

Weapons include, but are not limited to: guns (Including pellet guns, look-alike and non-functioning guns that could be used to threaten others), knives of any kind (including pocket knives), clubs, metal knuckles, num-chucks, throwing stars, explosives, stun guns, ammunition and mace.

Prohibited Objects Policy

When working on school projects, students sometimes may bring to campus objects that are prohibited by school policy. Prohibited objects include, but are not limited to, alcoholic beverage containers, drug paraphernalia, cigarettes, weapons and look-alike weapons (i.e. toy weapons). Regardless of a student's intent, failure to receive prior authorization and failure to follow procedures for possessing prohibited objects on campus will result in consequences that may include suspension or expulsion. Because of the safety issues involved, weapons are of special concern.

Weapons include firearms and look-alikes, knives and look-alikes, and any objects or substances that could reasonably be considered weapons given the circumstances. Weapons and look-alike weapons and ammunition are not permitted on school property.

Regardless of intent, possessing, storing or keeping a weapon or look-alike weapon on school property is a violation of law and of school policy.

Equipment that is used in the visual arts department such as Exacto knives, staple guns, etc. are considered weapons outside the visual arts classroom or other designated areas. This type of equipment must be stored in the visual arts classroom and is not permitted on key chains, in lockers, backpacks, etc.

See the school's behavior policy for consequences that include suspension or expulsion and a report to the police.

Before bringing any prohibited object to school, authorization must be received and the procedures below must be followed:

Authorization: **Before** bringing the object to campus, a student must receive authorization to use the prohibited object from the teacher overseeing the project, Crosswinds Arts & Science School principal or designee and campus safety team.

Notification: The teacher and the campus safety team will determine the appropriate use and storage of the object. The student will be notified of the arrangements and only then may bring the object to campus.

Storage: The object will be stored by the teacher or by the campus safety team and checked in and out each time it is used.

Additional notice: Dependent on the nature, location and timing of the project, the entire school may be notified through public postings.

Technology and Internet Acceptable Use Policy

Philosophy

The purpose of offering individuals at Crosswinds Arts & Science School access to technology resources and the internet is to promote excellence in research and education consistent with the school's mission and policies. Technology skills are now fundamental to the preparation of citizens and future employees. Students will develop these skills as they interact with the unique resources available through computer technology. With access to some computer technology like the internet comes a danger of encountering materials and participating in activities inappropriate for students at our school.

We believe that with education, along with parent/guardian guidance, the benefits of responsible use exceed potential risks. Access to computer technology is a privilege provided by the school and it carries with it the responsibility to use resources appropriately. Failure to adhere to school policy regarding acceptable use of electronic technology and the internet will result in restrictions or loss of school-sponsored access to computer technology (including access to the internet) and other appropriate disciplinary action.

Computer use

Computers are available for student use. Students are encouraged to purchase writable media USB flash drives and/or external hard drives for personal back-up of their important computer work and for year-end back-up of their data. If you are unsure of how to use computers/technology or have questions, please see a member of information technology services.

Students are expected to abide by the following rules when using Crosswinds Arts & Science School computers:

- No misuse of school computer (i.e. inappropriate websites, bullying, etc.).
- No rough play is allowed in the computer labs.
- No beverages or food are allowed in the computer labs.
- Respect the work of others.
- Do not add or delete programs from the computers.
- Log out when you leave your computer station.

Acceptable use

Individuals are expected to use access to computer technologies to further their educational and personal goals consistent with Crosswinds Arts & Science School mission and school policies. The guidelines of responsible, considerate and ethical behavior expected of students Crosswinds Arts & Science School extend to the use of all campus computers, all campus network resources and networks throughout the world to which the school provides access. The following are some examples of acceptable use of school-sponsored computer technology:

- Complete class work and personal projects.
- Locate information needed to complete class required research or personal research.
- Participate in distance learning projects.
- Download appropriate information from the internet to personal network folders provided by the school.

Unacceptable use

The following examples of unacceptable use and possible consequences listed are not intended to be all-inclusive. They are presented as guidelines for administrators, teachers, students and parent/guardian. Students are expected to refrain from accessing internet sites that promote unsafe or inappropriate practices including software piracy, copyright violation, illegal file sharing, internet dating or personal advertisements.

Consequences for unacceptable use

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school-sponsored computer technologies will result in one or more of the following consequences: Warnings, restrictions on use, suspension of use, fines for damages and repairs and discipline under any appropriate school policies up to and including suspension, expulsion and exclusion from school and suspension.

Notice to users and parents/guardians

Crosswinds Arts & Science School does not control information on the internet. While Crosswinds Arts & Science School has taken measures to restrict access to inappropriate materials, it cannot always prevent individuals from finding such materials. Some sites on the internet may contain materials that are illegal, defamatory, inaccurate or potentially offensive to some people. Information literacy skills integrated into the school's curriculum teach responsible and effective use of the internet. In the interest of preventing internet access to materials that, taken as a whole, lack serious artistic and educational value, filtering software is in use on the school's network connection to the internet (which includes all personal devices and computers that connect to our network). This software blocks or filters access to internet content that may reasonably be considered harmful to minors and/or illegal as defined by state and federal law.

The school does not guarantee the privacy of individuals using any computer technology resources while on campus, including personal devices. Staff has the responsibility and retains the right to monitor and review the content of individual files, accounts or devices in order to support the safe and appropriate use of resources consistent with school mission and policies. In addition, data may become accessible to unauthorized individuals because of software or hardware failures or other means.

Crosswinds Arts & Science School makes no warranties of any kind for the computer technology access it provides, and it is not responsible for the accuracy, nature or quality of information gathered through that access. The school is not responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in the service, equipment failure or financial obligations that may result from misuse.

Equipment care

Students are responsible for any equipment they check out. Technical equipment must be handled with care. If you lack the operational knowledge to use an item, please ask for help.

Fines

All patrons (students, staff and faculty) are subject to fines for tardiness or abuse of equipment or policies. This policy ensures equipment will be available for those who have items reserved. If fines are due, access privileges will be denied. Students who have signed out equipment that is subsequently lost or stolen will pay the replacement cost of the item and any late fees associated with the item. If an item is lost or stolen, it is in a student's best interests to report it immediately to media center staff.

Electronic devices policy

Cell Phone/Graphing Calculators/Personal Music Devices/Etc.

Use is not allowed during the school day without permission from your supervising teacher or an administrator.

- Cell phones should be put away when in halls, bathrooms and in the lunch room.
- Each individual teacher will determine if electronic devices can be used for the class period.
- In order to use a cell phone during the day students must ask for permission and stay with supervising adult.

Consequences:

Offense One: Confiscated turned into office, pick up at the end of the day.

Offense Two: Confiscated, student must turn in daily prior to the start of school for the next two weeks.

Offense Three: Confiscated, student must turn in daily prior to the start of school for the next month.

Continued Offenses: Consequences to be determined.

Tobacco-free campus policy

Philosophy

Crosswinds Arts & Science School is a state agency mandated as tobacco-free. The use of tobacco is illegal for individuals under 18 years of age. Tobacco use is prohibited anywhere on our campus. In order to maintain a respectful relationship with the neighbors of the Crosswinds Arts & Science School, students may not use any tobacco product near or on neighbors' property.

Definitions

On-campus

Includes all property owned by Crosswinds Arts & Science School.

Tobacco products

Tobacco leaves in any form (cigarettes, pipe tobacco, chew, dip) and any tobacco substitutes (clove cigarettes, herbal cigarettes, E-cigarettes)

Use of tobacco products

Smoking, chewing or dipping tobacco products on campus or at school events

Suspension, expulsion, exclusion

Definitions are found in the Due Process section of the Student Handbook.

Searches

See Searches of Property and Person (page 45) in the Student Handbook for school policy regarding searches of property and person and vehicles.

Violations and consequences

If Crosswinds Arts & Science School determines the manner of tobacco product use presents a substantial danger to the Crosswinds community, it reserves the right to take immediate and appropriate disciplinary action up to and including suspension, exclusion and expulsion from school. Staff will confiscate tobacco products they see or find in students' possession in any school building and on school property. Possible consequences for violation of this policy are in the code of conduct chart. Depending on the nature, location and degree of the offense and the number of prior offenses, any one or combination of consequences found in the handbook may be assigned. The consequences listed in the code of conduct chart are not intended to be all-inclusive; they are presented as guidelines for staff and students.

Vehicle policy

If you obtain a driver's license and wish to drive to school please see administration to obtain the vehicle policy and registration procedures.

The Pupil Fair Dismissal Act

Procedures Governing Suspension, Expulsion and Exclusion from School

121A.40 CITATION.

Minnesota Statutes Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

121A.41 DEFINITIONS.

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** (a) "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 POLICY.

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding that may result in suspension, exclusion or expulsion.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY.

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or 10 cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than 10 days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM.

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL.

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) 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

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees or property of the school.

Subd. 3. **Parent notification and meeting.** If a pupil's total days of removal from school exceeds 10 cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES.

Subdivision 1. **Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. **Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. **Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. **Suspension pending expulsion or exclusion hearing.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 EXCLUSION AND EXPULSION PROCEDURES.

Subdivision 1. **Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the pupil and parent or guardian waives the right to a hearing in writing. The school board or its agent shall initiate the action.

Subd. 2. **Written notice.** Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;
- (e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and
- (f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing.

The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education;

- (2) examine the pupil's records before the hearing;
- (3) present evidence; and
- (4) confront and cross-examine witnesses.

Subd. 3. **Hearing schedule.** The hearing shall be scheduled within 10 days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

- (1) an independent hearing officer;
- (2) a member of the school board;
- (3) a committee of the school board; or
- (4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. **Admission or re-admission plan.** (a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

121A.48 GOOD FAITH EXCEPTION.

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within 10 days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within 10 days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW.

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY.

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW.

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION.

Subdivision 1. **Exclusions and expulsions.** The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil and the reason for, the effective date and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race and special education status.

Subd. 2. **Report.** The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

121A.54 NOTICE OF RIGHT TO BE REINSTATED.

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED.

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area-learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area-learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

121A.56 APPLICATION.

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

School due process

Removal from class (definition)

“Removal from class” and “removal” mean any actions taken by a teacher or administrator to prohibit a pupil from attending a class or activity period for a period of time not to exceed five days, pursuant to procedures established in the school district discipline policy adopted by the Board of Directors pursuant to MN Stat. section 121A.61.

Cause for removal from class

A student may be removed from class for the following reasons:

- Willful conduct that materially and substantially disrupts the rights of others to an education
- Willful conduct that endangers school employees, the student or other students or the property of the school
- Willful violation of any rule of conduct specified in Crosswinds Arts & Science School behavior policy

Informing students and parent/guardian

Student rights and responsibilities governing student conduct and appropriate procedures outlined in this policy shall be included as part of information presented to each student and parent/guardian at the beginning of each school year.

The procedures for notifying students and parent/guardian of violations of the rules of conduct and of resulting disciplinary action are the responsibility of Crosswinds Arts & Science School administration and staff.

Classroom teachers and Crosswinds’ principal or designee have the authority to remove students from the classroom pursuant to the procedures and rules here set forth. The period of time for which the student may be removed from a class may not exceed five class periods for a violation of a rule of conduct.

Removal of a student from class process

The right to remove a student from class is granted to the teacher responsible for classroom instruction and Crosswinds Arts & Science School director or designee. With reasonable cause, the teacher and Crosswinds Arts & Science School director or designee may decide to remove a student.

When circumstances permit, a student shall be removed from class upon agreement of the individual responsible for removing the student and Crosswinds Arts & Science School director or designee, following completion of a conference with the student.

Removal from class may be imposed without a conference if it appears that a student may create an immediate or substantial danger to himself/herself or to persons or property. If a student is removed from class due to concerns of immediate or substantial danger to himself/herself and no conference has been held, the individual responsible for removing the student will notify the school director immediately of the action taken.

The length of time of the removal from class shall be at the discretion of Crosswinds Arts & Science School director or designee after consultation with the individual responsible for removing the student but may not exceed five class periods.

A written disciplinary report shall be submitted to Crosswinds Arts & Science School director or designee by the individual removing the student within 24 hours of the removal of any student from a class.

A student removed from class shall be the responsibility of Crosswinds Arts & Science School director or designee.

A student removed from class must report directly to Crosswinds Arts & Science School director or designee. The student may receive unexcused absences for the class periods from which he/she is removed.

Reporting procedures

The individual removing the student shall communicate with the legal parent/guardian in by telephone or email, preferably on the day of the removal, but within 24 hours of incident.

Daily class work

Students who are removed from class may not be allowed the privilege of making up daily class activities, including tests and final examinations.

Return to class

Before a student returns to class, the student may be requested to attend a conference with the director or designee and the individual responsible for his/her removal; conditions for return to class will be enumerated verbally and/or in writing. Crosswinds support staff may also be asked to attend this conference.

Special education provision

For students who have IEPs where behavior is a concern, any established behavior contracts or behavior plans will be followed. If a student with an IEP is removed from class, the IEP team will consider the need for further assessment and the adequacy of the IEP.

Searches of property and person; school property and personal property

The school staff have the right and responsibility to search school property (including but not limited to storage areas, desks, bathrooms, mail and message boxes) and personal property (including but not limited to pockets, purses, backpacks, tool boxes, cell phones including both images and messages and vehicles on campus) when there is reasonable cause to suspect a student of breaking the law or school policies. These searches may legally occur without notice, without student consent and without a search warrant. When possible, at least two school staff and the student will be present at any searches of personal property or school property. If a student refuses to cooperate with a search, the student will be suspended for one to five days and additional disciplinary actions may be taken.

Access to student records

In accordance with the federal "No Child Left Behind" Act of 2001 (NCLB) and the Family Educational Rights and Privacy Act of 1974 and the Minnesota Government Data Practices Act, students' permanent educational records are located in the main office. These records contain the current transcript, transcripts from past schools, correspondence relating to application and admission to Crosswinds Arts & Science School and correspondence relating to credits, colleges, etc.

The permanent student records and other educational records are available to school officials, students and parents as allowed by law.

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords parents and eligible students (both as defined by FERPA) certain rights with respect to the student's educational records.

1. The right to inspect and review the student's educational records within 45 days of the date Crosswinds Arts & Science School receives a request for access. Parents and eligible students must send requests to

Crosswinds Arts & Science School director and should specify the record(s) they wish to inspect. A written response to the request will be sent and will outline the time and place the records may be inspected.

2. The right to request the amendment of the student's educational records which the parent or eligible student believes is inaccurate. Requests are required in writing to Crosswinds Arts & Science School director and must specify the record they want changed, the portion of the record they want changed and the reason it is considered inaccurate. If Crosswinds decides not to amend the record as requested, Crosswinds will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Crosswinds Arts & Science School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Crosswinds Art and Science School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, Crosswinds Arts & Science School discloses education records without further consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Crosswinds Arts & Science School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Notification of rights under the protection of pupil rights amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams.

These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") and the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a) Political affiliations or beliefs of the student or student's parent
 - b) Mental or psychological problems of the student or student's family
 - c) Sex behavior or attitudes
 - d) Illegal, anti-social, self-incriminating or demeaning behavior
 - e) Critical appraisals of others with whom respondents have close family relationships
 - f) Legally recognized privileged relationships such as with lawyers, doctors or ministers
 - g) Religious practices, affiliations or beliefs of the student or parents
 - h) Income, other than as required by law to determine program eligibility
2. Receive notice and an opportunity to opt a student out of:
 - a) Any other protected information survey, regardless of funding

- b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law
 - c) Activities involving collection, disclosure or use of personal information obtained from students for purposes of marketing or to sell or otherwise distribute the information to others
3. Inspect, upon request and before administration or use:
- a) Protected information surveys of students
 - b) Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
 - c) Instructional material used as part of the educational curriculum

Crosswinds Arts & Science School develops and adopts policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Crosswinds Arts & Science School directly notifies parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Crosswinds Arts & Science School will directly notify parents and eligible students, (through U.S. mail or email) at least annually at the start of each school year, the specific or approximate dates of the following activities and provides an opportunity for a student to opt out of participating in:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Education of Students with Disabilities

Crosswinds Arts & Science School will identify and evaluate students who, as described by the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, need special services or programs in order to receive a required free and appropriate public education. Under IDEA, the school provides special education support to students who meet the state criteria making them eligible for services. The school ensures a free and appropriate public education (FAPE) in the least restrictive environment (LRE) through the direct and related services required to ensure students benefit from instruction.

The school must be informed of existing Individual Education Plans (IEP's) or Section 504 plans at or before the time of enrollment in order for appropriate services to be prepared. A copy of the most recent IEP and assessment summary, as well as the name of a contact person who can make additional information available, should be provided from the student's home school.

Individuals should contact the assistant principal for more information regarding the special education program. A "Parent Rights and Procedural Safeguards" brochure may be requested from the main office at 651-539-2600 at any time during the school day if there are concerns about the services planned for a student. A copy of this brochure will be provided to parent/guardian routinely at the first IEP meeting. Parent/guardian have the right to have an interpreter present if the parent/guardian do not speak or understand English well, are hearing impaired or use other modes of communication.

Information regarding eligibility for services under the provisions of Section 504 is available through coordinators of this service at 651-539-2610. Section 504 defines a learner who may need special services or programs as a student who:

- Has a physical or mental impairment which substantially limits one or more major life activities, including learning; or
- Has a medical record of an impairment diagnosis; or
- Is regarded as having such impairment [34 CFR 104.3(j)]

Equal Access Policy

Unless the rights of others are violated, the Perpich Center for Arts Education board supports students' right to free speech and will provide limited open forums in which students may meet in school facilities during non-instructional time.

In accordance with the Federal Equal Access Act and Administrative Rules and Regulations, students desiring to conduct meetings within the limited open forum for the purpose of engaging in free exchange of religious, political or philosophical speech and thoughts will be afforded fair, equal and nondiscriminatory access to facilities within the school, provided that such meetings conform to the requirements of the Equal Access Act as provided in the procedures below.

The policy protects the rights of students to express opinions, post written materials and distribute literature so long as it does not disrupt the normal operations of the school and follows all procedures listed for this policy.

Nothing in the equal access policy or procedures shall:

- Authorize or require expenditure of public funds beyond the incidental cost of providing the space for student-initiated meetings
- Compel any school agent or employee to attend a student-initiated meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee
- Authorize or approve meetings that are otherwise unlawful
- Limit the authority of the school, its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and faculty and/or ensure that attendance of students at meetings is voluntary

Appendix

Bullying Prevention: Students helping students

Children and youth play a critical role in the prevention of and early intervention in bullying and cyber bullying. There are more students than adults in school; they often see and hear more than faculty and staff combined. Adults can help to engage their positive actions to make school safe for all by including students at every level of a school's bullying prevention efforts.

All bullying prevention programming relies on students telling a trusted adult when someone is hurt. The daily work of reaffirming relationships between adults and students is the cornerstone for bullying prevention. Adults work with youth and children daily to learn and practice the social skills that are needed to prevent bullying. Here are key elements of bullying prevention programming that adults can work with students on in creating safe learning environments for all.

Establish school-wide behavior expectations. By working with each class or small group of students' adults and students can develop the behavior expectations that all people can follow. The process of developing expectations from the classroom helps to create the buy-in with all students. For examples of school-wide expectations as well as bullying prevention using Positive Behavior Supports, go to the Positive Behavior Interventions and Supports' (PBIS) national web site

(http://www.pbis.org/school/bully_prevention.aspx)

Affirm bullying prevention rules, such as those from the Olweus Bullying Prevention Program (view rules at http://www.olweus.org/public/school_bullying.page) which lists these four clear directives for all to follow:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will make it a point to include students who are easily left out.
4. When someone is being bullied, we will tell an adult at school and at home.

Engage students in policy development and review: Minnesota State statutes regarding school discipline directs school boards to include students in school building discipline policy development (Minnesota Statute 121A.61) and annual review (Minnesota Statute 121A.65). Administrators can solicit feedback on the policy's effectiveness in reducing bullying or helping to stop it through focus groups, surveys, individual interviews or testimonial. Be sure to sample the general student population, as well as students who have experienced bullying and students who have engaged in bullying.

Encourage individual and group efforts to prevent bullying: The StopBullying website offers the following suggestions for youth to help prevent bullying. View the site at <http://www.stopbullying.gov/index.html>

All student behavior/student discipline laws (federal and state) have been summarized and can be found at the Minnesota Department of Education's Web site at http://education.state.mn.us/mdeprod/idcplg:IdcService=GET_FILE&dDocName=006059&RevisionSelectionMethod=latestReleased&Rendition=primary;

or, on the MDE website, under Student Success, Student Rights, Student Discipline and Truancy, then Student Fair Dismissal Act. Please note that any incident of student discipline (resulting in suspension) needs to be reported to MDE via the Disciplinary Incident Reporting System (DIRS).



Crosswinds Arts & Science School Agreement Form

Acknowledgements and Verification of Discipline Procedures

By signing this page, you are acknowledging and verifying that you have received and have reviewed with your child the documents referenced below, which can be found in the school handbook on the school website or in printed form, including and without limitation, the Family Educational Rights and Privacy Act (FERPA), due process, and dress code.

This form must be returned to Crosswinds Arts & Science School within 10 days of receipt.

Parent/Guardian name (print): _____

Student name (print): _____

Student's ID number: _____ Student's grade _____

Parent signature: _____ Date: _____

Discipline Procedures – Discipline Expectations and Consequences

As a parent/guardian of a Crosswinds Arts & Science School student, you have the right to a quality education for your children. To make sure that every student enjoys that right, the school has established procedures and policies regarding student conduct. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair, and we ask that you carefully read the infractions and consequences. Crosswinds Arts & Science School has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion. Some infractions result in referral to the appropriate law enforcement agency(ies) in addition to school consequences, such as suspension or expulsion.

Signature of parent/guardian

Date

Signature of student

Date

Please note: Federal privacy laws prohibit the school from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Technology Use Agreement

Your signature below acknowledges and verifies that you have received and reviewed with your child the section entitled Technology and Internet Acceptable Use Policy

Signature of parent/guardian

Date

Signature of student

Date

Preferred Method of Contact

Student Name: _____ Grade: _____

Parent/Guardian #1: _____

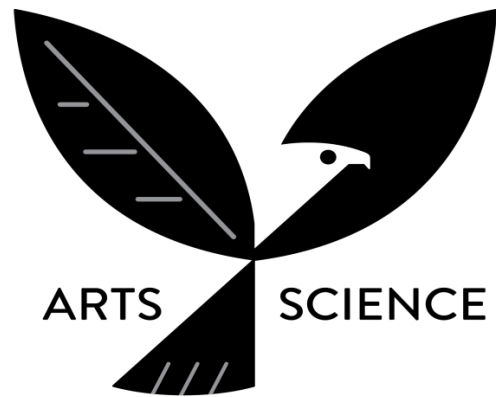
Phone: _____

Email: _____

Parent/Guardian #2: _____

Phone: _____

Email: _____



Crosswinds
School

Code of Conduct

Consequences may include, but not be limited to: student conference, parental notification, parent conference and suspension. Administration reserves the right to move to second offenses, incorporating first offense consequences. For students with an Individualized Education Plan, disciplinary action will consider the relationship of the behaviors to the student’s disability and will involve the student’s case manager. The administration may impose or recommend longer suspensions, expulsion or any other discipline as appropriate on a case-by-case basis. Multiple behavior referrals may result in suspension and/or expulsion from school.

Disciplinary Infractions & Consequences	1 st Offence Per Year	2 nd Offense Per Year	3 rd Offense Per Year
Student/Student Relationships			
<p>Abuse-Verbal Using language that is disrespectful, discriminatory, or obscene.</p>	<p>May include (but is not limited to) the following:</p> <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1 day in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges 	<p>1 – 3 day suspension In school or out of school depending on seriousness of infraction</p>	<p>3-5 day suspension In school or out of school depending on seriousness of infraction</p>
<p>Threatening or Intimidating Acts Verbally or by gesture, directly or indirectly threatening the well-being, health or safety of any student on school property or going to or from school.</p>	<p>May include (but is not limited to) the following:</p> <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1 day in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges 	<p>1 – 3 day suspension in school or out of school depending on seriousness of infraction or expulsion</p>	<p>3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion</p>
<p>Scuffle/Intimidation Encouraging, promoting, or initiating a fight (pushing, shoving or scuffling). A disorderly struggle with low potential for physical injury.</p>	<p>May include (but is not limited to) the following:</p> <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1 day in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges 	<p>1 – 3 day suspension in school or out of school depending on seriousness of infraction or expulsion</p>	<p>3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion</p>

Disciplinary Infractions & Consequences	1 st Offence Per Year	2 nd Offense Per Year	3 rd Offense Per Year
Student/Student Relationships			
Fighting Mutual combat (more than pushing, shoving, or scuffling) in which both parties are involved in verbal and/or physical action.	3-5 day suspension or expulsion depending on seriousness of infraction Referral to Police when appropriate.	5-10 day suspension or expulsion depending on seriousness of infraction	Expulsion
Physical Attack The act of physically assaulting or, in some manner, attempting to injure or intentionally inflict bodily harm upon any student on school property or going to or from school.	5-10 day suspension Referral to Police when appropriate.	Expulsion	
Harassment Level I Engaging in verbal acts that injure, degrade, intimidate, or disgrace other individuals, including words that negatively impact an individual or group based on their racial, cultural or religious background, their sex or sexual preference, or any disability they may have. This includes all direct bullying or cyberbullying.	May include (but is not limited to)the following: <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1-3 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges 	3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion	3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion
Harassment Level II To engage in acts that injure, degrade, intimidate, or disgrace other individuals including, but not limited to, the act of touching, grabbing, pulling at a person’s body or clothing.	3-5 day suspension Referral to Police when appropriate.	5-10 day suspension or expulsion depending on seriousness of infraction	Expulsion
Sexual Conduct Engaging in sexual conduct with another person, including engaging in sexual contact with another person, including intentional touching, removal or attempted removal of clothing; or sexual intercourse.	May include (but is not limited to) the following: <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 3-5 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges 	3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion	3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion
Sexual Misconduct, Criminal Engaging in sexual conduct with another person, including engaging in non-consensual sexual contact with another person, including intentional touching, removal or attempted removal of clothing; or sexual intercourse.	Expulsion Referral to Police when appropriate.		

Disciplinary Infractions & Consequences	1 st Offence Per Year	2 nd Offense Per Year	3 rd Offense Per Year
Student/Student Relationships			
<p>Slander/Libel</p> <p>A written, printed, pictorial, or social media statement that damages a person by defaming his/her reputation or character.</p>	<p>May include (but is not limited to)the following:</p> <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1-3 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges • Referral to Police when appropriate 	<p>1-3 day suspension in school or out of school depending on seriousness of infraction</p>	<p>3-5 day suspension in school or out of school depending on seriousness of infraction</p>
<p>Theft</p> <p>Unauthorized taking of property belonging to another person or receiving or possessing such property.</p>	<p>May include (but is not limited to)the following:</p> <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Referral to police when appropriate • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1-3 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges • Referral to Police when appropriate 	<p>1-3 day suspension in school or out of school depending on seriousness of infraction</p>	<p>3-5 day suspension in school or out of school depending on seriousness of infraction</p>
<p>Extortion</p> <p>The act of extorting things of value from a person in the school, under pressure of implied or expressed threats.</p>	<p>1-3 day suspension Referral to police when appropriate</p>	<p>3-5 day suspension</p>	<p>5-10 day suspension or expulsion</p>

Disciplinary Infractions & Consequences	1 st Offence Per Year	2 nd Offense Per Year	3 rd Offense Per Year
Student/Staff Relationships			
<p>Abusive, Offensive or Disrespectful Language or Actions</p> <p>The use of verbal, written, published language or pictures or social media that are discriminatory, abusive, obscene or threatening.</p>	1-5 day suspension	3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion	5-10 day suspension In school or out of school depending on seriousness of infraction or expulsion
<p>Insubordination</p> <p>Willful failure or refusal to respond or carry out a reasonable request by authorized school personnel.</p>	<p>May include (but is not limited to)the following:</p> <ul style="list-style-type: none"> • Student conference/parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1 day in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges • Behavior contract instituted 	<p>May include (but is not limited to)the following:</p> <ul style="list-style-type: none"> • Student conference/parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • 3-5 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges 	<p>5-10 day suspension in school or out of school depending on seriousness of infraction or expulsion</p>
<p>Interference, Disruption, or Obstruction</p> <p>Any action that disrupts the teaching and learning environment for students and staff.</p>	<p>May include (but is not limited to)the following:</p> <ul style="list-style-type: none"> • Student conference/parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1-3 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges • Behavior contract instituted 	<p>3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion</p>	<p>3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion</p>
<p>Threatening or Intimidating Acts</p> <p>Threatening verbally or by gesture directly or indirectly, the well-being, health or safety or any member of the school staff.</p>	<p>1-5 day suspension</p> <p>Referral to police when necessary</p>	5-10 day suspension or expulsion	5-10 day suspension or expulsion
<p>Physical Assault of a Staff Member</p> <p>The act of physically assaulting, attempting to injure any member of the school staff on school property or at any activity under school sponsorship.</p>	<p>5-10 day suspension or expulsion</p> <p>Notification to Police</p>	Expulsion	

Disciplinary Infractions & Consequences	1 st Offence Per Year	2 nd Offense Per Year	3 rd Offense Per Year
Student/Staff Relationships			
<p>Academic Dishonesty/Cheating Scholastic dishonesty including, but is not limited to, cheating on assignments and examinations and plagiarism (misrepresenting as one's own work that which has been done by another)</p>	Detention/Restitution		
<p>Forgery Written or spoken misrepresentation of the truth (forged passes, parental signature, false phone calls, forged social media posts, misinformation to school personnel).</p>	<p>May include (but is not limited to)the following:</p> <ul style="list-style-type: none"> • Student conference/parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1-3 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges 	<p>May include (but is not limited to) the following:</p> <ul style="list-style-type: none"> • Student conference/parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1-3 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges 	<p>1-3 day suspension or expulsion</p>

Disciplinary Infractions & Consequences	1 st Offense Per Year	2 nd Offense Per Year	3 rd Offense Per Year
School Property			
Trespassing Unauthorized presence on school grounds when closed to the public or when a restraining order or no trespassing letter has been issued.	1-5 day suspension Referral to police when appropriate	5 day suspension or expulsion Referral to police when appropriate	5 day suspension or expulsion Referral to police when appropriate
Damage of property Littering, defacing, cutting or otherwise damaging school property in any way.	May include (but is not limited to)the following: <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Referral to police when appropriate • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1-3 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges • Referral to police when appropriate 	3-5 day suspension in school or out of school depending on seriousness of infraction or expulsion Referral to police when appropriate	5-10 day suspension or expulsion Referral to police when appropriate
Misuse of technology Tampering with hardware or software or inappropriate use of available data in a school setting including the inappropriate use of the internet. (Includes restitution and loss of technology privileges.)	May include (but is not limited to)the following: <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Referral to police when appropriate • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1-3 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges • Referral to police when appropriate 	1-3 day suspension or expulsion Referral to police when appropriate	3-5 day Suspension or expulsion Referral to police when appropriate
Vandalism The act of willful destruction of public property. <ol style="list-style-type: none"> Destruction: to render unusable. Defacing: Damage requiring cleaning or repair. Misuse of printed materials. Misuse, damage or destruction of computers and/or software. 	1-5 day suspension or expulsion Restitution required. Referral to police when appropriate	5-10 day suspension or expulsion Restitution required. Referral to police when appropriate	5-10 day suspension or expulsion Restitution required. Referral to police when appropriate

Disciplinary Infractions and Consequences	1 st Offence Per Year	2 nd Offense Per Year	3 rd Offense Per Year
School Property			
<p>Vandalism</p> <p>The act of willful destruction of public property.</p> <ul style="list-style-type: none"> a. Destruction: to render unusable. Restitution required through parental contact. Referral to police. b. Defacing: Damage requiring cleaning or repair. Restitution required. c. Misuse of printed materials. Restitution required. d. Misuse, damage or destruction of computers and/or software. Restitution required. 	<p>1-5 day suspension or expulsion</p> <p>Referral to police when appropriate</p>	<p>5-10 day suspension or expulsion</p> <p>Referral to police when appropriate</p>	
<p>Theft</p> <p>Unauthorized taking of property of another person, or receiving or possessing such property. Restitution required through parental contact.</p>	<p>1-5 day suspension</p> <p>Referral to police when appropriate.</p>	<p>3-5 day suspension in school or out of school depending on seriousness of infraction</p> <p>Referral to police when appropriate</p>	<p>5-10 day suspension</p> <p>Referral to police when appropriate</p>
<p>Burglary</p> <p>Entering a building without consent and intending to commit or committing a crime.</p>	<p>Expulsion</p> <p>Referral to police when appropriate</p>		

Disciplinary Infractions and Consequences	1 st Offence Per Year	2 nd Offense Per Year	3 rd Offense Per Year
Protection of Public Safety			
Fireworks, Possession and/or Use Using any substance or combination of substances for the purpose of producing a visible or an audible effect by combustion, explosion, or detonation.	1-3 day suspension	3-5 day suspension or expulsion	Expulsion
Explosives, Possession and/or Use Possessing or using any compound mixture, the primary/common purpose of which is to cause an explosion	Expulsion		
False Fire Alarm The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. Includes false 911 calls.	1-3 day suspension Referral to police when appropriate	3-5 day suspension Referral to police when appropriate	Expulsion
Bomb Threat Intentionally giving false alarm of a bomb.	5-10 day suspension or expulsion Referral to police		
Arson The willful and malicious burning of, or attempting to burn, any part of any building or property or the school or of its staff and students.	5-10 day suspension or expulsion Referral to police		
Terroristic Threat Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person.	5-10 day suspension or expulsion Referral to police		
Possession of Weapons on the person, in the locker, or in the vehicle Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm. Weapons include, but are not limited to: guns (including pellet guns, look-alike and non-functioning guns that could be used to threaten others), knives of any kind (including pocket knives), clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, ammunition and mace. A student who finds a weapon on the way or in the building and takes the weapon immediately to the office shall not be considered in possession of a weapon.	5-10 day suspension or expulsion Referral to police		

Disciplinary Infractions and Consequences	1 st Offence Per Year	2 nd Offense Per Year	3 rd Offense Per Year
Alcohol, Tobacco and Drugs			
Possession of Alcohol and/or Drugs on any school property or at any school activity in which the school is a participant.	1-3 day suspension Referral to police. Referral to Chemical Health Specialist. May require drug test	5-10 day suspension Referral to Chemical Health Specialist. May require drug test	Expulsion
Selling or Transmitting Alcohol or Drugs.	5-10 day suspension or expulsion Referral to police. Referral to Chemical Health Specialist.	Expulsion	
Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	3-5 day suspension or expulsion Referral to police when appropriate. Referral to Chemical Health Specialist. May require drug test	5-10 day suspension Referral to police when appropriate. Referral to Chemical Health Specialist. May require drug test	Expulsion
Observed use of drugs or alcohol.	3-5 days suspension Referral to police when appropriate. Referral to Chemical Health Specialist. May require drug test	5-10 day suspension Referral to police when appropriate. Referral to Chemical Health Specialist. May require drug test	Expulsion
Tobacco or electronic cigarettes Use or possession of tobacco products in district buildings, on or about district grounds, in district vehicles, or at any district event.	1-3 days suspension Referral to police when appropriate. Referral to Chemical Health Specialist.	3-5 days suspension Referral to police when appropriate. Referral to Chemical Health Specialist.	3-5 days suspension Referral to police when appropriate. Referral to Chemical Health Specialist.

Disciplinary Infractions and Consequences	1 st Offence Per Year	2 nd Offense Per Year	3 rd Offense Per Year
Other Disciplinary Infractions			
<p>Inappropriate Dress and Attire</p> <ol style="list-style-type: none"> a. Hats, hoods, blankets and jackets may be worn only when entering or exiting the building. b. Clothing may not include words or visuals which are obscene, abusive, or discriminatory, or which advertise alcohol, narcotics or dangerous drugs. c. Students are not allowed to wear gang related clothing, articles, emblems and clothing symbols, or attire (including, but not limited to) bandanas, emblems, symbols, headbands, wristbands, or long belts. d. Students are expected to be appropriately dressed and acceptably groomed for school at all times. Administration reserves the right to determine when a student's appearance, grooming or mode of dress violates school policy, interferes with or disturbs the process, school activities, or poses a threat to the health or safety of others. 	<p>The student will be directed to make appropriate modifications or be sent home for the day.</p>	<p>May include (but is not limited to) the following:</p> <ul style="list-style-type: none"> • Student conference and parent notification • Parent conference • Restitution • Social Worker referral • Detention (lunch & after school) • Up to 1-3 days in-school suspension (ISS) or out of school suspension (OSS) • Loss of field trip/special event privileges 	<p>1-2 day suspension</p>