



MINNEHAHA
ACADEMY

Lower School Parent & Student Handbook

Kindergarten - Grade 5

2018 - 2019

MINNEHAHA ACADEMY | 4200 WEST RIVER PARKWAY |

MINNEAPOLIS, MN 55406

612.721.3359 | MinnehahaAcademy.net



MINNEHAHA ACADEMY

Minnehaha Academy Mission Statement

To provide high quality education
integrating Christian faith and learning.

Minnehaha Academy Core Values

Distinctively Christian

We encourage one another to become authentic followers of Jesus Christ.

Exceptional Academics

We pursue truth and excellence in all educational experiences.

Cultivating Potential

We help each person discover and develop his or her unique gifts and talents.

Caring Community

We share a unity that is based on care for one another rather than conformity.

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Lower School Faculty and Staff: 2018 - 2019

To contact Minnehaha Academy Faculty and Staff by email, use the format below:
lastnamefirstname.minnehahaacademy.net

For example: norbybetsy@minnehahaacademy.net

To contact Minnehaha Academy Faculty and Staff by phone, call 612.721.3359 and the receptionist will direct your call.

Extended Day Program Director: <i>Fun-n-Friends / Summer Programs</i>	Holly Abramson
Lower & Middle School Principal:	Karen Balmer
Library Assistant:	Susan Besser
Lower School Dean of Students:	Libby Burton
Director of Special Academic Services:	Elaine Ekstedt
South Campus Facilities:	Curt Bjorlin / Dan Kostecky
Lower School Counselor:	Kathlene McGraw
Library/Media Specialist:	Jim Nelson
Technology Integrationist:	Carrie Johnson
Technology Administrator:	Charlie Peterson
Literacy Specialist:	Caitlin Schlachter
Math Specialist:	Alison Schmitz
Nurse:	Paul Slininger
Diversity Director:	Paulita Todhunter
Director of Admissions:	Michelle Ulland
Curriculum & Instruction Specialist:	Julie Winn

Preschool:	Karin Kispert Thea Van Gordon Tiffany Dykstra
Kindergarten:	Katja Becker / Bethany DeLong Nancy Ringling
Grade 1:	Britt Guild Natalia Jankowski
Grade 2:	Joi Payton Naomi Peterson
Grade 3:	Kristi Classen Mary Jo Severson
Grade 4:	Blake Christiansen Angie Magnuson
Grade 5:	Jeff Bosshardt Nichole De Haven Christina Freeman
Innovation Lab:	Angela Anderson (Grades 3-5) Jim Nelson (Grades K-2)
Music:	Karen Benson
Physical Education and Health:	Jordan Fitch
Art:	Sheryl Cullen
Spanish:	Keidy Lora-Palusky / Robyn Angulo
Administrative Assistant:	Betsy Norby
Receptionist:	Shannon Boehm
Office Manager:	Ralanda Wells
Classroom Assistants / Aides:	Paula Davis Elizabeth Rausch Kathy Erickson Heather Thurow Steven Whyte Jodi Bjerke Katie Waltz Madeleine Gockowski Deanna Jacobson



MINNEHAHA ACADEMY

Minnehaha Administration

President:	Dr. Donna Harris
Principals: - Upper School - Lower & Middle School	Jason Wenschlag Karen Balmer
Director of Faith Formation:	David Hoffner
Executive Director of Institutional Advancement:	Sara Jacobson
Director of Finance:	Dan Bowles
Transportation Coordinator/ Ice Arena Manager:	Scott Glenn
Student Accounts:	Brenda Robbins

Addresses and Phone Numbers

Upper School Grades 9 – 12	1345 Mendota Heights Road Mendota Heights, MN 55120 (612) 729-8321
Lower & Middle School Grades PreK – 8	4200 West River Parkway Minneapolis, MN 55406 (612) 721-3359
Extended Day & Summer Programs: <i>Fun-N-Friends Program (Grades PreK-5)</i> <i>Yellow Lounge (Grades 6-8)</i>	4200 West River Parkway Minneapolis, MN 55406 (612) 728-7745 (office)
Ice Arena	4200 West River Parkway Minneapolis, MN 55406 (612) 728-7788

Student Life

Jesus grew in wisdom and stature and favor with God and others.
~ Luke 2:52

As a Christian community, we continually look to Jesus as a model for our own behaviors, as well as the behaviors we seek to bring about in our students. The intent of our discipline policy is to establish an understanding that will foster family partnerships, while supporting and empowering students to grow in wisdom and stature. As students learn to make good choices, they will bless their community and feel blessed in return.

Lower School Discipline and Behavior Philosophy

Everyone in the Minnehaha community is responsible for doing their part to build positive connections and trust. At Minnehaha Academy we are committed to maintaining a climate where all individuals feel safe and valued. In order to have a vibrant, healthy environment where students thrive, we hold all students to high standards of behavior.

What We Believe:

- Every person is worthy of respect.
- Every person is worthy to be safe, to feel safe, and to be free from danger.
- Students attend school to grow academically, behaviorally, socially, and spiritually.
- Learning is enhanced by the establishment of rigorous expectations.

Student Expectations:

Respect:	Showing care for God, others, property, and myself
Attitude:	Choosing the way I think think or feel towards work and others
Cooperation:	Working together to create community
Effort:	Trying my best in all things
Responsibility:	Using what I know to make good choices
Self-Control:	Managing my actions and word

General School Rules

- I will follow directions in a timely manner.
- I will keep my hands, feet, and body to myself.
- I will put people up, not down.
- I will walk in the building always.
- I will use all materials and equipment properly.

Discipline Procedures

Just as it is important for students to clearly understand the expectations for behavior, it is also important to be clear about consequences for failure to comply with these expectations. Our goal is to model and encourage positive behavior and to come alongside students when they fall short of the expectations. Each teacher has his or her own classroom discipline system and most behavior issues are addressed and resolved within the classroom. However, a student may be sent to the office as a result of behavior inconsistent with the RACERS expectations and school rules.

We believe that disciplinary situations represent powerful opportunities. We value a discipline model that is structured, yet flexible, in order to focus on encouraging responsible behavior and learning. When student behavior or actions need to be addressed we support student learning through identifying appropriate consequences, guiding conflict-resolution conversations, experiencing grace and forgiveness, and establishing plans for future decision-making.

Discipline Reports

When a student behaves in a manner that warrants discipline, a discipline report may be issued. A discipline report is a communication tool between school and home. These forms provide a brief description of the action/behavior, how it was addressed, and an area for growth. Our discipline system:

- Identifies wrong behavior and holds students accountable for behavior choices
- Relies heavily on strong communication and partnership with parents

These reports do not become part of a student's permanent school file. Rather, they are a means of ensuring that we have shared information about student behavior and consequences. A Discipline Report provides parents general information about the situation leading to the discipline and the specific consequence(s).

Possible consequences include loss of a privilege or participation in a special event, age-appropriate service to the school before or after the school day, partial or full-day suspension, multiple-day suspension, and implementation of a student behavior plan. A parent meeting will be called upon the accumulation of multiple Discipline Reports or if the school holds concern over displayed behavior. Serious behaviors and/or chronic behaviors that are not corrected by our discipline system may result in termination of enrollment.

Discipline Reports can be administered by school personnel for failure to comply with school rules and expectations, including:

- Disrespectful talk or tone towards others
- Discourteous verbal exchange with others
- Running or disruptive behavior in halls
- Not being in assigned areas
- Fleeing authority or leaving the classroom without permission
- Unauthorized use of electronics (including: iPads, cell phones, Smart Watches, and gaming systems- *please see technology acceptable use for explicit expectations*)
- Rough play
- Fighting (verbal or physical)
- Pushing or shoving
- Vandalism of school or other's property
- Lying
- Profanity
- Inappropriate gestures
- Physical or verbal aggression towards students or staff
- Acts which threaten the safety of others

Note: These expectations remain in place during school functions, even outside the instructional day (e.g.; a concert) and/or off-site (e.g.; on a field trip), as well as on school transportation.

Behaviors that could result in immediate suspension:

- *Theft*
- *Cheating*
- *Bullying*
- *Refusal to follow written or verbal directions*
- *Physical harm to others*
- *Threatening harm to others*

Weapons and Illegal Substances

Possession of illegal or dangerous items including weapons, chemicals, alcohol, and tobacco is prohibited. Weapons are not permitted at Minnehaha Academy. A look-alike weapon is treated the same as a real weapon. Items that may be considered weapons for Lower School students include guns, toy guns, water pistols, pocket knives, slingshots, fireworks, etc. If these or other items considered to be or used as a weapon are brought to school, parents will be called immediately. The item(s) will be confiscated by the administration, a Discipline Report will be issued, and consequences will be imposed which could include suspension or expulsion.

Recess

Weather permitting, all students participate in outdoor recess every day. Students are required to participate in recess unless they have a written release from home or a medical provider.

Recess Attire & Weather Conditions

Students are required to be appropriately dressed for weather conditions and outdoor recess. Please insure your child is dressed appropriately for the current day's weather conditions. Once snow has fallen and covered the ground, we require students to have a jacket, snow pants, gloves, hat/head covered and boots to participate in outdoor recess. If students are inadequately dressed, they will be sent to the office for recess and a reminder will be sent home.

We monitor weather closely. If the temperature and/or wind chill drop below -10 degrees we will have indoor recess for students.

Please label every item of clothing or equipment your child brings to school, with your child's first and last name. Unclaimed items will be kept in the school's Lost and Found located near the school cafeteria. Unclaimed items at the end of the year will be donated.

Playground Rules

In order to ensure that the playground experience is fun and safe for students, we expect all students to display RACERS behavior expectations. Specific rules pertaining to recess are clearly communicated to students at the beginning of the school year in addition to being posted near the playground equipment.

RACERS on the Playground and at Recess

Respect	Using kind words and including all individuals
Attitude	Staying positive and calm
Cooperation	Following school and game rules
Effort	Trying your best
Responsibility	Owning your actions, words, and using equipment for its intended purpose
Self-Control	Not using your body for harm and staying in playground area

Dress Code

It is important to maintain a learning environment free of distractions, including distractions that come from how students are dressed. Clothing must be modest and must not be distracting in a school setting. Specifically:

- Spaghetti strap tank tops or shirts, shirts that reveal midriffs, and clothing that exposes underwear are not acceptable.
- Shorts or skirts must be at least mid-thigh, preferably below the student's fingertips with arms extended to the side.
- Yoga pants or leggings must be worn with a shirt long enough to cover the bottom.
- Hats are allowed as students arrive, for recess or other outdoor activities, and at dismissal, but cannot be worn during the instructional day.
- Hoods are not permitted during the school day.
- Students must wear shoes or boots at all times.

Teachers and administrators will make judgments about the appropriateness of clothing. If a student's dress is determined to be inappropriate in any way, the student will be asked to change clothes before returning to the classroom and the parent will be notified.

Fidgets / Spinners

Fidgets, spinners, and related items can be valuable educational accommodations for students. If a student has a specific medical need for such an accommodation we will always partner with families to determine whether these items are appropriate and beneficial for a student. However outside of a targeted plan set forth in partnership with parents, fidgets and spinners will be considered toys and as such students are not allowed to use them at school.

Students who are determined to be eligible for a fidget or spinner must use them in accordance with the guidelines provided by the school.

Spiritual Life

Worship is an important part of our life together at Minnehaha. Lower School students worship God together once each week in Chapel. A wide variety of worship experiences during Chapel are offered, including special music, drama, and guest speakers. Parents are always welcome to join us!

Chapel will take place on Day 5 of our rotating schedule, so the specific day will vary from week to week, but the Chapel time for grades K-5 is always 9:15-9:45 am.

Students' spiritual development extends far beyond our scheduled Chapel times into classroom instruction, daily interaction with faculty and staff, and classroom practices such as devotions, prayer, and Bible teachings.

Lunch

Our contracted food provider, Taher, serves hot lunches every school day. The costs for the 2018-2019 school year are:

Kindergarten – Grade 2	\$3.95
Grades 3 – 8	\$4.25
Milk (white or chocolate)	\$.40

All meals include the fruit and veggie bar and milk. Students may purchase the hot lunch or may bring a lunch from home. Students eat lunch in the cafeteria.

We want students to eat food that will fuel their energy and learning for the remainder of the day, so the lunchroom staff asks all students to take at least one fruit or vegetable if they are

having a lunch from school. Parents can request an exemption to this rule if there is a medical condition or reason not to enforce this rule.

Parents are encouraged to set up an online account in MySchoolAccount, which is the platform used by Taher: www.myschoolaccount.com. This is an important tool for parents to monitor students' lunch spending. Funds can be deposited online. Parents can also bring a check or cash to the main office in an envelope labeled with the student's name, grade, and teacher. Parents will be notified when there is a negative balance. **Taher is unable to serve students who have a persistent negative balance.** Please be vigilant in monitoring your student's spending!

A prayer/grace is offered in the students' classrooms before they go to recess and lunch. Students attend recess first and then eat lunch immediately following. The lunch and recess schedule for the 2018-2019 school year is below:

<i>Recess/Lunch 1:</i>	<i>Kindergarten & 3rd Grade</i>	<i>10:15-11:15</i>
<i>Recess/Lunch 2:</i>	<i>1st & 4th Grade</i>	<i>10:40-11:40</i>
<i>Recess/Lunch 3:</i>	<i>2nd & 5th Grade</i>	<i>11:05-12:00</i>

RACERS in the Lunchroom

Respect	Displaying manners, listening to lunchroom aides and kitchen staff
Attitude	Kind tone of voice toward others
Cooperation	Helping to clean-up messes
Effort	Eating your own lunch and maintaining school rules in the lunchroom
Responsibility	Eating your lunch in allotted time and cleaning your own lunch area
Self-Control	Keeping you body calm, walking, and using a quiet voice

Visitors

Minnehaha has many prospective students and parents visiting during the school year. Because of the large number of visitors, we limit student visitors to prospective students of Minnehaha.

Parent Visits to Classrooms and Lunchroom

We welcome parents to come and visit their students in class or during lunch. Parents can come at any time for a lunch visit. For a classroom visit, parents must arrange the visit at least 24 hours in advance with their child's classroom teacher. All parents are required to sign-in at the front office and receive a visitor's badge to wear for the entirety of the visit.

Invitations to Parties

Invitations to private birthday parties and other types of parties should be mailed (rather than distributed at school) to prevent situations where children may feel excluded.

Lost and Found

All articles found in or about the school building or grounds should be taken to the lost and found cabinet located at the bottom of the stairs leading into the cafeteria. Parents are encouraged to check the Lost and Found regularly when visiting the school to reclaim items. Items in the Lost & Found are donated periodically throughout the year.

Valuables

Students should leave valuables at home. This includes money, radios, CD players, iPods, toys, electronic games, and cell phones. Personal loss is not covered by the school insurance.

Classroom Assignments

Many factors go into assigning students to classrooms. The number of students, peer relationships, learning styles, gender, academic abilities, and teacher / Specialist recommendations all factor into these decisions. Parents are given the opportunity each spring to share academic, social and emotional needs of their child to aid in class placement. The school reserves the right to make final placement decisions and to change class assignments during the school year if necessary.

Emergency Drills

It is important to train students in school safety procedures. Throughout the year we have several drills: Fire Drills, Tornado/Severe Weather Drills, and Lockdown Drills. Students are provided specific instructions for each type of drill and the drills provide important opportunities to practice the instructions. Each classroom has the procedures posted in the event that a substitute teacher is in the classroom at the time of a drill or live situation.

Electronic Communication

As we seek to maintain a safe and welcoming environment for all students, student electronic communications must comply with our standards for caring for one another. Communications sent from off-campus with content relating any member of the school community will be treated as if it had been written or spoken at school. As such, students may be subject to disciplinary action including, but not limited to, suspension or expulsion.

Cell Phones

Many Lower School students carry cell phones for safety reasons and that it is important for parents to feel they can be in contact with their child if needed before or after school. However, to avoid interruptions to instructional time and distractions Lower school students must turn cell phones off and store them in their backpack upon entering the school. Phones are to remain in a student's backpack throughout the day and may not be brought into classrooms or other areas of the school. Lower School students not following these expectations will receive a Discipline Report.

In the event that a parent must contact his or her child, a staff member is always available in the office to relay a message. Please call 612.721.3359 if you need to reach your child.

School Attendance Policies

Attendance is an essential component to a student's academic success. Even in Lower School, school attendance and timeliness is essential. Not only is it important for students to receive the direct, ongoing instruction provided during the school day, but students also need to form healthy habits of attendance and timeliness at an early age. **Excessive absences and/or tardies may be considered grounds for reconsideration of student's enrollment.**

Excused Absences include:

1. Illness
2. Family emergencies
3. A medical or dental appointment

Any other absences are considered Unexcused Absences. If a student has excessive absences, the parents will be notified and a meeting will be set up to discuss the absences and a plan to remedy the situation. Excessive absences are defined as:

- 3 or more consecutive unexcused absences
- 6 or more unexcused absences in a semester
- 10 or more unexcused absences in a school year

If a student is going to be absent, a parent must call the school before 8:40. The attendance line is 612.721.3359. This parent notification is essential, as we must be able to account for all students. Students who arrive to school after 8:40 am must be signed-in by a parent or guardian in the office.

Tardies

Students are considered tardy if they arrive after 8:40. Any student that arrives to school after 8:40 am must check-in at the main office to receive a pass to class.

Note: Weather conditions are taken into consideration when taking attendance; on days when weather or driving conditions are difficult, late attendance is taken.

It is expected that students are on time and ready to begin class by 8:40 each morning. A student who is consistently late misses valuable instructional time. If a student is chronically tardy, a conference with the family may be scheduled to discuss solutions and plans for any necessary make-up work.

School Hours

- The instructional day begins at 8:40 and ends at 3:10.
- Students may arrive at 7:00 am. Lower School students who arrive between 7:00 and 8:15 must be enrolled in our Fun-n-Friends program, where they will be supervised and provided age-appropriate activities. (See page 18 for details about Extended Day program options.)
- A waiting area is provided free of charge for students arriving between 8:15 and 8:30. Students in Kindergarten through Grade 5 arriving during this timeframe must go to the cafeteria where they will be supervised before being dismissed at 8:30 to go to their classrooms.

Note: No screen use is allowed during this time (phones, iPads, game devices).

- PreK students who ride the bus have a designated waiting room.
- Buses serving Minnehaha students leave by 3:20. Lower School students must be picked up by 3:20; if they are not picked up they will be brought to the Extended Day program where they will be supervised and engaged in age-appropriate activities. There is a drop-in charge for students who are not registered for after school care. (See page 18 for details about Extended Day program options.)
- Parents of PreK students must sign students in at the beginning the day and sign students out at the end of the day. PreK classrooms open at 8:30. See the PreK Parent Handbook for additional details.

Leaving School Early

Because we care deeply about student safety, they must be supervised at all times. As such, students cannot wait for a ride in the hallway or at the front entrance of the school. Students must be signed out in the office by a parent or parent-authorized adult; at that time the student will be dismissed from his or her class.

Please notify the student's teacher before the beginning of the school day to indicate the time you are arriving and the reason for the early dismissal. (See "End of Day Messages" for instructions about last-minute changes.)

End of Day Messages

If you have a message for your student regarding plans after school (e.g.; to wait for a ride rather than take the bus home), contact the receptionist at 612.721.3359 before 2:30pm. **Please note that teachers are not always able to check emails or voicemails prior to the end of the school day; time-sensitive messages should be directed to the main office.**

Vacations

We recognize the value of family vacations, and encourage families to plan trips during school vacations and days off. While it is helpful for teachers to know if a student will be absent, they are not expected to provide instructional materials or homework in advance of vacations. Upon returning from a vacation, students are expected to complete make-up work from the missed day(s).

School Closings and Late Starts

School closures and delays can be caused by a variety of reasons outside of our control including infrastructure (e.g.; utilities or water) and weather conditions. While we understand that closings and late starts can be inconvenient, Minnehaha Academy works hard to keep our instructional calendar in tact. However, the ultimate consideration is always student safety.

Instances of school closure or late start will be announced on the Minnehaha Academy website by 5:45 a.m. so that families can make necessary adjustments based on their individual circumstances. Parents will also receive an email or text notification. The decision to make an announcement by 5:45 a.m. means that we will not have complete busing information, so the announcement will advise parents to check the website for further updates by 6:15 a.m. This information is also published on designated local news outlets.

Extended Day: Fun-N-Friends

Fun-N-Friends is our before-school and after-school program. Fun-n-Friends is available:

- Mornings - 7:00am to 8:15am – Kindergarten through Grade 5
Note: PreK care is not available before school.
- Afternoons - 3:10 to 6:00pm – PreK through Grade 5

Fun-n-Friends also offers childcare on many days when we do not have school. These Release Days provide care from 7:00am to 6:00pm. To enroll please call the Extended Day Office at [612-728-7745](tel:612-728-7745) or go online using My BackPack at www.MinnehahaAcademy.net.

Academic Information

Homework

Homework is designed to accomplish the following goals:

1. Extend academic learning through practice and extension.
2. Foster a positive school-home partnership for academic growth.
3. Develop a “homework habit” and mindset in students.

Since many of our students are involved in church activities on Wednesday nights, every effort is made to reduce homework on Wednesday evenings. However, teachers may give an assignment early in the week to be due on Thursday or Friday. Students need to then realize that they may have to work a bit more on Monday or Tuesday to complete these assignments.

Physical Education

If a student is not able to participate in the physical education class, a note from home or a doctor must be presented. Only a written excuse from a doctor can excuse a student from Physical Education classes on a continuing basis. Students are required to wear athletic shoes when participating in physical education activities. It is recommended that students keep a pair of shoes for P.E. at school.

Textbooks and Instructional Materials

Textbooks and instructional materials are purchased by the school and loaned to students. If a book is lost, damaged, excessively soiled or worn beyond normal use, the student will be charged accordingly.

Field Trips

Students are required to participate in trips planned by the teacher. Although the enrollment contract includes authorization for school-sponsored activities, Lower School teachers will notify parents via email about field trips. Please sign and submit permission slips promptly prior to each field trip. The classroom teachers will organize parent chaperones if volunteers are needed. Parents sign a field trip slip at the beginning of the school year that gives permission for walking field trips near school grounds and bus trips to the Upper School for special events.

Concerts and Grade-Level Events

Fine Arts concerts, activities, and grade-level events are an extension of our curriculum. As such, all students are required to participate in the scheduled musical concerts, ~~dramas~~, and other grade-level performances or events. Every effort is made to inform families well in advance of these events so parents can plan accordingly.

Music Lessons

Students may participate in private piano and instrument lessons on-site as we have qualified instructors available. These lessons are held before or after school. Students are not allowed to take lessons during the school day. Information on any lessons currently being offered is available in the Lower & Middle School office.

iPads and Electronics

Lower School students must put electronics away before they come into the building. Students who need to complete homework using an iPad can do so in the library or under a teacher’s supervision. iPad use in hallways or common areas is not allowed. Use of electronic games,

devices, and social media (including texting) is prohibited in school unless directed and approved for educational use by a teacher and under that teacher's supervision. Lower School students not following these expectations will receive a Discipline Report. A teacher or staff member may confiscate devices and parents will be responsible to pick it up at the end of the day.

The iPad is a powerful tool for research, organization, productivity, art, communication, design, and creation. Like any complex tool, however, the iPad can be misused or abused. Adherence to the expectations provided in this policy will allow us to enjoy the benefits of the iPads in our school. A student who uses the iPad in a manner deemed detrimental to our educational environment is subject to disciplinary action. In addition to the practices and procedures in the Minnehaha Academy Acceptable Use Policy, school faculty will hold students to the following iPad expectations:

- **Before School:** Students in grades K-5 are not allowed to use screen devices before school while waiting for teachers to open their classrooms.
- **iPad Hallway usage:** During school hours, iPads may not be used in the hallways or other non-classroom spaces. iPads may be used in classrooms solely at the teacher's direction and for class-specific purposes.
- **Wearable Technology Usage:** Wearable technology includes electronic devices that can be worn such as SmartWatches, fitness tracking technology, or any other device that can send or receive messages. During school hours, all personal technology needs to be stored in the student's locker or backpack. Parents who need to contact their children during school hours should call the front office and a message will be relayed to the student.
- **Hacking:** Students agree not to modify Apple's iOS (known as *jailbreaking*). This subjects the iPad and school network to malicious software.

In the event that a student does not comply with these expectations, the student will be subject to discipline as outlined in our Discipline Procedures (page 11).

Library

Library materials for students in Grades K-5 may be checked out for three weeks. If a student loses a book and has tried without success to find it, the Library staff should be notified; often someone else will find it and return it. In the event that it cannot be found, the student must pay for the material. At the end of the school year, report cards will be held until library books are paid for or returned.

Accelerated Reader

Lower School teachers use the Accelerated Reader (AR) program. AR focuses on careful selection of books to improve students' reading and comprehension skills and builds an intrinsic love of reading. AR uses the ATOS Readability Formula for Books that helps guide students to choose books at their reading level. Students are tested periodically to determine their reading level. They then choose their own books, read them at their own pace, and take a quiz on the chosen book. Classroom teachers monitor AR progress and report growth to parents through conferences and report cards.

Student/Family Information Privacy Policy

Minnehaha Academy seeks to be a responsible steward of the student information entrusted to its care. A guiding principle regarding student information will be used only by those with a legitimate educational interest, on a need-to-know basis, or for the purpose of instructional

planning for an individual student. Due to our status as a private school which does not accept public funding, Minnehaha Academy is not bound by the Minnesota data privacy acts or the federal FERPA (Family Education Rights and Privacy Act). However, we maintain procedures in keeping with the spirit of that legislation.

The cumulative file is a physical folder which generally contains grades, report cards, standardized test scores, and individual educational assessments. Parents, legal guardians, and students over the age of 18 have the right to see the information in the student's cumulative file. Upon receipt of a written request to a school administrator, that person will make arrangements for access and arrange a time and place to examine those records. Public laws allow disclosure of information in the cumulative file to school personnel with legitimate educational interests without consent. The school will not send an individual educational or psychological assessment report to a third party without parental notification and consent. The school is authorized to allow emergency release of information, should it be necessary to protect the health and safety of students.

Directory information (student name, address, phone, grade) is public information which is published in our online student directory. Parents are annually given the opportunity to exclude their student's information from this directory. The information in this directory is strictly intended for the private use of members of the Minnehaha school community, and may not be used for any other purpose.

If a parent has a concern about use of student information the following steps will occur:

1. Gather information about who, when, how and where the information was inappropriately shared. Involve school administrators as necessary.
2. Express specific concerns in writing to the appropriate school personnel in order of involvement: teacher, coach/group leader, counselor, principal, president.
3. Work with school personnel toward resolution of the issue.

Home-School Partnership & Expectations

We believe that home and school should function in dynamic partnership. A positive and constructive relationship between the school and a student's home life, is essential for the fulfillment of the school's mission.

In order to have the most positive results in the education of each child, commitment to principles of healthy and effective communication between parents and the school is vital. Faculty and staff at Minnehaha Academy are committed to working closely with parents.

These principles are in place to insure parents can appropriately direct their concerns and contribute to a caring community that reflects and builds on our school's core values.

Partnership Principles for Parents and Families:

- 1. Recognize that effective partnerships are characterized by:
 - a. clearly defined responsibilities,*
 - b. a shared commitment to the school mission,*
 - c. open lines of communication,*
 - d. mutual cooperation and respect*
 - e. a common vision of goals to be achieved**
- 2. Respect the school's responsibility to do what is best for the entire school community, while recognizing the needs of their individual child*
- 3. Be familiar with and support the school's policies and procedures and other communications distributed by the school*
- 4. Share with the school any medical, personal, and/or academic information that will help the school best serve the student*
- 5. Seek to resolve problems through appropriate channels (See 'Effective Communication' below)*

Partnership Principles for Minnehaha Staff and Faculty:

- 1. Serve as Christian role models*
- 2. Maintain responsibility to do what is best for the entire school community, while recognizing the needs of individual students*
- 3. Strive to maintain a safe, secure, and welcoming environment for all students in accordance with Minnehaha Academy's mission, vision, and core values and report any rumors/reports of threats of danger*
- 4. Provide regular communications with parents about student progress, including timely notification to parents if a child is experiencing difficulties, and provide follow-up with plans, actions, and strategies*

Interactions with staff, other parents, and students

Parents, staff, and faculty are expected to interact civilly with all Minnehaha employees, parents, and students on school grounds and at school events. Abusive language, raising one's voice, insulting or threatening behavior to anyone on school grounds is not appropriate and the person will be asked to leave the property immediately.

Effective Communication

Parents with concerns regarding their child's learning are encouraged to schedule a meeting with their child's teacher in order for concerns to be given the attention they deserve. Drop-Off and pick-up is when staff are busiest, and at these times they are unable to give your concerns their full attention. Teachers and staff can best be reached through their school email addresses. (lastnamefirstname@minnehahaacademy.net)

Ongoing concerns may be addressed with the Principal, and meetings can be arranged through the Office Manager. Unannounced meetings are not appropriate and parents will be asked to schedule an appointment with the Office Manager.

It is proper to handle other concerns with the most direct level first (i.e. coach, teacher, or staff member most closely related to the concern). If the parent is not satisfied at that juncture, the next step is to involve the Principal to seek resolution. The President of Minnehaha Academy is the final arbiter for any disputes that are unable to be resolved by the Principal, including parent issues or student disciplinary issues.

Minnehaha Academy may choose to discontinue enrollment or re-enrollment of a student if the school reasonably concludes that the actions of the parent or guardian make a positive, constructive relationship impossible, or otherwise seriously interferes with the school's accomplishment of its educational purpose.

Minnehaha Academy is governed by the Board of Education whose job it is to secure the future of the school, set basic policies, undertake strategic planning, and lead in the financial support of the school. The Board entrusts the daily operations of the school to the President of Minnehaha Academy who supervises and evaluates all programs and personnel. The Board does not sit in review of administrative decisions.

Expected Communications

We value creating and maintaining strong and clear communication with our community. It is critical to take the time to read these thoroughly as they contain important upcoming dates and information.

Parent Square

Minnehaha uses a platform called Parent Square for grade level and teacher communication. Teachers will provide weekly information about what's happening in each class as well as upcoming events and dates to remember.

The Principal will also send a weekly broadcast to parents with important information and reminders about upcoming events.

Parent-Teacher Conferences and Report Cards

Parents should make every attempt to attend conferences on these days as these are critical communication junctures. Please note that this is different from Middle School, which uses a trimester report card schedule.

- *August: Back-to-School Conferences*
- *October: Parent-Teacher Fall Conferences*
- *January: Report Cards*
- *March: Parent-Teacher Spring Conferences*
- *June: Report Cards*

Report cards are not released if there is an outstanding balance on the student's account. In the case of an outstanding balance, Minnehaha's Business Office will notify parents.

Lower School Student Support Team (SST)

The Student Support Team (SST) exists to attend to specific learner needs, including academic, social-emotional, and behavioral. The group consists of Minnehaha faculty members that meet weekly to discuss specific student needs, analyze student data, and collaborate with classroom teachers as they provide support to individual learners. SST will determine appropriate student

supports, including behavior plans, academic intervention, recommendations for evaluations or external professional support, and/or community resources. If a focused intervention plan is initiated at school, parents will be notified by SST.

Changes in Emergency and Contact Information

It is critical that we are able to contact parents and those designated as emergency contacts. We rely on information submitted by parents in the enrollment process in MyBackPack. Please be sure to update this information if any of the information changes.

Mid-Year Withdrawal

If a decision is made for a student to withdraw from Minnehaha Academy for any reason, either by the family or by the school, all school materials must be returned on the final day of enrollment. This includes textbooks, athletic equipment and uniforms, iPads and accessories (case, charger, cord), and any other materials belonging to the school. The family will be billed for any materials not returned.

The family will be requested to complete an Enrollment Cancellation Form. Issues relating to tuition and fees will be handled by the Student Accounts staff.

Enrollment for the Following Year

Enrollment for the next year typically begins in February. Minnehaha Academy may determine that a student is ineligible to return the following due to academic or behavior concerns at any time, including after a student has re-enrolled.

Parent Engagement

Parent Service Program

The Parent Service Program is an effort to mobilize the parent community to rally together around the Arena Sale to benefit the school, serve others, and the community in a servant leadership effort. The Arena Sale is our opportunity to carry out a school wide service project; we need parents to help lead the way! Because of our emphasis on the Arena Sale, all parent service opportunities are specific to the Arena Sale only. Parents are expected to give eight hours of service for a two-parent household (or four hours of service for one-parent household). For those individuals who are not able to give of their time, a financial contribution of \$25.00/service hour is expected in place of the hours that will go directly to the Opportunity Fund.

MAPT: Minnehaha Academy Parents Together

MAPT is a parent group focused on building school-wide community. MAPT sponsors events throughout the school year to promote community and foster relationships among families. There are many opportunities to volunteer with MAPT. Meetings are held monthly; please refer to the Parent Connections brochure or Minnehaha website for details.

Mosaic

The Minnehaha Academy Multicultural Family Network or MOSAIC is a group of parents within MAPT also committed to building community. MOSAIC exists to enhance the understanding and appreciation of cultural diversity throughout Minnehaha Academy and to serve as a bridge between parents, administrators, and faculty on diversity issues. All Minnehaha Academy families are welcome to join this group. Meetings are held monthly; please refer to the Parent Connections brochure or Minnehaha website for details.

Volunteers

School volunteers are an important component in the success of our students. Volunteers provide the teachers with valuable help in giving individual and small group assistance and in accomplishing many administrative tasks. In whatever way you choose to help, you can be sure your contribution is needed and valued.

Background Checks

It is in the best interest of our students to conduct background checks for all employees, coaches and volunteers. Anyone driving students will need to submit to a driver's check as well. This will align us with most organizations that work with children and follow MN Statute 123B.03 on background checks. This statute indicates Minnehaha Academy, at its discretion, can request a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor.

We value the large number of parents and community members that volunteer at Minnehaha Academy and want to ensure that our procedures are clear and represent excellent practices to ensure the safety of our students.

Transportation

Transportation is available for students in Minneapolis and in the surrounding areas. Minneapolis bus schedules are sent home prior to the beginning of the school year; families on St. Paul and suburban routes will be contacted with route information by our provider prior to the beginning of the year. Please note that no route changes will take place until after the first two weeks of school.

There is also a scheduled shuttle that takes students between the Minnehaha Academy campuses each day. The bus schedule is as follows:

- Morning: Leaves North Campus at 7:35, arrives and leaves from South Campus at 7:45, arrives and leaves from Mendota at 8:05, and returns to south campus at 8:25.
- Afternoon: Three shuttle buses leave Mendota at 2:50, arrive back to South Campus at 3:10, leave South Campus at 3:20, arrives back at Mendota at 3:40.

Students are expected to behave in a manner consistent with expectations during the school day. Failure to comply with behavior expectations will result in a Discipline Referral and subsequent disciplinary processes. (See page 7.) Bus drivers are authorized to contact school administration regarding student behavior.

To receive more information about the costs and times of any of these bus services and/or to register your child for bus service, please call the Transportation Director, Scott Glenn, at 612.728.7788.

Carpooling

Minnehaha Academy is a strong proponent of carpooling for those who are unable to make use of our busing services. To receive more information about carpooling, please contact the the Transportation Director, Scott Glenn, at 612.728.7788.

Arrival, Departure, and Parking Procedures

The morning and afternoon traffic in and around the Lower & Middle School parking lot is very busy. The safety procedures are in place to ensure student safety. As such, the guidelines below are very important.

Pedestrian Traffic

Fifth Grade students serve as crossing guards in the morning and in the afternoon. Their primary responsibility is to help students and parents cross the street safely at the designated crosswalks. They are trained and take their jobs seriously.

Please utilize and respect the school patrol crossing guards and cross only at the patrolled crosswalks. Please also respect the crossing guard flags, as they indicate that students are in or nearing the street, including the guards themselves. **The “STOP” emblem on their flags hold the same legal authority as a fixed STOP sign and failure to respond can result in a traffic violation and ticket.** This will help adults focus on safety and teach it to our children by demonstrating respect for the rules.

Bus Traffic

The bus lane is dedicated for buses only and will allow buses to safely load and unload our students. For the safety of students arriving by bus, cars may not enter the bus lane during arrival and dismissal times: 8:15 – 9:00am and 2:45 – 3:30pm.

Car Traffic

For the safety of students arriving by bus, cars may not enter the bus lane during arrival and dismissal times: 8:15 – 9:00am and 2:45 – 3:30pm.

- **Cars with Students in PreK-Grade 5** should use the drop-off lane located within the school parking lot.
- **Cars with Middle School students** should drop students off on 42nd Street rather than coming through the drop-off lane.

When entering the parking lot, follow the arrows to the drop-off area and pull your car forward as far as possible, allowing your children to exit onto the sidewalk. This lane of traffic will move quickly when all drivers follow the procedure.

Drop-Off Procedures for Parents Driving their Child(ren)

Please have your child(ren) ready to be dropped off. If a child needs extra time to get organized for the school day, park in the lot or on the street to assist them before entering the drop-off lane. Cars in the drop-off lane must be ready to keep the line moving.

Pick-Up Procedures for Parents Driving their Child(ren)

Lower School parents who pick-up their children at the end of the day are welcome to park and come inside if desired. Otherwise our Lower School Parent Pick-Up lane travels along the interior curb of the parking lot. All parents must have an authorized name card visible on the dashboard or passenger side window. Students wait inside the west door and are called when their parent/guardian reaches the curb and is called. Any student not picked-up by 3:30 will be brought inside the office to wait for parent arrival. Students not picked up by 3:45 will be brought to Fun ‘N Friends and families will be charged accordingly.

There is **NO PARKING** in the drop-off area. This is a fire lane and it is illegal to park there for any reason. If you need to assist your child into the building, you must park in one of the parking lot stalls or on the street and walk your child into the building. Please use the sidewalks to avoid cutting through the parking lot.

The city of Minneapolis has several ordinances that we must comply with. Failure to comply may result in tickets or fines. Please remember:

1. No car can be parked within 20 feet of marked crosswalks and 30 feet of all stop signs.
2. No car can be parked and unattended in a No Parking Zone.
3. Cars may only idle for a short period of time. Exceptions can be made in extreme weather conditions and for emergencies.

Note: If you anticipate needing to wait in your car for an extended period of time, please park. You are welcome to wait in the office area.

Health Services Policies and Procedures

The health office is staffed by a Licensed School Nurse or Registered Nurse each day school is in session from 8:30am to 3:30pm. In order to provide for the health and safety of your student, the Emergency Health Information Form and Ibuprofen Consent Form must be completed/submitted online. **These forms must be completed at the beginning of each and every school year for all students.** Information will not be stored year to year. Students are not be able to attend class until these forms are completed and submitted. Questions should be directed to Betsy Norby: norbybetsy@minnehahaacademy.net.

Required Health Forms

The following is a summary of which health forms are required annually for our students:

	Emergency Health Information Form	Ibuprofen Consent Form	Physical Examination Summary Form	Immunization Record Form
Preschool	Yes	Yes	Yes	Yes
Kindergarten	Yes	Yes	Yes	Yes
1 st -6 th Grade	Yes	Yes	Only if there is a major health concern	Only for new students
7 th Grade	Yes	Yes	Yes	Yes
8 th Grade	Yes	Yes	Only if there is a major health concern	Only for new students
How to Submit?	Online (MyBackPack)	Online (MyBackPack)	Physical Copy	Physical Copy

Due to the essential nature of this information, students are not be able to attend class until the forms above are completed and submitted.

First Aid and Emergency Care During School Hours (8:30 AM – 3:30 PM)

First aid will be administered by any staff person qualified to administer appropriate first aid. In the event of a serious emergency, 911 will be called. It is expected that parents of children with life-threatening allergies, asthma, or other emergency conditions will notify the school nurse, as well as provide emergency supplies and medications at the beginning of each and every school year. Medication must NOT be expired and medication will NOT be kept over the summer. Any medication not picked up at the end of the school year will be destroyed.

First Aid and Emergency Care Before School, After School, and for Extracurriculars

If your student requires an emergency health plan or medication (epi-pen, inhaler, etc) and attends the before or after school programs, rides a bus, plays a sport, or participates in other activities outside of regular school hours, **it is the parent/guardian's responsibility to make the appropriate arrangements with coaches or before/after school program staff. It is the**

parent/guardian's responsibility to supply these individuals with appropriate emergency plans, supplies, and medications. The health office and student's classroom will be closed and locked outside of regular school hours; any medication stored there will NOT be available outside of regular school hours.

Illness and Communicable Disease

To protect your student and other students, please keep your child home if he/she shows any signs of illness or has a condition determined as contagious by the Hennepin County Human Services and Public Health Department (www.hennepin.us/childcaremanual).

Students should NOT come to school with the following:

- Fever of 100° F (orally) or 99° F (axillary) or higher within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- An undiagnosed skin rash
- Live head lice (determined by school nurse or parent/guardian)
- A reportable illness or condition determined as contagious, including but not limited to: pink eye (conjunctivitis), chicken pox (varicella), strep throat, impetigo, influenza, ringworm, and scabies
- Significant respiratory distress or unexplained lethargy

Please call the health office if your student has been diagnosed with a reportable illness or contagious condition. In the event that other students are exposed to a contagious illness, written notices of exposure to illness may be sent home with students in the same class.

Students may NOT come back to school until:

- Fever is less than 100° F (orally) or 99° (axillary) for 24 hours **without** the use of Tylenol/Motrin/Ibuprofen
- No vomiting or diarrhea for 24 hours since last episode
- Skin rash is identified and treatment started if prescribed
- Initial treatment for head lice has been done and there are no live lice present
- Completion of 24 hours of treatment for contagious illnesses with antibiotics
- Chicken pox lesions are completely crusted over

Additional guidelines:

- If a student returns to school during the school day after an illness, you must check in with the nurse before he/she returns to the classroom.
- If your child cannot participate in Physical Education class or needs to stay in from recess, please send a signed note with that information. If your child will be missing gym or recess for multiple days, a doctor's note will be necessary.

Medication Policy

For the safety of all students, it is recommended that medication be given at home whenever possible. However, if your child requires medication to be dispensed during school hours, the following medication policy will be followed for all medications (prescription and non-prescription).

- School personnel will only give medication with the signed consent of both licensed prescriber AND parent/guardian. The Annual Authorization for Administration of Medication form can be found here: <http://www.minnehahaacademy.net/parents/> under the Health Services heading.
- A new medication consent form is required at the beginning of each school year or if there are any medication administration changes

- Medication must be in the original pharmacy container, including the child's full name, name and dosage of medication, time/directions for administration, physician's name, and current date of prescription. The label must be in agreement with the signed consent.
- Parents/guardians must bring the medication and consent to the health office in person. Students may NOT carry or transport medications.
- Parents/guardians must pick up medication at the end of the school year. Medication and supplies left in the health office after the end of the year will be destroyed.
- The only medications students may self-carry and self-administer are emergency inhalers and epi-pens. The parent AND licensed prescriber must indicate permission to self-carry on the medication authorization form. We encourage older students (5th grade and up) to self-carry/manage emergency medications.

Administration of Non-prescription Pain Medication

Health office personnel may administer Ibuprofen, Cough Drops, or Anti-Itch Cream (Hydrocortisone) to students if parent/guardian consent has been given on RORS. Remember, when possible, administer medication in the home. The following policies apply to the administration of Ibuprofen to students at school:

- The health office will maintain a stock bottle of Ibuprofen for communal usage.
- The medication will ONLY be given as stated on the label based on age or weight.
- A physician/licensed prescriber order will be necessary if parents request a different dosage or if the nurse deems necessary for any other reason.

Note: Children/teens should not take aspirin products such as Excedrin because of its association with Reye's Syndrome.

Immunizations and Physicals

Minnesota Immunization Law requires that children enrolled in school show proof that they have had the required immunizations or that they are exempt. All students must be fully immunized by the first day of school. Students will not be allowed to enroll or remain enrolled without completed immunizations or a legal exemption. Guardians are responsible for submitting documentation of immunization status to Betsy Norby in the main office before the first day of school.

In addition to Immunization Records, a Physical Examination Summary Form signed and dated by your healthcare professional is **mandatory** for:

- 1) All preschool students
- 2) All kindergarten students
- 3) All 7th grade students and every 3 years thereafter
- 4) New students, when any major medical change occurs, or at the school nurse's discretion

Your student will not be allowed to attend class without the proper immunization AND physical examination forms. Minnehaha's combined Physical-Immunization Form can be found at: <http://www.minnehahaacademy.net/parents/> under the Health Services heading. It is also acceptable to use an Immunization Record Form and Physical Examination Summary Form provided by your student's pediatrician or clinic.

Student Insurance

Information on student insurance was mailed in the summer packet from the president's office. The cost of this supplemental insurance is covered by student fees. In case of an accident, the student must report at once to the nurse or an administrative official, who will complete an

accident form. Whatever medical costs are not covered by a student's own insurance, the school would typically cover. The policy covers riding in transportation to and from school, but it does not apply to injuries sustained while riding in or operating a two or three-wheeled vehicle. It also does not apply to injuries while playing football.

Health and Wellness Policy

Beliefs

Minnehaha recognizes that we are a reflection of our Creator God (Genesis 2:7) and that "we are fearfully and wonderfully made" (Psalm 139:14). God calls us to be good stewards of the body he has created (I Corinthians 6:19-20). Minnehaha recognizes that good nutrition and physical activity are essential for students to maximize their full academic/physical potential and achieve lifelong wellness. A conscientious approach to nutrition and physical activity promotes healthy weight maintenance thereby reducing the risk/severity of many chronic diseases.

Goals

- Maximize opportunities for physical activity and promote lifelong fitness
- Limit classroom celebrations to one per month and include healthy choices
- Promote healthy lunches, snacks, lifestyles, and choices
- Provide educational resources for families, students, and faculty

Lower & Middle School Policy Regarding Food at School

- **Healthy Eating at School:** Families are encouraged to pack healthy food items. Healthy snacks include fruits, vegetables, and other items low in sugars, fats, and salt. Snacks eaten in the classroom must NOT contain peanuts or tree nuts.
- **Healthy School Celebrations:** Classroom celebrations that involve food during the school day are generally limited to one party per class per month and should include healthy foods. If foods are eaten in the classroom, areas where food is eaten will be properly cleaned to prevent accidental exposure to allergens. Foods must NOT contain peanuts or tree nuts. Food must be store bought with a visible ingredients label.
- **Birthday Celebrations:** You are welcome to send items to school with your student, but your classroom teacher must approve it. If you wish to send food items, you must check with the school nurse and classroom teacher for any allergy information pertaining to the classroom.

Life-Threatening Food Allergy Policy and Procedures

The goal of this policy is to outline responsibilities that may be deemed necessary to support a student with a life-threatening allergy. Prevention includes reducing exposure to food allergens as well as educating others about allergies. Care includes recognizing signs of an allergic reaction and providing treatment. Management includes helping the student with allergies learn to make safe choices, being as independent as possible in the management of his/her allergy.

Accommodations for Students with Life-threatening Food Allergies

1. Allergy and Anaphylaxis Action Plans based on physician's orders will be maintained in the health office. It is the parent/guardian responsibility to provide the health office and other staff with new emergency plans EVERY year.
2. All faculty who have direct contact with students who have life-threatening allergies will be instructed on risk reduction and epi-pen administration.

Classroom Accommodations

1. All classrooms will be designated Allergy Aware. The most common food allergens include peanuts, tree nuts, fish, shellfish, eggs, soy, wheat, and milk. Nuts and nut products will NOT be allowed in the classroom. Snacks that have been processed in a facility that also processes nuts are allowed, but NOT products that have been processed on equipment that also processes nuts.
2. Students will be encouraged to wash their hands with soap and water before school begins as well as before and after eating. If it is suspected that a student's desk has been contaminated with an allergen, the desk will be cleaned with soap/water or disinfectant wipes. If a classroom has been used for an after-school program, the supervising adult will be responsible for washing desks and surfaces to remove allergens.

Field trip Accommodations

1. Emergency medications will be sent on field trips with a responsible student, chaperone, or staff member. When appropriate, we invite parents of a student at risk for a life-threatening reaction to accompany their student.
2. The teacher or chaperone must always have a cell phone or other emergency communication device when on a field trip.

Lunchroom Accommodations

1. Tables will be washed with soap and water before and between lunches.
2. An Allergy Aware (nut free) table will be provided for all students who have a severe food allergy. The table will be clearly labeled. (Grades K-5; not applicable to PreK.)
3. Lunchroom seating:
 - a. Students in kindergarten and first grade who have severe allergies will be required to sit at the Allergy Aware table. A friend may join the student at the Allergy Aware table as long as the friend's lunch does NOT contain peanuts, tree nuts, and products containing these ingredients.
 - b. Students in grades two through five who have severe allergies may sit at any table as long as there are no students with nuts sitting in the immediate area, or they can choose to sit at the Allergy Aware table.
 - c. Middle school students may choose their own seating.
4. Sharing or trading of food, containers, trays, or utensils is not allowed. Students who have handled or eaten nut-containing items must wash their hands.

Bus and Extracurricular Accommodations

1. If your student rides the bus, **parents/guardians will be responsible for addressing their student's life-threatening allergies with the bus company.**
2. Students will not eat on buses when traveling to and from field trips. If a change in this accommodation for a particular field trip is deemed necessary, the change should be discussed with the school nurse before the field trip.
3. If your student participates in the before/after-school program, sports, or extracurricular activities, **parents/guardians will be responsible for addressing any health concerns with before/after-school program staff or coaches, including providing them with emergency plans and medical supplies as necessary.**

Responsibilities

Student with Life-threatening Allergies

1. Wash hands before and after eating, as well as avoiding known allergens.
2. Never trade or share food, containers, trays, napkins, or utensils with anyone.
3. Learn to recognize symptoms of an allergic reaction and promptly inform an adult and report to the school nurse (bring a friend as an escort).

Parent/Guardian of the Student with Life-threatening Allergies

1. Inform school nurse and teacher of student's allergy prior to school year or as soon as possible after a diagnosis.
2. Provide school nurse with a minimum of 2 up-to-date epi-pens and medication orders.
3. Provide before/after school program or other extracurricular staff with epi-pens.
4. Provide a bag of "safe snacks" for their student in the student's classroom.

School Nurse

1. Conduct education for appropriate faculty and staff regarding life-threatening allergies, symptoms, risk reduction procedures, and epi-pen administration.
2. Ensure that epi-pens are accessible to faculty and staff while students are present in the building from 8:30 AM to 3:30 PM.

Teachers

1. Be fully aware of and in compliance with all aspects of the policy for managing life-threatening allergies. Review individualized Allergy Action Plans of students in your classroom with life-threatening allergies.
2. Know where to access epi-pens, other emergency medications, and emergency health plans in the event of a serious reaction.
3. Act immediately if a student reports ANY signs of an allergic reaction, including difficulty breathing or swelling of the face/lips. Call the nurse immediately and follow the student's Allergy Action Plan.
4. If you suspect a "non life-threatening" allergic reaction, call the school nurse to evaluate immediately. Do not allow a student to walk alone to the nurse.
5. On a need to know basis, share emergency health plans with volunteers, aides, and substitute teachers. Emphasize safeguards to reduce the risk of an allergic reaction.
6. Inform families of students with life-threatening food allergies of any school events where food will be served.
7. Be sure to take emergency medications and have them readily accessible for the student on all field trips. **Epi-pens should be stored at room temperature. Do NOT refrigerate or allow to reach temperatures in the high 80s and 90s F.**

Lunchroom Aide/Playground Monitors

1. Be familiar with students who have life-threatening allergies.
2. Clean tables to remove allergens – use clean or disposable clothes to avoid simply spreading the allergens around.
3. Carry a communication device for quick contact with the nurse. Know where to access epi-pens in the event of an emergency.
4. Enforce the Allergy Aware table policies.

Technology Acceptable Use

Introduction:

Minnehaha Academy has made a strong commitment to improving education with the use of technology. The Internet is a computer network that offers unique, diverse and powerful resources of a global nature to both students and staff. Our goal is to provide access to technology that will further the mission of Minnehaha Academy: “to provide high quality education that integrates Christian faith and learning.” Technology usage will be in accordance with this mission statement, this policy, and any applicable laws in effect.

Purpose of this Policy:

The purpose of this policy is to define “acceptable use” of the Network/Internet by students and staff. It will also help to ensure smooth operation of the Network/Internet connection by defining proper conduct for all users. Failure to comply with the terms and conditions outlined in this policy may result in restriction, suspension, or termination of the user’s access privileges. It may also result in other penalties, including suspension or expulsion from school, as well as possible legal or other civil action by third parties.

Network Definition:

The term “Network” hereafter will be used to define the local interconnection of computers within the boundaries of Minnehaha Academy, its various locations and offices, and its connection to the Internet.

Access Definitions:

“Structured Access” occurs under the supervision of a classroom teacher. All Minnehaha students will have structured access to the Network/Internet. “Open Access” occurs outside of the classroom setting and not under the supervision of a teacher. Open Access to the Network/Internet is offered in our computer labs, libraries and classrooms to students in grades 5 through 12.

Internet Definition:

The “Internet” is a vast network of millions of computers worldwide. It is made up of educational, scientific, government, commercial, and proprietary systems. It allows access to information and people all over the world. With this access to worldwide information, however, comes the availability of materials that may have little or no educational value within the school setting. While Minnehaha Academy has taken precautions to restrict access to illegal or inappropriate resources, it is impossible to control access to all such resources. We believe that the benefits and educational value of the Internet far outweigh the possibility that certain individual users may access or procure material, or use the Internet in a manner inconsistent with the mission of Minnehaha Academy.

Privileges & Responsibilities:

Use of the Internet is a privilege, not a right. Inappropriate use may result in termination of those privileges. In situations where this policy does not provide clear direction, School Administration will determine what is or is not appropriate. School Administration is charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate access privileges if necessary. Parents should understand that Network and Internet access is for educational purposes only and that Minnehaha Academy has taken reasonable steps to ensure that access is limited to such purposes. Parents and students shall not hold Minnehaha Academy responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied to the Internet. Students are expected to abide by the terms and conditions of this policy. Students must also understand that failure to comply with

the terms and conditions of this policy will result in disciplinary action as specified in the student handbook.

Terms and Conditions:

A) Network Etiquette: Users will abide by the generally accepted rules of network etiquette (“netiquette”). This includes but is not limited to the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use only appropriate language. Do not swear, use vulgarities, racial slurs or any other offensive language.
3. Do not reveal your personal address, email address or phone number or that of other students or colleagues.
4. Note that electronic mail (email) is not guaranteed to be private. School Administration may have certain access in order to read or to intercept electronic mail or to report any illegal activities to the appropriate authorities.
5. Do not use the Internet in a manner that would disrupt operation of the Network for others.
6. All communications and information accessible via the Internet should be treated as private property. Authors of incoming messages should not be quoted without their approval unless the forum dictates that this is assumed (e.g., LISTSERV mail groups).
7. Do not plagiarize. Indicate in transmissions where others have been quoted.
8. Assume that information and/or programs on the Internet may already be copyrighted and should be treated as such.
9. Cite all authors and give references for materials used from the Internet.
10. Report any security problems directly to School Administration or Director of Technology.

B) Security: The user alone is responsible for his or her server files. A user may not grant any other user access to his or her files. Do not communicate your password to others. Ultimately, all responsibility for server files rests with the individual user. If a password is lost or stolen, it should be immediately reported to the Director of Technology. A new password will then be issued or the file closed. If students feel they are being harassed in any way over the Network or Internet, it should be reported to School Administration, the Director of Technology, a teacher or a counselor. School Administration reserves the right to take whatever action necessary in order to preserve both the integrity and security of the Network, including shutting down the entire Network and restricting access to the Internet.

C) The following are expressly prohibited:

1. Vandalism
2. Flaming (email of a critical or derogatory nature)
3. Theft of passwords
4. Sending email messages to multiple lists or users inappropriately (“spamming”)
5. Proceeding beyond screens or firewalls that expressly require authorization
6. Accessing information or graphics that are inappropriate within the school or educational setting
7. Using another person’s server files
8. Sending out email anonymously or “impersonating” another person’s address
9. Uploading or spreading viruses or worms or any other code that could result in the loss of data and/or resources to another person or computer
10. Any illegal, immoral or unethical activity
11. Any activity that is inconsistent with the mission of Minnehaha Academy
12. Using school resources for personal or financial gain (unless specifically authorized by School Administration)

13. Transmission and/or reception of any material in violation of any Federal or State regulations including but not limited to:
 - a. any or all copyrighted material (without the written permission of the author),
 - b. threatening or obscene material, or
 - c. material protected by trademark or trade secret laws
14. Using the Network/Internet for political purposes
15. Product advertisements
16. Storing or transmitting encrypted data
17. Students storing non-academic data or programs on the server
18. Copying any copyrighted applications or programs
19. Playing non-academic games.
20. Downloading files (i.e. games and movies) from sites that have been accessed from outside the school firewall.

D) Network Access: Note that guarantees are neither made nor implied for the reliability of and/or access to the Network/Internet, any resources on it, or any local servers. No guarantee is made for the timeliness or even the delivery of e-mail. (Delays or non-delivery are sometimes to be expected.) Information gathered via the Internet should not automatically be considered reliable; users should evaluate that information with respect to its source.

E) Priority: Priority will be given to users of school computers for course work and assignments. While browsing of the Internet is a legitimate activity, it will be given a lower priority than course work.

F) Use by School Employees: while use of the computer, email and Internet is intended for job-related activities, incidental and occasional, brief personal use is permitted within reasonable limits, so long as it does not interfere with employees' work and responsibilities. Supervisors of Minnehaha employees have the authority to limit network/Internet use beyond these guidelines.

Server Usage:

Storage size should be kept to a minimum and within an appropriate size (no flooding the server with large files). The server should not be used to back-up individual computers on the network. Application or program files should not be copied off the server except where approved by School Administration. No student may make changes in the configuration of any computers on the Network without written permission of the Director of Technology or School Administration. Storage reliability on the server is not guaranteed.

This policy was drafted with input from the Technology Advisory Committee, the Minnehaha Academy principals, president, faculty, parent board members, and the Minnehaha Academy Board of Trustees. For more information, contact Merry Mattson, Director of Technology: (612) 729-8321 – mattson@minnehahaacademy.net

Minnehaha Academy

Sexual Harassment Policy and Procedures

Minnehaha Lower School seeks to provide a safe and positive climate for all students. Maintaining and promoting this environment is very important to all members of our community. This environment excludes hurtful and unacceptable behavior including name-calling, verbal putdowns and harassment. Sexual harassment or any harassment based on personal individuality or ethnic, racial, religious, or physical differences will be promptly investigated and resolved. Any incidences of harassment should be reported to a teacher, counselor or the administration. The incident will be investigated promptly, objectively, and confidentially.

Minnehaha Academy is committed to having a positive learning and work environment that is free from sexual harassment. Minnehaha Academy will not tolerate sexual harassment of students, employees, or other members of the school community whether on school property, at school or work-related assignments, at events off school property, or at school-sponsored functions. In addition to being demeaning and degrading, sexual harassment is unlawful and strictly prohibited by school policy. Under certain circumstances, sexual harassment may constitute unlawful sexual abuse or assault under federal and/or Minnesota law.

Definition of Sexual Harassment

Sexual harassment is defined as unwanted or unwelcome sexual conduct, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's gender when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's education or employment; or
- submission to or rejection of such conduct by an individual is used as the basis for employment, or academic or school-related decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive environment.

Sexual harassment is not limited to physical acts. The use of crude or sexually inappropriate language may be considered sexual harassment if it creates an uncomfortable environment for someone else. Sexual harassment may also include verbal teasing or inappropriate name-calling related to one's sex; spreading rumors of a sexual nature; and sending crude or unwanted sexual messages via letter, e-mail, text message, or social media. Conduct prohibited by this policy includes but is not limited to:

- suggestive sexual innuendo, comments, or slurs;
- inappropriate or suggestive comments about a person's body or appearance;
- unwanted touching, patting, pinching;
- displaying sexually suggestive pictures, cartoons, drawings, posters, or graffiti, including pornography;
- writing graffiti of a sexual nature on school property, such as on bathroom walls;
- subtle pressure for sexual activity;
- coerced sexual relations; or
- physical assault.

Complaints and Grievances

Minnehaha Academy strongly encourages all students and employees to report any incident of possible sexual harassment. Any student who believes he or she has been harassed should

immediately report such actions to the principal, vice principal, school counselor, school nurse, or the student's teacher. Any employee who believes he or she has been harassed should immediately report such actions to his or her supervisor or to the Director of Human Resources.

- Any school employee who receives a complaint from a student of sexual harassment must report this information to the principal or the dean of students.
- Reports of sexual harassment will be kept confidential to the extent possible, consistent with the need for a thorough investigation and applicable laws, including mandatory reporting laws.
- Any student or employee who is found to have knowingly filed a false complaint of sexual harassment will be subject to discipline by the school.

Investigation and Response

Following a complaint of harassment, the school will take prompt action to investigate the allegations of sexual harassment. Based upon its investigation, Minnehaha Academy will take prompt and appropriate corrective action.

- In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.
- Any person found to have engaged in sexual harassment will be subject to appropriate discipline or other corrective action, including up to dismissal or discharge from Minnehaha Academy.
- In addition, some forms of sexual harassment may need to be reported to legal authorities pursuant to Minnesota law. Minnehaha Academy will comply with applicable legal reporting requirements in cases of suspected sexual abuse, physical abuse or neglect of any student.

Non-Retaliation

The school and its employees will not retaliate against any victim of, or witness to, sexual harassment, and any such retaliation by a school employee is forbidden. Students are also prohibited from retaliating against any student who was a victim of, or witness to, sexual harassment. Such retaliation shall be considered a violation of this policy and will subject that person to discipline. Such retaliation should be reported using the same reporting procedure as stated above for reporting harassment.