

# **CHOICE** Technical Academy

2020-2021  
Student/Parent Handbook

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## **Covid-19 Updated Policies**

Due to the Covid-19 policies and guidelines laid out by the Minnesota Department of Education and Department of Health, we have updated our school policies to remain in compliance. CHOICE will communicate with families regarding any changes to these policies.

### **Attendance**

Distance learning students must check in with their advisor by 9 am daily. Students reporting to the school must arrive by 8 am.

### **Health Checks**

Daily temperature checks will be completed each morning at the front desk, and must be below 100 degrees to attend school. Your child's temperature should also be checked each morning at home before being sent to school.

If your child has any of these symptoms while at school their temperature will be checked again and they will be sent home if needed.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion
- Nausea or vomiting
- Diarrhea

Notifications will be sent as needed if an individual tests positive for COVID 19.

If your child tests positive for COVID 19, a quarantine of 10 consecutive school days from the onset of symptoms will be required. A child must be symptom free, and quarantined for 10 consecutive school days before returning to school.

### **Food & Drink**

Students may not leave their rooms or campus for lunch, but may have food delivered only during lunchtime hours. Students may not use water fountains to drink from, but may use them to refill water bottles. Students are encouraged to bring in a refillable water bottle.

### **Safety Precautions**

Anyone entering the school is required to wear a mask for the duration of their time in the building. We will provide one for each student. If a student does not have a mask or refuses to wear one of the school's, as required by the state, they will be sent home. Students are encouraged to bring their own as well. Students will be required to stay in their assigned advisory rooms during the school day and also for lunch.

*“Where serious people go to broaden their minds  
and learn to live the rest of their lives.”*

Congratulations on becoming a part of one of the most innovative learning opportunities available to students. We are excited to have you as part of CHOICE Technical Academy and Technical Academies of Minnesota, and are looking forward to observing you develop to your full potential. Your success at CHOICE will be in direct proportion to your effort, application, and participation. CHOICE Technical Academy was designed to meet the needs of students, both for the present and for the future. We are an ever-changing school working in an ever-changing society. The intention of CHOICE Technical Academy is to give students a strong performance-based education closely related to real-life experiences.

## **General Information**

### **Admission**

Ancestry forms are now required for schools to submit to the Minnesota Department of Education (MDE) for data collection on race and ethnicity. Upon admission to CHOICE, families must complete the Ancestry form. This is distributed at the time of enrollment, and Back to School Night in August. The school assigns a race/ethnic category(ies) on behalf of the family/student if the form is incomplete or not turned in.

### **School Hours**

#### **Arrival**

- Doors open at 7:45 AM for students to enter the building
- Advisory officially begins at **8:00 AM**.
  - Students are considered tardy if they arrive after 8:00 a.m.

#### **Dismissal**

- School ends daily at **2:45 PM**.
- Last buses leave CHOICE Academy by **3:15 PM**.
- Students are allowed to stay after school only if...
  - they have secured transportation by arranging usage of the after school bus or have secured alternative transportation AND
  - they are participating in a sponsored club or program such as a sport or another after school program OR
  - are under the direct supervision of a staff member such as tutoring or participating in a club.

### **Contact Information**

School Address: 315 South Grove Avenue, Owatonna, MN 55060  
Main Office Phone: (507) 400-4009  
Attendance Phone: (507) 400-4009  
Attendance Email: [cnelson@technicalacademies.org](mailto:cnelson@technicalacademies.org)  
Website: [www.technicalacademies.org/choice](http://www.technicalacademies.org/choice)

## **Attendance**

If a student will be absent from school, the parent/guardian must call the school at 507-400-4009 or email Cneslon@technicalacademies.org. Please leave the absent student's first name, last name, a reason for the absence, and a phone number where you can be reached.

**An absence may be excused for the following reasons: Please communicate with us**

1. Illness/injury/surgery
2. Mental Health/Medical/Dental appointments (**must provide a note from the doctor verifying time/date of the appointment**)
3. Religious activities
4. Family emergencies/funerals
5. Pre-planned approved family vacations
6. Suspensions
7. Court appearances

**Absences considered unexcused are:**

1. Truancy
2. Failure to receive an advisor's approval for off-site work
3. Being out of the building without signing out or leaving early
4. Excessive and unapproved family vacations
5. Illnesses without a doctor's note
6. Any other absence not included in the excused section of this policy

## **Tardies**

All students are expected to be at school by 8:00 a.m., and will be considered tardy if they arrive after. Tardies for the following reasons are excused and the student will be marked present upon arrival:

1. Illness/Injury/Surgery
2. Medical/Dental Appointments
3. Religious Activities
4. Family Emergencies/Funerals
5. Court Appearances

Three (3) unexcused tardies are equivalent to one unexcused absence.

Staff will make an effort to notify parents of all unexcused absences as soon as possible. If a student should accumulate:

- **3** unexcused absences, the parents will be notified by letter
- **5** unexcused absences, a conference must be held and the student will be referred to ARB (Attendance Review Board).

**The ARB** is part of Steele County's three tiered student accountability system, and is coupled with Steele county human services and the Steele County Attorney's office. The county attorney's office staff works with parents, teachers,

counselors and students to understand and improve attendance, and ultimately, academic performance.

- The school will continue to notify parents through the 7th unexcused absence. Following 15 consecutive unexcused absences, the student *will* be dropped from the school attendance rolls and will need to complete a full admissions packet in order to return at which time the application will be reviewed by the Academic Assistance Team for consideration as to whether the student will be able to meet the requirements of CHOICE Technical Academy.

### **Student Permission to Leave the Building**

Students may not leave school grounds during regular school hours without written parent/guardian permission. Students who leave the building during the school day must be picked up and signed out by a parent/guardian immediately. (For off campus lunch see below)

### **OFF-Site WORK**

CHOICE Technical Academy understands that at times it is advantageous to have students work on a project outside of school. Students planning to work off site must have their parent/guardian to arrange the work with their advisor **prior** to it occurring.

**Requirements include:**

- **A signed proposal form**
- **Evidence uploaded to Project Foundry**
- **A project journal**
- **Attendance of at least one day per week**
- **Presenting the work completed to the advisor immediately upon returning to school.**

**Students failing to meet these requirements will incur unexcused absences.**

### **SCHOOL DELAYS AND CLOSINGS**

CHOICE Technical Academy's school closings due to weather are dependent upon the Owatonna Public School District.

- Listen to Radio channels: KOWZ, KRFO
- Look at the OPS Website
- Follow the CHOICE Facebook Page

### **VISITORS/VOLUNTEERS/DELIVERIES FOR STUDENTS/OFF CAMPUS LUNCH**

We welcome visitors and volunteers at CHOICE. To ensure that student learning remains a priority we ask that the following is followed.

- All visitors must sign in at the office and wear a visitor pass, every time they arrive.
- All volunteers must sign in at the office and wear a volunteer pass every time they arrive.
- Parents/guardians are welcome to drop off items a student needs or lunch with the front desk staff. Please ensure lunch is delivered at the beginning of lunch time.
- Please do not send food deliveries to school.
- Students in 11th and 12th grade, **who are in good academic and behavioral standing**, may travel off campus for lunch with signed parental approval form. This privilege may be revoked for students not behaving off campus, or for not returning back to school on time or for any other disciplinary violation.

## **Health Services**

CHOICE does **not** have a school nurse on site. Medication and basic first aid are administered by school office staff. Students who need to take medication during the school day must complete a Medication Administration form and have the form signed by a doctor. All medications will be administered in the Main Office and must be brought to school by parents/guardians. Students may not carry medication at school.

If your child has a potentially life threatening health concern (i.e. allergies, diabetes, asthma or seizures), proper paperwork needs to be completed and signed by both a parent and physician.

If a student's health requires him/her to be sent home from school, a parent/guardian will be notified and will need to pick up the student from school. Please do not send your student to school with conditions that will prevent him/her from learning or spread conditions to other students.

State law requires certain immunizations for students in order to attend school. For information about which immunizations are required for each grade, please contact the Main Office. Parents must provide documentation that immunizations have been completed or medical/conscientious exemption of these immunizations.

## **CRISIS PLAN/EMERGENCIES**

The CHOICE Technical Academy School Board adopted a Crisis Plan, which is on file at CHOICE Technical Academy. If a crisis should occur, the advisors as soon as feasibly possible will contact parents. If students are evacuated from the building, they will meet with advisors at the Pillsbury Campus Gym and attendance will be taken. All students will be expected to stay with the group for safety and security purposes. CHOICE Technical Academy will run regular fire and safety drills.

## **Academics**

### **POLICY OF ACADEMIC PROGRESSION**

**Students of the CHOICE Technical Academy are required to progress through the school's curriculum in the following manner:**

1. Students are expected to complete 10 (ten) project credits per year to advance to the next grade level.
2. All students must make one presentation of a project and one exhibit of a project at a Presentation Night or other public venue (with advisor approval), per grade (10 credits) in order to graduate.
3. Students will complete a weekly or daily planner electronically to assist and develop their time management skills.
4. Students must attend their assigned math class, unless other arrangements are made by the advisor.
5. Project credits may be awarded based on an agreed upon rubric and goal by advisors(s) and student. All credit should be based on product completion, defined tasks, a definite product, deadlines that are met with evidence of progress, and the rubric.

6. To get credit for any project/activity/class, it must be proposed and signed by the advisor and the project proposal team. Credit will be in jeopardy if not proposed prior to the activity/project/class.
7. Summer projects/ prior year projects must be validated by the end of September or no credit may be issued.
8. PSEO students must receive advisor approval prior to enrolling (see PSEO section for more information).
9. Since our school is project based, if a student transfers out of our school, the school they are transferring to will determine how they will accept the credits into their program.

## **ACADEMIC ASSISTANCE**

CHOICE Technical Academy is a place offering limitless learning opportunities. It is the responsibility of the *student* to take learning seriously and to apply themselves to get their work completed. Minimum standards of achievement include a student completing 10 project credits per year. In an effort to make sure that all students make adequate progress, advisors will calculate at the beginning of each block credits earned for the year. Advisors will determine if the student is making adequate progress earning credit through projects, math, reading and writing plans. If the student is not on track for the year, he or she may be placed on an Academic Assistance Plan.

Academic Assistance Plan means that the following procedures will be set in motion until adequate progress is being made:

1. Meetings with their advisor and other staff to discuss interventions, goals, and plans for achieving those goals.
2. If a student is still not making progress, as determined by the student assistance team and advisor, the parents will be contacted to set up a meeting with the advisor and the student assistance team.
3. If adequate progress is still not being made, the student assistance team and the advisor will recommend the matter for referral for assessment to the CHOICE Technical Academy Staff. The student and parent may make a presentation to the staff. The staff may recommend the student find another educational setting.

\*If at any point in the academic assistance process the academic team and advisor determine the student is meeting adequate academic progress over a sustained period of time, the student may be taken off academic assistance.

## **PROJECT PRESENTATIONS and EXHIBITS**

CHOICE Technical Academy guides students to learn presentation skills throughout their time here. Presentation will be a part of every project a student completes. Students must present a well done and rehearsed presentation one time each year to their advisory, school, public meeting, and presentation night. While only one presentation is required we expect presentation to become a regular part of learning with students making multiple presentations and improving each year.

## GRADUATION REQUIREMENTS for Sophomores, Juniors, & Seniors 2020-2021

	Subject	Credits Needed
<b>Math</b>	<ul style="list-style-type: none"> <li>● Algebra (1)</li> <li>● Geometry (1)</li> <li>● Algebra II (1)</li> <li>● Class of Choice (1)</li> </ul>	3
<b>Language Arts</b>	<ul style="list-style-type: none"> <li>● One credit each year</li> </ul>	4
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>● Geography (.5)</li> <li>● Economics (.5)</li> <li>● Government (.5)</li> <li>● World History (1)</li> <li>● US History (1)</li> </ul>	3.5
<b>Science</b>	<ul style="list-style-type: none"> <li>● Biology (1)</li> <li>● Chemistry (1)</li> <li>● Physics (1)</li> </ul>	3
<b>Art</b>	<ul style="list-style-type: none"> <li>● Visual</li> <li>● Music</li> </ul>	1
<b>Independent Reading</b>	<ul style="list-style-type: none"> <li>● Book groups</li> <li>● Independent reading</li> </ul>	2
<b>Health/Phy Ed</b>		2
<b>Senior Project</b>		1
<b>Electives/Seminars of your choice</b> Determined by Personal Learning Plan	<ul style="list-style-type: none"> <li>● Technology</li> <li>● Art</li> <li>● Shop</li> <li>● Career</li> <li>● Internships</li> <li>● Work study</li> <li>● Drivers education</li> <li>● Junior Project</li> </ul>	20.5
	<b>Total</b>	<b>40</b>

## GRADUATION REQUIREMENTS for Incoming and Future Freshmen 2020-2021

	Subject	Credits Needed
<b>Math</b>	<ul style="list-style-type: none"> <li>● Algebra (1)</li> <li>● Geometry (1)</li> <li>● Algebra II (1)</li> <li>● Class of Choice (1)</li> </ul>	3
<b>Language Arts</b>	<ul style="list-style-type: none"> <li>● Writing 9-12 (1)</li> <li>● Reading Literature (1)</li> <li>● Speaking/Listening (1)</li> </ul>	4
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>● Geography (.5)</li> <li>● Economics (.5)</li> <li>● Government (.5)</li> <li>● World History (1)</li> <li>● US History (1)</li> </ul>	3.5
<b>Science</b>	<ul style="list-style-type: none"> <li>● Biology (1)</li> <li>● Chemistry (1)</li> <li>● Physics (1)</li> </ul>	3
<b>Art</b>		1
<b>Independent Reading</b>	<ul style="list-style-type: none"> <li>● Book groups</li> <li>● Independent reading</li> </ul>	2
<b>Health/Phy Ed</b>	<ul style="list-style-type: none"> <li>● Phy Ed (1)</li> <li>● Health (.5)</li> </ul>	1.5
<b>Senior Project</b>		1
<b>Junior Project</b>		1
<b>Advisory</b>	<ul style="list-style-type: none"> <li>● Advisory</li> <li>● PLP</li> <li>● Community Service</li> </ul>	4
<b>Electives/Seminars of your choice</b> <i>Determined by Personal Learning Plan</i>	<ul style="list-style-type: none"> <li>● Technology</li> <li>● Art</li> <li>● Shop</li> <li>● Career</li> <li>● Internships</li> <li>● Work study</li> <li>● Drivers education</li> </ul>	8
	<b>Total</b>	<b>32</b>

## GENERAL CREDIT GUIDELINES

Some projects have a maximum yearly credit for completed projects. These projects need to be approved and finalized by the student's proposal team.

- Driver's Education: 0.25 permit credits, 0.25 license credits
- PSEO (post-secondary): 1 CHOICE credit per 3 college semester credits
- Community Center and Outside Activities at School: up to 1.0 CHOICE credits with appropriate documentation (reflections etc.)
- Organized Sports Participation: 0.5 CHOICE credit

## PSEO: POST SECONDARY ENROLLMENT OPTIONS

Students may wish to participate in the PSEO program in which a student would attend a post-secondary institution and take college credit. We recommend that students consider this option only if they are highly motivated, are self-paced, and demonstrate appropriate social skills.

**In order to participate in PSEO it is the student's responsibility to:**

- Complete 10th grade including all presentations and exhibits or qualify for a career and technical course.
- Register for the appropriate placement test/s (ACT/SAT/Accuplacer etc.) on time.

**NOTE: Registration and payment for these tests are the responsibility of the student/parent.**

**CHOICE Technical Academy will provide transcripts upon request.**

- Receive standardized test scores (ACT, SAT, PSAT, Accuplacer) that meet the admissions requirements of the post-secondary institution the student wishes to attend for PSEO.
- Meet deadlines for applications and forms required to apply for PSEO (applications to post-secondary institutions, registration for test dates etc.)
- MDE form for PSEO must be signed by an advisor.
- Sign the PSEO contract with CHOICE Technical Academy for approval of courses
- Conference with the advisor at mid-term and again upon completion of courses
  - *Students receive credit for PSEO courses based on semester credits (a 3 credit class equals 1 CHOICE Technical Academy project credit). Please save sample course work, tests or documentation of test scores to share with the PSEO Team to finalize credit.*
- Return all books and materials provided to the student to the post-secondary institution following course completion. It is the student's responsibility to turn their books in to the proper site.
- Receive a "C" or higher grade in all PSEO coursework to obtain full credit and be eligible to continue participation in PSEO.
  - *A student who receives a "D" or lower in a PSEO class will be asked to reimburse the post-secondary institution for their tuition and will be evaluated by the advisor to determine if the student will be eligible for future PSEO opportunities.*

# **Community Expectations- Behavior**

## **PHONE/Device USAGE**

### **School Phone**

Phones are to be used for emergency and educational purposes only. Messages will be taken for incoming calls and students may return calls during lunch or after school. Students wishing to use the phone need to receive staff permission.

### **Cell Phone/Device**

Cell phones and devices are to be used to enhance the learning experience only. If staff/parents determine that device use is detracting from learning or causing a disruption in our community the following guidelines will be followed on request of student congress.

- 1st instance: reminder
  - 2nd instance: device is taken away for the day. Parents notified.
  - 3rd instance: device is turned in or stays at home for a week/5 school days. Parents notified and conference scheduled.
- 
- ★ **Staff (and parents) reserve the right to skip any of these steps in the case of serious infractions or distractions.**
  - ★ **If students refuse to follow this procedure, a parent/guardian will be contacted to bring student home for the day.**
  - ★ **If behavior continues, a parent conference will be scheduled with members of Culture and Discipline committee. Culture and Discipline will create behavior plans.**
    - **See Discipline Plan**

## **FOOD AND BEVERAGE**

We take pride in our learning community and desire a clean and healthy facility to support learning. The following guidelines are developed to support this clean and healthy environment.

- Beverages in advisory spaces are limited to water or unsweetened tea or coffee.
- All other beverages must be consumed in the common area during lunch.
- Please do not consume energy drinks at school.
- Food must be in a resealable container.
- Snack foods must be consumed in the common area during lunch.
- All containers containing food must be cleaned up daily. If food is consumed at desks; desks must be wiped down and vacuumed under by student daily.

## EQUIPMENT CHECKOUT

Students wishing to check out equipment for use in completion of projects are required to use the checkout form provided by the Technology Team. Students will be required to have a signed parent permission form (included in the admission packet) in order to check materials out. Students and parents will be liable for damage to any equipment in their possession. Some equipment will need advisor approval prior to checkout.

Summertime use of Chromebooks is allowed. Communication for this need is directed to your advisor.

## CLOTHING STANDARDS

CHOICE Technical Academy encourages students to dress appropriately for school activities and in keeping with community standards and academic priorities. As we prepare students for careers we ask that students and parents reflect on the image a student wishes to project.

We bring the community into our school and encourage students to make connections. You never know when a simple day of school can become a job or internship interview. Students at CHOICE ask that students represent our community well in your clothing. When clothing has a negative impact on our community students will be asked to cover the clothing up.

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

1. Clothing which bears a message that is lewd, vulgar, or obscene.
2. Apparel promoting products or activities that are illegal for use by minors.
3. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that may be interpreted as racist, sexist, or otherwise derogatory, or which connotes gang membership.
4. Clothing that does not adequately fit or cover the body, such as excessive midriff, excessive cleavage, lack of coverage on legs or sagging pants, shorts, dresses and skirts.

*It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or distracting to the academic environment as determined by CHOICE staff.*

### **Field Trip Dress Code:**

While our dress code is flexible within our school walls we do expect students to dress within the following guidelines when we are participating in the community. We expect students to dress according to standards developed by the field trip leader so that dress is appropriate to the activity. The following are general expectations for field trips:

- Wear clean and appropriate clothing as you would wear for a job interview



- ie. Advisory, group project, etc.
- Formal Conference:
  - Involves parents/guardians, other staff in order to move forward with decision and outcomes.

**Incident Reports:**

An incident report is sent home in order to have parents/guardians view and sign documentation so staff can recognize any patterns with student behavior.

(ie. Student has had phone taken away two times that week. Staff contacts parents, writes incident report, meets with student, and sends documentation home. Incident report needs to be signed and returned the next day. Social worker keeps track of incident reports and will contact advisor and parents if any patterns develop. A parent, student, and advisor conference may take place if pattern develops.)

The CHOICE team will determine which response is appropriate based on the circumstance.

**Conference:**

A conference is attended by parents/guardians, a CHOICE staff member, student, and advisor. If a staff is involved in the incident, that staff will also be present. This is a conference to repair harm and come to a resolution.

The CHOICE team will determine which response is appropriate based on the circumstance.

**Behavior Plan:**

A behavior plan is a contract that outlines the supports staff and student will utilize for student success. The plan will be written by the appropriate CHOICE staff with input from student and parent/guardian. The student and parent/guardian will be able to look over the document before signing the contract with the committee.

The CHOICE team will determine which response is appropriate based on the circumstance.

**Suspension:**

When behaviors seriously affect the culture and safety of our school, it can result in suspension, expulsion, and involvement of Law Enforcement.

**The following behaviors will be considered in immediate removal from school:**

- Fighting
- Physical Attacks
- Drug possession or use
- Smoking on campus or during school events
- Possession of weapons

This list is non-exhaustive.

CHOICE staff will determine which response is appropriate based on the circumstances.

## **Policies**

### **WEAPONS**

- The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors shall possess, use, or distribute a weapon when in a school location.
- A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury.
- This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment when properly possessed, used and stored shall not be considered in violation of the rule against the possession, use or distribution of weapons by students.
- The school takes a position of “No Tolerance” in regard to the possession, use or distribution of weapons by students. This policy will recognize the seriousness of the offense, consider a variety of approaches and consequences to hold the student accountable for their behavior, and take into account mitigating circumstances. The consequence for students possessing, using or distributing weapons may include:
  1. Immediate out-of-school suspension;
  2. Confiscation of the weapon;
  3. Immediate notification of police;
  4. Parent or guardian notification; and
  5. Recommendation to the Board Chairperson of dismissal.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis

### **SEARCHES**

**Pursuant to Minnesota statutes**, school lockers, desks, and storage units are the property of the school. At no time does the school relinquish its exclusive control of lockers, desks and storage units provided for the convenience of students. Staff members for any reason may conduct inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant.

- The personal possessions of students including, but not limited to: locked filing cabinets, purses, backpacks, book bags, packages, personal and school computers, or clothing may be searched only when staff members have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
- Vehicles may be searched if staff has reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
- As soon as practical after the search of a student's personal possessions, the school

authorities must provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by police or staff members.

- A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

### **DRUG, TOBACCO OR ALCOHOL USE**

Drug, tobacco (including smokeless/chew and electronic devices) and alcohol use are prohibited in all CHOICE Technical Academy buildings, grounds and transportation. If a staff member should have reasonable suspicion of use or possession of alcohol, tobacco or other drugs:

1. the student will be communicated with
2. the parents/ guardians will be notified requesting that the student be removed immediately
3. law enforcement may be notified
4. a ten-day suspension may be administered with the recommendation that a drug test (urine analysis) be administered (at the school's expense). A negative test would allow the student to return to school immediately. A positive test would result in a recommendation that the student undergo an assessment, and to follow the recommendations of that assessment

### **CODE OF STUDENT CONDUCT**

#### ***from Minnesota School Boards Association***

The staff at CHOICE Technical Academy believes that all students have the right to discuss infractions related to their conduct. Students will have the option to participate in restorative/peace keeping circles to seek solutions through dialogue and discussion or resort to the following traditional methods.

A student causing a rule infraction **may** be disciplined or dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation
2. Willful conduct that significantly disrupts the rights of others to an education
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Student discipline problems will be dealt with on a case by case basis. Student discipline procedures may include but are not limited to: restorative circles, conferencing, removal from class/setting, police contact, suspension, exclusion, or expulsion. Notification of any violation of this policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act or other applicable law.

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

Eligibility for participation in extracurricular activities may be limited by academic standing, disciplinary matters, or enrollment status. If you have questions about eligibility for participation contact an advisor. The bottom line is if you are not performing as a responsible young adult, you may lose privileges.

Teachers/staff may use reasonable force to restrain or correct a student.

Students may be referred by any staff member for rule infractions involving health, education, safety and respect.

### **DISCRIMINATION POLICY**

It is the policy of the School Board of Independent District No. 4217 to comply with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration, or selection, thereof, whether full time or part- time, under any education program or activity operated by the district for which it received federal financial assistance.

Any student of Independent District No. 4217 who feels he/she has been discriminated against in violation of the District's non-discrimination policy may avail himself/herself of filing the grievance with a Staff member or the Human Rights Officer appointed by the TAM School Board.

### **HARASSMENT AND VIOLENCE POLICY**

It is the policy of the Independent School District No. 4217 Board of Education to maintain a learning and working environment that is free from harassment or violence including but not limited to: race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. It shall be a violation for any student or staff member of the District to harass or inflict violence upon a student or staff member through conduct or communication as defined by this policy.

Harassment constitutes any action that makes another person uncomfortable. A student will be warned to discontinue behaviors that cause another discomfort; if they should choose to continue they may face suspension. Vagrant harassment may result in immediate suspension.

CHOICE Technical Academy will act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline any student or staff member who harasses a student or staff member of Independent School District No. 4217. Complaints should be addressed in oral or written form to any staff member or the School District's Human Rights Officer. A complete copy of Policy 413, Harassment and Violence is on file on Technical Academies of Minnesota Website.

### **CYBERBULLYING POLICY**

- All students at CHOICE Technical Academy are entitled to a safe school environment. Therefore, all types of bullying, including cyberbullying, are unacceptable.
- Cyberbullying is sending or posting harmful or cruel text and/or images using the internet or other digital communication devices. This generally occurs through the use of computers, cellular telephones and/or websites (e.g. Snapchat, Facebook, and other social media sites).
- Cyberbullying often occurs outside normal school hours; however, it is detrimental to school climate and can adversely affect student learning. Anyone who engages in cyberbullying is considered to be in violation of this policy and shall be subject to appropriate disciplinary actions. This could include, but is not limited to, the loss of Internet/computer privileges, suspension, or expulsion.

## **HAZING PROHIBITION POLICY**

“Hazing” means committing an act against a student, or coercing a student to commit an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The term hazing includes, but is not limited to:

- any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on 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 the 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 the 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 the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in the school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an advisor, who is the appropriate school district official designated by this policy.

Upon receipt of a complaint or report of hazing, ISD 4217 shall investigate the report and take proper action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

**ISD 4217 will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any other employee who retaliates against any person who makes a report of alleged hazing or testifies, assists, or participates in an investigation or hearing related to such hazing.**

## **DISTRIBUTION/DISPLAY OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school. The school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

- A. Students and staff have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the staff on a case-by-case basis. Material that is determined to not represent the students' best educational interests will be denied. Refer to the full TAM School Board Policy # 502.

### **PLEDGE OF ALLEGIANCE**

CHOICE Technical Academy supports the state policy of reciting the pledge of allegiance. Students are able to recite the pledge on Monday for the first five minutes of Advisory. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so, and students must respect another person's right to make either choice.

### **SCHOOL SPONSORED STUDENT PUBLICATIONS**

The purpose of this policy is to protect students' rights to free speech in production of official school publications while at the same time balancing the school's role in supervising student publications and the operation of public schools.

- Students who believe their right to free expression has been unreasonably restricted in an official student publication may seek review of the decision by the Board Chairperson. The Board Chairperson shall issue a decision no later than five (5) school days after review is requested.
- Students producing official school publications shall be under the supervision of a staff member and staff team. Official publications shall be subject to the guidelines set forth below:

#### **Expression in an official school publication is prohibited when the material:**

- Is obscene to minors
- Is libelous or slanderous
- Advertises or promotes any product or service not permitted for minors by law
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.
- Expresses or advocates sexual, racial or religious harassment or violence or prejudice
- Is distributed or displayed in violation of time, place and manner regulations

**Students who violate the provisions of this policy shall be subject to disciplinary action as appropriate.**

### **COMPLAINT POLICY**

The school takes seriously all concerns or complaints by students, staff, parents or other persons. The following procedure may be used.

- A) Students, parents, staff or other persons, may report concerns or complaints to the school. While written reports are encouraged, a complaint may be made orally. Any staff member receiving a complaint shall advise the appropriate staff team (Personnel, Transportation, Special Education, Technology, Finance, Assessment) of the receipt of

the complaint. The staff team shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the Board Chairperson. A person may file a complaint at any level of the school; i.e. staff, staff team, or the School Board. However, persons are encouraged to file a complaint at the building level when appropriate.

- B) Depending on the nature or the seriousness of the complaint, the staff team member receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the Board Chairperson who shall determine the nature and the scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the status or outcome of the matter.
- C) The appropriate Board Chairperson shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any action appropriate or corrective measure that was taken. The Board Chairperson shall be notified on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn, Stat. Ch. 13 or other law.

#### **PROTECTION AND PRIVACY OF PUPIL RECORDS**

Independent School District No. 4217 gives notice to parents of students currently in attendance in CHOICE Technical Academy, of their rights regarding pupil records.

Parents and eligible students are hereby informed that they have the following rights:

- That parent or eligible student has a right to inspect and review the student's education records;
- That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- That the parent or eligible student has a right to deny consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated there under authorized disclosures without consent;
- That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C.1232g, and the rules promulgated there under;
- That the parent or eligible student has a right to obtain a copy of the school's policy regarding the protection and privacy of pupil records; and
- Those copies of the school's policy regarding the protection and privacy of school records are located in the CHOICE Technical Academy Building.

Independent School District No. 4217 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- It classifies records as public, private or confidential.
- It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

- It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- It establishes procedures and regulations for access to and disclosure of education records.
- It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

**"Directory information"** may be included in a student directory and may include the following information relating to a student: the student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

The information listed above shall be public information that the school may disclose from the education records of a student. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent, except to school officials as provided under federal law. In order to make any or all of the directory information listed above "private," the parent or eligible student must make a written request to the student's advisor within thirty (30) days of receiving this information.

### **CRISIS PLAN/EMERGENCIES**

The CHOICE Technical Academy School Board adopted a Crisis Plan, which is on file at CHOICE Technical Academy. If a crisis should occur, the advisors as soon as feasibly possible will contact parents. If students are evacuated from the building, they will meet with advisors at the Pillsbury Campus Gym and attendance will be taken. . All students will be expected to stay with the group for safety and security purposes.