



**Math and Science Academy**  
**Student-Parent Handbook**  
**2023-2024**

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## **MSA (Math and Science Academy) Vision, Mission and Core Values**

### **VISION**

To be an innovative, sustainable model of academic excellence for all students that creates well-rounded, lifelong learners and global citizens.

### **MISSION**

We provide accelerated and inclusive curricula and instruction in all subjects, with an emphasis on math and science.

### **CORE VALUES**

- **Honesty:** MSA's community exhibits fairness, cooperation, integrity, and honesty. MSA students and staff take responsibility for their actions.
- **Community:** MSA maintains small class sizes and a small school feel.
- **Respect:** MSA's community respects others and their views, while fostering a safe environment where every voice is heard, and individuals are free to take risks.
- **Teamwork:** MSA encourages networking, collaboration, and open communication between all members of our community. MSA encourages students, their families, and staff to invest their time and resources to serve the MSA community.
- **Excellence:** MSA continuously evaluates and improves programs to ensure the highest quality in teaching and learning. MSA empowers students to develop independence through organization, time management, and self-discipline.

### **Board of Directors (BOD)**

MSA is governed by an elected Board of Directors that provides oversight to fiscal responsibilities, student achievement, and strategic planning. There are nine members on the Board consisting of four teachers, three parents, and two community members who are each elected by the parents and all staff. In addition, two student representatives, the contracted financial manager, and the school Executive Director serve as non-voting members. A list of current school board members and other BOD information is available on the MSA website on the Board of Directors web page under the "About Us" tab.

### **Charter School Information**

A charter school is a public school in which educators design and create an innovative program in order to improve pupil learning and student achievement. Additional purposes include: (a) increase learning opportunities for all pupils; (b) encourage the use of different and innovative teaching methods; (c) measure learning outcomes and create different and innovative forms of measuring outcomes; (d) establish new forms of accountability for schools; or (e) create new professional opportunities for educators, including the opportunity to be responsible for the learning program at the school site.

The autonomy of a charter school allows MSA to make effective decisions quickly, and therefore, be responsive to the immediate demands of a liberal arts program that focuses on math, science

and technology. MSA's mission is accomplished; free of the bureaucratic tangles of a large centralized school district.

Legislation governing the establishment and operation of charter schools in Minnesota is established under Minnesota Statute 124E. General funding comes from the State of Minnesota and the Federal government, based on pupil units.

### **MSA Contact Information**

**Address:** 8430 Woodbury Crossing  
Woodbury, Minnesota 55125

**Phone:** 651-578-7507

- Building A Office - Ext. 3500
- Building B Office - Ext. 3501

**Website:** [www.mnmsa.org](http://www.mnmsa.org)

**Attendance Line:** 651-578-8061

**Fax Machine:** 651-578-7532

### **MSA Campus Information**

#### **Building Hours and Building Front Office Hours:**

9:00 a.m. – 4:30 p.m.

**Weekends and Holidays:** The school and office areas are closed.

**Summer Hours:** Summer hours will be posted on the school's website at the beginning of the summer.

#### **School Day Hours and Schedules**

- **MSA opens at 7:30 a.m. for students.** Students who come to school before 9:00 a.m. must report directly to their activity or Building A study hall. Study Hall before school is available for a fee. The study hall fee for each student is \$150 per semester or \$10 a day for drop-ins with a \$300 maximum per semester. Students will sign-in when attending study hall.
- **School starts at 9:20 a.m.** Students need to be in their 1<sup>st</sup> period class by this time. Students are encouraged to arrive at 9:10 a.m. so that they have time to get organized before they need to be in class.
- **MSA's school day ends at 3:55 p.m.** Bus riders will be excused at 3:50 p.m. Car riders or walkers will be excused at 4:00 p.m. When picking up your student, **please arrive after 4:00 p.m.** to help alleviate undue traffic congestion with the buses. Due to the bus staging locations, the buses will occupy all spots within the parking lot loop.
- **Students are expected to be out of the buildings and off the school campus by 4:30 p.m.,** unless meeting with a coach, teacher, or participating in a school sponsored program supervised by an adult. Students waiting for transportation after 4:30 p.m. need to go to the Woodbury library or YMCA and wait there to be picked up.

## Drop off and Pick up Procedures

### Before and After School

MSA has parking lot attendants in the morning *and afternoon* to ensure students' safety. Please follow the directions from the attendants if dropping off or picking up your student. Abiding by the procedures below will enhance student safety *and allow for an efficient process*.

*Do not drop off your child **before** 9:00 a.m. as there is no adult supervision before 9:00 a.m. Any student who is dropped off before 9:00 a.m. will be placed into our before-school study hall and will be charged the daily fee of \$10. There is also an option to pay a semester fee.*

Do not arrive until **after** 4:00 p.m. to pick up your child and please comply with parking lot monitor instructions.

After you pick up your child, move out of the drop off/pick up lane and proceed to the exit lane. The left lane is for exit purposes only. Please proceed forward slowly and carefully. At no time should students enter or exit vehicles in the exit lane.

**Do not leave your car unattended in the pick-up/drop-off lane. Vehicles should not be parked in the roundabout for drop off or pick up of students.**

### Drop Off and Pick Up Procedures for Buildings A, B, C and D

- **Building A:** Upon arrival, carefully turn and loop behind Building B and move to the drop off lane (lane nearest Building A) and proceed as far forward as possible or until you come to the yellow line located at the end of Building A. When your vehicle has stopped, please have your child *enter/exit* the vehicle and then proceed to drive your vehicle through the exit lane (lane that is nearest to the parking lot and furthest from Building A) until you exit school grounds.
- **Building B:** Stay in the lane nearest Building B and proceed as far forward as possible, or until you arrive at the solid white line located at the west edge of Building B. When your vehicle has stopped, please have your child *enter/exit* the vehicle. Then proceed to drive your vehicle through the exit lane (lane that is nearest to the parking lot) which goes in front of Building A until you exit school grounds.
- **Building C and D:** Turn into the Building C parking lot and proceed to the right side of the lot until your vehicle is located in front of Building C. When your vehicle has stopped, have your child exit the vehicle. If you are picking up your student, please park in an open parking spot between buildings C and D. Once your student is in the vehicle, exit the parking lot by driving to the right side of the parking lot and carefully enter the Woodbury Crossing circle by turning right and then exit the circle.
- To encourage flow of traffic, turn right from Pioneer Drive to the roundabout.

### During School Hours

Once school has begun, middle school students arriving late or early **must** be signed in by their guardian/parent and high school students **must** be called in by their guardian/parent.

When dropping off or picking up students during school hours for buildings A or B, parents are to park in the visitor spots in the parking lot. They must then proceed to the building's main entrance and buzz the security system to request access into the building. Once access has been granted to enter the building, proceed to the administrative office to sign in/out the

student. Due to safety concerns, at no time during school hours are cars to be parked in the traffic lanes.

### **Activity pick up/drop off**

Parents/guardians need to pull into a parking space to drop off or pick up a student for activities. Please do not wait in the traffic circle for students after activities.

## **MSA Communication**

### **General Information**

Open lines of communication between students and teachers, and families and teachers are critical to a good education. At MSA, we strongly encourage the involvement of families in their student's education. MSA has many ways to relay and receive information. Please use any of the following methods of communication to get an answer to your question.

### **It is expected that students and parents check the MSA school website and their email account on a daily basis.**

1. **Call Us** If you have any questions regarding non-classroom issues, please call.
  - **When you have questions concerning your child's progress in an individual class or their classroom activities**, please contact their teacher first. If the questions/concerns persist, then contact the guidance counselor or building administrator.
  - **If you need to send a message to your child**, please contact the office staff directly so the message can get to your child as soon as possible -- do not leave a voicemail or send an email to the MSA office. **Please do not text or call your student on their cell phone during the day.** As part of MSA's procedures, student cell phones should be turned off during the school day and kept in their locker. Disregarding this policy disrupts student learning, and your child will be asked to turn in their phone to the administration.
2. **MSA Website** [www.mnmsa.org](http://www.mnmsa.org) Check the MSA website frequently for new information, and important events happening at our school.
3. **rSchool Calendar** For information on MSA athletic events and activities, go to the rSchool Athletic/Activities link on the front page of the MSA website.
4. **Daily Announcements** Daily Announcements on the MSA website are an excellent way for students and families to keep up with all that's going on at MSA. If you would like to receive Daily Announcements by email, please log onto the MSA website using your family access username and password, click on the Daily Announcement icon, then enter your email address.
5. **Back To School Night** This is offered each August before school starts for MSA students and their families.
6. **Conferences** This is an opportunity to discuss expectations and progress of your student at school. Conferences are held in the Fall and Spring.



7. **Appointments** Parents are encouraged to meet with teachers and staff members at any time during the year to discuss any issue related to their student's education at MSA. Meetings with staff members should be held at mutually agreed upon time and method. Staff phone numbers are available on the MSA website on the "Our Staff" web page under the "About Us" tab.
8. **Board Meetings** These meetings are open to the public. All students and family members are welcome. Please check the MSA website for the board calendar and link to virtual board meetings.
9. **Board Committee Meetings** These meetings are open to the public. For dates and times of the BOD committee meetings, please check the Community Calendar on the MSA website or for a complete list check the About MSA tab and then Board of Directors.
10. **Social Media** Follow us on Twitter: @MSADragons; Instagram: msaactivities; and Facebook: Math and Science Academy for general information and activities at MSA.
11. **Skylert** This messaging service from Skyward will be used when there are immediate announcements of an emergency nature that need to be distributed to families.

# 2023-2024 School Calendar

## 2023-2024 School Year

## Math & Science Academy

SUN	MON	TUE	WED	THU	FRI	SAT
August 2023						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 NT	24 NT	25	26
27	28	29	30	31 B		

SUN	MON	TUE	WED	THU	FRI	SAT
September 2023						
					1	2
3	4 H	5 F	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 PD	26	27	28	29	30
				18	18	

SUN	MON	TUE	WED	THU	FRI	SAT
October 2023						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 PD	19 X	20 X	21
22	23	24	25	26	27	28
29	30	31			19	37

SUN	MON	TUE	WED	THU	FRI	SAT
November 2023						
			1	2	3	4
5	6 C	7 CX	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 X	23 H	24	25
26	27	28	29	30		
					18	55

SUN	MON	TUE	WED	THU	FRI	SAT
December 2023						
					1	2
3	4	5	6	7	8	9
10	11 D	12	13	14	15	16
17	18	19	20	21	22WB	23
24	25 H	26WB	27WB	28WB	29WB	30
31					15	70

SUN	MON	TUE	WED	THU	FRI	SAT
January 2024						
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15 H	16	17	18	19 SE	20
21	22 W	23 OH	24	25	26	27
28	29 D	30	31		18	88

SUN	MON	TUE	WED	THU	FRI	SAT
February 2024						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 C	16 PD	17
18	19 H	20	21	22 C	23	24
25	26	27	28	29		
					19	107

SUN	MON	TUE	WED	THU	FRI	SAT
March 2024						
					1	2
3	4SB	5SB	6SB	7SB	8SB	9
10	11 W	12	13	14	15	16
17	18	19 I	20	21	22	23
24	25	26 I	27	28	29 X	30
31					14	121

SUN	MON	TUE	WED	THU	FRI	SAT
April 2024						
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 X	27
28	29	30			21	142

SUN	MON	TUE	WED	THU	FRI	SAT
May 2024						
			1	2	3	4
5	6	7	8	9	10	11
12	13 D	14	15	16	17	18
19	20	21	22	23	24	25
26	27 H	28	29	30	31	
					22	164

SUN	MON	TUE	WED	THU	FRI	SAT
June 2024						
						1
2	3	4	5 L	6 W	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30					3	167

SUN	MON	TUE	WED	THU	FRI	SAT
July 2024						
	1	2	3	4 H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**KEY:**

- F/L** First/Last Day of School
- H** Holiday (No School)
- X** No School Day
- SE** Semester End (Jan 19)
- OH** Open House (6:00-7:30 pm)
- B** Back To School Night (1-7 pm)
- D** Digital Learning Day

- I** Informational Meetings - 6th 3/19; 9th 3/26
- W** Teacher Work Day (No School)
- PD** Prof. Dev. Day (No School)
- SB** Spring Break (No School)
- WB** Winter Break (No School)
- C** Parent/Teacher Conferences (5-8pm on 11/6, 2/15, 2/22; 9am-1pm on 11/7)
- NT** Orientation For New Teachers
- G** June 6th is graduation.

**Number of days in 2023/2024 Calendar:**

- # of Days in 1st Semester = 81
- # of Days in 2nd Semester = 86
- Total # of School Days = 167 1030 Total Hours
- Number of teacher days = 179

Approved: 5/15/2023

**120A.41 LENGTH OF SCHOOL YEAR; HOURS OF INSTRUCTION.**

State Law 165 Days  
1020 Hours

MSA Calendar: days 2023-2024 Year - First 5 Snow days will be eLearning. (5 maximum).

## TOPICS - A to Z

Activities (See Activities Handbook)

## Admission and Enrollment

As a public charter school, MSA provides free public education and is open to any Minnesota student. Students may first apply for enrollment in the winter of their fifth-grade year. Parents/guardians must apply between December 15 through February 1 to be part of the lottery. MSA usually has a waiting list

for most grades. A lottery is typically held for all registered student applicants to determine who is accepted for the upcoming academic year; preference is given to siblings of an enrolled student.

For more information, updates and registration deadlines, please see “The Admission Process” under “Prospective Families” on the MSA website. Because MSA usually has more students registered for admission than there is capacity, timely registration does not guarantee admission to MSA.

The Minnesota Statute 124E.11 Charter Schools, Subdivision (b) reads: A charter school, including its preschool or prekindergarten program established under section [124E.06, subdivision 3](#), paragraph (b), shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot.

### **Late Enrollment**

Enrollment applications received after the start of the school year for grades 6-8 will be placed on the waiting list. Enrollment of students for grades 9-12 is closed at the end of the first week of the school year.

### **Athletics (*See Activities Handbook*)**

### **Attendance**

MSA is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness to class are essential for success in school. Learning that is lost due to absence cannot be adequately replaced. For detailed information on attendance, absences, tardiness, and consequences, please see a summary of Policy 503-Student Attendance under “District Policies,” or the complete policy under “Board of Directors” on the MSA website.

**When a student is not able to attend school**, parents/guardians must inform the school by calling the attendance line (651-578-8061) before 10 a.m. A phone call must be made every day that the student is absent unless previous arrangements have been made with the school. Should a student be absent for three (3) consecutive school days for a health-related absence, a doctor’s note will be requested in order for the student’s absence to be excused.

**When a student needs to leave school during the day**, parents must come into the office to sign out their student (for students in grades 6-8 only), and provide a note from the medical provider upon return. For students in grades 9-12, parents must either call the main office number, email, or bring a note stating that they have permission to leave, and the specifics about the appointment.

### **Absences/Tardies**

#### **Excused**

To be considered an excused absence, the student’s parent or legal guardian must notify the school of the reason for absence and may be asked to verify, in writing, the reason for the student’s absence from school. In some cases, a note from a licensed medical professional may be required.

Valid excuses for school absences and tardies are:

- illness;
- serious illness in the student’s immediate family;
- a death or funeral in the student’s immediate family or of a close friend or relative;
- medical, dental, orthodontic, or mental health treatment;

- court appearances occasioned by family or personal action;
- physical emergency conditions such as fire, flood, storm, etc.;
- any tardy or absence for which the student has been excused in writing by an MSA administrator or teacher.

### **Unexcused**

The following are examples of unexcused absences and tardies:

- truancy;
- any absence in which the student failed to comply with any reporting requirements of MSA's attendance procedures;
- work at home;
- work at a business, except under a school-sponsored work release program;
- vacations with family, unless a plan is put in place to make up the school work and the plan is approved by the MSA Executive Director at least five school days in advance of the start of the family vacation;
- personal trips to schools or colleges that exceed the parameters in the school policy;
- absences resulting from accumulated unexcused tardies; three (3) tardies equal one unexcused absence;
- any other absence not included under the attendance procedures set out in this policy.

### **Absences and Activity or Program Participation**

- School-initiated absences, during or outside the school day, will be excused and participation permitted.
- A student must be in attendance half of the school day in which the practice, game, or event is scheduled. If a student is absent on a Friday with a game/activity the following day (Saturday), they are eligible to participate provided the absence is an excused absence. If a student receives an In-School Suspension or Out-of-School Suspension, the student will not be allowed to participate in any extracurriculars they are registered for on those days of suspension, including weekends if the suspension spans the weekend.
- If a student is suspended from any class, he or she may not participate in any activity or program that day.
- If a student is absent from school due to medical reasons, they must present a physician's statement clearing the student for participation that day. The note must be presented to the coach or advisor and the MSA Activities Director before the student participates in the activity or program.

### **Family Trips**

Family trips scheduled when school is in session are discouraged. If the family trip is absolutely necessary, a parent/guardian must complete and submit "503 Unexcused Absence Request" form, which is available in Building A and B offices, and on the MSA website. The completed form, with all the required signatures, needs to be returned to the administration **at least five (5) days** prior to the absence. Students must make up all work assigned during the absence.

### **Tardiness**

Students are expected to be in their assigned class and/or area at designated times. Failure to do so constitutes tardiness.

**Students who are tardy at the start of the school day must be signed into the office by a parent/guardian.** The student will receive an admission slip to their first period class.

## **Backpacks and Bags**

Students are encouraged to bring only necessary items to school and class, and are not allowed to bring backpacks and bags into classrooms. Backpacks and bags in classrooms create a safety hazard for students and there is not enough room for them. Should a student bring theirs to class with them, they are encouraged to hang them outside of the classroom. Rolling backpacks are not allowed at MSA as the lockers are not large enough to hold them.

## **Behavior and Discipline**

Nurturing the maturity of each student is of primary importance at MSA, and is closely linked with the balance that must be maintained between authority and self-discipline as a student progresses from dependence on authority to the more mature behavior of self-control. All students are entitled to learn and develop in a setting which promotes respect for self, others, and property.

Proper positive discipline can only result from an environment which provides options, and stresses student self-direction, decision-making, and responsibility. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to learning. MSA recognizes that there are instances when it is necessary to administer disciplinary measures. The position of MSA is that a fair and equitable school-wide student discipline policy contributes to the quality of the student's educational experience.

For more information on student discipline, in-school and out-of-school suspension, expulsion, or exclusion policies, please see the summary of Policy 506-Student Discipline under "District Policies". For the complete policy, please see the "Board of Directors" web page under the "About Us" tab on the MSA website.

## **Academic Integrity**

As part of MSA's community, students are expected to maintain the highest ethical academic standards. The following behaviors are prohibited: cheating; passing off someone else's work as their own; copying the work of others; allowing others to copy your work; the use of AI (artificial intelligence); and using technology for wrongful purposes. Students engaging in academic dishonesty are subject to discipline.

## **Bullying**

MSA does not tolerate bullying by any of its students, staff or parents/guardians.

### **• Reporting Procedures**

In the event that a student has been bullied, a report should be completed following Policy 514-Bullying Prohibition Policy. In order for an incident to be classified as bullying three things must occur:

1. The existence of the unwanted behavior must be communicated to the person conducting the behavior. (example - "Please don't stand next to me.")
2. The unwanted behavior continues after step 1.
3. There is a power imbalance between the parties involved.

If all three of these criteria are met, a report should be made to an MSA staff member.

## **Chemical Use and Abuse**

The use of chemical substances is not tolerated. Students who use chemical substances on campus, on school transportation, or at school sponsored events will be disciplined appropriately up to, and including, expulsion.

## **Harassment and Violence**

Everyone at MSA has the right to be treated respectfully at all times in a community free from any kind of harassment or violence. Policy 413-Harassment and Violence was created for the purpose of maintaining a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

For the complete policy, please see the “Board of Directors” web page on the MSA website.

## **Tennessee Warning**

When a student (or parent, on behalf of a student) is asked to provide private or confidential data concerning themselves, they may be given the Tennessee Warning. The warning informs the student about: the purpose and intended use of the requested data; their legal rights regarding supplying the requested data; consequences for sharing, or not sharing data; and the identity of people or entities authorized by state or federal law to receive the data.

## **Counseling Services (*See Student Support Services*)**

## **Course Drop Deadline (*See Course Guide*)**

## **Dress Code**

Please refer to Policy 504-Student Dress and Appearance. This policy appears in its complete form under “Policies” on the MSA website under the “Board of Directors” tab.

## **E-Learning and Digital Learning Days (*see School Closing Procedures*)**

## **Electronic Devices - Policies and Procedures**

### **1:1 Computer Program**

The focus of the 1:1 computer program is to provide technology tools and resources to help all students prepare for 21st century learning expectations. Middle school students will be issued Chromebooks, and high school students will be issued laptops. It is the student's responsibility to provide proper care for their MSA-provided device, to keep their MSA-provided computer safe from damage and theft, and to be sure it is charged and ready for use in the classroom. Students will be responsible for loss of, or any damage to, their device.

- **Chromebooks** – Middle school students will all be issued an MSA Chromebook. Students will be required to use their MSA issued Chromebooks, and will not be allowed to use personal laptops or Chromebooks due to monitoring and software management needs.
- **Laptops** – High school students have the option of being issued an MSA laptop or using their own. Using their own laptop is a privilege that MSA may revoke if a student misuses their laptop in any way, including but not limited to breaking other school policies.

Students and parents must review the “Student Laptop Guidebook” as well as the school’s “524 Internet Acceptable Use Policy” prior to their student receiving their usernames and passwords and accessing the MSA network. All school-owned devices must be returned to the school upon termination of enrollment or at the end of the school year.

If you have any questions about MSA-issued technology, or need assistance getting technology repaired, please contact Justin Gehring, technology coordinator, at [webmaster@mnmsa.org](mailto:webmaster@mnmsa.org).

## **Cellphones**

**Student cell phones, and all Smart technology are to be turned off during the school day and should be kept in their school locker.** Smart watches are not to be used to send messages or other communication during class time. Unless permitted by the classroom teacher, students who have cell phones out during the school day during class will be asked to turn in their cell phones to MSA staff, who will give it to the Administration. Parents who need to contact their student during the school day should call the main school line, (651) 578-7507, and the information will be delivered to the student.

## **Internet Use at School**

MSA provides students and employees with access to the MSA computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The MSA computer system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the MSA computer system to further educational and personal goals consistent with the mission of MSA and school policies.

Policy 524-Internet Acceptable Use and Safety Policy sets forth policies and guidelines for access to the MSA computer system and acceptable and safe use of the internet, including electronic communications. For a summary of the policy, please see “District Policies” or the complete policy on the MSA website on the “Board of Directors” web page.

In alignment with the policy, beyond school, **parents must take responsibility for monitoring student use of MSA-provided educational technology, including MSA email and cloud accounts, as well as the internet.** This includes internet use at home, or any other remote locations outside of school.

## **Misuse**

The use of the MSA computer system and access to the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the MSA computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate MSA policies including suspension, expulsion, or exclusion; or civil or criminal liability under applicable laws.

## **Emergencies**

Should an emergency event occur at MSA during the school day, parents will be notified via the Skylert notification system as to where to proceed to pick up their child. Depending on the type and scope of the emergency, students would be picked up at the YMCA, located north of the school property.

## **Fragrance-Free Campus**

Students are not allowed to use perfumes, body sprays, colognes or scented lotions/hand sanitizers in the building due to allergies that some students and staff have to fragrances found in these products. Please see a summary of Policy 902.1-Fragrance Free Statement under “District Policies” or the complete policy on the “Board of Directors” web page.

## **Gender Inclusion**

MSA’s commitment to provide a safe, respectful, and non-discriminatory environment extends to all

students, including students of all genders and gender identities. To provide support for all gender identities, MSA has gender-neutral bathrooms in buildings A, B, and D. MSA allows students to change their name and gender to their preferred name and gender on school documents as allowed by state law provided that a “Preferred Name/Gender Change Request Form” is completed. To receive a form, students should contact the MSA enrollment coordinator.

The full Gender Diverse, NonBinary, Transgender, and Sexual Orientation Equity Policy 102.2 can be found under “Policies” on the MSA website under the “Board of Directors” tab.

## **Grading System (*see Grading Handbook*)**

## **Graduation Requirements (*see Course Guide*)**

### **Health Services**

For the health of all of our students, if your child experiences a fever, vomits, or has diarrhea, they are to remain away from school for a minimum of 24 hours.

Students who become ill or injured during the school day must report to the office in the building in which they are in. If the student is in Building C or D, they should report to the Building B office. MSA’s school nurse is on campus one day a week. In the absence of the school nurse, students will be treated for minor illnesses or injuries by first-aid trained office personnel. If it is necessary for the student to go home, the persons designated as the emergency contact will be contacted.

Notes for exclusion from Physical Education class should be given to the Building B Office Manager, who will inform the teacher of the exclusion.

### **Emergency Contact Update**

It is important to update any emergency contact information at MSA if it has changed since completing the initial emergency information.

### **Health Concerns**

If your child has a potentially life-threatening health concern (i.e., allergies, asthma or seizures), please submit an emergency action plan from your child’s physician.

### **Immunizations**

State law requires immunizations for measles, mumps, rubella, diphtheria, pertussis, tetanus, adult tetanus booster, hepatitis, varicella and polio. All students entering 7<sup>th</sup> grade must show documentation of two MMR (measles, mumps, rubella), the hepatitis B series (a series of 3 shots) and two varicella vaccines or the date of chickenpox disease (month/day/year). You must present a certificate of completion, or medical/conscientious exemption of these immunizations to MSA for verification. A “Pupil Immunization Record” form is available on the MSA website on the “Printable Forms” web page under the “Current Families” tab.

### **Medications**

If it is possible, medications should be given at home before and after school. If it is necessary to take medication during the school day, the student must bring medication, and a note from their parent/guardian to the office. Medications for middle school students are kept in Building B; medications for high school students are kept in Building A. Students in grades 9-12 are allowed to carry over the



counter medications with them while on school grounds provided they have turned in a completed “Authorization for Administration of Medication at School” form to the school from their parents. The form is available from the Building B Office Manager, or on the MSA website on the “Printable Forms” web page under the “Current Families” tab.

### **Physical Examinations**

General physical examinations are strongly suggested for students entering 7<sup>th</sup> and 10<sup>th</sup> grades. It is important, though, that a medical professional be consulted whenever a concern is suspected. Students who participate in Minnesota State High School League sports sponsored by MSA need to have a passing physical every three years. The MSHSL physical form is available under the MSA website under “Activities.” Go to the “Important Activity Forms.”

### **Homework Expectations**

Homework is an important part of the school program. Middle school students can expect to spend 1.5 hours each night to complete homework; high school students can expect to spend about 2-3 hours of homework each night. Students should plan for regular study time each night.

### **Lockers**

All full time MSA students will be provided a locker in either building A or B. Physical Education teachers will assign lockers in the PE locker room. MSA students are encouraged to take proper care of their lockers.

Students are provided locks, and should not share their locker combination, or their locker, with other students. For security and safety purposes, students should keep their items locked in their locker; no food or beverages are allowed to be kept in the locker unless sealed. Lockers are considered school property and may be inspected by school authorities for any reason, at any time, without notice.

### **Locker Decoration**

During occasions where students would like to decorate a locker, the students doing the decorating will contact the building administrator where the locker is located to receive approval to decorate at least one day prior to the decorating. Decorations may be left on the locker for up to three weeks.

### **Lost and Found**

If students lose anything, they should check the Lost and Found bin in each building. All unclaimed articles will be donated to a charitable organization before winter break and spring break, and at the end of the school year.

### **Lunch**

MSA does not provide a hot lunch program for the students. Families are asked to be certain their students are packing a nutritious lunch each day. **Due to several students with severe nut allergies, MSA requests that items with nuts be minimized.** MSA will provide a nut-free table for use during lunch. We also recommend your student have a good breakfast before the start of each school day.

Students are not allowed to order food for delivery (*including but not limited to food delivery services such as Door Dash or from other students*) during the school day. *Parents are able to drop off food for their student during the student’s lunch period. Parents must bring in the food to either Office Managers in buildings A or B. No students are allowed to leave class to pick up food or bring outside food back into MSA buildings outside of their lunch time.* Five minutes before lunch ends, the expectation of each student is that they clean up their lunch table with the towels and soap spray bottles *or sanitizing wipes*

provided at the tables. All students are required to eat lunch on campus in their designated area. Lunch may be eaten outside on school grounds only with administrative permission and adult supervision.

*Vending machines are available for students to use during their lunch time only.*

## **Lunchroom Conduct**

Students shall follow FIRE expectations specific to the lunchroom (*see PBIS*). These include:

### **Focus**

- Be on time for lunch
- Eat in a timely manner

### **Integrity**

- Have positive conversations
- Report unfriendly behavior

### **Respect**

- Clean up your space
- Help your friends clean up
- Sweep underneath your table
- Follow instructions from lunchroom staff
- Use table manners

### **Excellence**

- Be social
- Include others

## **MCAs (Minnesota Comprehensive Assessments)**

According to the Minnesota Department of Education (MDE) website, Minnesota Comprehensive Assessments (MCA) are annual statewide assessments that are used to evaluate student achievement. Although it is just one measure of achievement, your student's participation is important to understand how effectively MSA academic standards are aligned to the state standards.

- Students not participating in the statewide assessments will not receive an individual score.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. The form, located in the attached "MCA Parent/Guardian Guide" at the back of this handbook includes an area to note the reason for the refusal to participate.

## **Parent Involvement**

Parents/guardians are important members of the MSA community, and are essential in helping students experience success in school. Parents/guardians are encouraged to participate in Back-to-School night, Parent-Teacher conferences, BOD (Board of Director) meetings, BOD Committee Meetings, PTO (Parent Teacher Organization) meetings and events, fundraising events, student concerts, and various extracurricular activities.

Volunteers are always welcome and needed. We are grateful for the support parents/guardians give to MSA. If you would like to volunteer please contact the office for more information.

## **Parking and Student Driving**

Driving and parking a vehicle at school is a privilege, not a right. Student parking during the school day is available on an assigned parking spot basis. A student may lose this privilege at any time if school administration deems it necessary. Students who would like to park on school property must purchase an annual parking permit at the beginning of each new school year. This parking permit will correspond with a designated parking spot, and must be displayed on the vehicle's rear view mirror (it is recommended that students remove the permit from the rear view mirror when driving). Students must obey all posted speed limit and traffic signs. Any careless, reckless, or illegal driving is not allowed and will result in consequences as determined on a case-by-case basis and/or be referred to law enforcement. Students must adhere to all MSA driving and parking rules, local and state motor vehicle laws, and must accept all consequences for any violations that occur.

Students must be registered to obtain an assigned parking spot each semester. Students parking in spots not assigned to them will be asked to move their vehicle and/or may have the vehicle booted and/or towed at the owner's expense. Students are not allowed to park in any of the visitor's spots. No parking is allowed on Woodbury Crossing during normal school hours.

Students are not allowed to loiter in or around vehicles when they are on MSA property. Once the vehicle is parked, students are required to immediately exit the vehicle and enter the school building. Students are not allowed to go to their vehicle in the parking lot during the school day without the permission of a school administrator.

All vehicles parked on school property are subject to search if school officials determine that there is a reasonable suspicion that a school regulation or a law has been violated. Anything that is in the student's vehicle is understood to belong to that student. Students are required to identify themselves and the occupants of their vehicle when requested to do so by MSA staff.

Students driving and parking on school property is at their own risk. Students are not allowed to drive another student's vehicle. MSA is not responsible for vandalism, injury, or theft of items in the school parking lots. Drivers should lock motor vehicles when parked on school property.

Parking permits are sold at the beginning of each school year, and if available, at the beginning of second semester. Permits will be prioritized for purchase in the following order:

1. Part-time PSEO students
2. Out-of-district students
3. Grade level (Seniors, Juniors, Sophomores)

Permits are not transferable and cannot be resold. Permits may not be forged, altered, or be tampered with in any way. Students should contact the Building Office Manager to complete parking permit purchase requirements and obtain a parking spot. Students will need to provide the make, model, color, and license plate number of every vehicle they intend to drive to school as part of the purchasing requirements. Students with outstanding fees must settle the fees before they will be allowed to purchase a parking permit.

A full school year parking permit costs \$100. Partial-year parking permits will cost \$50 per semester. There will be no daily parking permits as all parking spaces are numbered and assigned. Parking permit fees are non-refundable.

Students must adhere to all school policies, including but not limited to the attendance policy, open campus lunch policy, and tobacco policy. Consequences for violations for any student inside a vehicle on school property will be handled on a case-by-case basis by the school administration. Consequences may include, but are not limited to, the following:

- Warning
- Meeting with parents and school administrators
- Parking suspension
- Permit revocation without a refund
- Detention and/or suspension
- Boot placed on vehicle
- Vehicle towed at owner's expense
- Referral to law enforcement

## **PBIS (Positive Behavioral Interventions and Supports)**

PBIS is a framework for maximizing the use of selected evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral competence of all students. At MSA, we treat each other with respect, take responsibility for our learning, and maintain a safe and positive school environment.

### **FIRE Expectations**

To encourage and support positive student behavior, MSA has established four school-wide expectations using the acronym **FIRE**: **F**ocus, **I**ntegrity, **R**espect, and **E**xcellence. Students are recognized for their achievements in these areas by receiving a FIRE slip to put into a drawing for weekly rewards.

## **Policies**

To view student policies, go to the MSA website: <https://www.mnmsa.org/bod/policies/>

- [Policy 102 Equal Educational Opportunity](#)
- [Policy 102.1 Racial, Equity, and Inclusion](#)
- [Policy 102.2 Transgender Nonbinary and Gender Diverse Students](#)
- [Policy 102.3 Disability Rights, Inclusion and Access](#)
- [Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#)
- [Policy 418 Drug-Free Workplace/Drug-Free School](#)
- [Policy 419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction](#)
- [Policy 501 School Weapons Policy](#)
- [Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)
- [Policy 503 School Attendance](#)
- [Policy 504 Student Dress and Appearance](#)
- [Policy 505 Distribution of Nonschool-Sponsored Materials on School Premises by Students](#)
- [Policy 506 Student Discipline](#)
- [Policy 510 School Activities](#)
- [Policy 514 Bullying Prohibition](#)
- [Policy 516 Student Medication](#)
- [Policy 902.1 Fragrance Free](#)

## **Posters**

Students wishing to display decorations or announcements for events must contact the administration, and receive approval prior to putting anything up. Only posters for MSA sponsored events will be

permitted. All decorations must be taken down within 24 hours of the conclusion of the event.

If an announcement is to be posted, the following procedures will be followed:

- 1) Obtain approval from the administration.
- 2) Staple the announcements on the pin strips whenever possible.
- 3) Utilize **only blue painter's tape** when posting announcements on painted surfaces. This tape should NOT be visible.
- 4) Do not post any announcements on the entrance areas of the buildings.
- 5) Remove announcements within 24 hours of the conclusion of the event.

### **PSEO Student Access to MSA Campus**

PSEO students are first and foremost MSA students. PSEO students will be provided reasonable access to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether on-line or on campus. PSEO students must follow all MSA policies and procedures. These policies and procedures include, but are not limited to, attendance procedures, use of passes, use of technology, parking/driving while on MSA campus, and lunch/outside food.

Full-time PSEO students are not required to be present on MSA campus at any time. Full-time PSEO students who choose to be on MSA campus are required to be registered for and regularly attend all study hall periods and must only use study hall to study for and complete PSEO coursework.

Part-time PSEO students are required to attend all MSA classes that they are registered for at their scheduled time. When not attending registered MSA classes at their scheduled times, part-time PSEO students may either stay on MSA campus or must be off MSA campus. If a Part-time PSEO student chooses to remain on campus, they must register for and regularly attend study hall and they must only use the study hall to study for and complete MSA or PSEO coursework.

All PSEO students who choose to register for study hall are required to attend regularly, be on time, and stay for the duration of the study hall period. This will help to create an attendance record that will be useful in accounting for student whereabouts. PSEO students are required to request and receive permission (and use a valid pass) when leaving the study hall, and are required to show focus, integrity, respect, and excellence (FIRE). PSEO students who choose to not register for study hall are required to sign out once they are finished with any MSA classes and be completely off MSA campus.

Upon arrival on MSA campus during a time that is between class periods, PSEO students must immediately head into the main office to sign in, then proceed directly to their registered MSA class or study hall. PSEO students are responsible for arriving to class on time.

Full- and part-time PSEO students are not allowed to loiter on MSA campus. PSEO students are not allowed onto campus to deliver or drop-off any personal items (including food and technology) to/for other students. PSEO students are not allowed to bring outside food into any MSA buildings. All food must be consumed prior to entry, otherwise the food will be confiscated. If a PSEO student is visiting a teacher(s), they must have prior permission from that teacher and follow all sign in/out procedures.

Any infractions against MSA policies and procedures will be handled on a case-by-case basis by the school administration. Possible consequences may include, but are not limited to, asking the student to leave school property, meeting with parents and school administrators, detention, and loss of privileges

## **PTO (Parent Teacher Organization)**

The PTO is an organization in which parents meet and work together to support MSA. The purpose of the MSA PTO is to:

- facilitate effective and positive communication among parents, teachers and school staff;
- raise funds for programs, activities and supplies that enhance the student experience at MSA;
- recruit volunteers for PTO-sponsored activities and MSA sponsored activities;
- maintain a relationship with the Math and Science Academy Board of Directors (BOD); working with the BOD on issues of common interest.

All parents/guardians of students who currently attend MSA and all current faculty and staff are considered PTO members. Notice of meetings and upcoming events are sent out with the Daily Announcements. Attending PTO meetings & volunteering for various events are great ways to meet other parents, staff and students.

The MSA PTO is a separately registered non-profit entity. The PTO funds a number of areas not covered by the MSA general fund. Some examples include: refreshments at the Back To School Open House and the Open House for prospective students in January, garden supplies, staff appreciation meals, Battle of the Books, picture frames for the Art Department, the staff lounge coffee makers and much more.

The MSA PTO does not run school-wide fundraisers (e.g., selling gift wrap/candy etc.) but instead receives its only funding through direct donations from MSA parents and families. The suggested amount is \$35 per child or \$50 per family with more than one child. You may donate by check made out to MSA PTO and drop it off at any office or donate online via PayPal. Please feel free to email current officers directly or email general questions and requests at: [generalinfo@msapto.org](mailto:generalinfo@msapto.org)

For more information about the PTO, including its current officers and contact information, please go to the “Support MSA” tab on the MSA website.

## **Safety and Security Drills**

According to Minnesota State law, schools must conduct safety drills, including fire, lockdown, and tornado. Fire and lockdown drills are conducted several times during the year. Tornado drills are conducted at least once per year. MSA will send out email notifications after a drill has been conducted.

## **On-Campus Drug Searches**

In an effort to ensure the MSA campus is drug-free, there may be periodic, unannounced drug searches conducted by local law enforcement utilizing drug dogs. MSA will cooperate fully with law enforcement should a discovery be made.

## **Schedule Changes**

Once students have been scheduled into classes, changes are very difficult to make. In general, changes will be made only when an error has been made, or the student has failed a course and needs to retake it. A student who has a schedule with an error should contact the Counselor. Students who fail a course will automatically have their schedule updated by August 1 for the following school year.

## **School Closing Procedures**

Our transportation is provided by South Washington County Schools. If the South Washington County School District cancels or delays the start of school due to weather conditions, MSA will not open the school building.

MSA will list our school closings as “Math and Science Academy Woodbury,” due to weather and emergencies, with the four major news networks: ABC (KSTP), CBS (WCCO), FOX (Fox9), and NBC (KARE11). We will also update the banner on the MSA website, leave a message on the main school phone line, and notify parents/guardians using the Skylert system.

For the first five (5) weather-related closings, MSA will conduct e-learning days (*see below*). Any additional weather-related closings will result in a change to the school calendar.

**If school closes during the course of the school day**, students who normally ride the bus to school will be bused home. Students who normally walk home, will walk. Students who are transported to school by parents will need to be picked up by parent-arranged transportation.

## **E-Learning**

MDE designates 5 E-learning days for inclement weather for schools.

On e-learning days, students will receive an email from their teachers with a description of the e-learning assignment(s) for the day and look for an e-learning posting on the teacher's Google Classroom by 10:00 am. Teachers will post their office hours along with how to contact them with any questions concerning the assignment(s). It is expected that students will complete the assignment(s) prior to the next day's class, or as described in the e-lesson.

## **Digital Learning Days:**

Schools and districts may schedule digital learning days in their school calendar as alternative instructional models.

MSA's Digital-Learning Day student expectations are:

1. Students will need to check Google Classroom for each class and complete the assignment(s) posted.
2. Students can meet with individual teachers during the Pre-Set Office Hours if they have questions or need assistance.

## **School Dances and Events (*see Activities Handbook*)**

### **Skyward Access**

Parents/guardians are encouraged to monitor their student's grades, attendance, and schedule through the Skyward online parent access portal. At the beginning of the school year, parents and students are assigned passwords to enable secure access to student information. For more information about Skyward access please contact the Building A or B office managers.

### **Student ID**

Students who have their picture taken at MSA with the school photographer will receive a photo identification card at no cost. Student IDs are used for entry at school dances and other student events.

## **Student Records**

State law provides that all data collected, created, received, or maintained by MSA are public unless classified by state or federal law as not public or private or confidential. State law classifies all data maintained by MSA which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

Parents and eligible students may inspect, review, and seek amendment of education records by notifying the director. Parents and eligible students also have the right to consent to disclosures of personally identifiable information contained in their student's records and to file a complaint with the U. S. Department of Education regarding an alleged failure by MSA to comply with the requirements of FERPA.

## **Records Request**

MSA will forward education records upon request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer. Such records may include suspension and expulsion records pursuant to the federal law and, if applicable, a student's history of violent behavior. Please refer to MSA Policy 515-Protection and Privacy of Pupil Records for specific rights of parents and students, disclosure of records, and call the MSA office at (651) 578-7507 to request specific information.

**A records request from another school contains the parent's signature and is a formal document indicating that your child will not be returning to MSA.** MSA staff will not contact families to indicate that a records request has been received in the office but may contact parents to conduct a short exit survey. The student will be withdrawn from MSA upon receiving the records request. Should the student want to return to MSA after withdrawal, the student will need to reapply and may be placed on the appropriate waiting list. MSA has long wait lists for each grade.

## **Student Success Services**

MSA offers a range of services to help students discover their individual academic skills, to become self-sufficient, independent, life-long learners, and to support growth in their personal and social skills. Some of the major support services offered include Academic Interventions, Counseling Services, EL(English Learners), 504 Education Plans, and Special Education.

## **504 Education Plan**

MSA complies with all federal civil rights laws. In doing so, MSA will create and implement a 504 Education Plan for students meeting the criteria for having one. Families should contact the Student Support Coordinator.

## **Academic Interventions**

Students who need additional assistance with their academic endeavors may be individually identified by the teaching staff or administration and offered additional learning opportunities. Parents wanting more information about these academic interventions should contact the student's teacher and/or the school administration. MSA teaching staff and administration will meet monthly to review student progress and may identify students who need additional help. Parents are expected to participate in and be a positive contributor to the student's team if their child is identified as needing additional assistance.



## **School Counseling**

MSA offers counseling services as a support and resource for students and families in the areas of academics, college, PSEO, career counseling, and personal/social counseling. Students are welcome to make an appointment anytime, and counselors are available to meet with parents/guardians regarding questions and concerns. For more information, please see the “Student Support Services” web page under the “Current Families” tab on the MSA website.

## **ELL (English Language Learner)**

MSA offers support for those students who meet the criteria to be eligible for English Learner (EL) services. If you believe your student could qualify for these services please contact MSA.

## **Extra Help**

- **Teachers -** Students are encouraged to contact teachers when they do not understand an assignment or encounter challenging academic concepts. All teachers have posted office hours on their websites and students are highly encouraged to take advantage of them.

## **Special Education**

MSA supports the learning needs of all students, including those who have identified needs and qualify for additional support. Special education services are offered for students with learning disabilities, physical handicaps, and emotional or behavioral problems as allowed by Minnesota State Statutes. Please contact the Special Services Department for more information if you believe your student may qualify for these services.

MSA offers special education and related services, as well as plans under Section 504 of the Rehabilitation Act for those students who are eligible. If you suspect that your child may have a disability and that disability is adversely affecting learning, please contact the Director of Special Services. If your child is already receiving special education services, and you have questions or concerns please contact your child's case manager or the Director of Special Services. If your child is on a 504 plan and you have questions or concerns, please contact your guidance counselor or the Director of Special Services.

MSA has a Special Education Advisory Committee (SEAC) that meets annually. Additional information about special education and section 504 at MSA may be found on the MSA website.

## **Summer Credit Recovery**

MSA students who fall behind in their graduation requirements may need to attend summer credit recovery classes. MSA allows students who fall behind in meeting their graduation requirements to **transfer in a maximum of two courses per summer to fulfill their graduation requirements.** These classes may be offered by the student's home school district, or by another educational institution. MSA will accept credit for a recovery class if the student has a meeting with an MSA Counselor prior to attending any credit recovery course, receives approval for attendance in such a class, and successfully passes the course. Please contact the High School Counselor with any questions.

## **Textbooks**

Textbooks are MSA property and loaned to students for their use. Students should inspect their books upon receipt and report any damage to their instructor immediately. It is the student's responsibility to keep the textbook in good condition; some classes require that students cover their textbooks, whether homemade or purchased. Students are expected to return their books at a time determined by their

teacher. Lost or stolen textbooks will result in a replacement cost to the student.

## **Title IX**

MSA complies with all laws and regulations regarding Title IX, which states that “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” 20 U.S.C. § 1681(a). Any questions or concerns regarding Title IX, or to file a formal complaint, please contact MSA’s Title IX Coordinator. Please see MSA’s website for further information.

## **Transcripts**

Students needing a copy of their transcript, or have questions regarding their transcript, can contact the high school counselor.

## **Transfer Students**

MSA will not accept high school transfer students after the completion of the first week of school. The Middle School Counselor will check with middle school transfer students periodically to support a smooth transition to MSA.

## **Transportation**

MSA is located within the boundaries of the South Washington County (District 833) school district. As required by law, District 833 works with MSA to provide transportation to students who live within the boundaries of 833.

Students living outside District 833 boundaries must find alternate forms of transportation which may include contacting the District 833 Transportation Department to arrange a mutually agreed upon pickup stop. The rules of District 833 apply for any student riding on their buses. If you have questions about routes, stops, times, etc., please contact the District 833 Transportation department **(651) 425-5303**.

**Students may not ride on another student's bus without a bus pass signed by a parent. You can obtain a bus pass** from the MSA office, or online at the South Washington County Schools website at: [www.sowashco.k12.mn.us/Departments/Transportation](http://www.sowashco.k12.mn.us/Departments/Transportation).

## **Bus Conduct**

Riding the bus is a privilege; All MSA and District 833 school rules of conduct apply to bus transportation and bus stops. Students Violating These Rules Are Subject To Corrective action that could include the revocation of bus riding privileges.

## **Extracurricular Transportation (see *Activities Handbook*)**

### **Visitors**

MSA encourages families to visit the school. Formal events scheduled throughout the year are one way to get acquainted. Informal visits can be made to observe a class, help out at lunch, help with activities, or just observe the school in action. When you do plan your visit, you will need to call ahead to let us know. A current background check must be on file to volunteer at the school. Background checks expire every three years. When you arrive, you will sign in and out at the front office and wear a visitor’s badge. (*See Parent Involvement.*)

## **Withdrawals Procedures**

If you are withdrawing your student from MSA, please contact the Enrollment Coordinator for procedures.

**Please be aware that a records request from another school contains the parent's signature and is a formal document indicating that your student will not be returning to MSA.**

MSA staff will not contact families to indicate that a records request has been received in the office but may contact parents to conduct a short exit survey. The student will be withdrawn from MSA upon receiving the records request. Should the student want to return to MSA after withdrawal, the student will need to reapply and may then be placed on the appropriate waiting list. MSA has long wait lists for each grade.