



**MINNEHAHA
ACADEMY**

**Middle School
Parent / Student
Handbook**

Grades 6 - 8

2022 - 2023

MINNEHAHA ACADEMY | 4200 WEST RIVER PARKWAY | MINNEAPOLIS, MN 55406

612.721.3359 | MinnehahaAcademy.net



MINNEHAHA ACADEMY

Minnehaha Academy Mission Statement

To provide high quality education
integrating Christian faith and learning.

Minnehaha Academy Core Values

Distinctively Christian

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

Exceptional Academics

We pursue truth and excellence in all educational experiences.

Cultivating Potential

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

Caring Community

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

**MIDDLE SCHOOL HANDBOOK
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WELCOME!

We are a community. As part of this community, we all have different roles. This handbook is designed to explain the roles and expectations for each of us within our community. As such it is important for both students and parents to read and understand this handbook.

An online version of this handbook is also available on the Minnehaha website.

Middle School Contact Information: 2022-2023

To contact Minnehaha Academy Faculty and Staff by email, use the format below:

lastnamefirstname.minnehahaacademy.net

For example: *norbybetsy@minnehahaacademy.net*

To contact Minnehaha Academy Faculty and Staff by phone, dial 612.721.3359 and use the extensions provided below.

MIDDLE SCHOOL FACULTY, STAFF, & ADMINISTRATION

Devin Ayers, Middle School Principal

Name	Classes/Roles	Phone Extension
Alicia Anderson	Bible	2232
Susan Besser	Library & Data Specialist	2126
Lily Bjorlin	Math	2220
Elizabeth Rausch	Receptionist	2000
Mary Breckenridge Quello	Spanish	2246
Michelle Breuer Vitt	Latin, French	2238
Carman Coffman Johnson	Extended Day	2014
Brandon Delbow	Band	2017
Kari Dubord	Bible	2221
Jathan Easter	Math	2241
Emily Firkus	Science	2256
Katie Humason	Science	2236
Matthew Humason	Theatre, Building Sub	2022
Carrie Johnson	Math, Literature	2200
Joy Johnson	English	2239
Dan Kostecky	Facilities	2047
Liz Larson	Physical Education	2038
David Leung	Strings	2021
Jim Nelson	Library Media	2125
Steve Nylin	Social Studies	2240
Charlie Peterson	A/V & Technology Admin.	2248
Naomi Peterson	Learning Lab	2247
Steve Ramgren	Phy Ed.	2028
Cheryl Reeves	Choir	2022
Sarah Rothstein	Counselor	2245
Paul Slininger	Nurse	2150
Steve Tamminga	Art	2018
Heather Thurow	Admin. Assistant	2038
Chantal Ulferts	English	2205
Ashley Swanson	Office Manager	2237
Christian Zimmerman	Social Studies	2222



MINNEHAHA ACADEMY

Minnehaha Academy Administration

President	Dr. Donna Harris
Principals	
- Lower School	Karen Balmer
- Middle School	Devin Ayers
- Upper School	Mike DiNardo
Executive Director of Faith Formation	David Hoffner
Executive Director of Institutional Advancement	Sara Jacobson
Director of Student Accounts	Brenda Robbins
Director of Special Academic Services	Martha Erickson
Director of Diversity Initiatives	Paulita Todhunter
Director of Admissions	Michelle Ulland
Director of Teaching & Learning	Julie Winn

Addresses and Phone Numbers

Upper School Grades 9 – 12	3100 West River Parkway Minneapolis, MN 55406 (612) 729-8321
Lower & Middle School Grades PreK – 8	4200 West River Parkway Minneapolis, MN 55406 (612) 721-3359
Extended Day & Summer Programs: <i>Fun-N-Friends Program (Grades PreK-5)</i> <i>Yellow Lounge (Grades 6-8)</i>	4200 West River Parkway Minneapolis, MN 55406 (612) 728-7745 (office)

STUDENT FAQ's

WHAT DO I WEAR?

We do have a dress code and it is explained in detail on page 23. Bottom line: Dress modestly in clean clothes!

WHAT DO I DO WITH MY CELL PHONE DURING THE SCHOOL DAY?

If you have a cell phone, it must be turned off during the school day, from 8:15-3:10. **No cell phone usage, including text messaging, is allowed during the school day.** If you need to make a call during the day, ask your teacher for a pass to the office to use the phone.

WHAT DO I DO WITH MY BACKPACK?

If you bring a backpack to school, unpack it at the beginning of the day and then put it in your locker. If you have gym bags with athletic equipment, bring it to the locker room before school. Band and orchestra instruments are stored in the instrument storage room by the band and orchestra rooms.

I'M HUNGRY! HOW DO I GET LUNCH?

This is an important question for Middle School students! We have good food that you can purchase in the lunchroom or you can bring a lunch from home. For \$5.50 you can buy a hot lunch or a sandwich from the sandwich bar. The cost includes the fruit and veggie bar and a milk. If you want to bring your own food from home but purchase a beverage at school, that's fine too. Milk can be purchased for \$.40.

We have a computerized lunch account system; you can either bring cash for your daily purchases, or parents can deposit money in your food service account. Your student ID is your PIN and your lunch purchase will be deducted from your account. Students stay in the lunchroom for the entire lunch period. Because other classes are in session during lunch, students are not allowed in the hallways during lunch without a pass.

Middle School students eat a late lunch, so we strongly encourage you to eat a healthy breakfast before school. We encourage you to bring a healthy, nut-free snack each day.

I'M NOT FEELING TOO WELL. IS THERE A NURSE?

Yes, our nurse's office is staffed daily from 8:30-3:30. Unless there is an emergency, you will need a pass to go to the nurse. After talking to the nurse, s/he will help you decide if you need to go home or go back to class. The entrance to the nurse's office is in the hallway behind the Chapel.

I LOST SOMETHING!

Check in the lost and found. We have two, one in the office and one in the lunchroom.

WHAT ARE MY OPTIONS BEFORE SCHOOL?

Middle School students can arrive as early as 7:30. If you arrive between 7:30 and 8:15 you need to sign in at the front desk and stay in the main hallway where our front desk staff can see you.

THE SCHOOL DAY IS OVER, NOW WHAT?

When the final bell rings at 3:10, you need to hustle to your locker and pack up for the day. If you take a bus home, they will be lined up in the parking lot. If you are being picked up, the pick up area is the in the main parking lot.

If you're not on a bus or picked up by 3:30 you must be doing one of the following things:

1. Participating in a sport or club or other supervised activity. Most of these start at 3:15.
2. Getting help from a teacher in a teacher's classroom, which you need to arrange with the teacher in advance.
3. Studying in the library. The library is open for quiet study until 4:00 every day except Friday.
4. Hanging out in the Yellow Lounge, which is our paid programming for Middle Schoolers.

REMEMBER: We will require that students go to the Yellow Lounge at 3:30 if they are waiting for a ride. Because this relates to student supervision and safety, there are no exceptions!

HOME-SCHOOL PARTNERSHIP

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

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

PRINCIPLES OF PARTNERSHIP FOR PARENTS

It is expected that all school parents will:

1. Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to the school mission, open lines of communication, mutual cooperation and respect, and a common vision of the goals to be achieved.
2. Respect the school's responsibility to do what is best for the entire school community, while recognizing the needs of their individual child.
3. Familiarize themselves with and support the school's policies and procedures and other communications distributed by the school.
4. Share with the school any medical, personal, and/or academic information that the school may need to best serve their child and the school community.
5. Seek to resolve problems and secure information through appropriate channels. (See the "Effective Communication section on page 10 for details.)
6. Recognize that their payment of tuition is an investment in the educational process of their child(ren) and not an investment of ownership in the school with related controls.
7. In the event of a conflict or a challenging situation model civility and respect and work together in the best interests of the school and its student community.

PRINCIPLES OF PARTNERSHIP FOR THE SCHOOL

It is expected that the school will:

1. Serve as Christian role models.
2. Maintain responsibility to do what is best for the entire school community, while recognizing the needs of individual students.
3. Strive to maintain a safe, secure, and welcoming environment for all students in accordance with its mission, philosophy, and guiding principles, and react vigorously to rumors or reports/threats of danger.
4. Facilitate regular communications with parents about their child(ren)'s progress.
5. Provide regularly scheduled parent conferences and, when warranted, other special conferences and meetings.
6. Provide timely notification to parents if a child is encountering academic or behavioral difficulties and follow-up with plans, actions, and strategies.
7. Provide timely notification to parents if there is a serious disciplinary infraction involving their child(ren).
8. Maintain a readily available copy of the school's policies and procedures handbook for students and parents. Provide parents with information on how to access this information and any periodic updates as they become available.
9. Maintain security and confidentiality of all necessary medical, personal, and/or academic information and make appropriate professional use of this information to best serve each student and the school community.
10. Encourage parents to resolve problems and secure information through appropriate channels. (The appropriate order is: 1) teacher/advisor/coach, then 2) principal/athletic director, and finally 3) head of school.)
11. In the face of inevitable conflicts and challenges, model civility and respect in all of its student/parent contacts.

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

INTERACTIONS WITH STAFF, OTHER PARENTS, & STUDENTS

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

EFFECTIVE COMMUNICATION

The proper channel for a parent to raise an issue or concern is to go to the most direct level first - i.e., the teacher, coach, or staff member most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should seek out the next level (Principal or Department Director). The President of Minnehaha Academy is the final arbiter for any disputes that may arise, including parent issues or student disciplinary issues.

Minnehaha Academy is governed by the Board of Trustees whose job it is to secure the future of the school, set basic policies, undertake strategic planning, and lead in the financial support

of the school. The Board entrusts the daily operations of the school to the President of Minnehaha Academy, who supervises and evaluates all programs and personnel. The Board does not sit in review of administrative decisions.

VOLUNTEERS AND BACKGROUND CHECKS

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

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

MAPT: MINNEHAHA ACADEMY PARENTS TOGETHER

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

MOSAIC

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

SCHOOL ATTENDANCE

ATTENDANCE

There is a high correlation between regular attendance and academic achievement. Students are expected to be in school except for the following reasons:

1. Illness
2. Family emergencies
3. A doctor or dentist appointment
4. Planned family vacation *

** Note: Vacationing at times other than scheduled school vacation days is not advised, as it can impact student learning and achievement.*

If a student is absent, a parent is required to call the school, 612.721.3359, as soon as possible so that we can be sure all students are accounted for. Students who arrive late must report to the office prior to going to class.

The front doors are open at 7:00am. **Middle School students arriving before 8:15 am need to sign in at the office and wait in the commons area by the main entrance.**

At 8:15 students can go to their lockers, go to the library to do last minute homework, see a teacher if they need some help or have a question, or go to open gym on days when that is available.

TARDINESS

Students are expected to be on time and ready to begin class by 8:35 a.m. Please avoid putting your child at a disadvantage by arriving late. Frequent lateness to school, whether “excused” or “unexcused,” disrupts the class and the tardy student misses valuable instructional time. If more than five unexcused tardies to school are recorded during a trimester, the family will be notified by the administration. The purpose of this contact will be to inform parents of our concern and to explore possible solutions to the problem. A conference with parents may be scheduled.

Students who have repeated difficulty with tardiness may be required to make up the missed time in an activity deemed appropriate by the Principal. Excessive unexcused tardies may be considered grounds for reconsideration of student’s enrollment.

If a student is tardy to a class three times within a trimester s/he will receive a consequence of detention that must be served within two school days. Any additional tardy within the trimester will result in another detention.

EARLY DISMISSAL

If a student needs to leave school early for a medical or dental appointment, vacation, or any other reason, a parent needs to call the office to share the reason and time of early departure from school. A note with a parent signature will also be accepted, which needs to be brought to the office. The office staff will give the student a pass to leave school early.

PLANNED ABSENCES

We recognize the value of family vacations, but we ask that families plan vacations during the regular school breaks. There is no substitute for being in class and learning from the interactions with teachers and peers. That said, we understand that sometimes these absences cannot be avoided. Please bring a note from a parent or guardian to the office or have them call the main office receptionist during office hours (8:00-4:00) at 612.721.3359 to report a planned absence.

MISSED WORK DUE TO ABSENCE

It is sometimes difficult for teachers to provide work for students to take with them on vacation. Therefore, when a student is absent it is the student’s responsibility to contact each teacher and find out what was missed and when the work is due. The student is responsible to complete all work missed during an absence.

END OF THE DAY

Students must leave the campus no later than 3:30 unless they are involved in a supervised activity or the Yellow Lounge afterschool program. Students not picked up by 3:30 will be taken to Yellow Lounge, which will result in a drop-in charge.

YELLOW LOUNGE

The Yellow Lounge is our Middle School after school program. This program runs from 3:15-6:00 and is a great place to hang out with friends, work on homework, and enjoy a snack. All Middle School students must leave the campus by 3:30 unless they are in a supervised activity which includes athletics, meeting with a teacher, participating in a club or other school-sponsored activity, or The Yellow Lounge. Fee and registration information is available online or by calling 612-728-7745.

ACADEMICS

HOMEWORK

Middle School students at Minnehaha should expect to have 60-90 minutes of homework each night. If a student is regularly spending more than 20 minutes per day on homework for the same class, s/he should notify the teacher and/or his or her advisor.

Homework is due at the beginning of the class period on the day stated. Extensions are granted for absences when arranged with the teacher. Students are responsible for getting missing assignments on the day they return. Points will be deducted from your grade totals for late or missing work. Incompletes at the end of a trimester may become a failing grade unless other arrangements are made with the teacher.

HONOR ROLL

Students who achieve a 3.33 grade point average are designated as Honor Roll Students. Students who achieve a 3.0 to 3.32 average have attained Honorable Mention. Students who have a cumulative 3.33 grade point average across both 1st and 2nd trimesters are invited to an Honors Breakfast in the spring.

REQUIRED AND ELECTIVE COURSES

The Middle School is on a trimester system. Most courses run for the entire year, with a few trimester courses. Prior to graduation all students must complete two years of the same language. A student can begin his or her language study in 7th grade or wait until 9th grade. Language 1A and 1B together are equivalent to one year of Upper School language study.

ADVISORY

Advisory is an opportunity for students to be part of a daily community that is not specific to a class or subject area. Each student is assigned to an Advisory Group, led by a teacher who serves as an advocate and primary point of a contact for the advisees and their parents. Advisory is an important time where students engage meaningfully with their advisor and their peers. Through this time students will:

- Demonstrate increased independence, ownership of their learning, and maturity in decision-making.
- Grow in their love for God - heart, mind, soul, and strength.
- Grow personally in areas of self-awareness, self-reflection, and self-acceptance.
- Grow in their friendships and their capacity to build positive relationships at Minnehaha and beyond.
- Engage in and enjoy a thriving community at Minnehaha Academy.

We do this through intentional daily activities, including grade level “convos,” devotions and praying for one another, locker cleaning, checking student planners, community-building opportunities, Chapel, and more.

FAILING GRADES / ACADEMIC PROBATION

Middle School grades are based on effort as well as achievement. Students should not fail a class if solid effort has been put forth. Passing trimester grades are required for continuing to the next grade at Minnehaha.

If a student receives three or more D’s or one F in a trimester, s/he will be placed on Academic Probation. Students on Academic Probation may not participate in extracurricular activities, including athletics, if failing grades persist. If the student receives three or more D’s or one F the next trimester, there is a possibility that the student will not be able to continue the following trimester or to return the following year. If the student is allowed to return, s/he may be asked to make up failing work through tutoring or summer school.

COMMUNICATION

REPORT CARDS

Report cards are sent home at the end of each trimester. With the exception of Learning Lab, classes are graded with letter grades: A-F. Brief teacher comments are included with the letter grades.

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

SCHOOLGY / STUDENT PLANNERS

Schoology is our learning management system where students turn in some of their assignments, find due dates, and check grades. Each Middle School teacher posts grades in Schoology on a regular basis. We provide log-in information for parents and encourage parents to monitor student grades in Schoology.

Because we want students to take ownership of their own learning, we encourage students to use Schoology as an accountability and organizational tool. Students are also expected to record daily assignments in their planner, which every student receives. Each parent will receive a Schoology log-in at the beginning of the school year.

PARENT TEACHER CONFERENCES

Parent/teacher conferences are held twice each year (October and March). We strongly value these opportunities to connect with parents about their child’s progress.

ADVISOR COMMUNICATION

Each student is assigned an Advisor. All students and parents must meet with the Advisor on Orientation Day to begin this important relationship. Please feel free to contact your Advisor if you have general questions about how your child is doing in school, including social or

academic concerns. If your advisor cannot answer the questions, s/he will bring the question to the grade level team for input and problem-solving.

TEACHER COMMUNICATION

Parents are welcome to contact a teacher or administrator in the Middle School at any time with any questions or concerns. Teacher contact information is available on the Minnehaha website and is provided at the Back-to-School night.

Teachers strongly value communication and partnership with parents. As we shepherd students into increasing independence and ownership of their learning we recommend that parents monitor their child's progress in Schoology, and if a question arises:

- Ask the student to go back through his or her planner and any information posted in Schoology to see if s/he can resolve the issue independently.
- Ask the student to contact a classmate to try to resolve the question.
- If questions remain, the student should contact the teacher directly. We discourage parents from intervening in these situations; they are important opportunities for our students to grow!

Please note that teachers are not able to accommodate unannounced or unplanned meetings before or after school. Conversations about student performance or behavior are important and should be scheduled at times when other students and parents are not present and when teachers can be fully focus on the conversation.

WEBSITE

Minnehaha's website has a "Current Parents" page with links to Middle School information. School-wide calendars, sports information, lunch menus, and other helpful information are all online at www.MinnehahaAcademy.net.

PARENT SQUARE

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

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

EMERGENCY CONTACT INFORMATION

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

ACTIVITIES

We have many activities and opportunities throughout the year for Middle School students to grow as individuals and as a community. The activities may vary slightly from year to year, but what does not change is our commitment to building community and providing rich exploration opportunities for students.

Year-Long	Fall/Winter	Spring
Chamber Orchestra	Lego League	Spring Play
BIPOC (Affinity Groups)	Fall Play	
Jazz Band	Ski Club	
Diversity Club	Publications Club	
Student Genius Team	Competitive Math Teams	
Minnehaha Leadership Institute	Yearbook	
AV Club		

ATHLETICS

Minnehaha offers a full range of athletic opportunities for Middle School students. We encourage all students to participate. We do not make “cuts” on Middle School teams. If students attend practices regularly and on time, work hard and try their best, display an attitude that coaches expect and are academically eligible, they will participate in athletic contests. The following athletics are offered in the Middle School.

Fall	Winter	Spring
Football (boys)	Basketball (boys & girls)	Lacrosse (girls and boys teams starting in 7 th)
Volleyball (girls)	Alpine Skiing (boys & girls, with Upper School team; 6 th grade practice only)	Softball (girls)
Cross Country (boys & girls, with Upper School Team)	Nordic Skiing (boys & girls)	Baseball (boys)
Tennis (girls, starting in 7 th)	Wrestling (boys)	Track (boys & girls)
Soccer (boys & girls)	Hockey (boys & girls – starting in 7 th)	Tennis (boys, starting in 7 th)

Swimming (girls , starting in 7 th)		Golf (boys & girls, starting in 7 th)
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With limited facilities and number of playing opportunities, cuts may be made in some of our higher level teams, including Junior Varsity and Varsity teams. For athletic questions, contact Christian Zimmerman, Assistant Athletic Director, at 612-721-3359 ext. 2222.

If a student is absent from school s/he may not participate in athletics after school that day.

All 6th-8th grade students are eligible to participate in athletics at Minnehaha when they are meeting our academic and behavioral expectations. Please see page 13 for an explanation of Academic Probation for students who are not meeting our academic expectations.

ADDITIONAL INFORMATION

iPads AT MINNEHAHA

The iPad has immense value as an educational tool; it serves as a powerful library of information, organization tool, coding platform, multimedia production tool, scientific calculator, communication channel, medium for artistic expression, and much more. Our iPad rules are in place to ensure that we leverage the devices only for sound instructional purposes.

- iPad use in hallways is not allowed.
- iPads may only be used at the direction of teachers in the classroom.
- Hacking: Students may not modify Apple’s iOS (known as *jailbreaking*). This subjects the iPad and school network to malicious software.

Student misuse of an iPad is subject to discipline.

If an iPad is damaged, the student brings the damaged device to the Tech Office and it is immediately replaced with another device. Students are encouraged to backup their information frequently so that we can restore their data back onto the iPad — that means no one’s doing homework twice. Parents are notified via email of the damage and are billed for the cost of the repair. Costs are dependent on the amount of damage to the device but repairs can range from \$79-\$149 while families will be billed for a replacement device according to Minnehaha’s iPad Rental Agreement.

If a student loses his or her iPad, s/he should first search for their device in the last location they remember using it. Specialized software enables us to track the location of the device while also preventing tampering from unauthorized users. Parents are notified via email of the missing iPad and students may receive a loaner until their iPad has been found or replaced. If after 7 days the device has not been found the student will receive a replacement device and the loaner must be returned. Parents and students will be billed for a replacement device according to the iPad Rental Agreement.

SMARTWATCHES & OTHER WEARABLE TECHNOLOGY

Wearable technology includes electronic devices that can be worn such as SmartWatches, fitness tracking technology, or any other device that can send or receive messages. During school hours, all personal technology devices, including wearable technology with 2-way

communication capacity, must be stored in the student's locker or backpack. Parents who need to contact their children during school hours should call the front office and a message will be relayed to the student.

BOUNDARIES

Students may not leave the school grounds during the school day. Students must have parent permission to leave the school grounds during school hours.

Middle School students should use designated Middle School bathrooms and avoid Lower School hallways and bathrooms.

FIELD TRIPS

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

EMERGENCY DRILLS

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

HEALTH OFFICE

Minnehaha's Health Office is staffed by a registered nurse. Unless emergency medical care is needed, a student must have a pass from a classroom teacher to go to the nurse. If the nurse has stepped away from the office, students should go to the office. Please see page 24 of this handbook for the school's health services policy.

LIBRARY

The collection in the Library numbers over 21,000 items and is easily accessible to students through our online electronic catalog, located on our library web page. Access to our subscription databases can be found at elm4you.org. These databases can be accessed at school or home. Research and bibliography skills are taught and integrated into Middle School classes on a regular basis.

The Library is open Monday-Thursday from 8:15 a.m. to 4:00 p.m. and Fridays from 8:15 a.m. -3:30 p.m. Library materials may be checked out for three weeks and may be renewed if not needed by another student. Any lost materials must be paid for as soon as possible. Students will not receive their grades at the end of the year until all of their books/materials are returned.

Students may take advantage of technologies in the Library including Internet access, networked Macintosh computers, and iPads. Minnehaha has developed an acceptable use

policy for student network and Internet use. This policy is available to view on our website and is included in this handbook.

LOCKERS

Students are responsible for the locker they are assigned and fines will be assessed for damage done to lockers or locks. The lockers have a built-in lock with preset combinations that can be changed only with the assistance of a custodian. **Students may not share their combination with other students.** There may be a fee charged to change a locker combination.

LOST AND FOUND

Please do not bring unnecessary valuables to school. Personal loss is not covered by school insurance. Items found at school are brought to one of our two Lost & Found areas, in the main office and in the cafeteria.

LUNCH

Our contracted food provider, Taher, serves hot lunches every school day. The costs for the 2018-2019 school year are \$5.50 for a school meal and .40 for a milk. School meals include the fruit and veggie bar and milk. Students may purchase the hot lunch or may bring a lunch from home. Students eat lunch in the cafeteria. We also have a number of a la carte items for purchase.

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

PHONES

Each teacher has a phone in the classroom and with permission from the teacher a student can make a call to a parent from the classroom. There is also a phone in the main office for student use during the school day. Students must have a pass from a teacher to use this phone. Students may not use cell phones during the school day. If a student has a cell phone, it must be turned off and stored when they enter the building and left in their locker until the end of the school day. This means that students are not able to check voicemails or text messages between classes.

PHYSICAL EDUCATION

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

SCHOOL CLOSINGS AND LATE STARTS

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

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

TEXTBOOKS

If a book is lost, excessively soiled, damaged or worn beyond normal use, students will be asked to pay a replacement fee.

TRANSPORTATION INFORMATION

Transportation services are available with routes to Minneapolis, St. Paul and the surrounding suburbs. Students are expected to comply with the same Minnehaha behavior expectations while on the bus. Students must follow the driver's instructions and stay in their seats when the bus is in motion. If bus rules are not followed, the driver will write a discipline referral and give it to the school administration. Bus referrals will be dealt with similar to other discipline referrals (see pages 23-24) and the student may also lose the privilege using school transportation.

One-time bus passes for our Minneapolis routes are available for purchase (\$5.00) in the office.

VISITORS

Student visitors are limited to prospective students who are interested in attending Minnehaha. Visitors need to make arrangements through the Admissions Department (612-729-8321) at least one week in advance.

Parents are welcome to visit school. Classroom visits should be arranged in advance with the teacher. All visitors, including parents, must sign in at the office.

STUDENT BEHAVIOR EXPECTATIONS

Jesus grew in wisdom and stature and favor with God and others.

~ Luke 2:52

As a Christian community, we continually look to Jesus as our model for our own behavior and the behavior we seek to foster in our students. The intent of our discipline policy is to create a system that will foster family partnerships, while supporting and encouraging students to grow in wisdom and stature. As students learn to make good choices, they will bless their community and will be blessed in return.

MIDDLE SCHOOL RULES

1. Students will treat others with respect and will follow instructions; inappropriate behavior includes:

- fighting
- name-calling or put-downs
- threatening or hurting others
- lying
- disrespect toward staff, volunteers, substitutes, or visitors
- disruption of class, chapel, assemblies, or school events
- violation of iPad and cell phone policy
- being in places that are off limits or not being where they are expected to be, including skipping class
- possession of illegal or dangerous items including weapons, chemicals, alcohol and tobacco, including e-cigarette and related products

3. Students will not abuse property or materials; inappropriate behavior includes:

- stealing
- causing or leaving a mess
- damaging school property or another person's property
- eating or drinking outside of the lunchroom without permission
- eating candy or chewing gum where it is not allowed or disposing of it in an inappropriate manner

4. Students will walk quietly in the halls; inappropriate behavior includes:

- running
- yelling or loud noises
- pushing, shoving or rough-housing

5. Students will use appropriate language; inappropriate behavior includes:

- using God's name in vain, swearing or using disrespectful language, including use of social media and electronic communication

DRESS CODE

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

- No short shorts or skirts
- Shirts need to be worn over tops with spaghetti straps.
- Shirts need to be long enough to be tucked in skirts or pants, no underwear can be visible
- Shoes must be worn at all times
- No ripped jeans above where shorts would be
- No exposed cleavage.
- No clothing that advertises alcohol, other chemicals or weapons
- No brimmed hats (baseball hats) or sunglasses during the school building during the school day.

School administrators have discretion to determine whether clothing is appropriate and may require a student to change clothes.

Additionally, there are four specific areas that we emphasize and talk about in greater detail with students at the start of the school year.

CHEATING

We value honesty and therefore, we have a zero tolerance policy toward cheating of any kind. We expect students in the Middle School to do their own work. This includes homework assignments, unless it has been assigned as group work.

Students who cheat on a test or who hand in work that they did not do will be given a discipline referral as well as an “F” grade on that test or assignment. Copying someone else’s work is cheating; letting others copy work is also cheating and will receive the same consequences.

CHEMICAL USE

While enrolled as a student at Minnehaha Academy, students cannot use or distribute chemicals of any kind (alcohol, tobacco, e-cigarette and related products, prescription medication outside of intended use, etc.) while attending Minnehaha. This includes non-school hours, weekends, and summers. Because of the age of Middle School students, we believe that any use of chemicals is abuse and that students need help for this abuse, as well as appropriate consequences. We ask that all students and parents sign a form at the beginning of each school year which states that they agree to abide by our chemical policy. The chemical policy in its entirety is found in this handbook.

Minnehaha Academy’s campuses are tobacco-free.

WEAPONS

Students are not permitted to use or have in their possession weapons of any sort, including knives, firearms, air or BB guns. Firecrackers, smoke bombs, lighters, and explosives of any kind are also forbidden. Students in possession of any of these items will be suspended immediately and referred for additional disciplinary action.

HARASSMENT AND BULLYING

Minnehaha Academy provides a safe and positive climate for learning for all students. Maintaining a safe environment is very important to everyone who belongs to this community. Maintaining a safe environment refers not only to physical safety, but protection from verbal put downs and teasing. Name-calling and verbal put downs are hurtful and will not be tolerated. Sexual harassment or other forms of harassment based on personal individuality or ethnic, religious or physical differences will be promptly investigated and resolved. **Any incidence of harassment should be reported to a teacher, counselor or the administration. The appropriate discipline consequences will be administered after the harassment incident is investigated.**

Harassment can also take place on the Internet. Even though this harassment may be taking place during non-school hours, it is not acceptable at Minnehaha and will be investigated with appropriate discipline referrals made.

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

Definition of Sexual Harassment

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

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

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

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

Complaints and Grievances

Minnehaha Academy strongly encourages all students and employees to report any incident of possible sexual harassment. Any student who believes he or she has been harassed should immediately report such actions to the principal, vice principal, dean of students, school counselor, school nurse, or the student's teacher/advisor.

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

Investigation and Response

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

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

Non-Retaliation

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

DISCIPLINARY CONSEQUENCES

Each student and parent signs the Middle School Code of Conduct at the beginning of the school year. We expect students to abide by the Code of Conduct, which includes the behavior expectations set forth in this handbook. When a student falls short of our behavior expectations, disciplinary action will be taken. Teachers handle most situations within the classroom or within the context of the situation (e.g.; in the lunchroom or hallways, on a bus to a field trip), but may refer students to the Dean of Students in situations where behavior is chronic and/or when a single behavior represents a serious violation of our expectations.

When a student is referred to the Dean of Students, disciplinary actions may include:

- Warning, written or verbal
- Detention
- Community service
- Loss of participation in special events and/or extra-curricular activities

- Suspension, either in-school or out-of-school
- Termination of enrollment

Parents will be notified about any disciplinary actions beyond a warning. The Dean of Students may require a parent meeting to discuss student behavior and the resulting disciplinary action. A recommendation may be made for a family to seek professional evaluation and/or support outside of school. If a student is suspended, a meeting with the student and family is required prior to the student's return to school. The Dean of Students may also require documentation that counseling or support from an outside professional has been established prior to a student's return to school. In any disciplinary situation, a reconciliation meeting may also be required to restore relationships.

If a student continues to violate our behavior expectations, consequences may become increasingly severe, either in duration or type of consequence. A behavior plan or probation agreement may be instituted to help the student become successful. If a student's behavior does not change despite attempts to address and correct it, the school may determine that the student's enrollment at Minnehaha is no longer viable.

MID-YEAR WITHDRAWAL

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

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

ENROLLMENT FOR THE FOLLOWING YEAR

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

HEALTH SERVICES

Introduction

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

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

First aid will be administered by any staff person qualified to administer appropriate first aid. In the event of a serious emergency, 911 will be called. It is expected that parents of children with

life-threatening allergies, asthma, or other emergency conditions will notify the school nurse, as well as provide emergency supplies and medications at the beginning of each and every school year. Medication must NOT be expired and medication will NOT be kept over the summer. Any medication not picked up at the end of the school year will be destroyed.

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

If your student requires an emergency health plan or medication (epi-pen, inhaler, etc) and attends the before or after school programs, rides a bus, plays a sport, or participates in other activities outside of regular school hours, **it is the parent/guardian's responsibility to make the appropriate arrangements with coaches, bus drivers, or before/after school program staff. It is the parent/guardian's responsibility to supply these individuals with appropriate emergency plans, supplies, and medications.** The health office and student's classroom will be closed and locked outside of regular school hours; any medication stored there will NOT be available outside of regular school hours.

Illness and Communicable Disease

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

Students should NOT come to school with the following:

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

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

Students may NOT come back to school until:

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

Additional guidelines:

- If a student returns to school during the school day after an illness, you must check in with the nurse before he/she returns to the classroom.

- If your child cannot participate in Phy Ed, Gym, or needs to stay in, please send a signed note with that information. If your child will be missing gym or recess for multiple days, a doctor's note will be necessary.

Medication Policy

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

- School personnel will only give medication with the signed consent of both licensed prescriber AND parent/guardian. The Annual Authorization for Administration of Medication form can be found here: <http://www.minnehahaacademy.net/parents/under the Health Services heading>.
- A new medication consent form is required at the beginning of each school year or if there are any medication administration changes
- Medication must be in the original pharmacy container, including the child's full name, name and dosage of medication, time/directions for administration, physician's name, and current date of prescription. The label must be in agreement with the signed consent.
- Parents/guardians must bring the medication and consent to the health office in person. Students may NOT carry or transport medications.
- Parents/guardians must pick up medication at the end of the school year. Medication and supplies left in the health office after the end of the year will be destroyed.
- The only medications students may self-carry and self-administer are emergency inhalers and epi-pens. The parent AND licensed prescriber must indicate permission to self-carry on the medication authorization form. We encourage older students (5th grade and up) to self-carry/manage emergency medications.

Administration of Non-prescription Pain Medication

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

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

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

Immunizations and Physicals

Minnesota Immunization Law requires that children enrolled in school show proof that they have had the required immunizations or that they are exempt. All students must be fully immunized by the first day of school. Students will not be allowed to enroll or remain enrolled without

completed immunizations or a legal exemption. Guardians are responsible for submitting documentation of immunization status to the main office before the first day of school. Please do not assume this information will be forwarded by a previous school.

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

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

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

Student Insurance

Information on student insurance was mailed in the summer packet from the president's office. The cost of this supplemental insurance is covered by student fees. In case of an accident, the student must report at once to the nurse or an administrative official, who will complete an accident form. Whatever medical costs are not covered by a student's own insurance, the school would typically cover. The policy covers riding in transportation to and from school, but it does not apply to injuries sustained while riding in or operating a two or three-wheeled vehicle. It also does not apply to injuries while playing football.

REQUIRED HEALTH FORMS

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

	Emergency Health Information Form	Physical Examination Summary Form	Immunization Record Form
Preschool	Yes	Yes	Yes
Kindergarten	Yes	Yes	Yes
6 th Grade	Yes	Only if there is a major health concern	Only for new students
7 th Grade	Yes	Yes	Yes

8 th Grade	Yes	Only if there is a major health concern	Only for new students
How to Submit?	Online (Skyward)	Physical Copy	Physical Copy

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

HEALTH & WELLNESS POLICY

Beliefs:

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

Goals:

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

Lower & Middle School Policy Regarding Food at School:

- **Healthy Eating at School:**Families are encouraged to pack healthy food items. Healthy snacks include fruits, vegetables, and other items low in sugars, fats, and salt. Snacks eaten in the classroom must NOT contain peanuts or tree nuts.
- **Healthy School Celebrations:**Classroom celebrations that involve food during the school day are generally limited to one party per class per month and should include healthy foods. If foods are eaten in the classroom, areas where food is eaten will be properly cleaned to prevent accidental exposure to allergens. Foods must NOT contain peanuts or tree nuts. Food must be store bought with a visible ingredients label.
- **Birthday Celebrations:**Food items are not permitted. If you wish to recognize your student’s special day, you may check with your student’s teacher for celebration ideas that do not include food.
- **Healthy Fundraisers:**Non-food fundraisers are encouraged. If food is used in celebrations and fundraisers, items must be store bought with ingredient labels visible. Foods with peanuts or tree nuts will NOT be used.

LIFE-THREATENING FOOD ALLERGY POLICY

The goal of this policy is to outline responsibilities that may be deemed necessary to support a student with a life-threatening allergy. Prevention includes reducing exposure to food allergens as well as educating others about allergies. Care includes recognizing signs of an allergic

reaction and providing treatment. Management includes helping the student with allergies learn to make safe choices, being as independent as possible in the management of his/her allergy.

Accommodations for Students with Life-threatening Food Allergies

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

Classroom Accommodations

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

Field trip Accommodations

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

Lunchroom Accommodations

1. Tables will be washed with soap and water before and between lunches.
2. An Allergy Aware (nut free) table will be provided for all students who have a life-threatening food allergy. The table will be clearly labeled. (Grades K-8; not applicable to PreK.)
3. Sharing or trading of food, containers, trays, or utensils is not allowed. Students who have handled or eaten nut containing items must wash their hands.

Bus and Extracurricular Accommodations

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

concerns with before/after-school program staff or coaches, including providing them with emergency plans and medical supplies as necessary.

Responsibilities

Student with Life-threatening Allergies

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

Parent/Guardian of the Student with Life-threatening Allergies

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

School Nurse

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

Teachers

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

Lunchroom Staff

1. Be familiar with students who have life-threatening allergies.
2. Clean tables to remove allergens – use clean or disposable clothes to avoid simply spreading the allergens around.

3. Carry a communication device for quick contact with the nurse. Know where to access epi-pens in the event of an emergency.
4. Enforce the Allergy Aware table policies.

MINNEHAHA ACADEMY CHEMICAL CONCERNS POLICY

I. PHILOSOPHY AND PURPOSE

The following statements from the Minnehaha Academy Educational Philosophy serve as a basis for the Chemical Concerns Policy:

"We believe Minnehaha Academy's mission is to provide a high quality education integrating Christian faith and learning. Consequently, we will seek to lead students to commit their lives to Christ and see the importance and implications of his Lordship for whole and effective Christian living. In all that we do and learn, we will challenge ourselves and our students towards excellence and a deepening faith.

We believe in the importance of building genuine Christian maturity. We seek to build such maturity by stressing a reliance on God's love and grace, a commitment to Christ's Lordship, a conscientious pursuit of truth and excellence, and a loving integrity in relationships. We hope that our graduates will display this mature Christian character, and thus permeate society with Christian influence and practice.

Minnehaha Academy seeks to encourage healthy living and discourages chemical abuse in all aspects of our program. The school has initiated a Chemical Health Program which includes a drug and alcohol policy, education, and intervention, thereby assisting in the prevention of chemical abuse among students and providing appropriate services to those students who become involved with drugs. The format of the program is outlined below:

1. **Policy Development** included representative teachers, chaplains, counselors and administrators resulting in the first version of this tool which is used to identify needs/problems in order to assist affected students. The Board of Education reviewed the recommended policy. The Minnehaha Academy All-School Student Support Team periodically reviews and revises this policy.
2. **Education** is provided to school personnel, parents, and students regarding drug and alcohol abuse and its implications on an ongoing basis in order to raise issues of concern, identify needs/problems, and present intervention options.
3. **Intervention** is intended to provide a therapeutic process with consequences, rather than a punitive approach, to assist students and concerned persons in using appropriate services to counteract abuse and dependency, and establish healthy living. Intervention may include identification, confrontation, referral, and after care.

II. POLICY GUIDELINES

The Chemical Concerns Policy is supported by Student Support Teams at each school level, which consist of at least one classroom teacher, counselor, administrator, nurse, health teacher, and chaplain. A listing of Student Support Team members is available in each school office. Responsibilities of the Team include follow-through with policy guidelines in consultation with the

faculty and other individuals involved. **Minnehaha Academy's Chemical Concern Policy applies to all Minnehaha Academy students throughout the calendar year, on or off campus.**

Chaplains' Role: As part of their ministry, chaplains at Minnehaha are clergy who will meet with and hear students or adults who seek help and/or the chance to confess their involvement in chemical abuse. In their spiritual counsel they will encourage students and adults to receive the proper help and treatment they might need. Every attempt will be made to bring the individual back to health. Seeking appropriate help is expected. These sessions will be held in strict confidence unless otherwise directed by the student or adult seeking help or confession.

The Chemical Concerns Policy is divided into three sections: Section **A** refers to students suspected of being significantly affected by chemical abuse. Concerns regarding possible chemical abuse on the part of a student or his or her family member(s) should be directed to the Student Support Team. Sections **B** and **C** refer to documentable instances of chemical possession, abuse or distribution. In all cases the Student Support Team and any coach should be notified.

A. Situations of Concern

Concerns of chemical use may arise which require the attention of Student Support Team:

1. *A student whose life has been affected by someone else's chemical use may seek help from any member of the faculty, staff, or administration. This would include concerns of use by a family member, friend, or any Minnehaha Academy Student(s). It applies as well to concerns surrounding use at an event, or general use patterns noticed, suspected, or known among Minnehaha Academy students. Students identified with these concerns will be referred to a member of the Student Support Team.*
2. *A student may seek help from the same resources concerning personal chemical use. Again, students will be referred to the Student Support Team. Although consequences of policy violation apply in any case, except in discussions with a counselor—see paragraph above, a student's request for help indicates good faith in entering the process of help.*
3. *A student who has been identified by a faculty/staff member, parent, peer or other concerned person as one who is exhibiting unusual behavior which could be related to chemical involvement is referred to the Dean of Students (Upper School) or any member of the Student Support Team (Lower and Middle School). The Dean or available members of the Team initiate(s) and conduct(s) an interview with the student to discuss problematic behavior. If needed, the Team contacts parent(s) and schedules a meeting. The student's current behavioral concern is discussed and an appropriate referral may be made. Consequences for a first violation of use or possession may be implemented.*

B. Use or Possession:

Students are not to use or have in their possession tobacco, alcoholic beverages or illegal drugs at any time, anywhere, on or off campus. A student must leave a party/gathering immediately if/when he or she becomes aware that this has occurred or is occurring. Remaining at the party/gathering will result in the same consequences as possession or use. The school will apply consequences where collaborative evidence is strong enough to indicate use or possession, whether a student admits or denies involvement. The above violations will subject a

student to the following consequences* (Possession at school or at a school-related event may result in consequences for second violation.):

1. First violation*

- a. The student will be immediately suspended from school and all school activities (usually 1-3 days).
 - b. Parent/student conferences with school officials will explore the degree of chemical involvement and course of action.
 - c. Requirement of activities listed below, at discretion of administration in consultation with the Student Support Team:
 - i. Professional chemical assessment to further determine degree of involvement and course of action. Results and recommendations will be communicated to the school and followed within an agreed-upon time frame.
 - ii. Participation in a chemical awareness/insight group, on or off campus, which is designed for students to examine their chemical use.
 - iii. A research project may be assigned to study the effects of chemical use.
- *Conditions listed above in c. must be followed according to the agreed-upon schedule, or the consequences of the second violation will be administered.
- d. Suspension from participation in extra-curricular events/activities in accordance with the following schedule:
 - i. The student shall lose eligibility for the next three consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. A student involved in Middle School events may not practice while ineligible, but a student involved in Upper School events is required to continue practicing during ineligibility, after returning to school.
 - e. The President's Office will be informed.
 - f. Local police may be informed.

2. Second violation

- a. The student will be immediately suspended from school and all school activities (usually 3-5 days).
- b. Parent/student conference with President and school administrators to explore degree of chemical involvement, course of action, and future status of the student with Minnehaha.
- c. If a decision is made allowing the student to continue at Minnehaha after suspension, the following will take place:
 - i. Professional chemical assessment with results and recommendations communicated to the school and followed within an agreed-upon time frame.
 - ii. Participation in treatment and after-care programs, as recommended by assessment.
 - iii. Participation in a chemical awareness/insight group.
 - iv. Conditions in c. must be followed according to the agreed-upon schedule, or the consequences of the third violation (expulsion) will be administered.

- d. Suspension from participation in extra-curricular events/activities in accordance with the following schedule:
 - i. The student shall lose eligibility for the next six consecutive interscholastic contests or four weeks, 28 calendar days, of a season in which the student is a participant, whichever is greater. A student involved in Middle School events may not practice while ineligible, but a student involved in Upper School events is required to continue practicing during ineligibility, after returning to school.
 - e. Local police may be informed.
- 3. Third violation**
- a. The student will be immediately expelled.
 - b. Possible referral to police.
- 4. Intoxication:** A student who appears to be under the influence of such a substance will be immediately referred to the Student Support Team for parental notification and possible removal to a detoxification center. A separate set of guidelines will be followed in handling an intoxicated student.

C. Distribution/Provision

The distribution/provision of tobacco, alcohol, or illegal drugs in any form by one student to another student will be subject to the following consequences:

1. The student will be immediately suspended from school and all school activities.
2. The situation will be forwarded to the President's Office with the administrative/Student Support Team recommendation of suspension or expulsion.
3. Parent/student conference with the President and school administrator to explore and determine the degree of chemical involvement, course of action and future status of the student with Minnehaha.
4. Suspension or expulsion of the student will be issued as follows:
 - a. **First offense:** suspension or expulsion. If suspended, student is subject to consequences of "second violation" under **Use or Possession** with the additional activity of restitutionary service in the school and possibly in the extended community
 - b. **Second offense:** expulsion
5. Possible referral to police
6. Suspension or expulsion may include the denial of participation in year-end activities and/or graduation.

**Minnehaha Academy has a zero-tolerance policy for alcohol consumption by minors, with the exception of certain religious activities (eg. communion).

***Students in grades 7-12 who are involved in extracurricular activities should refer to the Minnesota State High School League policy for additional restrictions or consequences.

****Chemical Concerns Policy violation steps are cumulative throughout a student's career at Minnehaha Academy.

ACCEPTABLE USE POLICY

Student Network and Internet Use

Introduction

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

Network Definition

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

Internet Definition

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

Access Definitions

“Structured Access” occurs under the supervision of a classroom teacher. All Minnehaha students will have structured access to the Network/Internet.

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

Purpose of this Policy

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

Privileges & Responsibilities

Use of the Internet is a privilege, not a right. Inappropriate use may result in termination of those privileges. In situations where this policy does not provide clear direction, School Administration will determine what is or is not appropriate. School Administration is charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate access privileges if necessary. Parents should understand that Network and Internet access is for educational purposes only and that Minnehaha Academy has taken reasonable

steps to ensure that access is limited to such purposes. Parents and students shall not hold Minnehaha Academy responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied to the Internet.

Students are expected to abide by the terms and conditions of this policy. Students must also understand that failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in the student handbook.

Terms and Conditions

- A. Network Etiquette: Users will abide by the generally accepted rules of network etiquette (“netiquette”). This includes but is not limited to the following:
- Be polite. Do not be abusive in your messages to others.
 - Use only appropriate language. Do not swear, use vulgarities, racial slurs or any other offensive language.
 - Do not reveal your personal address or phone number or that of other students or colleagues.
 - Note that electronic mail (e-mail) is not guaranteed to be private. School Administration may have certain access in order to read or to intercept electronic mail or to report any illegal activities to the appropriate authorities.
 - Do not use the Internet in a manner that would disrupt operation of the Network for others.
 - All communications and information accessible via the Internet should be treated as private property. Authors of incoming messages should not be quoted without their approval unless the forum dictates that this is assumed (for instance, LISTSERV mail groups).
 - Do not plagiarize. Indicate in transmissions where others have been quoted.
 - Assume that information and/or programs on the Internet may already be copyrighted and should be treated as such.
 - Cite all authors and give references for materials used from the Internet.
 - Report any security problems directly to the School Administration or Director of Technology.
- B. Security: The user alone is responsible for his or her server files. A user may not grant any other user access to his or her files. Do not communicate your password to others. Ultimately, all responsibility for server files rests with the individual user. If a password is lost or stolen, it should be immediately reported to the Director of Technology. A new password will then be issued or the file closed. If students feel they are being harassed in any way over the Network or Internet, it should be reported to School Administration, the Director of Technology, a teacher or a counselor. School Administration reserves the right to take whatever action necessary in order to preserve both the integrity and security of the Network, including shutting down the entire Network and restricting access to the Internet.
- C. The following are expressly prohibited:
- Vandalism.
 - Flaming (e-mail of a critical or derogatory nature).
 - Theft of passwords.
 - Sending e-mail messages to multiple lists or users inappropriately (“spamming”).
 - Proceeding beyond screens or firewalls that expressly require authorization.

- Accessing information or graphics that is inappropriate within the school or educational setting.
 - Using another person's server files.
 - Sending out e-mail anonymously or "impersonating" another person's address.
 - Uploading or spreading viruses or worms or any other code that could result in the loss of data and/or resources to another person or computer.
 - Any illegal, immoral or unethical activity.
 - Any activity that is inconsistent with the mission of Minnehaha Academy.
 - Using school resources for personal or financial gain (unless specifically authorized by School Administration).
 - Transmission and/or reception of any material in violation of any Federal or State regulations including but not limited to:
 1. any or all copyrighted material (without the written permission of the author),
 2. threatening or obscene material, or
 3. material protected by trademark or trade secret laws.
 - Using the Network/Internet for political purposes.
 - Product advertisements.
 - Storing or transmitting encrypted data.
 - Storing non-academic data or programs on the server.
 - Copying any copyrighted applications or programs.
 - Playing video arcade-type games.
- D. Note that guarantees are neither made nor implied for the reliability of and/or access to the Network/Internet, any resources on it, or any local servers. No guarantee is made for the timeliness or even the delivery of e-mail. (Delays or non-delivery are sometimes to be expected.) Information gathered via the Internet should not automatically be considered reliable; users should evaluate that information with respect to its source.
- E. Priority will be given to users of school computers for course work and assignments. While browsing the Internet is a legitimate activity, it will be given a lower priority than course work.

Server Usage

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

This policy was drafted with input from the Technology Advisory Committee, the Minnehaha Academy principals, president, faculty, parent board members, and the Minnehaha Academy Board of Education.

For more information, contact Dave Eisenmann, Director of Technology at 612.729.7871 or email: EisenmannDave@MinnehahaAcademy.net.