



EAST RANGE ACADEMY of
TECHNOLOGY & SCIENCE

STUDENT/PARENT HANDBOOK

2023-2024

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INTRODUCTION

Students/Parents/Caregivers:

The student handbook should be used as a source of regulations, policies, and information for the student while attending East Range Academy of Technology and Science (ERATS). Students should read the handbook carefully, review it with their parents/caregivers, and keep it as a reference.

Students and parents/caregivers are responsible for knowing and following the rules, regulations, policies, and procedures.

The rules, regulations, procedures, and articles described in this handbook have been established to create the best possible atmosphere for the education of all students. The use of this information will be to your advantage and will help ERATS continue to maintain the standards we all expect.

All students should remember that they can write/create their high school record once, and once written, that record cannot be changed. The importance of a good high school record cannot be overemphasized. An excellent record in attitude, grades, attendance, citizenship, personality, and character should be every student's goal.

This handbook may be changed or amended at any time during the school year. Changes will be posted on the school website and relayed to the students and parents/caregivers by means of an automated messaging system. Any questions on the policies herein should be addressed to the Director.

SCHOOL VISION STATEMENT

ERATS's vision is to create an educational experience to guide our students on a road to success built on empowerment, relationships, accountability, and tailored support.

SCHOOL MISSION STATEMENT

ERATS's mission is to empower students to develop academic and life skills by providing personalized learning that will prepare them to transition into an ever-changing world.

SCHOOL AUTHORIZER - OSPREY WILDS

[Osprey Wilds](#) has committed itself to authorize ERATS and other charter schools that have recognized the importance of experiential and environmental education. In addition to providing oversight of the schools' educational outcomes, finances, and operations, they also collaborate with schools by offering training and curriculum resources. Once a year, students and staff may travel to the Osprey Wilds in Sandstone (or another environmental center) to learn more about the areas of the environment.

STUDENT, PARENT, TEACHER, AND ADMINISTRATION RESPONSIBILITIES

ERATS staff, its students, and their parents/caregivers share responsibility for student attendance. ERATS is committed to ensuring student safety and accountability. We believe parents/caregivers must know daily if their children are absent from school. ERATS staff holds the responsibility to communicate these absences with parents/caregivers.

Student Responsibilities

1. Attend all of their assigned classes, including Zoom meetings or online classes, advisement, and study halls every day that school is in session.
2. Be on time for classes and be prepared for all classwork.
3. It is the responsibility of the student to request and secure missing assignments due to absences and complete work as arranged between the teachers and students.
4. Know and follow all procedures regarding attendance.

Parent Responsibilities

1. Take an active role in encouraging their children to attend school and be on time every day.
2. Acknowledge and understand that any absence, regardless of the reason, has a detrimental effect on the academic success of the student.
3. **Inform the school in the event of their child's absence.**
4. Work cooperatively with the school and students to solve any attendance problems that may arise.
5. Return phone calls and attend meetings pertaining to attendance issues.

Teacher Responsibilities

1. Record daily attendance and maintain accurate records for each assigned class and its students.
2. Communicate attendance, makeup, and tardy procedures clearly to students and adhere to those procedures.
3. Provide make-up work to absent students and provide reasonable deadlines for completing it.
4. Work closely with students and parents/caregivers to solve any issues regarding attendance.
5. Use instruction methods and materials that will stimulate and motivate students to attend class and to succeed.

Administration Responsibilities

1. Inform parents/caregivers, students, and staff of attendance policies.
2. Supervise and enforce attendance policies and regulations.
3. Maintain accurate attendance records.
4. Assist and support staff with the implementation of attendance procedures.
5. Administration will inform parents/caregivers when their child has an unexcused absence and when the student has dropped below 90% attendance or exceeded 8 unexcused/excused absences per semester (1 semester is approximately 16 weeks).
6. Work with students and parents/caregivers to resolve attendance issues.

Background Checks

Criminal Background Checks Policy

At the beginning of each school year or when a student enrolls, East Range Academy will notify parents/caregivers and guardians regarding employment background checks by including it within the student handbook, a school policy guide, or other similar communication.

East Range Academy will request a comprehensive criminal history background check from service on all individuals who are considered for employment with the school, on all Board members, and on all individuals, except minor student workers or volunteers, who are offered the opportunity to provide extracurricular advisory, academic, or coaching services to a school, regardless of whether any compensation is paid. Follow-up background checks will be conducted annually or at the school's discretion on all employees, Board members, volunteers, or contractors.

SCHOOL PROPERTY AND PARKING LOT

All school rules and policies apply to the entire school property. The school property extends entirely to the street including the parking lot and surrounding grounds areas. Students should not speed and/or drive recklessly on or near school property. Students should avoid the use of horns or revving engines in the school parking lot.

ACADEMIC PROCEDURES

Attendance Policy

ATTENDANCE POLICY & EXPECTATIONS

ERATS is dedicated to the philosophy that all students should attend every class, every day. Regular attendance, punctuality, and preparedness are vital for academic success. Learning that is lost because of absences can never be sufficiently replaced and any absence, excused or unexcused is detrimental to learning. Not only does regular attendance reinforce and enrich the learning process, because students receive instruction and contribute as a community of learners, but it also instills patterns and ethics that will carry forth into adult work habits. We also believe that consistent daily attendance is a prerequisite for academic success. With this in mind, this policy seeks to ensure that all students receive equitable opportunities and treatment.

Minnesota Compulsory Attendance Law (MN Statute 120A.22 establishes that every child enrolled in Kindergarten through age 17 shall receive instruction and all students are required to attend all assigned classes and study halls every day school is in session). 90% attendance has been set as the minimum standard by ERATS.

ATTENDANCE PROCEDURES

Definition of Absence

Students are considered absent whenever they are not present after the first 5 minutes of class. Students can be considered in violation of this policy for missing one class in a day, missing multiple classes, or missing all classes. Attendance is recorded by classroom teachers every class period and is reviewed in its entirety daily by the ERATS attendance monitor and by the administration. parents/caregivers will be notified of all absences and missed class time. Students are allowed only **4 absences/quarter or 8 absences/semester**. These **absences include both unexcused and excused absences**. A parent/guardian must call the school when a student is absent. A student has two days after their return to bring a note or the absence may be considered unexcused.

Student Expectations:

- 90% attendance expected.
- Students are in class and ready to learn when the bell rings.
- If students are going to be absent, it is either the student or parent/guardian's responsibility to reach out to the front desk.
- If students need to be excused early from school they need either a phone call or a note from their parent/guardian.
- Students are expected to make up any missing assignments due to tardies/absences.

Proactive Approaches: (menu of options)

- Staff will greet students as they enter the classroom every class period.
- Student attendance recognition—for meeting expectations and/or showing growth.
- Relationship development.
- Classroom contract.

- Expectations are posted in classrooms.
-

Action Plan:

- Complete the absent form with the advisor after being absent for two or more consecutive days.
- Call home from *advisor* after **3** unexcused missed class periods on separate days in two weeks.
- Letter sent home from attendance desk after **5** unexcused missed class periods on separate days in two weeks.
- Meeting with the student, support system, and teacher(s) to come up with an attendance plan.
- Meeting with the advisor to create an individualized plan.

Special Arrangements

A student whose attendance is addressed in their Individualized Education Plan (IEP) will have this policy adopted within the scope of the student’s IEP.

TARDINESS

Tardiness occurs when a student arrives at class without a valid excuse within the first 5 minutes of the start of a class. Valid excuses for tardiness must be in writing and signed by the administration or by a faculty member. There is no penalty for an excused tardy, however, the student will be responsible for obtaining any class work that is missed due to tardiness.

TRUANCY

A student under the age of 18 who is absent from school without lawful excuse- a number of consecutive days determined by the state- is considered truant. Truancy is a violation of Minnesota State Law. At the secondary level, absences accumulate per class period, not just per day. This means that a student who is absent unexcused for one or more class periods on seven different days or students considered habitual or continuing truants will be referred to the St. Louis County Truancy Review Committee for intervention, which may result in an official review in court. Teachers have the right to deny make-up work for any student who has an unexcused absence.

parents/caregivers should be aware that according to Minnesota State Law (MN Statute 126C.05), a student who is absent for fifteen (15) consecutive days must be withdrawn from school and will be required to formally re-enroll to be admitted back to school. If this occurs, a formal meeting between school administration, school staff, parents, and the student will be conducted to determine if the student will be readmitted to ERATS.

ACADEMIC REQUIREMENTS

- As a result of the carefully developed scheduling process, it is expected, that students will stay in those courses throughout the entire term.
- No schedule changes will be allowed after the first two weeks of any semester without a principal, counselor, and/or teacher approval..

- If a student drops a course after the first marking period, a student may risk receiving an F for that course unless an emergency arises and/or special arrangements are made with the instructor. The course may be repeated with the permission of the principal.
- Students need to earn **21.5 credits in grades 9-12 to graduate.**

| Subject | Required Classes | Total Required Credits |
|---------------------------|--|------------------------|
| Language Arts | 1 class per school year | 4.0 |
| Mathematics | Intermediate Algebra (1.0) Geometry (1.0) Algebra II (1.0) Consumer Math (1.0) | 4.0 |
| Social Studies | Geography (.5) Economics (.5) World History (.5) US History (1.0) Government (.5) Social Studies Elective (.5) | 3.5 |
| Science | Earth & Space (1.0) Biology (1.0) Chemistry (1.0) Environmental Science (.5) | 3.5 |
| Health/Physical Education | Health (.5) Physical Education (.5) | 1.0 |
| Arts | Could include Visual Arts, Media Arts, Graphic Arts, Music, etc. | 1.0 |
| Technology | Could include: Graphic Arts, Yearbook, Industrial Tech | .5 |
| Electives | | 4.0 |
| | | |
| Total Credits | | 21.5 |

ACADEMIC PROBATION

Students are required to achieve at least 60% (D-) in all classes. If the student has 59% or less in one or more classes, the student may be placed on a Personalized Improvement Plan (PIP) and may be required to attend additional school time during lunch, after school, or additional arranged times.

ERATS Staff and Administration will compile a list of students who are placed on academic probation. parents/caregivers will be informed of a student's academic probation.

ACADEMIC INTEGRITY

Cheating includes plagiarism, unauthorized use of copyrighted material, and other acts of academic misconduct that attempt to unfairly influence an outcome. Plagiarism violates the academic code of conduct which demands students must give credit to others for their words and ideas when being used in student work. Plagiarism occurs when students purposely and knowingly do any of the following:

- Turn in another student's paper as their own.
- Copy parts of another student's paper into their own.
- Copy researched material into a paper without in-text citations giving credit to the author and pages of the source.
- Paraphrase researched material into a paper without in-text citations giving credit to the author and page of source.
- Copying information directly from the internet or electronic source and turning it in as original student work is plagiarism.
- Summarized researched material without a clear reference to the original source.
- Students in concurrent enrollment classes must follow policies set by post-secondary institutions and the consequences thereof.
- There are serious consequences for violating these guidelines.
- Using Artificial Intelligence (AI) to assemble student work
- Turning in work completed using AI unless it is assigned by a teacher in a controlled environment.

CHAIN OF COMMAND

If you or your students are having any concerns about the classroom or curriculum, **please reach out to your student's teacher first**. If your concerns are not resolved then please reach out to the Director. If the problem is still unresolved, you can bring your concerns to the attention of the School Board.

COLLEGE/CAREER READINESS PLANS

Students are encouraged to plan early for their futures. If students plan to attend college or vocational training, students should apply for scholarships, financial aid, fill out college applications, and complete the appropriate required tests. As a junior, students interested in college or the military should meet with their school advisor and administrator in order to discuss future plans and sign-up for the ACT and SAT tests.

All students must meet with the Director if they wish to enroll in Postsecondary Enrollment Options (PSEO). The Director will work with the student and family to determine eligibility, to

ensure that all forms are filled out, and that students enroll in sufficient courses to meet all ERATS graduation requirements. PSEO is a program that allows 11th-grade and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses.

- 11th-grade and 12th-grade students may take PSEO courses on a full- or part-time basis.
- If students earn at least a grade C in that class, they may take additional 24 PSEO courses.
- For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.
- There is no charge to PSEO students for tuition, books, or fees for items that are required to participate in a course.
- Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school.
- Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses.
- School districts must allow a PSEO student reasonable access to the high school building, computers, and/or other technology resources during regular school hours to participate in PSEO courses, whether online or on campus.

ADVISEMENT

During the advisement period, students will be monitored by a staff member in each class. Advisement is a time to study check on grades and attendance, meet with student advisors, participate in check-ins/checkouts, and receive important school information. **Advisement attendance is mandatory and is worth .25 credits per semester.** It is recommended that all students take this time to work on assignments and maintain good academics. Advisors should be in contact with parents/caregivers at least two times per month.

SCHOOL CANCELLATION

At the discretion of school administration, ERATS may cancel in-person learning if the weather conditions or other circumstances create an unsafe environment for students. If in-person learning is canceled, students will be expected to attend via distance learning. Parents/students can find this information via the school's Facebook page. Families will also receive a phone message, text, and/or email from the automated system.

SCHOOL DRESS CODE

[Student Dress Code Policy](#)

ERATS encourages students to dress appropriately for school and school-related activities and events. The student and parent/guardian are responsible for clothing that is not offensive and does not expose undergarments or portray a message of sexuality, vulgarity, profanity, degrading, discrimination, obscenities, and any other appearance that exposes the body or depicts offensive images. If a student should be found wearing inappropriate items, parents/caregivers will be called to bring a change of clothes or clothes will be provided to them from the lost & found bin.

Students will be expected to follow current local regulations regarding mask mandates. This is subject to change at any given time.

TECHNOLOGY USAGE

CELL PHONE USAGE

Students are allowed to have and use cell phones during school as long as it does not interfere with attending class and does not cause disruption to other students or the class.

Expectations of students:

- Phones can be used freely before school, during passing times, during lunch, and after school.
- All phones and electronic devices should be kept on silent or vibrate.
- Phones should be kept face down on desks/tables during instructional periods unless your teacher lets you use your phone for an instructional task.
- Music may be played during work time. Headphones must be used - NO speakers. Music should not be able to be heard through headphones. Students should quickly be able to pick a playlist or shuffle their songs so they can press play and then put it away.

Proactive Steps: (menu of options)

- Proactive Classroom Acceptable Use Agreement with student's voice.
- Visual signals (stop signs).
- Teaching expectations.
- Written procedures posted/passed out/sent home.
- Voluntary cell phone drop-off (charging station).
- Integrate times during class when they can check their phones.
- Consistent messaging from the staff.
- Individual student plans (talk to students you anticipate having struggles with and have them come up with a plan for appropriate cell phone use).

Action Plan:

If a student's phone/device disrupts the educational environment, for either themselves or other students, disciplinary action may be taken. Some examples of cause for action are disruption, cheating, bullying, distraction, harassment, violating any other school rules, etc.

Cell phones are not the issue. The refusal to follow classroom rules and expectations is the issue, therefore action will be taken.

- If staff needs to remind students three or more times in a class period, the teacher will have the student place the phone/device on the teacher's desk or designated area for the remainder of the class period.
- If a staff member needs to take the phone away for the **second** time in a week, the phone/device will be left with the Dean of Students or Behavioral Interventionist for the rest of the day. parents/caregivers will be contacted.

- If a student gets their phone/device taken away for a **third** time in a week **OR** the student refuses to surrender the phone/device, the student will be sent to the Dean of Students or Behavioral Interventionist and complete a restorative practice form.

SCHOOL ISSUED DEVICES

Internet and Educational Network Safety and Acceptable Use Policy

Student Expectations:

- Laptops should only be used for the purpose of completing classwork.
- Laptops should be closed during instruction unless otherwise instructed by the instructor/staff member.
- Laptops should not be used for gaming unless for instruction.
- Students should come to class with their laptops charged daily, and ready to use.
- Laptops should only be used for school-appropriate purposes and websites.
- Using laptops for music during work time is okay as long as students use headphones and do not get distracted by them.
- Students are responsible for all devices/chargers/accessories signed out to them. Sharing of devices/chargers/accessories is strongly discouraged.

Proactive Approaches: (menu of options)

- Proactive Classroom Acceptable Use Agreement with student's voice.
- Visual signals (stop signs).
- Teaching expectations.
- A written policy is posted/passed out/sent home.
- Consistent messaging from the staff.
- Individual student plans (talk to students you anticipate having struggles with and have them come up with a plan for appropriate laptop use).

Action Plan:

If a student's laptop disrupts the educational environment, for either themselves or other students, disciplinary action may be taken. Some examples of cause for action are gaming, disruption, cheating, bullying, distraction, harassment, violating any other school rules, etc.

- Students will get **one** warning per class period.
- If staff needs to remind students a **second** time in one class period, the student will conference with the teacher with a focus on problem-solving.
- If a staff member needs to redirect the student for the **second** time in a week, the student will conference with the Dean of Students or Behavioral Interventionist to come up with a restorative plan. The parent/guardian will be contacted.
- If a staff member needs to redirect the student for the **third** time, the student will lose the privileges of having a school device and will need to work with their teachers to decide how to make up assignments that need to be completed digitally; a paper and pencil alternative for a period to be determined with the teacher and Dean of Students or Behavioral Interventionist.

TECHNOLOGY USE OF CAMERAS AND MICROPHONES

Students may not record subjects using any device with a camera or microphone without the sole written permission of the subject in any school-related work or off-school campus. This includes personal cell phones, school-issued devices, etc. Teachers, students, and staff shall not record any material without consent. This includes misrepresenting the school on social media or imitating ERATS or school personnel including any negative or positive representation.

LEAVING THE BUILDING

Students are not allowed to leave the building without first obtaining **prior written** approval from the School Director, Dean of Students, or without prior notice from a parent/guardian that has been approved by the School Director, Dean of Students, or administrator. Students that leave the building without following this procedure will be considered truant and will be considered absent, no matter what the reason. **Verbal documentation by the student that a teacher or administrator has allowed them to leave the building will not be accepted.**

Students who are in good standing may have an open lunch privilege and be allowed to leave campus during the lunch period. Students granted an open lunch period may have the privilege revoked if their conduct does not meet student expectations or they are not academically in good standing (passing classes).

VISITORS

STUDENT VISITORS

All student visitors are required to have at least **24 hours prior permission/approval from the school administration** to visit the school. Students are not allowed to have a visitor if they are failing 1 or more classes. It is the school administration's discretion whether to allow any visitor to the school. Student visitors must sign in at the front desk and wear a badge while within the school.

ALL OTHER VISITORS

All other visitors are required to check in at the front desk and wear a badge while within the school. When applicable, please try to schedule your visit ahead of time.

STUDENT DISCIPLINE

DISCIPLINE POLICY & EXPECTATIONS

[Bullying and Malicious & Sadistic Conduct Prevention and Response Policy](#)

[Student Restorative Practices/Disciplinary Policy](#)

The ERATS School Board believes that individual responsibility, mutual respect, and a self-disciplined school population are essential components for the maintenance of the educational process and of a free society. All students at ERATS are entitled to learn and grow in

a setting that promotes respect for self, consideration of the rights of other students and school personnel, and respect for all property. Schools can function effectively only with a mutual understanding of rights and responsibilities.

Students should conduct themselves in an appropriate way in order to maintain an atmosphere in which learning can take place uninterrupted. Proper behavior from students is necessary to facilitate high student achievement. While this policy emphasizes the self-discipline of students, it is recognized that incidents may arise that will require the school administrators to carry out disciplinary measures when necessary.

It is the position of East Range Academy that a fair and equitable student discipline policy will contribute to the quality of each student's educational experience. This policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, MN Statute 127.26-127.39. East Range Academy will take appropriate disciplinary action when students fail to adhere to the regulation established in this policy.

DISCIPLINE PROCEDURES

Areas Of Responsibility

East Range Academy Board Of Directors:

The Board of Directors will approve the creation of and all amendments to this restorative/disciplinary practices policy. The Board shall hold all school personnel responsible for the maintenance of order on school property and shall support all staff acting within the framework of this policy. East Range Academy will follow nonexclusionary disciplinary policies and procedures.

The Board of Directors will report student withdrawals through the MDE electronic reporting system, including each pupil withdrawal and a statement of nonexclusionary disciplinary practices. This is in accordance with MN Statute 121A.53 subd. 1.

Administration:

The administration shall establish guidelines and rules to carry out this policy. The administration will hold all school staff members responsible for adhering to this policy and will support all school personnel while they perform their responsibilities regarding this policy. The administration will also establish guidelines for the use of services and appropriate agencies that may be needed to assist the Dean of Students/Behavior Interventionist and staff, regarding the implementation of this policy. All amendments needed to implement this policy will be submitted to the Board for approval.

Dean Of Students/Behavior Interventionist:

The Dean of Students/Behavior Interventionist is given the responsibility and the authority to create rules for the school that are necessary to enforce this policy, subject to final approval by the Board. The Dean of Students/Behavior Interventionist will consult with the parents/caregivers of students conducting themselves in a manner contrary to this policy. The

Dean of Students/Behavior Interventionist shall also involve other employees and outside professionals as needed for referrals regarding student behavior when appropriate to assist students, staff, and parents/caregivers.

The Dean of Students/Behavior Interventionist shall be responsible for disseminating the rules and regulations currently in effect for the school to faculty, students, and parents/caregivers at the beginning of each school year and to each new student upon enrollment at East Range Academy.

The Dean of Students/Behavior Interventionist has the authority to issue suspensions and/or recommend to the Board the exclusion or expulsion of a student consistent with guidelines of Minnesota Pupil Fair Dismissal Act, for violations of law or failure to comply with school rules.

Teachers:

All teachers will be responsible for providing a well-planned teaching and learning environment. Teachers also have the primary responsibility for student conduct with appropriate assistance from the administration. Teachers are responsible for enforcing East Range Academy's rules and regulations.

Teachers have the authority to:

- Make clear to their students the standards of behavior that are required within their classrooms. A copy of the teacher's rules and standards should be posted in the classroom, included in the syllabus, and distributed to the students by the teacher. These rules must be consistent with the guidelines outlined in this policy.
- Report any violations of the rules or restorative/disciplinary practices policy to the Dean of Students/Behavior Interventionist.
- Assign extra classroom obligations.
- Request a parent/ guardian conference.
- Refer special problems to the Dean of Students/Behavior Interventionist or, for students with disabilities, to the Special Education Coordinator.
- Use reasonable measures to maintain control in the classroom, school, and school grounds.
- Remove a student from class pursuant to this restorative/disciplinary practices policy.

Staff Responsibilities:

All East Range Academy staff members are responsible for contributing to an atmosphere of mutual respect within the school. Staff members are required to attend and incorporate techniques learned from de-escalation, restorative practice, and any other training deemed necessary for nonexclusionary discipline practices.

Parents And Caregivers:

Parents/caregivers are expected to cooperate with school authorities and to participate in the behavior of their children. parent/caregivers shall provide the school with information on how they can be contacted. Parents/caregivers should report to the Dean of Students/Behavior Interventionist any information they may have regarding any illegal activities or violations of school rules that threaten the health, safety, or property of others. Caregivers are expected to oversee student transportation in the event of a behavioral incident resulting in a student needing to leave school grounds or an off-campus event in a timely manner (within an hour of school contact). If the parent/caregiver cannot pick-up the student in person, the parent/caregiver will find a ride for the student.

Students:

All students have the responsibility and accountability:

- For their behavior and for knowing and obeying all school rules, policies, and procedures.
- To attend school daily, except when excused, and to be on time for all classes and other school functions.
- For completing class work on time as instructed by the teacher.
- To care for all instructional materials and to bring all materials required for daily use.
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities.
- To make up work when absent from school.
- To cooperate with all staff on school property, on school-provided transportation, and at all school-sponsored off-campus events.
- To cooperate with school staff in disciplinary cases, including investigations.
- To report any illegal activities or serious violations that threaten the health, safety, or property of themselves or others.
- To respect the school's property and the property of others.
- To dress and groom in a manner that meets standards of safety, health, and social decency.
- Refrain from indecent or obscene language.
- To conduct themselves in an appropriate physical and verbal manner and to respect the rights of others.

STUDENT CODE OF CONDUCT

Any student who engages in any of the following activities shall be disciplined in accordance with this policy which applies to all school buildings, property, school-sponsored activities or trips, bus stops, buses, and vehicles:

- Damage to or destruction of school property or the property of others including, but not limited to, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism.
- Profanity, derogatory, obscene, or gaslighting language, or the possession of obscene materials.

- Gambling.
- Improper use of computers or technology including, but not limited to inappropriate photos, writing or communicating threats to others, pornography, hacking, letting unauthorized people use school computers, or fraud.
- Hazing. (*see Policy #507: Student Hazing*)
- Truancy, chronic absenteeism, tardiness, skipping classes, or leaving school grounds without permission.
- Acts of violence, or violent opposition to reasonable staff directives.
- Using, possessing, or distributing tobacco or tobacco products.
- Using, possessing, distributing, or being under the influence of alcohol, narcotics, drugs, or other controlled substances, except as prescribed by a physician.
- Carrying medications on their person. This includes prescribed medication by a physician and over-the-counter medications as stated in [Board Policy #513 \(Student Medicine in School\)](#). Any and all medications should be reported and given to the school Nurse.
- Refusal to relinquish contraband items including but not limited to alcohol, narcotics, drugs, or other controlled substances, including prescribed medication, paraphernalia, weapons, etc.
- Using, possessing, or distributing drug paraphernalia.
- Using, possessing, or distributing weapons or other dangerous objects including, but not limited to ammunition, chemicals, projectiles, fireworks, or explosives.
- Violation of any local, state, or federal law as appropriate.
- Disruptive behavior includes but is not limited to disobedience, disrespect, defiance, failure to identify oneself, improper activation of fire alarms, or threats of violence including the staging or reporting of dangerous or hazardous situations that do not exist (e.g., bomb threats).
- Causing distractions with nuisance devices including, but not limited to: cellphones, and audio/visual equipment such as stereos, speakers, and sound systems. Such devices may be temporarily confiscated by the Dean of Students/Behavior Interventionist or any staff member including drivers, teachers, and other staff.
- Violation of school bus or transportation rules or the school bus safety policy.
- Violation of parking or school traffic rules including, but not limited to driving on school property in such a manner as to endanger persons or property.
- Violation of rules relating to student storage areas.
- Possession or distribution of pornographic materials.
- Student attire or personal grooming which creates a disruption to the educational process, including lewd, vulgar, or obscene messages; references to alcohol, tobacco, or drugs; images communicating a message that is racist, sexist, or otherwise derogatory toward anyone; or words or images which imply gang affiliation or representation.
- Criminal activity.

- Falsification of any records, documents, notes, or signatures via physical or digital means.
- Scholastic dishonesty, which includes, but is not limited to cheating, plagiarism, or collusion.
- Acts of harassment and/or malicious and sadistic aggression or violence including, but not limited to physical, verbal, sexual, and digital.
- Committing an act that inflicts great bodily harm upon another person even though accidental or a result of poor judgment.
- Refusal of search, if deemed a threat to themselves or others
- Other acts, as determined by East Range Academy, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school staff which violates the rights of others or which damage or endanger the property of the school or which otherwise interferes with or obstructs the mission or operations of East Range Academy or the safety or welfare of students or employees.

DISCIPLINARY ACTIONS:

It is the general policy of East Range Academy to utilize progressive restorative/disciplinary practices including Multi-Tiered Systems of Support (MTSS) to the extent reasonable and appropriate based on the specific facts and circumstances of student misconduct. The specific form of restorative/disciplinary practices chosen in a particular case is solely within the discretion of East Range Academy. At a minimum, a violation of school rules, policies, or procedures will result in a discussion of the violation and a verbal warning. Further disciplinary action may include, but is not limited to, one or more of the following:

- Verbal warning
- Loss of technology/electronic device privileges
- Student conference with the teacher, Dean of Students/Behavior Interventionist, counselor, and/or Director
- Parent contact
- Removal from class
- In-school suspension
- Suspension from extracurricular activities (ERATS will use a variety of non-exclusionary disciplinary policies and practices prior to the dismissal of any pupil)
- Loss of student storage areas
- Restriction or loss of school privileges
- In-school behavior monitoring
- Referral to community resources or outside agency services
- Financial restitution
- Placement in an alternative educational setting (ie PLS, packet work from home, afternoon school)
- Referral to police, other law enforcement agencies, or other appropriate authorities

- Out-of-school suspension (ERATS will use a variety of non-exclusionary disciplinary policies and practices prior to the dismissal of any pupil)
- Preparation of an admission or behavioral readmission plan
- Expulsion under the Pupil Fair Dismissal Act
- Exclusion under the Pupil Fair Dismissal Act
- Other disciplinary action as deemed appropriate by East Range Academy

Any student suspended three or more times may be recommended to the Board of Directors for expulsion under the Pupil Fair Dismissal Act.

East Range Academy will use Tiered Levels of Support for Students, Staff, Families, and Community.

Multi-tiered systems of support (MTSS) are a framework for systematically addressing the academic, social, emotional, and behavioral developmental needs of students. Restorative practices (RP) in a school can be applied in multiple ways using the MTSS framework.

Tier One:

- Staff can promote a sense of belonging by listening with care, curiosity, concern, and empathy. They can listen without interrupting the speaker.
- Staff can promote a sense of belonging by applying a cultural understanding of eye contact and the use of physical proximity when they talk with students. Proximity includes walking together, standing side by side, or sitting so as to be at face-level with the student.
- Staff can model empathy through listening and speaking in a way that names feelings and keeps attention on the young person and their story. For example, “I feel excited for our new classmate to get to know us!”
- Staff and students use a circle to ensure all voices are heard. The circle process can be used to build community in the classroom and in the staff room, to teach academic subjects, to address conflict in the classroom, and to promote youth voice using youth-leadership circles.
- Staff and students can create teaching posters to reinforce the circle practice, the building or classroom values, and the restorative questions. The materials for a circle—talking pieces, centerpieces, and the class’s circle community agreements—are visible and easily accessible.
- Staff can provide access and opportunity for families and community members to learn about RP through an RP newsletter, a video explaining RP, or an orientation to RP.

- Staff can engage family members in a circle at parent- or family-teacher conferences, Individual Education Program (IEP) and Parent Teacher Association (PTA) meetings, etc.

Tier Two:

- Staff use and model “I” statements, naming feelings and listening with empathy when there is conflict.
- Staff can help re-direct students or whole classrooms by circling up to review values or common agreements with the community.
- Staff can help address conflict by facilitating problem-solving circles in the classroom or building.
- Staff can help repair relationships in the classroom by facilitating a restorative chat or conversation with one or two students, using the restorative questions. Staff can help repair relationships in the classroom by facilitating a small group conference with three or four students, or by keeping classroom circles so the students, teacher, educational assistants, support staff, and other building staff can address conflict, difficulties or disruptions in the classroom or school.
- Students and family members and staff can all help address conflict or relationship difficulties by asking for a circle.

Tier Three:

- Staff, either district staff or community partners, can facilitate rebuilding relationships using either circle or conferencing to repair harm, family group conferencing, or a restorative process for re-entry. In setting up these processes, attention is paid to ensuring that the needs of the people affected by harm are addressed and that both professional, peer, and familial supports are engaged.
- Staff and students prepare for conversations, circles, or conferences by identifying what the harm was, who was affected by it, and what the needs are to be addressed. Participants are invited to repair harm and prepare for the repairing process.
- All members of the school community can benefit from repairing relationships: students and students, staff and students, staff and staff, staff and parents and family members, the school and the community.

- Staff and students who have facilitated or participated in restorative conversations, circles or conferences can debrief the repair-of-relationship processes, to ensure quality and to learn from difficulties.

HARASSMENT AND BULLYING

ERATS is committed to providing a school environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, bullying, malicious and sadistic conduct, and hostility. Actions, words and/or gossip, jokes, or comments based on an individual's legally protected characteristics will not be tolerated.

- Sexual Harassment is defined as unwanted sexual advances, coercion, threats, demands, or visual, verbal, or physical conduct of a sexual nature. This definition includes but is not limited to the harassment of same-sex, opposite-sex, transgender, and non-binary individuals.
- Bullying is defined as unwelcome behavior that occurs over a period of time and is meant to harm someone who feels powerless to respond. Verbal bullying includes teasing, malicious gossip, attacks of character, and threats of harm. Social bullying includes leaving someone out on purpose or publicly reprimanding someone.
- A hostile school environment is generally legally defined as an environment where students fear going to school. The atmosphere is offensive, intimidating, or oppressive. Passive aggression, withholding information, and refusing to cooperate in a way that inhibits another from learning constitutes a hostile environment.
- Racial harassment consists of physical conduct or any written or verbal communications relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
- Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- Malicious and sadistic conduct is defined as creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

If you experience or witness unlawful harassment in the school, report it immediately to the Dean of Students, Behavior Interventionist, or Director. You can raise concerns and make reports without fear of punishment or retaliation. All allegations of harassment will be quickly and discreetly investigated. To the extent possible your confidentiality and that of any witnesses and the alleged harasser will be protected. When the investigation is complete you will be notified.

Problem Resolution: It is natural and normal to encounter differences of opinion or even conflict in the learning environment. As students we do not have to like everyone we work with, however we do have to work together. ERATS encourages the use of assertive communication to resolve issues between students. parents/caregivers and caregivers, and staff, however, ERATS human resources, administration, and the director have an open-door policy and a commitment to resolving issues. Any issues that cannot be resolved peacefully should be taken to administration. Our suggested problem-solving guidelines are:

- Try to see the issue from both perspectives. Take time to let emotions settle if high, and come up with at least two equitable solutions.
- Resolve the problem directly with the coworker using assertive, not aggressive, communication.
- Discuss the issue with the administration or the director.

Remember it is our intent to communicate sincerely and honestly with each other at all times. Open and honest communication can resolve most problems.

An act of bullying is expressly prohibited on school property or at any school-related functions. Disciplinary consequences may be assigned for students who are in violation of these guidelines.

Student Expectations

- We will not bully others.
- We will try to help students who are bullied
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

To report bullying, contact the Dean of Students, Behavior Interventionist, or the Director.

TRANSPORTATION

Transportation provided to students by ERATS is not only a service but a privilege. All school discipline policies apply to student behavior during transportation to and from school and all school-sponsored activities. Transportation personnel will forward all bus conduct reports to the Dean of Students. If the student's transportation privileges are suspended, it is the responsibility of the parent/ guardian to provide transportation to and from school.

HEALTH AND WELLNESS

Wellness Policy

LONG-TERM ILLNESSES

If a student experiences a long-term illness, they may be eligible for homebound instruction. Parents/caregivers should contact the administration to make these arrangements if an illness occurs.

MEDICAL/HEALTH CONCERNS

Students with medical/health concerns are encouraged to report the concern to the school nurse. This includes chronic illness, injury, or any other health concern. Students and parents/caregivers are also required to provide medical documentation in order for the school to make the appropriate accommodations if necessary.

PRESCRIPTIONS/MEDICATIONS

Student Medication Policy

Students are not allowed to possess medications, prescriptions, or pills of any kind (**including over-the-counter**) at school or during school functions. If a student has a medication/prescription, the parent **must fill out the appropriate documentation and doctor's signature** and check the medication/prescription and return it to the school nurse along with all medications in their **original packaging and labeled with the student's name**. **Prescription medication is also required to be in original packaging** with current prescription information.

DRUGS AND ALCOHOL POLICIES

Substance Use and Abuse Policy

TOBACCO, E-CIGARETTES, ALCOHOL, MARIJUANA & OTHER DRUGS

All students are to refrain from using tobacco, e-cigarettes, vaping devices, Juuls, alcohol, marijuana, and illegal drugs during school hours. All school properties, including transportation, are alcohol, tobacco, and drug-free. If a student arrives on school property under the influence of any substance parents/caregivers will be notified and the student will be asked to return home and consequences may be incurred. Law Enforcement may be notified. If a student appears to be under the influence (by behavior, appearance, or smell), they may not be permitted on school transportation. This includes field trips. It will be the responsibility of the parent to transport their student. Refer to the tobacco, alcohol, and drug policy for more information.

DOG SEARCHES

A trained professional with a licensed third-party canine unit will administer dog searches of the school property numerous times throughout the year. The dogs are trained to locate illegal drugs, alcohol, and gunpowder/weapons. Detected students may be suspended or expelled, and local police departments may be contacted.

OUTSIDE SOURCES

Students may be subjected to searches if the drug dog detects something within a student's belongings or on their person. Students may also be asked to submit to testing through a contracted third party. Students/parents/caregivers may refuse testing if it is not court-ordered.

Other contracted third-party community resources may be asked to perform a diagnostic test to help the student with proper services. Students/parents/caregivers may refuse if it is not court-ordered.

SCHOOL SAFETY DRILLS

School Safety Drills Policy

FIRE DRILLS

In order to assure the safety of our students, 5 fire drills are held throughout the year. When the fire alarm sounds, the students and staff leave the building in a quiet, orderly fashion using the nearest exit. Exit diagrams are posted on every classroom door. In the event of a fire, families would be notified and students would be picked up at designated evacuation sites.

TORNADO DRILLS

One tornado drill is held in the spring to coordinate with the Statewide Tornado Drill Day. Students will report to a designated safe area free of potentially falling debris, and practice crouching in a protective position.

LOCKDOWN AND ACTIVE SHOOTER DRILLS

Active shooter drill means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school.

Drill Guidelines

Active shooter drills must be

- Accessible, developmentally appropriate, and age-appropriate, including using appropriate safety language and vocabulary
- culturally aware
- Trauma-informed
- Inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

Students are **prohibited** from participating in an active shooter drill if it does not meet these criteria.

ERATS will annually provide at least one hour or class period of evidence-based violence prevention training (in-person, virtually, or digitally). ERATS currently uses the ALICE system: Alert, Lockdown, Inform, Counter, and Evacuate. Drill procedures must include time for teachers to debrief with their students. Active shooter drills must not be combined or conducted at the same time as any other type of emergency preparedness drill.

Notification

An announcement of upcoming training **must be made prior to** the training. Schools **must provide notice** of a pending active shooter drill, and the **right to opt a student out**

of participating, to every student's parent or legal guardian before the drill is conducted. Alternative safety education must be provided to opted-out students.

Feedback and Analysis

Students must have the opportunity to contribute to the school's safety and violence prevention planning. The ERATS School Board must consider at a regularly scheduled board meeting the effect of the drills on the safety, mental health, and wellness of students and staff.

Active Shooter Simulations

An active shooter *simulation* is not an active shooter *drill*. Students must **not** be required to participate in active shooter simulations. Simulations must **not** take place during regular school hours if a majority of students are or are expected to be present at the school. A student's parent or legal guardian must have the opportunity to **opt into** participating in a simulation.

LEAD IN DRINKING WATER

Lead in Drinking Water Procedure

Lead in water can result from plumbing systems where leaded solder was used with copper piping, and/or lead-lined water coolers. The on-again/off-again water use patterns of most schools can result in elevated lead concentrations, particularly after weekends, holidays, and extended vacations.

ERATS will follow a three-step plan for testing and communication about lead levels in school drinking water:

- Step 1. Sampling Program Development
- Step 2. Conduct First Draw Tap Monitoring
- Step 3. Communicate Results

All school buildings must complete these steps that address the core concepts of a sampling plan, testing, and communicating results. The plan must accurately and efficiently test for the presence of lead in water in school buildings serving pre-kindergarten students and students in kindergarten through grade 12. Recommendations for interpreting results and possible hazard reduction steps must be tailored to meet specific local needs and conditions. Interpretation is not a required part of Minnesota Statute 121A.335.

Sampling Program Development

A program to assess and sample for lead in drinking water must incorporate, at a minimum, the following actions:

1. Inventory all drinking water taps used for consumption (i.e., drinking water and food preparation):

- A drinking water faucet or tap is the point of access for people to obtain water for drinking or food preparation. A faucet/tap can be a fixture, faucet, drinking fountain or water cooler. Drinking water taps typically do not include bathroom taps, hose bibs, laboratory faucets/sinks or custodial closet sinks; these should be clearly marked not for drinking.
 - Taps used for human consumption should only be cold water taps.
 - Hot water taps should never be used to obtain water for drinking water or food preparation.
2. Check all drinking fountains to ensure EPA has not identified them as having a lead-lined tank under the LCCA. This list can be found at: Lead in Drinking Water Coolers [<http://tinyurl.com/kr8kppf> (link verified 7/20/2023)]

If a drinking fountain within the school is found on this list, it should be removed from use immediately.

3. Determine a schedule for sampling:
- All taps used for drinking water or food preparation must be tested at a minimum of once every five years.
 - If budget or resources do not allow all taps to be tested in the first year, it is suggested that taps be prioritized, with all high priority taps tested the first year, medium priority the second, and low priority the third. The fourth year should be used as a “make up” year, if needed.

Communicate Results

Minnesota Statute creates a reporting requirement for schools as follows:

“A school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information.” In addition to testing for lead and meeting the reporting requirements, a lead hazard reduction program should include a comprehensive communication plan. The purpose of a communication plan is to provide a process for school employees, students and parents to address questions, report results and provide ongoing, up-to-date information regarding sampling efforts.

- Assign a designated person to be the contact.
- Notify affected individuals about the availability of the testing and results within a reasonable time.
- School employees, students, and parents should be informed and involved in the communication process.
- Results of initial and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options.
- Posting the information on a website is preferred, but the information should also be available to those without easily accessible internet access. Examples of other information venues are meetings, open houses, and public notices.

- Identify and share specific activities pursued to correct any lead problems.

Lead Content Guidelines

The following chart summarizes actions as provided by the U.S. Environmental Protection Agency to be taken for lead in water results for coolers, in parts per billion:

| < 5 ppb (parts per billion) | 5 ppb - 50 ppb | Over 50 ppb |
|---------------------------------------|--|--------------------|
| No action necessary | 1. Daily Flushing 2. Bottled Water 3. Render Inoperable 4. Replace Cooler | Replace Cooler |

SUICIDE PREVENTION INFORMATION

School identification cards and student handbooks must provide contact information for:

- 988 Suicide and Crisis Lifeline- **Text 988**
- Crisis Text Line- **text HOME to 741741**
- County Mobile Crisis Services- **218-749-2881 ext. 1**

EARLY RELEASE

ERATS will have early release days during the school year. Review the daily bell schedule in the next section. Some school days will be designated for community building which could include community outreach, job shadowing, apprentice work, etc.; student work days, fun activity days, and regular class schedule days. **All students are required to participate in all activities.** This is not an optional school day.

DAILY BELL SCHEDULE

| Class Period | Regular School Days | Early Release Days |
|---------------------|----------------------------|---------------------------|
| 1 | 8:30-9:24 | 8:30-9:09 |
| 2 | 9:29-10:23 | 9:14-9:53 |
| Advisement | 10:28-10:58 | 9:58-10:28 |
| 4 | 11:03-11:57 | 10:33-11:12 |
| LUNCH | 11:57-12:27 | 11:12-11:42 |
| 5 | 12:27-1:20 | 11:42-12:21 |
| 6 | 1:25-2:19 | 12:26-1:05 |
| 7 | 2:24-3:15 | 1:10-1:50 |

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in after-school activities and clubs. ERATS activities include outdoor clubs, non-organized sports, esports, Youth In Action, student council, lock-ins, and more. If students are interested in creating a school club, they are encouraged to meet with a teacher, Dean of Students, or Director.

POLICIES AND QUESTIONS

This handbook was created to inform students/parents/caregivers of school information and general guidelines. Students/parents/caregivers should make informed decisions and act appropriately in order to ensure that the school maintains a safe and healthy educational environment for all students. Many policies are not included in the student handbook but can be found on the school website or you may request a copy by contacting the school administration. Please contact the Director with any questions or concerns you may have.

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I, _____, have read and understand the student/parent handbook. By signing and dating below, I acknowledge that I will comply with the policies within this handbook during the 2023-2024 school year.

Printed Student Name _____

Student Signature _____

Date _____

Printed Parent/Caregiver Name _____

Parent/Guardian Signature _____

Date _____

Please return to your advisor as soon as possible.