2017 – 2018
Parent/Student Handbook

Sejong Academy
1330 Blair Avenue
Saint Paul, MN 55104
Phone: 651-330-6944; Fax: 651-330-7011
info@sejongacademy.org

Independent School District No. 4215-07

Korean Immersion School
Sejong Academy

Sejong Academy opened in September, 2014. It currently serves grades Pre-K through 8th.

VISION: Sejong Academy students will become scholars of Korean and English, as well as socially responsible global citizens.

MISSION: Sejong Academy is committed to providing an academically rigorous education to pre-K - 8 Twin Cities students through immersion experience in Korean language and culture by using research-based curricula, high standards for accountability and promoting an appreciation for diversity and international cultures.

Sejong Academy will strive to provide a positive educational experience that allows all stakeholders to achieve their potential through:
- Communication
- High standards and expectations
- Planning and evaluation
- Acknowledging the value of community

Community Building in the Classroom
Sejong Academy practices Responsive Classroom. Responsive Classroom is an approach to teaching and learning that fosters safe, challenging and happy classrooms as students learn to use the five components of C.A.R.E.S.

C.A.R.E.S.
Cooperation
Assertion
Responsibility
Empathy
Self-Control

Commitment to Community
At Sejong Academy, we believe that students, teachers, administration and parents/guardians need to communicate well and often. To foster this understanding we require all new families sign a Parent-Teacher Agreement to establish expectations and guidelines.

Helpful Phone Numbers
Main Office 651-330-6944
Minnehaha Transportation Company: 612-633-9159
Dear Parents/Guardians,

Welcome to the 2017-18 school year! We are excited to begin another chapter in your child’s book of academic, emotional and social development. We also are excited for the opportunity to work with you as a fourth year charter school. Together, we can provide the support and inspiration necessary for a wonderful experience for your child at Sejong Academy.

This handbook has been assembled to provide you a guide to many of the practices and procedures that take place at Sejong Academy. Please read the handbook and become familiar with its content as it will inform you about Sejong Academy practices. Hopefully, all your questions can be answered by reading the handbook; but if not, please give us a call at 651-330-6944.

Your involvement and encouragement in the school life of your child is probably the single most important factor in helping your child have a successful school year. Your child’s academic success relies on three groups working very closely together – the child, the parents/guardians and the school. We encourage you to consult with your child’s teacher, attend school events and activities, join our Sejong Academy PTO, and become active in your child’s school life. Your enthusiasm and interest in school can be contagious for your child and foster a positive attitude about school.

Our educational program is designed to help each child reach their academic potential while at the same time each child develops the skills to become outstanding citizens of our community. We have a safe and caring school where each and every student is valued for the person they are and the contributions they bring to Sejong Academy. We sincerely hope each and every child has a great experience during their time at Sejong Academy.

Thank you for your interest in your child’s future and remember Sejong Academy parents/guardians are always welcome! It is our sincere goal to create an environment where families feel welcomed and valued members of the Sejong Family.

Have a Great Year!

Brad Tipka, Sejong Academy Executive Director
**AFTER- AND BEFORE-SCHOOL CARE:** Sejong Academy offers before and after school care for its students. Regular school day hours are Monday-Thursday 8:30 AM – 3:30 PM and Friday 8:30 AM – 2:30 PM. There is free before-school care Monday through Friday starting at 7:30. Onsite after-school care is available 3:30 p.m. to 5:30 p.m. Monday - Thursday. Fee-based after school care is available Friday 2:30-5:30. For more information and the fee schedule for Fridays, please call the main office.

**AFTER-SCHOOL ENRICHMENT PROGRAM:** Sejong Academy will offer an academic after-school program from the fall the spring of each year. During the dates of this program, busing will leave at 5:00 PM Monday-Thursday and 2:30 PM on Fridays. When the after-school enrichment program is not in session (generally in August and in June), bussing will leave at 3:30 PM Monday – Thursday, and at 2:30 PM on Friday.

**ALTERNATIVE ARRANGEMENTS FOR AFTER SCHOOL ACTIVITIES:** Students are to proceed home after school in their planned manner unless advanced written permission is provided to teacher and office staff by the parent/guardian. This includes riding the bus to a friend’s house after school. Students need a parent’s written or verbal permission to ride home with another adult. All adults who pick up students must be a legal guardian, or we need to have direct permission from the parents for another adult to pick up students.

**ANIMALS (PETS):** Pets are not allowed in our building. We may have students that have allergies to animals and this is a health issue. Thank you for your consideration. Exceptions will be made for animals required as personal guides for persons with disabilities.

**ATHLETIC SHOES:** To protect the health and safety of the child athletic shoes must be worn in the gym and outside for physical education activities. Because these schedules rotate it is most convenient to have these shoes kept at school.

**ATTENDANCE – TARDY POLICIES AND PROCEDURES:**

**PHILOSOPHY**

Regular attendance is vital to insuring a quality educational experience. Regular class attendance instills self-discipline and helps prepare students for the world of work. Absences affect student academic performance. A student can never fully replace the learning experience when absent from class. Our school goal at Sejong Academy 95%.

**ATTENDANCE-GENERAL INFORMATION**

1. When a student is absent, notification from the parent/guardian must be made by calling the Sejong Academy Attendance Line (651-330-6944). If there is no telephone contact made, the student should bring a written note signed by the parent/guardian stating the reason for the absence. This notification must be made within 48 hours of the student’s absence. Failure to notify the school during this time period will result in absence being recorded as unexcused.
2. Students arriving late to school should report to the Office. There, they will receive a pass which will admit them to class.
3. Sejong Academy is a closed campus. If a student needs to leave the building during the school day, the parent/guardian must sign their child out in the Office.
4. Students who are absent more than 3 days of school due to illness may need to provide a doctor’s note for additional illness absences to be excused per school administrator’s discretion.

**STUDENT’S RESPONSIBILITY**

1. Arrive to school on time every day.
2. If you are absent, be sure to have your parent/guardian call the Attendance Line to report the absence OR bring a written note signed by your parent/guardian stating the reason for your absence. This must be done within 48 hours or the absence will be recorded as unexcused.
3. Make up all required work within three (3) school days from the date of return, unless arrangements have been made by your teachers.
4. If a Pre-Arranged absence occurs, please bring a note to the office signed by your parent/guardian 48 hours before the absence occurs.
5. If a student leaves early, he or she must check out in the Office. If returning to school the same day, the student must check back in at the Office before returning to class.

PARENT/GUARDIAN’S RESPONSIBILITY
1. Encourage your child to arrive to school on time every day.
2. Limit absences by scheduling appointments, vacations, etc. to non-school days or after school hours. For example, a dentist or doctor’s appointment should not be an all day absence.
3. Notify Sejong Academy (651-330-6944) stating the reason for your child’s absence. A voice mail message may be left 24 hours a day.

TEACHER’S RESPONSIBILITY
1. Take accurate daily attendance.
2. Report any discrepancies in the daily report to the Office.
3. Use Responsive Classroom strategies to build relationships with students and encourage them to be in school.
4. Contact parents and guardians of students with faltering grades due to poor attendance.

CLASSIFICATION OF ABSENCES AND TARDIES:
All absences and tardies will be classified by the school administration as excused or unexcused. Absences and tardies may be excused in the Attendance Office at the discretion of the building administration.

EXCUSED ABSENCES
Excused absences include but are not limited to the following:
1. Illness
2. Serious illness in the student’s immediate family
3. A death of an immediate family member, relative, or close friend
4. Family emergencies
5. Medical, dental, or counseling appointment
6. Court appearances—must have court subpoena or letter from lawyer and parent/guardian
7. Religious instruction or holidays (not to exceed three hours in any week)
8. Emergencies conditions such as fire, flood, or storm
9. Official school field trip
10. Vacations with family pre-approved by an administrator (except during testing windows)
11. Removal of student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work within a reasonable period of time
12. Visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

MAKE-UP WORK FOR EXCUSED ABSENCES
1. Students are required to make up all assignments or complete alternative assignments as deemed appropriate by the teacher.
2. Work must be made up within three days from the date of the students return to school. Any work not completed during this time frame shall be “no credit”. The Sejong Academy Director
may extend the time allowed in the case of an extended illness or other extenuating circumstances.
3. The student is responsible for requesting make-up work.
4. Previously announced projects and/or tests must be turned in or taken on the date of the students return to school. In the event of a long-term illness, confirmed by a doctor’s note, the school nurse, or school administrator additional time may be given.

UNEXCUSED ABSENCES
All unauthorized absences are unexcused. These include but are not limited to:
1. Truancy is defined as an absence that was not approved by the parent/guardian or school district.
2. Any absence that the student’s parent/guardian fail to report to the Attendance Office with 48 hours.
3. Work at home.
4. Work at a business, except under a school-sponsored program.
5. Any other absence not included under the attendance procedure set by the district.

CONSEQUENCES FOR UNEXCUSED ABSENCES
1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 121A.40-121A
2. In cases of recurring unexcused absences, the administration will request the county attorney to file a petition with juvenile court, pursuant to Minnesota Statutes.
3. Students with unexcused absences shall be subject the following interventions:
   a. Parents will receive an automated call if the student is marked absent.
   b. A letter will be mailed home after a student has 3 unexcused absences.
   c. The county attorney will be contacted once a student has 7 unexcused absences.
4. The student may lose credit for work missed on days that are unexcused.

TARDINESS
Students are expected to be in their assigned classes at the scheduled time denoting the start of school. Failure to do so constitutes tardiness.

TRUANCY
A child between the ages of 5 and 16 is considered truant if they are absent from school without a legal excuse. The school administrator may file truancy with the county in which the child resides after seven unexcused absences. A student who has missed 15 consecutive days for any reason must be dropped from enrollment and the student must then re-enroll.

TERMINATION OF ENROLLMENT
The School District may terminate the enrollment of a non-resident student enrolled under an enrollment options program pursuant to MINN. Stat. 124D.003 or 124D.08 at the end of the school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under MINN. Ch. 260A, and the student’s case has been referred to juvenile court. A “habitual truant” is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 16 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who is not lawfully withdrawn from school under MINN. Stat. 120A.22, Subd. 8.

BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERSHOES (HEELIES): Children may ride bicycles to school with parent permission. Students are asked to wear helmets while riding their bikes. Students are not allowed to use bicycles during the school day, and for safety reasons are asked to walk their bikes
until completely off school property. Skateboards, scooters, in-line skates and roller-shoes (Heelies) are not permitted at school.

**BREAKFAST:** Breakfast is served each morning beginning at **8:30 AM.** Sejong Academy is currently a Community Eligibility Provision school so all students are able to receive free breakfast.

**BULLYING:** **Bullying is not tolerated in the Sejong Academy.** Bullying means any repeated behavior, action or pattern of interaction that makes another person feel intimidated, fearful or threatened. There are three types of bullying behavior:
1. Verbal, which includes such things as name calling teasing, unkind notes, etc.
2. Physical which includes hitting, shoving, etc.; and
3. Psychological, which includes blackmailing, extorting, spreading rumors, etc. If upon investigation it is determined that bullying behavior exists, there will be consequences as prescribed by School Board Bullying Prohibition policy.
4. Cyber-bullying or using online media, email, or text messages to bully another student.
5. All suspected incidences of bullying will be investigated by the school director and families will be notified of the investigation results.

The full bullying policy is available on the [Sejong Academy website policy page](#).

**BUSSING:** Bus transportation is provided for all kindergarten students and students in grades k-7 who live within a certain distance from school. Students also use bus transportation for field trips and other special events. If your family qualifies, the school or Minnehaha Transportation will mail you a bus schedule for your student. Parents please be aware that the bus may be occasionally five or ten minutes early or late depending on road conditions or traffic. Riding the bus is a privilege, and students must follow bus riding procedures to remain safe. See the section ‘AFTER-SCHOOL ENRICHMENT PROGRAM’ for bussing times.

**BUS BEHAVIOR POLICY:** Riding the bus to and from school each day is a privilege. It is the responsibility of each student to practice safe and courteous behavior ON THE BUS AND AT THE BUS STOP. The safety and comfort of all students is of primary importance and must be protected. Improper behavior on the bus and at the bus stop will result in consequences per District Discipline Policy (Appendix A). Excessive tardiness in arriving at the bus stop may result in a loss of riding privileges.

**CELL PHONES:** Many families wish to have contact with their students before and after school via cell phone. If a student has a cell phone at school it must not become a distraction or disruption to the learning process; therefore, students’ cell phones must be powered off and kept in their backpacks during the school day. Sejong Academy will not be responsible nor will Sejong Academy conduct searches during instructional time for lost or stolen items.

**CHEATING/PLAGIARISM/COLLUSION:** Academic dishonesty will be investigated and dealt with according to district policy. District policy states that any work that involved cheating, plagiarism or unsanctioned collusion will be deemed of no credit or a zero.

**CONFERENCES:** Parent/Teacher conferences are held in the Fall and Spring. These conferences are scheduled to enable each parent to have an individual conference with their child’s teacher. If there is a need for additional conference time, another period can be arranged which is convenient for parents and teacher. Parents are encouraged to communicate with teachers at any time there is a question or concern. Sejong Academy expects 100% conference participation.
DAYCARE: Be sure that the school has accurate information regarding your child’s daycare arrangement and that the school is kept informed of any changes (If applicable).

DISCIPLINE POLICY: Every student deserves a chance to learn in a school climate that is orderly, safe and quiet. The rules emphasize knowing the difference between acceptable and unacceptable behavior, safe and unsafe actions, respect and disrespect and acting accordingly. Our goal is to teach students rules of self-regulation. See APPENDIX A of this handbook for the School Board Discipline Policy (506).

DISMISSAL:

Regular Dismissal. In order to provide your child the best possible opportunity for academic success, removing your student from school during instructional time is strongly discouraged. If it is necessary to pick up your child at any time other than the regular dismissal time, a parent or person identified on the student’s emergency card must come to the office and sign-out your child. The office staff will call your child to the office. This minimizes classroom disturbances and provides us with a safety procedure for monitoring all students and adults. Adults picking up children at dismissal time are permitted to wait in the entryway. Students will not be permitted to walk home or go out to a waiting vehicle for an early dismissal. It is essential that your child be picked up by 3:30 PM (2:30 PM Fridays) during normal school days or 5:30 when the after school program is in session.

Unanticipated Early Dismissal or Closure. On occasion during the winter months, weather conditions may necessitate early dismissal. Sejong Academy’s commitment is to keep families, staff, and the community informed of weather-related school closings and cancellations as quickly and thoroughly as possible. Due to logistical issues, in no case would Sejong Academy have a late-start.
- The decision to close early will be made by 10:30 a.m.
- The decision to cancel a school day will be made by 7:00 a.m.

Each parent/guardian and staff/teacher will be informed of an early closing or school closure via:
- Email, if one is registered with the school
- Phone call or text messaging
- Posting on Sejong’s website
- Posting on Sejong’s Facebook page

For more information see the full ‘Dismissal and Closure Policy’ posted on the school website policy page.

DRESS/ATTIRE/GROOMING: Sejong Academy students are required to wear uniforms. See Uniform Policy for requirements. Offensive items include graphics that contain or promote the use of tobacco, alcohol, chemical substances, violence of any kind, racial, sexual or gang related messages, images, or activities. Students whose clothing is deemed inappropriate will be asked to change into clothing that is acceptable. Hats are not allowed during the school day. If no suitable clothing is available, students will be removed from the classroom setting for the remainder of the day. Parents/guardians of students who refuse to cooperate in wearing appropriate clothing will be notified. If a student comes to school in dress that is inappropriate the parent will be notified and the student will be required to change into appropriate attire.
EL: English Language services are provided for students who qualify as needing assistance with learning English.

EVENING EVENTS: There will be various evening events throughout the school year. Students will be required to be accompanied by an adult in order to attend.

FAMILY TRIPS: Although travel can be a rewarding and educational experience, families are discouraged from taking vacations during school days. If travel is necessary, please make prior arrangements with the principal and your child's teacher for making up the schoolwork. Keep in mind that much of the learning that takes place in school does so during discussion and group activity and cannot be replicated.

FAX: The fax number to Sejong Academy is 651-330-7011.

FIELD TRIPS: Occasionally classes will go on field trips to support and extend classroom instruction and facilitate student development. Parents/guardians will be asked to provide written permission for field trips at the beginning of each school year in the form of our district annual field trip permission form. Parents will be notified in advance of all field trips. Types of field trips include: 1) Day field trips, 2) Recurring field trips (same activity on a regular basis, such as sports games), 3) Extended field trips - overnight field trips or out of area (e.g., camping), and 4) Out of country field trips.

For any field trip, there are academic, attendance, and behavioral requirements that students must meet in order to be eligible for the field trip. These requirements may vary based on the trip, but all students must meet the following baseline eligibility requirements: No more than 1 suspension for the school year, No more than 1 failing grade for the school year, and no more than 3 unexcused absences for the entire school year. Selection and participation of students and adults for field trips is subject to the approval of the Executive Director, though students should not be denied access to opportunities because of disability or economic status. Students who do not participate in a field trip shall not be penalized in any manner, and appropriate educational experiences shall be provided for students who do not participate.

The sponsoring staff for the field trip shall devise a contingency plan for maintaining communications with participants and parents/guardians in the event of an emergency during the field trip. Students’ safety will be the primary consideration. Adequate supervision will be provided at all times for all students and such supervision will take into account any unique circumstances or dangers posed by the trip. All students are reminded that trips are an extension of the classroom, and all Sejong Academy rules and regulations apply throughout the trip.

FIGHTING/PHYSICAL ASSAULT: Sejong Academy Public Schools has zero tolerance for violence. Students who engage in fighting or physical assault against another person on school property will be disciplined according to district guidelines. Also see ‘DISCIPLINE POLICY’ and APPENDIX A of this handbook.

FOOD/GUM/CANDY: Food and Beverages are not allowed outside of the lunchroom unless they are part of a classroom activity in which case they must stay in the classroom. Gum is prohibited in School and on busses. Candy and soft drinks are prohibited unless they are part of a class celebration. Students are encouraged to bring healthy snacks.
HARASSMENT AND VIOLENCE: Everyone at Sejong Academy has a right to feel respected and safe. The district wants you to know about the School Harassment and Violence Policy. See APPENDIX B of this handbook for additional information.

HAZING: No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. See APPENDIX D for specifics.

HEALTH RELATED ISSUES: Please notify the health office and the teacher if your child has any physical difficulties or allergies (food, bee stings, animals, etc.) or if for any reason, your child cannot participate in a school activity. Regular attendance throughout a child's school life is very important. However, there are times when a child should be kept at home for the sake of his/her own health as well as the health of other children. The following information is intended to help with this decision:

- If your child has a fever of 100 degrees or more, he or she should stay home for 24 hours after the temperature returns to normal
- If your child has vomited or had diarrhea, he or she should stay home for 24 hours after the last episode
- If he or she has any rash that may be disease-related or the cause is unknown, check with your family physician before sending your child to school
- If your child is ill, please call the school daily to report the illness.
- If a Strep infection is suspected and a throat culture taken, the child should stay home until results of throat culture have been determined.
- If your child has Pink Eye, the child needs to be excluded from school until examined by a medical care provider and until 24 hours after antibiotic treatment begins.
- If you have any questions about the above information, please call the health office or your family physician.
- If prescription medications are required please refer to our procedure described under the heading Medication Procedures.
- Communicable Disease Information - See APPENDIX C of this handbook for additional information.

GUIDELINES FOR POSTING COMMUNITY RELATED ITEMS: A bulletin board is provided in a public viewing area for the community to post items. These items may remain posted for 1 month or until the event occurs.

HOMEWORK: Specific homework requirements vary by grade level and to some extent by classroom teacher. Discuss this with your child's teacher if you are not clear about his/her expectations.

HOURS: The school office hours are 8:30 AM-3:35 PM. Student hours are 8:30-3:35 PM. Students must not arrive to school before 7:30 AM and must to be picked up by 3:45 PM. Students may be here only during school hours - when supervision is provided. The after school program will run from 3:30-5:00 PM. The after school program will begin the second week of school and end about a month before school ends in June.

ILLNESS DURING THE SCHOOL DAY: Parents/guardians are responsible for making arrangements should their child become ill or injured during school hours. Be sure that your child's emergency card has updated information at all times. Information on the emergency card should include telephone
numbers for parents/guardians at work and at home or for another designated adult who can come for their child if the parents/guardians cannot be reached. In an emergency "911" will be called.

**INTERNET/COMPUTER USE BY STUDENTS:** Each student will be allowed access to the Internet and computers only if the necessary permission slip is signed and returned to school each year. If the terms of this policy are violated, a student may temporarily or permanently lose computer privileges.

**KINDERGARTEN REQUIREMENTS:** For students entering kindergarten, in addition to the enrollment form and immunizations form, you also need to submit an Early Childhood Screening. Saint Paul Public Schools provides the screening at NO charge to children ages 3, 4, and 5 years old (call the Early Childhood Screening Office at 651-632-3746), or it can be completed with your child’s physician.

**LOCKERS:** Students have a locker to use for their personal items. No locks are allowed. Students should not store money or other valuables in their locker. Lockers are school property and their contents can be searched by school personnel with reasonable cause at any time.

**LOST AND FOUND:** There is a lost and found box in the main office and hallway. Parents and students are invited to look through items there anytime. Any clothing left at the end of each quarter will be donated to a charitable organization.

**LUNCH:** Sejong Academy provides free lunch for all students. Sejong is a CEP or Community Eligibility Provision School so all the students receive free breakfast and lunch. Applications for Free or Reduced Lunches are available in the Sejong Academy office. Lunch menus are available on the school web-site menu page.

**LUNCHROOM:** The lunchroom is a very busy place. In order to make the experience pleasant for everyone, please:
- Use voice volume 1
- Keep hands, feet and food to yourself. Remain seated until your class is dismissed.
- Walk at all times
- Follow the directions of all adults the first time
- **Food/beverages are not allowed outside the lunchroom.** Students may, however, store cold lunches in their lockers. No food (gum, candy, pop or snacks) may leave the lunchroom to be taken out to the playground. Soda is NOT allowed as part of a cold lunch

**MEDIA RELEASE FORM:** Often times during school functions photographs are taken of the participating students. These photos may be published in items such as the school calendar and other district promotional flyers. If a parent does not wish for these photographs to be published, a signed letter must be sent in to the district requesting for no photographs to be published. If we do not receive a signed letter we will assume we have your permission to photograph your child and possibly publish his/her photo.

**MEDICAL EXCUSES FROM PHY ED CLASS:** To be excused from physical education classes for more than two days, students must present written orders from a doctor. Before being permitted to return to physical education activities, a doctor’s permission must be received.

**MEDICATION PROCEDURE:** All prescription and over the counter medications must be accompanied by a written order from the doctor. All prescription medications must be in a pharmacy bottle labeled by
the pharmacist. All medications that are brought to school must be kept in the Office. A refrigerator is available for medication, if needed.

**NON-LEARNING ITEMS:** We are asking your help in keeping the following items at home. Toys, CD players, electronic equipment (games, pagers, mp3 players etc.) and all other non-learning items will be taken from the student and stored in the office to be sent home at the end of the school day. If the student again brings a non-learning item, his/her parent will be responsible for coming to school to bring the item home. In the event a student has the teacher’s permission to bring an item for any reason, the parent will be notified.

**PARKING:** All parking sign restrictions will be enforced by the St Paul Police Department. Please use the parking lot and do not park on the street during school hours.

**SCHOOL CLOSINGS:** In case of extremely severe weather conditions, school closings or delayed school openings may occur. See the ‘DISMISSAL’ section of this handbook for specifics. The first consideration is the health and safety of the child. It is the policy of the Sejong Academy to recognize the right and responsibility of the parents in the matter of school attendance on extremely cold days

**SCHOOL PHONES:** Students are allowed to use school telephones only in the case of an emergency or when directed by a staff member to do so. Phone calls to students will not be transferred to classrooms. Emergency messages will be delivered directly to the appropriate teacher.

**SCHOOL SOCIAL ISSUES:** Parents are encouraged to call the school or their child’s teacher when students are going through a significant change, such as divorce or the death of a family member. The school may also facilitate support groups for students who are dealing with significant issues in their lives or who need to expand their social skills. Also, please talk to the teacher or school leadership if you feel that there are social concerns that may be affecting your child’s well-being and learning. Sejong Academy understands that social and emotional factors are critical to a child’s education.

**SECURITY IN THE SCHOOL:** All parents and visitors to the school are required to sign in at the office and receive a visitor sticker upon entering the building. Please enter through the front lobby doors only during the school day. All other doors are locked during the school day. Parents who have specific concerns about their child’s safety are encouraged to talk with the Director about the guidelines.

**SNACKS FOR CLASS:** Sejong Academy is not able to provide in-class snacks for students during the regular academic day. Please talk to your child’s classroom teacher regarding daily snacks and snack time. As much as possible, please bring healthy snacks and avoid candy as a snack. Also, please check with your student’s teacher to discuss ways to celebrate birthdays and other special days. After school snacks are provided when the after-school enrichment program is in session.

**SPECIAL EDUCATION:** Special services are available for students who have educational disabilities. Referrals to the Student Assistance Team can be made through the Director or through your child’s classroom teacher.

**SUPPLIES:** A list of supplies for each grade level is available in the office. A list is available on the school web site: [www.SejongAcademy.org](http://www.SejongAcademy.org)
TARDINESS: The first few minutes of the day can be critical in getting comfortable and getting organized for the day. It is imperative that students be in their rooms before 9:00 AM each day (Busses arrive at 8:30 AM; breakfast is served at 8:30 AM). Students must check into the office when they are late in arriving to school. If a student is tardy seven or more times in a school year the parent will receive a letter and/or phone call to discuss strategies for getting the student to school on time.

TERRORISTIC THREATS: Physical or verbal threats, including but not limited to: the staging or reporting of dangerous or hazardous situations such as: improper activation of fire alarms, or bomb threats, threatened assault, threatened taking of a life, threatened sexual assault or interference/obstruction by a student, parent or school personnel of school investigations will result in appropriate disciplinary action by school or district administration, or police. See School Discipline Policy.

TESTING: Each school year, schools give uniform statewide tests to students to provide information on the status, needs, and performance of students. Sejong students participate in MCA Testing (grades 3-8), ACCESS testing for English Language Learners, and NWEA MAP tests (grades K-8). Consistent with Minnesota Statutes, section 120B.31, subdivision 4a, parents/guardians may refuse to have their student participate in state-required standardized assessments. To opt out, families must complete a Minnesota Department of Education Form and submit it to the school.

VOLUNTEERING: Parents and community members are encouraged to volunteer in our school. There are unlimited opportunities to get involved. Talk with your child's teacher if you are interested. Volunteers are essential for PTO and family events and are used to assist with special school activities. Volunteers are also needed to work with individual students and small groups of students especially in areas of basic literacy. You are also encouraged to become involved in our school through the shared decision making process. Each volunteer will be required to pass a mandatory criminal background check as a security precaution for our students. Please see the Volunteer Background Check policy on the school website policy page for more information. The office manager will assist you with this process.

WEAPONS: Sejong Academy Public Schools supports a Zero Tolerance Policy regarding weapons on school property. Bringing weapons to school could lead to suspension and/or expulsion according to Sejong Academy School Policy. Students must not bring guns, knives/blades or other potentially dangerous articles to school. Parents will be informed and the police may be involved. Replicas or toy weapons are also included in this ban.
APPENDIX A
Student Discipline Policy

I. PURPOSE
The purpose of this policy is to ensure that students are aware of and comply with the school's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY
The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that the nurturance of the maturing process for each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 127.41, the school board, with the participation of school district administrators, teachers, employees, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY
A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Director. The Director shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of the this policy. The director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students.
and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

The Director is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The director shall give direction and support to all school personnel performing their duties within the framework of this policy. The director shall consult with parents of students conducting themselves in a manner contrary to the policy. The director shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A director, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher’s lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS
All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES
All students have the responsibility:

A. for their behavior and for knowing and obeying all school rules, regulations, policies and procedures;

B. to attend school daily, except when excused, and to be on time to all classes and other school functions;

C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
D. to make necessary arrangements for making up work when absent from school;

E. to assist the school staff in maintaining a safe school for all students;

F. to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;

G. to assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;

H. to be aware of and comply with federal, state and local laws;

I. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

J. to respect and maintain the school's property and the property of others;

K. to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

L. to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. to conduct themselves in an appropriate physical or verbal manner; and

N. to recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

School wide Responsive Classroom Behavior Redirection Strategies

1. **Take a break** – Student needs to take a break, reflect on the behavior that required the break and reengage in the class when ready.

2. **Buddy room** – The student is sent to another classroom to reflect, fill out a reflection form and then return to class.

3. **Parent Call with a Fix-it Plan**

4. **Conference with Director, Teacher and Parent.**

If the students fails to comply with the above procedures or approach it with sincerity, the student may be referred to the office immediately.

**NOTE:** If a child refuses to redirect or cooperate with Sejong Academy staff, parents will be called immediately and asked to pick up the child for the day.

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school
district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
15. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to pagers, radios and phones, including picture phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a
disruption to the educational process, including clothing which bears a message which is lewd,
vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or
clothing containing objectionable emblems, signs, words, objects, or pictures communicating a
message that is racist, sexist, or otherwise derogatory to a protected minority group or which
connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any
method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment,
plagiarism or collusion;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaultive behavior, which causes or could cause
injury to the student or other persons or which otherwise endangers the health, safety, or
welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though
accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault,
fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon,
sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language
that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other
people;
35. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous
or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed,
religion, sex, marital status, status with regard to public assistance, disability, national origin or
sexual orientation;
37. Violation of school rules, regulations, policies or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational
process or dangerous or detrimental to the student or other students, school district personnel
or surrounding persons, or which violate the rights of others or which damage or endanger the
property of the school, or which otherwise interferes with or obstruct the mission or operations
of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS
It is the general policy of the school district to utilize progressive discipline to the extent reasonable and
appropriate based upon the specific facts and circumstances of student misconduct. The specific form of
discipline chosen in a particular case is solely within the discretion of the school district. At a minimum,
violation of school district rules, regulations, policies or procedures will result in discussion of the
violation and a verbal warning. The school district shall, however, impose more severe disciplinary
sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct,
as determined by the school district. Disciplinary action may include, but is not limited to, one or more
of the following:
A. Student conference with teacher, Director, or other school district personnel, and verbal warning;
B. Parent contact;
C. Parent conference;
D. Removal from class;
E. In-school suspension;
F. Suspension from extracurricular activities;
G. Detention or restriction of privileges;
H. Loss of school privileges;
I. In-school monitoring or revised class schedule;
J. Referral to in-school support services;
K. Referral to community resources or outside agency services;
L. Financial restitution;
M. Referral to police, other law enforcement agencies, or other appropriate authorities;
N. Petition County Court for juvenile delinquency adjudication;
O. Out-of-school suspension under the Pupil Fair Dismissal Act;
P. Preparation of an admission or readmission plan;
Q. Saturday school;
R. Expulsion under the Pupil Fair Dismissal Act;
S. Exclusion under the Pupil Fair Dismissal Act;
T. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS
A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. “Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:
1. Willful conduct that materially and substantially disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, surrounding persons, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student’s tenth removal from class and make reasonable attempts to convene a meeting with the student’s parent or guardian to discuss the problem that is causing the student to be removed from class.
C. Procedures for Removal of a Student from a Class:
In either the elementary or secondary schools, if a student is sent for removal, the teacher, principal or other School District employee will complete an anecdotal report describing the student’s behavior. The student will be sent to the appropriate school location and remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.

D. Responsibility For and Custody of a Student Removed From Class
Teachers removing students from class are required to direct the student to the school office and verify his or her arrival as soon as practicable. Students removed for more than one class period will receive assignments from the teachers to enable the student to keep up with his/her class work.

E. Procedures for Return of a Student to a Class from Which the Student Was Removed:
The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent or guardian. At the time of this conference a definite plan of action will be established, including a review of any existing special education services.

F. Procedures for Notification
Parents and/or guardians of students removed from class will be notified as soon as practical of the rule violation that led to the removal, resulting in disciplinary action, and of the conditions for readmission.

IX. DISMISSAL
A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.
The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
   1. willful violation of any reasonable school board regulation, including those found in this policy;
   2. willful conduct that significantly disrupts the rights of others to an education including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
   3. willful conduct that disrupts the classroom, the school environment, or the functions of a school; or
   4. willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures
   1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of
suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.

2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. In the case of a student with a disability, the student’s individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the individual education plan team shall, at the meeting, conduct a review of the relationship between the child’s disability and the behavior subject to disciplinary action, and determine the appropriateness of the child’s education plan. The requirements of the individual education plan team meeting apply when: 1) the parent requests a meeting; 2) the student is removed from the student’s current placement for five (5) or more consecutive days; or 3) the student’s total days of removal from the student’s placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following: strongly encourage a parent or guardian of the student to attend school with the student for one day; assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and petition the juvenile court that the student is in need of services under MINN. STAT.Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within 48 hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to the student's records and allowing the representative to obtain copies thereof.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including records upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon the which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner of Education within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner of Education. This report shall include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student’s age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student’s right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN
A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with MINN. STAT. § 120N.225, Subd. 1,
and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior.

**XI. NOTIFICATION OF POLICY VIOLATIONS**
Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

**XII. STUDENT DISCIPLINE RECORDS**
It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

**XIII. DISABLED STUDENTS**
Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student’s IEP or 504 plan specifies a necessary modification. Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student’s educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student’s disability. Such a meeting must be held within ten (10) school days of the school district’s decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student’s educational program is appropriate and the behavior is not a manifestation of the student’s disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student’s educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student’s disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student will be returned to the placement from which the student was removed unless the student and school district agree to a change of placement as part of the modification of the behavioral intervention plan. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student’s disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

**XIV. OPEN ENROLLED STUDENTS**
The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (MINN. STAT. § 124D.03) or Enrollment in Nonresident District (MINN. STAT.§ 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes Chapter 260A), and the student’s case has been referred to juvenile court. The School District may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.
APPENDIX B
Harassment and Violence Policy (Summary)

1. It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other unlawful verbal or physical conduct or communication of a sexual nature.

3. Harassment consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

4. Violence consists of a physical act of aggression or assault upon another or group of individuals because of or in a manner reasonably related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

5. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or based on a person’s race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

6. School personnel who fail to inform the Director per the reporting procedures in the Harassment and Violence Policy of a report or harassment or violence in a timely manner may be subject to disciplinary action.

7. All complaints, whether verbal or written, will be investigated and any appropriate disciplinary action will be taken.

8. All verbal or written complaints should be reported to the Director per the reporting procedures in the Harassment and Violence Policy.

9. Retaliation is prohibited against any individual who reports harassment or violence or participates in an investigation.

10. Confidentiality of all persons involved will be respected to the fullest extent possible.

This is a summary of Sejong Academy’s policy against harassment and violence. A complete copy of the policy is available on the school website and/or main office.

CONTACT:
Brad Tipka, Director 651-330-6944, for complaints involving staff or students.
APPENDIX C
Communicable Disease Information
Please notify the school if your child appears to have any of these diseases, and confirm the diagnosis with your doctor.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>EARLY SYMPTOMS</th>
<th>INCUBATION PERIOD</th>
<th>SCHOOL ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>slight fever, general feeling of illness, rash with scabs appearing after 3-4 days</td>
<td>2-3 weeks</td>
<td>exclude from school 7 days from appearance of rash. All crusts are to be dry.</td>
</tr>
<tr>
<td>German Measles</td>
<td>Few or no general symptoms</td>
<td>14-21 days</td>
<td>minimum of 3 days after rash appears</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>Fever, fatigue, nausea, headache, abdominal discomfort, loss of appetite. Yellowish tinge to skin and eyes.</td>
<td>15-35 days</td>
<td>first week of school and until doctor advises to return to school</td>
</tr>
<tr>
<td>Measles (Rubella)</td>
<td>fever, watery eyes, cough, (head cold) blotchy rash appearing 3-5 days after first symptom.</td>
<td>10-15 days</td>
<td>exclude for minimum of 5 days from the appearance of rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>Malaise, slight fever. Swelling of parotid glands in front and below ear.</td>
<td>12-26 days</td>
<td>when swelling subsides completely. Temperature normal.</td>
</tr>
<tr>
<td>Strep Throat (with rash, called scarlet fever)</td>
<td>Fever, sore throat, headache, nausea, vomiting</td>
<td>2-5 days</td>
<td>may return 24 hours after the start of medication</td>
</tr>
<tr>
<td>Pink Eye (Conjunctivitis)</td>
<td>redness and watering of eyes. May have swelling of lids and purulent discharge.</td>
<td>24 hours</td>
<td>exclude until treated by physician</td>
</tr>
<tr>
<td>Impetigo</td>
<td>blisters, pustules, rapidly covered with honey-colored crust.</td>
<td>2-5 days</td>
<td>exclude until lesions are under medical treatment and are dry</td>
</tr>
<tr>
<td>Head Lice (Pediculosis)</td>
<td>excessive itching of scalp. Presence of lice/nits</td>
<td>eggs hatch in 1 week</td>
<td>exclude until lice are destroyed and nits are treated</td>
</tr>
<tr>
<td>Condition</td>
<td>Description</td>
<td>Duration</td>
<td>Exclude Until Treated By Physician</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Ring Worm of the Scalp</td>
<td>itching, small scaly ringed patches with broken hair. Some inflammation and hair loss.</td>
<td>3 weeks or longer</td>
<td>exclude until treated by physician</td>
</tr>
<tr>
<td>Scabies</td>
<td>intense itching, burrows and small lesions of skin, especially fingers, wrists, and elbows</td>
<td>several days</td>
<td>exclude until treated by physician</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>cough that goes on for two or more weeks. Cough up small amounts of blood. Fever, night sweats, and unexplained weight loss</td>
<td></td>
<td>exclude until treated by physician</td>
</tr>
<tr>
<td>Pertussis</td>
<td>&quot;whooping' cough produces thick mucus, vomiting, lips and nails turn blue, exhaustion</td>
<td></td>
<td>exclude until treated by physician</td>
</tr>
</tbody>
</table>
APPENDIX D

HAZING PROHIBITION POLICY

I. PURPOSE
The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY
A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS
A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES
A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building principal, the complaint shall be made or filed directly with the school district human rights officer by the reporting party or complainant.

C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION
A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will
be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL
The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, or intentional disparate treatment.

VII. DISSEMINATION OF POLICY
A. This policy shall appear in each school’s student handbook and in each school’s Building and Staff handbooks.

B. The school district will develop a method of discussing this policy with students and employees.

Legal References: MINN. STAT. § 121A.69 (Hazing Policy)
MINN. STAT. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Cross Reference:
Sejong Harassment and Violence Policy
Sejong Student Discipline Policy
Sejong Bullying Prohibition Policy