

DRAFT

Board Packet

Woodbury Leadership Academy Board of Directors Special Meeting

Wednesday, July 24, 2019

5:30 P.M.

Woodbury Leadership Academy

8089 Globe Dr. Woodbury, Mn 55125

GYM

Meeting: Board of Directors Regular Meeting

Date: Wednesday, July 24, 2019

Time: 5:30 P.M.

Location: Woodbury Leadership Academy 8089 Globe Dr. Woodbury Mn 55125 - Gym

AGENDA

1. **Meeting Call to Order and Roll Call**

- 1.1. Meeting Call to Order (Mandi Folks, Board Chair)
- 1.2. Roll Call (Mandi Folks, Board Chair & Board Clerk)

2. **WLA Mission, Vision** (Mandi Folks)

The mission of WLA is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

The vision of WLA is to be a school where students and graduates become exceptional leaders, and are prepared to take on the academic and leadership challenges they will face as they transition into high school.

3. **Approval of Agenda/Meeting Minutes** (Presenter: Mandi Folks, Board Chair)

- 3.1. Approval of meeting agenda
Motion: _____ 2nd: _____ Vote: _____
Approval of June 26, 2019 meeting minutes
Motion: _____ 2nd: _____ Vote: _____

4. **Conflict of Interest Declaration** (Presenter: Mandi Folks, Board Chair)

5. **Public Comment** (Presenter: Mandi Folks, Board Chair)

- 5.1. Delegation of Public Comment Items (if necessary)

6. **Board and Administration Reports**

- 6.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 6.2. Executive Director Report (Presenter: Dr. Kathy Mortensen, Executive Director)
- 6.3. Finance Committee (Presenter: Jess Erickson, Finance Chair)
 - 6.3.1. Accept July 16, 2019 meeting minutes
Motion: _____ 2nd: _____ Vote: _____
- 6.4. Governance Committee (Presenter: Ro Krejci, Governance Chair)
 - 6.4.1. Accept July 10th, July 15 and July 17, 2019 meeting minutes, approval of second reading on 503, 506, 524, 526, 538,540and first reading of 510
Motion: _____ 2nd: _____ Vote: _____
- 6.5. Facilities Committee (Presenter: Jason Livingston, Facilities Chair)
 - 6.5.1. Accept July 16, 2019 meeting minutes
Motion: _____ 2nd: _____ Vote: _____

7. **Board Training, Discussion and Business** (Presenter: Mandi Folks, Board Chair)

- 7.1. "Why Knowledge Matters" Book Discussion - Chapters 5 & 6
- 7.2. MoveAugust board meeting
- 7.3. Annual designations
- 7.4. Lease Aid
- 7.5. Ratify employment agreement(s)

8. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
 - 8.1. Board Communication/Future Agenda Items - Reflection

9. **Housekeeping** (Presenter: Mandi Folks, Board Chair)

Next Regularly Scheduled WLA Board of Directors Meeting
Date: Wednesday, August TBD, 2019
Time: TBD P.M.
Location: 8089 Globe Dr. Woodbury, MN - gym

10. **Adjournment** (Presenter: Mandi Folks, Board Chair)

Adjournment
Motion: _____ 2nd: _____ Vote: _____

Woodbury Leadership Academy



Board of Directors Meeting Minutes Regular Meeting June 26, 2019

Directors Present: Jessica Erickson, Mandi Folks, Claudia George 5:48 arrival, Ro Krejci, Jason Livingston, Jolene Skordahl

Directors Absent: Shannon Kelly

Administration/Advisors Present: Kathy Mortensen (Executive Director), Judith Darling 6:15 departure (BerganKDV)

Others in Attendance: Tom DeGree 5:45 departure (MACS), Shawn Smith 6:35 arrival, 7:38 departure (Wildamere)

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:33 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission, Vision

Ms Krejci read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Krejci moved “to approve the June 26, 2019 Board of Directors meeting agenda.” Seconded by Ms Erickson. Motion passed unanimously.

Approval of May 22, 2019 meeting minutes

Ms Skordahl moved “to approve the May 22, 2019 Board of Directors meeting minutes.” Ms Erickson seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

Ms Folks asked if there were any conflicts of interest of members for items on the agenda. None were noted.

5. Public Comment

Mr Tom DeGree, Associate Director of the Minnesota Association of Charter Schools (MACS) spoke about the history of MACS, the purpose of MACS and the benefits received by member schools. He encouraged the Board to continue membership in the organization.

5.1 Delegation of Public Comment Items (if necessary)

There was no public comment to delegate as discussion of MACS membership is on the agenda.

6. Board and Administration Reports

6.1 Board Report

Ms Folks showed a Simon Sinek video “Be a Infinite Player.” There was discussion as to how the video relates to the Board’s governance of WLA.

6.2 Executive Director Report

Ms Mortensen highlighted several items in the Director’s Report included in the Board packet:

- Year-end enrollment update
- Summer School program started
- Grade level team meetings are in process
- Update on Middle school plans
- Reallocation of budgeted in-house sub monies to teacher salaries budget to keep salaries competitive
- Raptor school security/visitor management system
- Summer construction project hasn’t started yet
- Review of end of school year activities at WLA
- SY 2019-20 enrollment numbers were discussed. Kindergarten is overenrolled by 11, with a wait list of 38. Enrollment in the Middle School is low, but the Board had closed enrollment so offers cannot be made. Ms Mortensen asked the Board to consider adding another section of Kindergarten and reopening Middle School enrollment. There was discussion.

6.3 Finance Committee

Ms Erickson reported that the Finance Committee met and reviewed May financials, stating that the school is on budget for the year, discussed status of the SPPS 2018 rent issue, reviewed busing contract options, discussed status of the prior year MDE transportation funding, discussed funding for the summer capital improvement project and the Wolf Ridge field trip scholarship offered to students. The next Finance meeting is scheduled for July 16th.

6.3.1 Accept May and June 18th meeting minutes and April and May Financial Statements

Ms Erickson moved “to accept the May and June 2019 Finance Committee meeting minutes and the April and May 2019 Financial Statements.” Seconded by Ms Skordahl. Motion passed unanimously.

6.4 Governance Committee

Ms Krejci reported since the last Board meeting, the Governance Committee met again in May and twice in June to continue working on the 500 series policies. The committee recommends the second reading of policies 502, 505, and 514, and first reading of policy 540, as included in the Board packet. Several other 500 series policies are in final stages of review. The Committee heard from VOA with approval of the Bylaws change in board

composition. VOA also provided comments on other parts of the bylaws, so the committee will review those comments before presenting the Bylaw change to the Board for a vote. The next Governance Committee meeting is scheduled for July 10th. Ms Krejci requested Board members submit all comments on policies directly to the Governance committee email.

6.4.1 Accept May 29th, June 10th and June 12, 2019 meeting minutes, first reading notice of 540 and approval on 502, 505 and 514

Ms Krejci moved “to accept the May 29, June 10 and June 12, 2019 Governance Committee meeting minutes, first reading notice of policy 540 Student Dress, Appearance and Uniform, and approve the second reading of Board policies:

- 502 Search of Student Lockers, Desks, Personal Possessions, and Student’s Person
- 505 Distribution of Non-School Sponsored Materials on School Property
- 514 Bullying Prohibition Policy.”

Seconded by Ms Erickson. Motion passed unanimously.

6.5 Facilities Committee

Mr Livingston reported the Facilities Committee met twice in June. Regular committee meetings will be held on the 2nd Wednesday each month. The committee discussed the planned summer construction project and recommends using Wexford as the construction company. Shawn Smith shared an overview of the construction project, costs, timeline, and method of funding the project cost, with the total cash outflow from WLA capped at \$125,000 as approved by the board. WLA’s landlord would contract with the construction company and then bill WLA monthly for construction costs. Additionally, the landlord would pay a portion of the costs using monies from a capital improvements allowance defined in our lease agreement.

Mr Smith walked board members through two exhibits to the building lease agreement:

- “Memorandum of Annual Rent” which addresses the annual rent amount
- “Memorandum of Understanding #3” which addresses the Reserve Fund,

and explained the underlying calculation of these amounts. There was discussion.

Mr Livingston moved “to approve Kathy Mortensen to sign the Memorandum of Understanding, finalized with the revisions discussed.” Seconded by Ms Erickson. Motion passed unanimously.

Mr Livingston reported the Facilities Committee has also been discussing a playground cleanup day to be organized by the PTO, Peaceful Playground implementation, landscaping and other possible changes to the outside area. The next Facilities Committee meeting is scheduled for July 16th.

6.5.1 Accept June 4th and June 11th, 2019 meeting minutes

Mr Livingston moved “to accept the June 4 and June 11, 2019 Facilities Committee meeting minutes.” Seconded by Ms Skordahl. Motion passed unanimously.

7. Board Training, Discussion and Business

7.1 “Why Knowledge Matters” Book Discussion - Chapters 5 & 6

Due to time constraints, the book discussion was deferred to a future meeting.

7.2 Wolf Ridge overnight field trip for the 2019-2020 SY

Ms Mortensen stated that overnight fieldtrips require Board approval. Ms Erickson shared information on the 5th grade 3-day 2-night fieldtrip to Wolf Ridge planned for October. This is the 3rd year for this fieldtrip. Students may apply for \$50 scholarships to assist with cost.

Ms Krejci moved “to approve the extended overnight fieldtrip to Wolf Ridge for the 2019-20 school year.” Seconded by Ms Skordahl. Motion passed unanimously.

7.3 Monarch busing contract

Ms Mortensen shared that the only busing option currently available is with Monarch Transportation for 8 buses, which is the cost included in the budget. Ms Krejci moved “to approve the Monarch busing contract.” Seconded by Ms Erickson. Motion passed unanimously.

7.4 MN Association of Charter Schools (MACS)

Board members discussed the benefit of MACS membership, and whether the cost of approx. \$7,000 per year (based on enrollment) was justified and provided value to the school. Ms Folks shared that MACS provides legislative representation of charter schools (advocacy) and Board training. The school also pays our authorizer, VOA, and they provide advocacy services. Ms Mortensen clarified that the Board holds the membership to MACS and therefore, the Board would need to take action to terminate. Ms Erickson moved “to not renew the 2019-20 membership with MACS.” Seconded by Ms Krejci. Ms Erickson, Ms Folks, Ms George, Ms Krejci and Mr Livingston voted for the motion. Ms Skordahl opposed. Motion passed.

7.5 Re-open enrollment for grades 6-8 (for a set time, or until caps are reached)

Ms Mortensen requested opening Grade 6 and cap enrollment at 44, opening Grade 7 and cap enrollment at 22, and opening Grade 8 and cap enrollment at 16 and consider setting a deadline for accepting new students. There was discussion.

Ms Erickson moved “to open enrollment and set the cap for grade 6 to 44, the cap for grade 7 to 24 and the cap for grade 8 to 17.” Seconded by Mr Livingston. Ms Erickson, Ms Folks, Ms George, Ms Krejci and Mr Livingston voted for the motion. Ms Skordahl opposed. Motion passed.

7.6 Employment Agreements for 2019-20

Ms Mortensen directed Board members to the listing of staff employment agreements circulated after the Director’s report, all of which were for returning employees. There was discussion. Ms Krejci moved “to ratify the staff employment agreements as recommended by Ms Mortensen for the 2019-2020 school year.” Seconded by Ms Erickson. Motion passed unanimously.

8. Board Communication & Future Items

Agenda items for future meetings include an update on enrollment numbers, and additional employment agreements.

There was discussion on whether to take action on Kindergarten enrollment now or wait until July. Ms Erickson moved “to give Kathy Mortensen the discretion to open a 4th section of Kindergarten for the 2019-20 school year, to be added by July 24, 2019.” Seconded by Ms Skordahl. Motion passed unanimously.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meeting is scheduled for Wednesday, July 24, 2019 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10. Adjournment

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 9:22 PM.

Minutes drafted by Nancy Baumann, Board Clerk (non-Board member);
submitted by Ro Krejci,
Board Secretary.



Meeting: Finance Committee

Date: Tuesday, July 16, 2019

Time: 12:00 p.m.

Location: Woodbury Leadership Academy School – 8089 Globe Drive, Woodbury, MN 55125 – Conference Room

Minutes:

The meeting was called to order by Jessica Erickson at 12:05 p.m.

Members Present: Jessica Erickson, Mandi Folks, Judith Darling and Kathy Mortensen

Members Absent: Kacie Paine

Development, Discussion, and Recommendations

June Financial Statements Update

Update on St. Paul Rent from 2018

MDE Transportation Funding Update

Substitute Teacher Rates

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Thursday, August 8, 2019

Time: 12:30 p.m.

Location: Woodbury Leadership Academy-Conference Room
8089 Globe Drive, Woodbury, MN 55125

Meeting: Governance Committee Regular Meeting

Date: Wednesday, July 10, 2019

Time: 10:30 A.M.

Location: Woodbury Leadership Academy School – 8089 Globe Dr., Woodbury, MN 55125 - Conference Room



Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order

10:30 A.M.

Roll Call

Present: Kathy Mortensen, Kylie Griffith and Ro Krejci **Absent:** Claudia George

WLA Mission & Vision

Mission: The mission of WLA is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

Vision: The vision of WLA is to be a school where students and graduates become exceptional leaders, and are prepared to take on the academic and leadership challenges they will face as they transition into high school.

Development, Discussion, and Action

Policy Review and Discussion

- 503
- 506
- 515
- 532
- 524
- 526
- 538
- 540
- New policy -510 Promotion and Retention
- WLA ByLaws
- Committee Meeting Calendar

Received a response from VOA on the review and comment on WLA Bylaw amendment. The governance team reviewed and sent response back to VOA. Waiting for an update from VOA. Worked thru policies 503, 506, 524 are ready for 2nd reading. New Policy 510 ready for 1st reading.

Discussed and agreed to add a meeting on Monday, July 15th at 3:15 P.M. and Wednesday, July 17th at 10:30 A.M.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting (second Wednesday of the month, unless stated otherwise)

Date: Monday, July 15, 2019

Time: 3:15 P.M.

Location: 8089 Globe Dr. Woodbury, MN 55125 - Conference Room

Adjournment

Adjournment **Meeting adjourned 12:45 P.M.**

Meeting: Governance Committee Regular Meeting

Date: Monday, July 15, 2019

Time: 3:15 P.M.

Location: Woodbury Leadership Academy School – 8089 Globe Dr., Woodbury, MN 55125 - Conference Room



Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order

3:20 P.M.

Roll Call

Present: Kathy Mortensen, Kylie Griffith and Ro Krejci

Absent: Claudia George

WLA Mission & Vision

Mission: The mission of WLA is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

Vision: The vision of WLA is to be a school where students and graduates become exceptional leaders, and are prepared to take on the academic and leadership challenges they will face as they transition into high school.

Development, Discussion, and Action

Policy Review and Discussion

- 515
- 526
- 532
- 538
- 540
- Committee Meeting Calendar

Status Update

Still waiting on a response from VOA regarding the amendments on the WLA Bylaws. Reviewed 510 - new policy, 526. Discussed our next meeting time and will have no meetings in the month of August and will start up regular governance meetings in September on the second Wednesday of the month at 4:10 P.M. unless otherwise scheduled.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting (second Wednesday of the month, unless stated otherwise)

Date: Wednesday, July 17, 2019

Time: 10:30 A.M.

Location: 8089 Globe Dr. Woodbury, MN 55125 - Conference Room

Adjournment

Adjournment

Meeting Adjourned 5:43 P.M.

Meeting: Governance Committee Regular Meeting

Date: Wednesday, July 17, 2019

Time: 10:30 A.M.

Location: Woodbury Leadership Academy School – 8089 Globe Dr., Woodbury, MN 55125 - Conference Room



Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order

10:45 A.M.

Roll Call

Present: Kathy Mortensen, Kylie Griffith and Ro Krejci

Absent: Claudia George

WLA Mission & Vision

Mission: The mission of WLA is to utilize leadership based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.

Vision: The vision of WLA is to be a school where students and graduates become exceptional leaders, and are prepared to take on the academic and leadership challenges they will face as they transition into high school.

Development, Discussion, and Action

Policy Review and Discussion

- 503
- 515
- 532
- 538
- 540
- New policy - Promotion and Retention
- WLA ByLaws
- Committee Meeting Calendar

Status Update

Reviewed all policies that are ready for second readings 503, 506, 524, 526, 538,540 and first reading new policy 510.

Scheduled a meeting on Wednesday, July 24th at 10:30 A.M.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting (second Wednesday of the month, unless stated otherwise)

Date: Wednesday, July 24, 2019

Time: 10:30 A.M.

Location: 8089 Globe Dr. Woodbury, MN 55125 - Conference Room

Adjournment

Adjournment

Meeting Adjourned 12:30 P.M.



WOODBURY LEADERSHIP ACADEMY

Adopted: July 22, 2014

503 STUDENT ATTENDANCE

I. PURPOSE

~~A. The Board of Directors (BOD)~~ Woodbury Leadership Academy believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.~~B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teachers and administrators. This policy will assist students in attending class.~~

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility: It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.
2. Parent or Guardian's Responsibility: It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
3. Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records for his/her class. ~~It is also the teacher's responsibility to~~ The teacher shall be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, ~~it is the teacher's responsibility to~~ the teacher shall work cooperatively with the student's parent/~~or~~ guardian and the student to solve any attendance problems that may arise.
4. Director's Responsibility:
 - a. It is the director's responsibility to ~~require~~ ensure that students to attend all assigned classes. It is also the director's responsibility to be familiar and apply

~~with all procedures governing attendance and to apply these procedures~~
uniformly to all students, to maintain accurate records on student attendance and
to prepare a list of the previous day's absences stating the status of each. Finally,
it is the director's **or designee's** responsibility to inform the student's parent/~~or~~
guardian of the student's attendance and to work cooperatively with them and
the student to solve attendance problems.

~~b. In accordance with the Minnesota Department of Education and the
Minnesota Compulsory Instruction Law, the students of the Woodbury
Leadership Academy are REQUIRED to attend all assigned classes every day
school is in session.~~

B. Attendance Procedures Guidelines

~~Attendance procedures shall be presented to the BOD for review and approval. When approved
by the BOD, the attendance procedures will be included as an addendum to this policy.~~

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following are examples of absences that may be excused:
 1. Illness.
 2. Serious illness in the student's immediate family.
 3. A death in the student's immediate family or of a close friend or relative.
 4. Medical, dental or orthodontic treatment, or counseling appointment.
 5. Court appearances occasioned by family or personal action.
 6. Religious instruction not to exceed three hours in any week.
 7. Physical emergency conditions such as fire, flood, storm, etc.
 8. Official school field trip or other school-sponsored outing.
 9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 10. Family emergencies.
 11. ~~Personal trips to schools, not to exceed 5 days per year.~~
 12. A student's condition that requires ongoing treatment for a mental health diagnosis.
- c. ~~Consequences of Excused Absences~~ **Completion of Missing Assignments**

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) Work missed because of absence must be made up within the number of days absent from the date of the student's return to school. Any work not completed within this period ~~shall~~ **may** result in "no credit" for the missed assignment. However, the director or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which ~~will~~ **may** not be excused:

1. Truancy. An absence by a student which was not approved by the parent and/or ~~Woodbury Leadership Academy WLA~~.
2. Any absence in which the student failed to comply with any reporting requirements of ~~Woodbury Leadership Academy's WLA's~~ attendance procedures.
3. **Extended** vacations. ~~with family more than five (5) days in a school year.~~
4. Absences resulting from cumulative unexcused tardies: (3) three tardies equal one unexcused absence).
5. ~~Any other absence not included under the attendance procedures set out in this policy.~~

b. ~~Consequences of Unexcused Absences~~

1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act.
2. ~~two Days~~ **Two days** ~~during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.~~
3. In cases of recurring unexcused absences, the administration ~~may~~ **will** also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
4. Students with unexcused absences ~~shall~~ **may** be subject to discipline in the following manner:
 - a. **Home**work missed because of unexcused absence must be made up within five (5) days from the date of the student's return to school.
 - b. After the third ~~and fifth cumulative~~ unexcused absence in a trimester, ~~Woodbury Leadership Academy WLA~~ will notify the

parent/guardian **in writing**. ~~by email~~ **After the seventh unexcused absence, the student will be referred** to the appropriate Human Services Agency.

- c. After such notification, the student or his or her parent/~~or~~ guardian may, within five (5) business days, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent/~~or~~ guardian to request such a conference.

C. Tardiness

1. ~~Definition:~~ Students are expected to be in their assigned classroom at designated times. Failure to do so constitutes tardiness.
2. Reporting Tardiness
 - a. A student is considered tardy if he/she arrives after the start of the school day.
 - b. Students tardy at the start of school must report to the school office for an admission slip.
3. ~~Excused Tardiness Valid excuses for tardiness are~~ **Excused Tardiness:**
 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death in the student's immediate family or of a close friend or relative.
 - d. Medical, dental, orthodontic, or mental health treatment.
 - e. Court appearances occasioned by family or personal action.
 - f. Physical emergency conditions such as fire, flood, storm, etc.
 - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in an assigned classroom at the designated time class period commences without a valid excuse.
 - b. Three (3) unexcused tardies are equivalent to one unexcused absence. **Woodbury Leadership Academy WLA** will send a letter home to the parents/guardians indicating three unexcused tardies have turned into one unexcused absence.

D. Participation in ~~Extracurricular Activities and School and~~ **Parent Team Organization (PTO)** Sponsored **Activities and Events** ~~On-the-Job Training Programs~~

- ~~1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school.~~

~~2. School-initiated absences will be accepted and participation permitted.~~

1. If a student is suspended from any class, he or she may not participate in any activity or program that day.
2. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. ~~The note must be presented to the coach or advisor before the student participates in the activity or program.~~

III. REQUIRED REPORTING

A. Continuing Truant

~~Minn.~~ **Minnesota** Statute provides that a continuing truant is a student who is subject to the compulsory instruction requirements of ~~Minn. Statute~~ and is absent from instruction in a school, ~~as defined in Minn. Statute,~~ without valid excuse within a single school year for:

1. Three days if the child is in elementary school

B. Reporting Responsibility

When a student is initially classified as a continuing truant, ~~Minn.~~ **Minnesota** Statute provides that the director shall notify the student's parent or legal guardian, **in writing** ~~by first class mail or other reasonable means,~~ of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to ~~Minn.~~ **Minnesota** Statute and parents or guardians who fail to meet this obligation may be subject to prosecution under ~~Minn.~~ **Minnesota** Statute;
4. That this notification serves as the notification required by ~~Minn.~~ **Minnesota** Statute;
5. That alternative educational programs and services may be available.
6. That the parent or guardian has the right to meet with the director to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under ~~Minn.~~ **Minnesota** Statute;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, or restriction; **and**
9. That it is recommended that the parent or guardian accompany the child to school for one day.



C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) school days ~~if the child is in elementary school,~~ and who has not lawfully withdrawn from school.
2. ~~Woodbury Leadership Academy WLA~~ shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under **Minnesota Statute. Minn. Stat. Ch. 260A.**

IV. DISSEMINATION OF POLICY

~~Copies of this policy shall be made available to all students and parents at the commencement of each school year.~~ This policy shall also be available upon request in the ~~director's~~ **school's main office and on the school website.**



WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

MSBA/MASA Model Policy 506

Orig. 1995

Revised:

Rev. 2016

506 STUDENT DISCIPLINE

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 Board of Directors (BOD) recognizes that individual responsibility and mutual respect are essential components of the educational process. The BOD further recognizes that nurturing the maturity of 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 WLA 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. The position of the school is that a fair and equitable school-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.40-121A.56.~~

In view of the foregoing and in accordance with **Minnesota Law** ~~Minn. Stat. § 121A.55~~, the BOD, with the participation of school administrators, teachers, employees, students, parents, 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.

III. AREAS OF RESPONSIBILITY

- A. The Board of Directors. The BOD holds all school personnel responsible for the maintenance of order within the school and supports all personnel acting within the framework of this discipline policy
- B. Executive Director. The Executive Director (ED) 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 this policy.~~ The ED 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 BOD for approval and shall be attached as an addendum to this policy. ~~The ED is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final BOD approval. The ED shall give direction and support to all school personnel performing their duties within the framework of this policy. The ED shall consult with parents of students conducting themselves in a manner contrary to the policy. The ED 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. An ED, 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.~~
- C. 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.
- D. Other School Personnel. All school 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 ED. A school employee, school bus driver, or other agent of a school, 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.

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

- A. All students have the responsibility:
 - 1. for their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
 - 2. to attend school daily, except when excused, and to be on time to all classes and other school functions;
 - 3. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
 - 4. to make necessary arrangements for making up work when absent from school;
 - 5. to assist the school staff in maintaining a safe school for all students;
 - 6. to be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
 - 7. to assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
 - 8. to be aware of and comply with federal, state, and local laws;
 - 9. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
 - 10. to respect and maintain the school's property and the property of others;
 - 11. 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 policy;
 - 12. to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
 - 13. to conduct themselves in an appropriate physical or verbal manner; and
 - 14. to recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school. 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 or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events. 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 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. ~~Any violation of the school's policy Hazing Prohibition policy;~~
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. ~~Violation of the school's Student Attendance Policy;~~
7. Opposition to authority using physical force or violence;
8. ~~Using, possessing, or distributing tobacco or tobacco paraphernalia;~~ Using, consuming, displaying or selling any tobacco products, tobacco-related devices, imitation tobacco products, lighters or electronic cigarettes;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. ~~Violation of the school's Weapons Policy;~~
14. ~~Violation of the school's Violence Prevention Policy;~~
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. 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;
18. 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;
19. Violation of any local, state, or federal law as appropriate;
20. 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;
21. ~~Violation of the school's Internet Acceptable Use and Safety Policy;~~
22. 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. Violation of the school's Electronic Policy;~~
23. ~~Violation of school bus or transportation rules or the school's Student Transportation Safety Policy;~~
24. 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;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. ~~Violation of the school's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;~~
27. Possession or distribution of slanderous, libelous, or pornographic materials;
28. ~~Violation of the school's Bullying Prohibition Policy;~~
29. 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;
30. Criminal activity;
 - a. Falsification of any records, documents, notes, or signatures;
 - b. Tampering with, changing, or altering records or documents of the school by any method including, but not limited to, computer access or other electronic means;
 31. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of ~~picture phones or other~~ technology to accomplish this end;
 32. Impertinent or disrespectful language toward ~~teachers or other~~ school personnel;
 33. ~~Violation of the school's Harassment and Violence Policy;~~
 34. 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 personnel, or other persons;
 35. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
 36. 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;
 37. 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;
 38. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
 39. 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;
 40. ~~Violation of the school's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;~~
 41. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
 42. Other acts, as determined by the school, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school 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 or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school is 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. At a minimum, violation of school rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school 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. Disciplinary action may include, but is not limited to, one or more of the following:

1. student conference with teacher, ED, or other school personnel, and verbal warning;
2. confiscation by school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school policy, rule, regulation, procedure, or state or federal law. If confiscated by the school, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation;
3. parent contact;
4. parent conference;
5. removal from class;
6. in-school suspension;
7. suspension from extracurricular activities;
8. detention or restriction of privileges;
9. loss of school privileges;
10. in-school monitoring or revised class schedule;
11. referral to in-school support services;
12. referral to community resources or outside agency services;
13. financial restitution;
14. referral to police, other law enforcement agencies, or other appropriate authorities;
15. a request for a petition to be filed in district court for juvenile delinquency adjudication;
16. out-of-school suspension under the Pupil Fair Dismissal Act;
17. preparation of an admission or readmission plan;
18. expulsion under the Pupil Fair Dismissal Act;
19. exclusion under the Pupil Fair Dismissal Act; and/or
20. other disciplinary action as deemed appropriate by the school.

VIII. REMOVAL OF STUDENTS FROM CLASS

The teacher of record shall have the general control and government of the classroom. 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, ED or other school 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.

A. Grounds for removal from class shall include any of the following:

1. 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;
2. Willful conduct that endangers surrounding persons, including school employees, 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. student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the ED, in consultation with the teacher.

C. If a student is removed from class more than ten (10) times in a school year, the school 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.

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.

1. The school 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.
2. The school 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 BOD regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including school employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the BOD, 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 **ED superintendent** with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school 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 student'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~~ **In the event that** the school 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. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
 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 **Minnesota Law**. ~~Minn. Stat. § 123A.05 selected to allow the student 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:
 - i. strongly encourage a parent/guardian **to seek intervention services for the student** ~~of the student to attend school with the student for one day~~; and
 - ii. 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.40-121A.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 forty-eight (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/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 BOD'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

"Expulsion" means a BOD 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 BOD.

2. "Exclusion" means an action taken by the BOD 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 BOD.
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.40-121A.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'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.40-121A.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 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, 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 shall record the hearing proceedings at school 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 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 MDE. The BOD may appoint an attorney to represent the school in any proceeding.
10. If the student designates a representative other than the parent/guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school. 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 records pertaining to the student, including any tests or reports 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 employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school.
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 BOD and served upon the parties within two (2) days after the close of the hearing.
17. The BOD 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 BOD 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 BOD 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 (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the BOD may appeal the decision to the Commissioner within twenty-one (21) calendar days of BOD action pursuant to **Minnesota Law**. ~~Minn. Stat. § 121A.49~~. The decision of the BOD shall be implemented during the appeal to the Commissioner.
19. The school 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 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. This report must 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.

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 **Minnesota Law Minn. Stat. § 120B.232, 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. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

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, ED or other school official may provide additional notification as deemed appropriate.

In addition, the school must report, through the MDE electronic reporting system, each physical assault of a school employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school policies and federal and state law, including the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. 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.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school 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 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 (BIP) and modify it as necessary to address the behavior.

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 shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

~~The school 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 (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school may also terminate the enrollment of a nonresident student over the age of seventeen (17) 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.~~

XV. DISTRIBUTION OF POLICY

The school will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. ~~Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and~~

~~parents upon enrollment. This policy shall also be available upon request. in the Executive Director's office. (In main office?)~~

XVI. REVIEW OF POLICY

~~The ED and representatives of parents, students and staff shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to by ED for consideration by the BOD, which shall conduct an annual review of this policy.~~

Legal References:

- ~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~
- ~~Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)~~
- ~~Minn. Stat. § 120B.232 (Character Development Education)~~
- ~~Minn. Stat. § 121A.26 (School Preassessment Teams)~~
- ~~Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)~~
- ~~Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)~~
- ~~Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)~~
- ~~Minn. Stat. § 121A.582 (Reasonable Force)~~
- ~~Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)~~
- ~~Minn. Stat. § 122A.42 (General Control of Schools)~~
- ~~Minn. Stat. § 123A.05 (Area Learning Center Organization)~~
- ~~Minn. Stat. § 124D.03 (Enrollment Options Program)~~
- ~~Minn. Stat. § 124D.08 (Enrollment in Nonresident District)~~
- ~~Minn. Stat. Ch.125A (Students With Disabilities)~~
- ~~Minn. Stat. § 152.22 (Medical Cannabis; Definitions)~~
- ~~Minn. Stat. § 152.23 (Medical Cannabis; Limitations)~~
- ~~Minn. Stat. Ch. 260A (Truancy)~~
- ~~Minn. Stat. Ch. 260C (Juvenile Court Act)~~
- ~~20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)~~
- ~~29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)~~
- ~~34 C.F.R. § 300.530(e)(1) (Manifestation Determination)~~

Cross References: ~~MSBA/MASA Model Policy 413 (Harassment and Violence)~~

~~MSBA/MASA Model Policy 501 (School Weapons)~~
~~MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)~~
~~MSBA/MASA Model Policy 503 (Student Attendance)~~
~~MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)~~
~~MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)~~
~~MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)~~
~~MSBA/MASA Model Policy 525 (Violence Prevention)~~
~~MSBA/MASA Model Policy 526 (Hazing Prohibition)~~
~~MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)~~
~~MSBA/MASA Model Policy 610 (Field Trips)~~
~~MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)~~
~~MSBA/MASA Model Policy 711 (Video Recording on School Buses)~~
~~MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)~~



WOODBURY LEADERSHIP ACADEMY

Adopted: July 22, 2014

Amended: January 23, 2019

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to Woodbury Leadership Academy's computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to Woodbury Leadership Academy's computer system and the Internet, including electronic communications, Woodbury Leadership Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to Woodbury Leadership Academy's computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Woodbury Leadership Academy expects that faculty will blend thoughtful use of Woodbury Leadership Academy's computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

Woodbury Leadership Academy is providing students and employees with access to Woodbury Leadership Academy's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. Woodbury Leadership Academy's system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the **district school** system to further educational and personal goals consistent with the mission of Woodbury Leadership Academy and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. The following uses of Woodbury Leadership Academy's system and Internet resources or accounts are considered unacceptable:
- a. Users will not use Woodbury Leadership Academy's system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 1. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 2. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 3. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 4. information or materials that could cause damage or danger of disruption to the educational process; **and**
 5. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - b. Users will not use Woodbury Leadership Academy's system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 - c. Users will not use Woodbury Leadership Academy's system to engage in any illegal act or violate any local, state, or federal statute or law.
 - d. Users will not use Woodbury Leadership Academy's system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change Woodbury Leadership Academy's system software, hardware, or wiring or take any action to violate Woodbury Leadership Academy's security system, and will not use

Woodbury Leadership Academy's system in such a way as to disrupt the use of the system by other users.

- e. Users will not use Woodbury Leadership Academy's system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
- f. Users will not use Woodbury Leadership Academy's system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - 1. This paragraph does not prohibit the posting of employee contact information on school webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - 2. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - 1. such information is classified by Woodbury Leadership Academy as directory information and verification is made that Woodbury Leadership Academy has not received notice from a parent/~~guardian~~ or eligible student that such information is not to be designated as directory information; **or**
 - 2. such information is not classified by Woodbury Leadership Academy as directory information, but written consent for release of the information to be posted has been obtained from a parent/~~guardian~~ or eligible student. In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
 - 3. These prohibitions specifically prohibit a user from utilizing Woodbury Leadership Academy's system to post personal information about a user or another individual on social media.
- g. Users must keep all account information and passwords on file with the designated school official. **Employees must use school e-mail to create vendor accounts. Users will**



VI. FILTER

- A. With respect to any of its computers with Internet access, Woodbury Leadership Academy will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. obscene;
 - 2. child pornography; or
 - 3. harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; ~~or~~
 - 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; or
 - 3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. Woodbury Leadership Academy will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of Woodbury Leadership Academy’s computer system and use of the Internet shall be consistent with school policies and the mission of Woodbury Leadership Academy.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of Woodbury Leadership Academy’s system, Woodbury Leadership Academy does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on Woodbury Leadership Academy’s system.
- B. Routine maintenance and monitoring of Woodbury Leadership Academy’s system may lead to a discovery that a user has violated this policy, another school policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.

- D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.
- E. School employees should be aware that Woodbury Leadership Academy retains the right at any time to investigate or review the contents of their files and email files. In addition, school employees should be aware that data and other materials in files maintained on Woodbury Leadership Academy's system may be subject to review, disclosure or discovery under Minnesota Government Data Practices Act.
- F. Woodbury Leadership Academy will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through Woodbury Leadership Academy's system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of Woodbury Leadership Academy.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be acknowledged by user and signed by the parent. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL LIABILITY

Use of Woodbury Leadership Academy's system is at the user's own risk. The system is provided on an "as is, as available" basis. Woodbury Leadership Academy will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. Woodbury Leadership Academy is not responsible for the accuracy or quality of any advice or information obtained through or stored on Woodbury Leadership Academy's system. Woodbury Leadership Academy will not be responsible for financial obligations arising through unauthorized use of Woodbury Leadership Academy's system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of Woodbury Leadership Academy policies relating to Internet use.
- B. This notification shall include the following:

- a. Notification that Internet use is subject to compliance with school policies.
- b. Disclaimers limiting Woodbury Leadership Academy's liability relative to:
 1. information stored on school diskettes, hard drives, or servers;
 2. information retrieved through school computers, networks, or online resources;
 3. personal property used to access school computers, networks, or online resources; and
 4. unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
- c. A description of the privacy rights and limitations of school sponsored and managed Internet accounts.
- d. Notification that, even though Woodbury Leadership Academy may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- e. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- f. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by other school policies.
- g. Notification that, should the user violate Woodbury Leadership Academy's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- h. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of Woodbury Leadership Academy's system and of the Internet if the student is accessing Woodbury Leadership Academy's system from home or a remote location.
- B. Parents will be notified if their student(s) will be using school resources and accounts to access the Internet, **including G Suite for Education**, and that Woodbury Leadership Academy will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - a. A copy of the user notification form provided to the student user.

- b. A description of parent/guardian responsibilities.
- c. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
- d. A statement that the Internet Use Agreement form must be signed by the user, the parent/guardian, and the supervising teacher prior to use by the student.
- e. A statement that Woodbury Leadership Academy's acceptable use policy is available.
~~for parental review.~~

XIII. IMPLEMENTATION; POLICY REVIEW

- ~~A. Woodbury Leadership Academy's administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.~~
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. Woodbury Leadership Academy internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.





WOODBURY LEADERSHIP ACADEMY

Adopted: April 22, 2014

526 HAZING PROHIBITION

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 Woodbury Leadership Academy and are prohibited at all times.

II. 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:
- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school 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.~~

III. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy 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. Woodbury Leadership Academy 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 Woodbury Leadership Academy who is found to have violated this policy.

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 official designated by this policy.

B. ~~The building director, the assistant director, or the building supervisor (hereinafter building report taker) is the person~~ **School administration** ~~is~~ responsible for receiving reports of hazing ~~at the building level.~~ Any person may report hazing directly to a school human rights officer or to the ~~superintendent~~ **building administration**. If the complaint involves ~~the building report taker,~~ **building administration**, the complaint shall be made or filed directly with the ~~superintendent~~ **WLA school board chair**, or Woodbury Leadership Academy human rights officer by the reporting party or complainant.

C. Teachers, administrators, volunteers, contractors, and other employees of Woodbury Leadership Academy 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 report taker immediately. School 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. Woodbury Leadership Academy 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 Woodbury Leadership Academy'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, Woodbury Leadership Academy shall undertake or authorize an investigation by school officials or a third party designated by Woodbury Leadership Academy.

B. Woodbury Leadership Academy 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, Woodbury Leadership Academy 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 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 policies, and regulations.

D. Woodbury Leadership Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Woodbury Leadership Academy. 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

Woodbury Leadership Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy 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, harassment, or intentional disparate treatment.



VII. DISSEMINATION OF POLICY

- A. This policy shall appear **on the school's website** ~~in each school's student handbook and in each school's building and staff handbooks.~~
- B. Woodbury Leadership Academy will develop a method of discussing this policy with students and employees.

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Revised: May 2, 2016

Amended: December 19, 2017

538 ENROLLMENT ADMISSIONS POLICY

I. PURPOSE

Woodbury Leadership Academy follows Federal and State Department of Education regulations, guidelines, and practices regarding enrollment of all students. It is the policy of Woodbury Leadership Academy to comply with Federal and State laws prohibiting discrimination. Woodbury Leadership Academy will not discriminate with regard to a person's age, color, creed, culture, disability, ethnic, origin, family care leave status, gender, marital status, political affiliation, status with regard to public assistance, race, religion, sexual preference/orientation, socioeconomic status, veteran's status or any other protected class.

II. DEFINITIONS

"Enrolled" means when the application is received and a student is placed in an open position within a grade level and enrollment forms has been received by the school.

"Enrollment Committee" will include at least one (1) board member, one (1) office staff and the Executive Director.

III. GENERAL STATEMENT OF POLICY

A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.wlamn.org.

B. All applications **for the open enrollment period** must be received by the school by the last business day in January. All applications will be stamped according to date and time received.

C. If there are more applications received than available openings at any one grade level a lottery will take place on the first business day in February.

D. Families do not need to be MN residents at the time of the application, but must establish a residence in MN at the time of enrollment or attendance.

D. Conditions for Enrollment:

1. **According to Minnesota Statute, children are eligible to attend kindergarten when they are five-years-old on or before September 1st of the calendar year that schools starts. ~~Students must be 5 years old by September 1st of the year in which they start kindergarten.~~ All Kindergarten students transferring into WLA will also follow this criteria.**

2. According to Minnesota Statute, children are eligible to attend first grade when they are six-years-old on or before September 1st of the calendar year that schools starts. All first grade students transferring into WLA will also follow this criteria.

3. Students currently attending WLA in grades K-7 do not need to reapply for the following school year, but will automatically secure their enrollment position.

E. When a vacancy occurs because of a student withdrawal, the school may fill the seat immediately.

1. Any vacancy due to student withdrawal will be offered to the first student on the waitlist.

2. If a student does not accept a position, s/he will forfeit his/her position on the waitlist, and the current position shall be offered to the next student on the list.

3. A Student Withdrawal Form may be completed and returned by a parent/guardian to the Woodbury Leadership Academy business office. To obtain the Student Withdrawal Form, please contact the business office.

4. Woodbury Leadership Academy will recognize a request of records from another school district with a parent/guardian signature as official notification of that student's withdrawal.

F. If a lottery is needed, ~~new~~ new applications will be generated by the enrollment committee.

G. Following a lottery, a waitlist for an upcoming school year shall be constructed and maintained until the next lottery date as follows:

1. Woodbury Leadership Academy shall maintain three preference lists, one for those with sibling preference, one for those with staff preference, and one for those with ~~general~~ general preference.

a. These waitlists shall be exhausted in priority order:

● All students on the sibling preference list are offered a seat prior to any student on the staff preference list.

● All students on the staff preference list are offered a seat prior to any student on the general wait list.

● After preference is given to both sibling and staff, ~~the next student on~~ the next student on general wait list will be offered a seat.

2. Students whose parents later accept an offer of full-time employment at Woodbury Leadership Academy may be moved to the bottom of the staff preference list.

3. Students who submit a complete application for an enrollment to a grade level that is at capacity after the lottery date will be added to the bottom of the applicable preference list in the order in which the complete application was received.

H. Students on a current year waitlist will not carry over into a lottery for the upcoming school year. If they have not accepted a seat prior to the next lottery, a new application will need to be received.

I. Woodbury Leadership Academy may consider lack of response to an offer of enrollment a decline of the offer.

~~1. Necessary timelines for response will be outlined in offer letters and will be the same for all offers extended at the same time.~~

~~2. Timelines for response will be no less than five business days and no more than ten business days.~~

Note: The applicability and enforceability of this Policy 538 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstances within the scope of the policy arise, may be contrary to some aspect or all of the policy.



WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Amended: December 19, 2018

540 STUDENT DRESS, APPEARANCE AND UNIFORM

I. PURPOSE

As a part of our focus on safety and academic excellence, students attending Woodbury Leadership Academy (WLA) are required to wear uniforms. The purpose of this policy is to minimize distraction, promote appropriate student behavior, alleviate peer pressure, and promote and encourage school spirit.

II. GENERAL STATEMENT OF POLICY

All WLA students are expected to be in school uniform each day, except for the designated “Free Dress Days” or spirit wear days. Neatness, cleanliness, and modesty should be observed at all times. This is a joint responsibility of the student and the student’s parent(s) or guardian(s). Please see the modesty guidelines detailed in this policy. WLA staff reserves the right to determine appropriateness of attire. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

A. The following disciplinary action may be used for uniform violations:

1. A written warning and communication via email or phone to guardian.
2. A written warning and detention or in-school suspension until appropriate attire is brought for the student.
3. Continued violations will result in a conference with administration.
4. Chronic violations will result in further administrative action.

**WLA will not provide uniform modifications for students who receive a uniform violation

III. DEFINITIONS

- A. “Free Dress Days” students are permitted to wear clothing other than their school uniform.
- B. “Appropriate” clothing appropriate for the weather, activity (i.e. physical education or the classroom) that does not create a health or safety hazard.
- C. “Inappropriate” clothing bearing a message that is, suggestive, lewd, vulgar, or obscene. Apparel promoting products or activities that are illegal for use by minors is

inappropriate. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Woodbury Leadership Academy's Harassment and Violence Policy is inappropriate. Any apparel or footwear that would damage school property.

- D. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.
- E. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- F. "Modesty" dress to prevent intentional exposure of the body. It is recognized that there are varied opinions as to what constitutes modesty, therefore the following guidelines help define the expectations for students. Violations of these guidelines will be treated as a uniform violation.
- Shorts/jumpers/skirts/skortis must be no shorter than fingertip length with relaxed arms
 - No underwear showing, bottoms are to be worn at the natural waist.
 - No bra straps, or cleavage may be showing.
 - No midriff may be showing.
 - Outfits, both uniform or non-uniform, that are too tight and/or too revealing, including leggings, jeggings and other tight fitting spandex pants are not to be worn. In addition, items that are too loose such as sagging pants are not to be worn. The latest fashion or fad may not fit the dress code. Bike shorts, leggings, or tights under skirts are strongly encouraged.



School Uniform Information

Grades K-8 Uniforms

Pants/Capris/Shorts: khaki or navy blue twill or corduroy

Jumpers/Skirts/Skort: khaki or navy blue (jumpers must have school logo)

Shirts: Oxford cloth dress shirts, long or short sleeve—white or navy blue with school logo, “polo” style shirts (with collar), long or short sleeve—white or navy blue with school logo

Cardigans: navy blue with school logo

Sweater Vests: navy blue with school logo crew-neck

Pullovers (v-neck/fleece): navy blue with school logo and WLA hooded sweatshirt

Fleece zip ups: navy blue with school logo

Leggings or tights: only solid colors white, gray, navy blue and black can be worn under school uniforms such as jumpers/skirts. - **No other colors will be allowed**

Shoes: Any dress shoes, casual shoes or athletic shoes that are closed toes are acceptable *No wedges/heels, flip flops, open toed sandals, or shoes that have lights, sounds or rollers.*

WLA Middle School Uniforms

Middle school students at WLA are permitted to wear any uniform appropriate wear above, but will also gain the additional color options.

Shirts: light blue and heather gray

Additionally, WLA middle school students are permitted to wear school sponsored spirit wear (t-shirts, sweatshirts, etc.) on any Friday. WLA hooded sweatshirts are approved to wear on any school day, but other spirit wear t-shirts may only be worn on Fridays.

The following items *may not* be worn as part of the uniform.

- short shorts, athletic shorts, tennis shorts, or cut-offs
- sweatpants, jeans, jeggings or leggings (leggings/jeggings are acceptable under school uniform skirt/jumper and only in solid colors white, gray or navy blue and black.)
- sweatshirts/hoodies (WLA hooded sweatshirts are acceptable. **WLA hooded sweatshirts worn indoors must have the hood down at all times.**)

IV. Miscellaneous

When, in the judgment of the WLA staff, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications and



parents/guardians will be notified.

Hats, hoods, and bandanas are not allowed to be worn in the building except with the approval of the administration. **Hooded sweatshirts worn indoors must have the hood down at all times.**

Administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such a recommendation to the administration for approval.



WOODBURY LEADERSHIP ACADEMY

Adopted:

510 Promotion/Retention Policy

I. PURPOSE

The primary goal at Woodbury Leadership Academy (WLA) in grades K-8 is for students to achieve solid levels of reading and math literacy, delivered through the Core Knowledge curriculum sequence. The purpose of this policy is to provide guidance to professional staff, parents and students regarding student performance as it relates to grade level promotion and retention.

II. GENERAL STATEMENT OF POLICY

The goal at Woodbury Leadership Academy is to ensure that all students develop and maintain the educational foundations needed to advance through subsequent performance levels, according to Minnesota Academic Standards and the Core Knowledge curriculum sequence.

III. GUIDELINES

- A. Students are expected to meet the following criteria to be promoted to the next grade level. Not meeting the criteria may constitute grounds for retention.
 - a. Students in grades K-5 will be assessed three times by the classroom teacher throughout the school year to determine reading skill levels. Students should demonstrate reading skills, as measured by Reading A-Z, as follows:
 - i. Kindergarten: Students should demonstrate skills at or above Level C. Students in Kindergarten must also achieve 100% mastery of the phonograms taught.
 - ii. First Grade: Students should demonstrate skills at or above Level I
 - iii. Second Grade: Students should demonstrate skills at or above Level N
 - iv. Third Grade: Students should demonstrate skills at or above Level T
 - v. Fourth Grade: Students should demonstrate skills at or above Level W
 - vi. Fifth Grade: Students should demonstrate skills at or above Level Z
 - b. Students in grades six, seven and eight should demonstrate scores in reading and math that are at grade level or above, as measured by the NWEA MAP assessments which are facilitated in the fall and the spring. Also, students in grades six, seven and eight should demonstrate passing scores (“meets” or “exceeds”) on the MCA’s which are facilitated in the spring.
 - c. Age: Students must fall within the following age to be placed in a specific grade.
 - i. A student must be 5 years old by September 1st to enter Kindergarten.
 - ii. A student must be 6 years old by September 1st to enter First Grade.
 - iii. A student must be 7 years old by September 1st to enter Second Grade.
 - d. Math Automaticity (math facts): Students must demonstrate math fact automaticity for their grade level by the end of the year.



NOTE: FPM = Facts Per Minutes

Grade	Addition	Subtraction	Multiplication	Division
K	Not tested	Not tested	Not tested	Not tested
1	Not timed to 9+9	Not timed to 18-9	Not tested	Not tested
2	20 FPM to 9+9	20 FPM to 18-9	15 FPM 0, 1, 2, 3, 4, 5, 10s (second semester)	Not tested
3	20 FPM to 9+9	20 FPM to 18-9	15 FPM to 9x9	15 FPM to 81 ÷ 9
4	25 FPM to 10+10	25 FPM to 18-9	20 FPM to 12x12	18 FPM to 144 ÷ 12
5	30 FPM to 10+10	30 FPM to 20-10	25 FPM to 12x12	25 FPM to 144 ÷ 12
6	35 FPM to 12+12	35 FPM to 20-10	35 FPM to 12x12	35 FPM to 144 ÷ 12

* 1st Grade tests are limited to 15 min and number lines are not available during the third trimester

B. Classroom Grades: students must receive a passing grade of 70% or above to be promoted to the next grade. This percentage is an average of all three trimesters. Students with a cumulative failing grade (F) at year-end in any two core classes, or three or more failing grades in all classes (including one or more core classes and specials and/or elective classes) will be considered for grade retention. Retention is the final decision of the WLA Response to Intervention (RTI) team, Executive Director, and classroom teachers, based on instructional staff input and student achievement data.

IV. NOTIFICATION

If retention is a possibility, parents will be notified in advance through phone communications with teachers, including face to face conversations, emails, phone calls, parent/teacher conferences, and/or mailings pertaining to grades and performance. The final determination for promotion to the next grade level will be made by administration and classroom teachers based on the above criteria. Special education students and students on 504 plans, with modified curriculum requirements will be considered according to their plan specifications.

FY 2020 Charter School Lease Aid Certification Form – Part 3

**Board Member Certification
For Leases With a FOR-PROFIT Lessor**

List the name of the lessor and the building address for each lease agreement covered by this certification.

For-Profit Lessor 1: _____

For-Profit Lessor 2: _____

For-Profit Lessor 3: _____

For-Profit Lessor 4: _____

For-Profit Lessor 5: _____

COMPLETE ONLY ONE SECTION BELOW

A FOR-PROFIT lessor with leases entered into or last modified *ON or BEFORE August 1, 2009.*

I hereby certify that neither I, nor my immediate family member, nor my partner, is an owner, employee or agent of, or a contractor with, the above named lessor(s). (Minn. Stat. § 124E.14(a).)

Or

A FOR-PROFIT lessor with leases entered into or last modified *AFTER August 1, 2009*

CHECK ONLY ONE OF THE FOLLOWING STATEMENTS:

I hereby certify that neither, I, nor my immediate family member, nor my partner, is an owner, employee or agent of, or a contractor with, the above-named lessor(s). (Minn. Stat. § 124E.14(a).)

I hereby certify that I, or an immediate family member, or my partner, has a financial or other interest in the above-named lessor(s), I have not participated in selecting, awarding or administering the above-named lease agreement(s). (Minn. Stat. § 124E.14(a).)

Print Name of Charter School Board Member

Date

Charter School Board Member Signature

Date