



Fraser Academy Parent/Student Handbook

2009-2010 School Year

Fraser Academy
4530 Lyndale Avenue South
Minneapolis MN 55419
612-465-8600 office
612-465-8603 fax
www.fraseracademy.org

Welcome to Fraser Academy!

This handbook is designed as a communication tool to understand the policies, procedures and services at Fraser Academy. Please read through the handbook and keep it in a convenient place for reference. Read the handbook with your child and discuss sections for shared understanding of the information. When you have read and discussed the handbook, sign and return the signature page at the end of the book.

Direct all questions and concerns to the Director of Fraser Academy. Questions about current programs and activities may be answered by visiting the school's website at www.fraseracademy.org.

Fraser Academy strives for excellent relationship with the parents/families of students that attend the school. School staff seek to demonstrate responsiveness, cooperation and collaboration. The team approach is a strong component in the Fraser Academy education program with parents as key members of the team. This teamwork leads to measurable success for students. Teachers welcome planned parent visits to the school. Attending parent teacher conferences also is essential for successful teamwork and student learning.

Best wishes for a successful school year!

Philosophy

Fraser Academy is a Minnesota Charter School with a unique purpose and design as outlined below. The premise that every student has the opportunity to learn and grow individually, intellectually, and socially together as well as from a solid substantial learning core is the motivation behind Fraser Academy. The philosophy is to assist in developing a student who is interested and intimately involved in the learning process. Fraser Academy serves students of all abilities who learn, work and play together throughout the school day in order to support each other and become the best each child can possibly be.

The Vision

To be a national model of a successful inclusive education program for children of all abilities

The Mission

To provide individualized educational programs for students of all abilities and meet their unique needs through continuous progress and a responsive environment, which maintain a high standard of academic and personal excellence and cultivate a sense of respect, responsibility and community.

Values and Guiding Principles

- We believe development of the "whole child" is essential to success and central to the premise that being educated in an inclusive educational environment, including students from diverse backgrounds and learning needs, enriches all children.
- We believe that continuous progress as the instructional model is essential to optimum student learning.
- We believe that the delivery of broad-based content, in a personalized learning environment, best meets the educational needs of students of all abilities.
- We believe in the importance of incorporating character development in the educational setting.
- We believe year-round instructional time results in more positive academic and developmental outcomes for all students.
- We believe that ongoing evaluation of program and practices, in light of current research, is essential to maintain the highest quality of educational program.

The Founders

Fraser Academy is founded and authorized by Fraser, a Minnesota nonprofit with a nationally renowned reputation for serving children of all abilities. As an authorizer, Fraser is responsible for learner outcome and fiscal accountability and oversight. The school and authorizer partnership assures that current best practices and up to date program models are in place for Fraser Academy students.

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I. SCHOOL PROGRAM INFORMATION

Absence/Attendance

Regular and punctual daily attendance is important for promoting school interest, social adjustment and academic achievement of a child. Children should not be kept home from school unless they are ill or the family is faced with an emergency. Continuity in learning is seriously disrupted by excessive absences. All children are expected to be in their classroom by 9:00 a.m.

In the best interest of Fraser Academy students, if a child is to be absent, the school office should be notified **no later than 9:00 a.m.** If a child is going to be absent an extended period of time, please notify the school office on the first day of the absence. If the absence extends longer than anticipated, notification to the office is required. Excuse notes are not required if an absence has been called in. The parent or guardian* must make the absence call. The attendance line is 612-465-8610.

Please give the following information when making the absence call:

- Day of the absence being reported.
- Student's full name.
- Name of the student's teacher and grade.
- Reason for the absence, including symptoms.
- Name and relation of the person reporting the absence.

*It is parent/guardian responsibility to read and understand Fraser Academy's attendance policy that is located in the school office or on the website at www.fraseracademy.org. Updates to that policy are distributed to all families when the circumstances require it, such as the H1N1 requirement to remain at home for 7 days after the onset of symptoms or 24 hours following maintaining a normal body temperature without the use of fever reducers.

Parent(s)/guardian(s) wishing to have a child excused at any time during the school day must do one of the following: send a signed note to the child's teacher; call in or make the request in person to the school office prior to such absence.

Planned/prearranged absences are to be scheduled with the teacher and the director at least one week prior to absence. All assignments and tests given or due during the student's absence must be completed to the teacher's satisfaction. Upon parent/guardian request, teachers may, but are not required, to give work prior to the absence.

A phone call/letter will be mailed to parent(s)/guardian(s) after 10 absences, notifying them of the requirements of the state attendance law.

Students should be on time for school. If a student arrives after 9:00 a.m. they are considered tardy and must check in the office before going to class. Three unexcused tardies equal an unexcused daily absence.

Excused absences from school include but are not limited to: illness, a death in the family/funeral, family emergency, doctor's appointment, or family vacation. Unexcused absences include, but are not limited to: oversleeping, missing the bus, shopping, play day or parent didn't feel like sending the student to school.

If a student is temporarily under the care of another family member or guardian the school office should be notified with the name of the temporary care giver's name, phone number, and emergency information including the length of the temporary care, emergency rights, and permission to take the child from school. The school will hold all information in confidence.

Achievement Testing/Data-Driven Assessment

Assessment of student achievement involves a full range of measures to ensure the most comprehensive picture of student progress. Various assessments are used to ensure the reliability and validity of assessment results. Students also have 'Work Sample' folders that include an additional "hands on" component to their individual achievement.

Students are assessed, using the Measurement of Academic Progress (MAP) computerized assessment system, which measures the instructional level of each student. Additional or alternate assessments include the Peabody Picture Vocabulary Test and the Psychological Measure of Education Progress (PEP-III). Informal assessment is also used at Fraser Academy to measure the reading and math levels of students. Students, grade three and above participate in the Minnesota Comprehensive Assessment (MCA II) or the Minnesota Test of Academic Skills (MTAS) each year as well. Testing occurs throughout the year, but is more focused in fall and spring of each school year. Questions may be directed to the classroom teacher, the Assessment Coordinator or the Director.

Bikes/Walking

Students are permitted to ride their bicycles or walk to school at the discretion of their parent(s)/guardian(s). All bicycles are to be locked. Students are not permitted to ride bicycles during school hours or on school grounds either before or after school. A letter from the parent(s)/guardian(s) granting permission for the student to ride to school must be submitted to the school office before permission is granted for the students to ride their bicycle to school.

Calendar

The school calendar is provided to parent(s)/guardian(s) at the start of school each year. It is also posted in the school office and the website at www.fraseracademy.org. The website also has Program Information, Frequently Asked Questions, and special events/announcements. Families of enrolled students are requested to register their email with the Director by sending a request to Isilrum@fraseracademy.org. This process initiates access to the Secure Area of the Parent area of the website. Items of specific interest to families of enrolled students are posted to the Secure Area of the Fraser Academy website.

Change of Address

The school office staff needs to be notified immediately of any changes to pertinent addresses, telephone numbers, place of employment of parents, guardians and emergency contacts. Please request a change of address form to be sent home with your child.

Computer Usage Policy

In making decisions regarding student access to the Fraser Academy computer system and to the internet, Fraser Academy considers its own stated educational mission, goals, and objectives. Fraser Academy expects that faculty will blend thoughtful use of the school district computer system and the internet use throughout the curriculum and will provide guidance and instruction to students in their use. Fraser Academy's computer system has a limited educational purpose, which includes use of the system for classroom activities. The use of the school's system and access to the internet is a privilege, not a right.

Students at Fraser Academy have adult supervision while using computers and the internet to ensure appropriate educational use.

Curriculum

Fraser Academy utilizes a variety of research based curricula and practices to provide a high quality learning experience for its students. The Core Knowledge Sequence provides the content for the humanities portion of Fraser Academy curriculum. Additional reading and math curriculum, Rigby Reading and Scott Foresman Math, assist in developing those particular skills. Me-Ville to We-Ville is the functional reading and math skills curriculum used. FOSS Science leads students through and exploration of the physical world. The program at Fraser Academy provides all students continuous progress in reading and math. Fraser Academy implements teaching to individual learning styles in both the classroom environment and teaching methods.

Data Privacy

The Minnesota Data Practices Act (Minnesota Statutes, Chapter 13) relates to the collection, security, and dissemination of data on individuals by the state and its political subdivisions. Data on individuals includes all records, files and processes, which contain any data in which an individual is or can be identified, and is intended to be kept on a permanent or temporary basis. It includes information that is collected, stored and disseminated by manual, mechanical, electronic or other means. This Act gives parents/guardians rights to be informed about the information maintained by Fraser Academy. Any person who willfully violates the provisions of this act is guilty of a misdemeanor.

No private or confidential data on individuals, or summary of same, shall be used or disseminated outside of Fraser Academy unless information is requested in writing and has the approval of the individual (family/legal guardian) and the responsible authority of an administrative staff member.

Parents'/Guardians' Right to See

When parent(s)/guardian(s) are asked by Fraser Academy to give information about themselves:

1. They are told the purpose and use of the information;

2. They are told if the data is required, or if you may refuse to give it;
3. They are told the consequences of giving or not giving information;
4. They are told what other persons or agencies will use the information.

The Data Practices Act gives parents/guardians the right to see any information about themselves or their child that is not confidential and to have its meaning explained. Parent(s)/ guardian(s) may request the following:

1. To see any information about them or their child that is public or private;
2. An explanation about the information on them or their child;
3. Copies of papers in their file (Fraser Academy will furnish copies within five working days or explain why additional time is needed. Copying charges may apply.)

Parents'/Guardians' Right to Control Disclosure

Any information classified as private may not be shown to persons outside Fraser Academy. Parent(s)/ guardian(s) have a right to be fully informed about who has access to their information (see "Parents'/Guardians' Right To See") The parent/guardian written permission is required before that information may be shared. Such permission will:

1. be expressed in plain language;
2. be dated;
3. say exactly who is authorized to give out the information;
4. say exactly what information can be given;
5. say how the information is used, now or later; and
6. say when permission to give out information ends.

Fraser Academy will notify parent(s)/guardian(s), in writing, before their child or their child's records may be used in a research study, case study or a public relations activity specific to that child.

Information Release

1. No information on a child can be released without parent(s)/ guardian(s) written consent. Only the information requested on the signed release form shall be released.
2. Information that has become part of a child's file from other agencies (medical, psychological or educational) cannot be released by Fraser Academy. This information must be obtained from the source agency.

* Please note that school personnel including our board members and authorizer have access to student records for information and monitoring of student progress.*

Parents'/Guardians' Right to Challenge

Fraser Academy must be notified in writing if any information on file about them or their child is not accurate, correct or complete. Within 30 days, Fraser Academy will correct the information and attempt to notify everyone who has received the information in the past. Or, if Fraser Academy thinks the data is correct, the parent(s)/guardian(s) will be notified and thereafter Fraser Academy will attach an explanation when using the data that was challenged.

Discipline Policy and Procedures

Good behavior, centering on self-discipline and consideration for others, is encouraged and expected. Maintaining an atmosphere conducive to learning is a priority for everyone at school.

Fraser Academy's Policies and Procedures are summarized here to meet the federal requirements that parents are notified of these policies. The complete policies are available in the school office and on the Fraser Academy website.

The School Discipline Policy summarized here is intended to comply with the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Act, and current School Board policies.

Responsibilities for School Discipline

Director/ Administration: Support and assistance to staff members, parents and students in situations involving conflict. Inform the School Board of serious behavior problems in the school and efforts made to correct or resolve these problems. Establish all necessary procedures, rules, and regulations to make effective the School Board policies relating to the standards of student behavior. Responsible for all discipline in the school and to lead the staff in a positive way, to deal with disciplinary measures objectively and fairly, and to provide good communication with staff, parents, students, and the community.

Teachers: Provide the best possible education by creating and maintaining an atmosphere conducive to learning, to respect all students and parents as individuals, and to provide good communication with staff, parents, students, and community.

Parent/Guardian: See that the child attends school on a regular basis, to support school rules, to work together with the student and school personnel, and to accept legal responsibility for behavior of the student as established by law and common practice.

Student: Attend school daily and be on time, pursue and attempt to complete all assignments, assist the school staff in running a safe school for all students, be aware of school rules and conduct themselves accordingly, care for school property, dress and groom to meet fair, safe, and health standards, to express ideas in a manner that will not offend or slander others.

Behavioral Expectations

Each individual has the right to learn and develop to their full potential. This applies to students as well as adults in our school community. Fraser Academy is a school that is physically and emotionally safe environment for all. To foster and maintain a positive climate, expectations are clearly communicated and clarified. Behaviors that interfere with a positive climate will be handled consistently and fairly, with the main goal being to regain appropriate behavior.

Each teacher has behavior guidelines for their classroom or teaching area. Each student is expected to do their BEST at managing their own behavior.

If a child has serious difficulty following a behavior guideline, parent(s)/guardian(s) may receive a phone call or written communication from their child's teacher or the director. A collaborative

team effort of Fraser Academy's staff and parents is necessary to determine an appropriate behavior plan. Disciplinary actions include loss of privileges, in-school suspension, or suspension from school. Fraser Academy's goal is to stop behavior difficulties before they rise to a serious level. This goal is reachable when the school and family work together.

If a weapon, chemical abuse, or bullying or harassment is involved, the situation is handled following Fraser Academy's policy and procedures mandated by state law.

Dismissal During the School Day

If a student becomes ill and wishes or is required to go home, s/he will go to the office. If a student must be excused during the school day, the following procedures are used:

1. Parent or guardian (or an individual who has been authorized in writing by the parent/guardian or direct verbal permission to school personnel) must sign the student out at the office.
2. Students leaving school early for any reason are not to be transported by school personnel to home, after-school childcare, or other pre-determined areas unless a direct emergency warrants it or it is approved by the director.
3. When student becomes sick or injured, school personnel will contact parent/guardian or emergency contact via phone, electronic means, or other forms of direct communication.
4. Injury Reports are filled out and parents notified in a timely manner when a student injury warrants a phone call to the parent/guardian.
5. School staff will assist students who are visibly upset on school property or during school hours/programs and notify parents and/or administration for support in resolving the concern in a reasonable and prudent manner.

Dress Code

The dress and personal appearance of students should be a positive reflection on the family, student, school and community. Students, staff and families shall take care to dress in an appropriate, acceptable manner. A clean and well-groomed appearance is to be maintained at school as well as outside of school functions (example: field trips). Students need to wear appropriate footwear for the weather and safe outdoor play.

Dressing for the Weather

Assume there will be outside recess opportunities every day, throughout all seasons, weather permitting. Each child should have a warm hat and coat, gloves and boots. During the summer, hat and water bottle are appropriate for outdoor play. Notification to the school staff is necessary if a child is recovering from a condition that warrants staying inside.

Equal Opportunity Affirmative Action

Fraser Academy is committed to equal treatment of all students, and fair and equal consideration of all prospective students, without regard to race, religion, color, creed, gender, sexual orientation, age, national origin, disability or any other factor prohibited by law. Fraser Academy

complies with all federal, state and local government entities in connection with equal access regulations. Fraser Academy has a written affirmative program in which it commits to administering all actions in compliance with such regulations.

Field Trips

Fraser Academy will take advantage of the cultural and community events that the surrounding area has to offer. Field trips are used to enhance the educational programs. Students are expected to conduct themselves in the same fashion during these trips as if they were in school. Students may not attend field trips without a properly signed permission form.

Fire and Emergency Drills

Fire and emergency drills are conducted throughout the year to prepare students in case of an emergency. All students are required to participate due to the requirement in state statute.

Governance

Fraser Academy is governed by the Fraser Academy Board of Directors. That Board is ultimately responsible for the policy development, finances, growth and oversight of the school. Their work includes activities such as staffing decisions, determining the method under which educational services are delivered, the curriculum and the budget. The Fraser Academy Board members include individuals from the community with a variety of backgrounds in education, law, business management, community, parents and higher education. Their expertise, experience, and commitment will guide Fraser Academy and provide a solid foundation and vision for the future of the school.

Fraser Academy Board meetings are scheduled for the fourth Tuesday of every month at Fraser Academy, 4530 Lyndale Avenue South from 5:30 -7:30 p.m.

The Board schedules time during each meeting for public comment. Persons who wish to address the Board may do so during this period. Each speaker is asked to limit their time to three minutes.

Parents and students are invited to attend board meetings. If a parent/guardian has a specific agenda item for the Board, this item must be presented two weeks in advance in order to be approved for the meeting agenda. These items will then be added to the agenda when approved. To add an item to the board agenda, please contact the Fraser Academy Director at 612-465-8600.

A copy of all minutes of Board meetings are posted on the website at www.fraseracademy.org or are available at the school office for review.

Grading System

Students are graded according to their demonstration of skills and understanding in the content area, as well as their personal and social skills/ development. Grade level report cards reflect academic and developmentally appropriate skills. Questions related to report card information may be discussed at conference time or by contacting the teacher.

Grievance Procedures

It is Fraser Academy's goal to respond to concerns and problems as soon as possible. Any person having a disagreement with a teacher or the administration should make every attempt to settle the problem with that person without involving others. Should it not be settled, the person should go to the next line of authority to arbitrate the difficulty. It is necessary for the success of all those involved in the school to always seek resolution within the working framework of the school's organizational structure.

Hazing Prohibition

Fraser Academy is dedicated to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times. Hazing activities include bullying and exclusion of any student.

General Statement of Hazing Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who is found to have violated this policy.

Homework Assignments

Homework activities are a natural follow-up to many in-school assignments. Homework is an extension of daily school activity. Some assignments may be completed in a short time while others may be of longer duration. Quantity of homework will vary from class to class based on child need and ability.

Homework affords parents/guardians an opportunity to participate in the educational process by allowing them to monitor accuracy, neatness, and application of study skills. Parents/guardians are encouraged to establish a specific time each evening for their child to study and complete assignments. They may be modified to accommodate the needs of each individual child. Specific questions regarding homework should be directed to the child's teacher.

The immediate educational objectives of homework are to:

1. Teach the student to work independently and to assume responsibility for completing work.
2. Reinforce lessons by practicing skills and repeating facts.
3. Enrich school study units.
4. Make use of out-of-school resources such as the library.
5. Enable a child to learn to organize time and materials.

In addition to regular classroom assignments, each child should read, or be read to, at least 15 minutes daily.

Kindergarten

Children five years of age on or before September 1 are automatically eligible to enter kindergarten. All students entering kindergarten must have completed kindergarten screening. Parents or guardians need to contact the student's resident district to set up kindergarten screening if this needs to be done.

Lost and Found

Labeling garments, boots, gloves, etc. and bringing money to school only when necessary can prevent losses. Losses should be reported to the teacher or office staff immediately. All found items are to be turned in to the school office.

Lunch Program/Snacks

Families are asked to provide a cold lunch from home for children planning on having lunch at school. Lunches will remain in children's lockers until the lunch hour; refrigeration of lunches is not available. Students are not permitted to drink soda (pop) during school hours.

Fraser Academy provides milk to children through the MN Kindergarten Milk Program and the MN Special Milk Program. Any special accommodations for lunch beverages must be provided for by the parent(s)/ guardian(s).

Every class has a "snack time". Families are responsible for providing a healthy snack for their child on a daily basis. Students may bring water bottles for use in the classroom, at lunch, and during snack time.

Students may bring a store bought treat for the class to share on special events such as a birthday. The classroom teacher needs to be notified on these occasions.

Messages for Students

The school staff will respond quickly to relay "urgent" messages to the pertinent student as long as it is received no later than 2:45 p.m.

Messages for Staff

Fraser Academy staff will attempt to return all phone calls or messages within 24-48 hours (with the exception of messages left Thursday/or before Holidays). Prompt communication between both parties will facilitate solutions and help to avoid misunderstanding. Parent/ teacher communication may take place via: daily notebook, e-mail, voice messages, or other agreed upon methods.

Money

All additional money for field trips, book orders, etc. should be placed in a sealed envelope with the student's name, teacher's name, and purpose stated on the front of the envelope and delivered to the classroom teacher.

Non-Discrimination Policy

Fraser Academy will comply with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of disability, age, race, creed, color, gender, national origin, religion or ancestry.

Non-Sectarian Policy

Fraser Academy will operate, in all respects, as a non-sectarian, non-religious, non-home-based public school. The school is not affiliated with any non-public or sectarian school or religious organization.

Any person having questions concerning the school's compliance with these mandates should contact the Fraser Academy Director at the school address.

Office

The office is the place where student business is transacted. Students/parent(s)/guardian(s) should go to the office to sign in, to obtain permission to leave school, to make arrangements to withdraw from school, and to conduct other appropriate business. Office hours are 8:00 - 4:00 p.m. when school is in session. Notify the office in the event of an absence, tardiness, or when a student must leave school early.

Parent/Teacher Conferences

Parent-teacher conferences are scheduled during the school calendar year (please see school calendar for specific dates). Parents and/or guardians are encouraged to attend. Conferences are scheduled with the classroom teacher. Scheduling consideration is given to families who have more than one child attending the school. Additional conferences can be arranged with the child's teacher, if needed. Drop-in conferences are often hurried and lack privacy and preparation so scheduling conference times is important to the quality of the meeting.

Parties and Celebrations

Fraser Academy allows celebrations only with the permission of the Director and teacher. Individual classrooms may schedule culminating events/activities around specific areas of study; (for example: an Ancient Egypt party or Cinco de Mayo celebration).

Picture Release/ Pictures

Parents are asked to complete a "Picture Release Form" at enrollment and the beginning of each new school year. This release authorizes the use of the child's picture in marketing activities that are agency-related, such as promotion of Fraser Academy programs for educational purposes. No access to files or parent contacts is made without written parent/guardian's consent. As noted on the form, parents/guardians may refuse permission. It is Fraser Academy's policy to notify parents of any use of their child's picture and to request special written permission for use in publications not generated by the school. Please note: the school building is used for community activities. When

signing the agreement to allow Fraser Academy to use the student's photo, it includes posting it in the classroom and school common areas.

School pictures are taken each year. Information is sent home prior to Picture Day. This activity is provided as a service to families. No one should feel obligated to purchase school pictures.

Playground Expectations

Students are expected to follow rules regarding playground and indoor gym activities. All games should be played with a concern for others using the playground or gym. The equipment is to be used properly. If there are questions in use, consult with a teacher or the supervisor. Students shall be supervised by an appropriate number of adults.

Pledge of Allegiance

Students are given the opportunity to recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation is conducted by each individual classroom teacher or the teacher's surrogate. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect to do so. Students and school personnel will respect another person's right to make that choice.

Room Assignments

The Director is ultimately responsible for placing students in classrooms. Consideration is given to leadership ability, self-discipline, achievement, motivation, behavior and interpersonal relationships with other children. Assignments are based upon information gathered from the classroom teachers, special services, and parents.

School Property

Fraser Academy staff and families will promote a culture where property is valued and cared for. All Fraser Academy students are expected to respect the school facility and property. Students will work together to care for the school facility and its objects.

School Schedules

Arrival at School

School hours are from 9:00 am - 3:15 p.m.

Morning Kindergarten session: 9:00 am - 11:30 a.m.

Buses unload and load students at the center and south entrances to the building facing Lyndale. Children who are transported privately should be dropped off in the south parking area before the start of school hours. The Fraser Academy staff are on hand to assist students into the building. Students should not be dropped off without adult supervision into the building. Students who require additional assistance may be dropped off on the south side of the school building. School staff will be available to greet these students as well.

If students are transported independently and arrive late to school, they must be assisted by an adult into the building and escorted to the school office. Late arrivals require parents to sign in at

the school office. Late arrivals will not be able to use the south parking area in that the gates are closed so that the area becomes a play area for students at school.

Departure from School

School ends at 3:15 p.m.

Buses will pick up students at the center and south entrances on the Lyndale side of the building. School staff will assist with departure and busing. If students are picked up from school by parents or designee rather than transported by bus, they must arrive within 10 minutes of the end of school (by 3:05 -3:25 p.m). Parents may only park and wait in the south parking lot. When buses must use an alternate drop off and pick up, private vehicles must leave appropriate room for school buses.

Late pick ups: If parents are late in picking up their child the student will wait in the Director's office.

If someone other than the parent/guardian will be picking up the child from school, notification to the office with the following information is required:

- Name of person authorized to pick up the student.
- Reason and time of pickup.
- Whether the student will return to school that day

Severe Weather and Emergency School Closings

School closings are announced through the phone line and Fraser Academy website www.fraseracademy.org. Please listen for closing of the Minneapolis Public Schools (MPS); Fraser Academy will likely make the same decision as MPS The S.T.A.R. program will follow the same guidelines. Early closures due to weather or other circumstances will be announced on the phone line (612-465-8600) or the website. Parents are encouraged to supply an email address and cell phone number, so they may be contacted via these methods as well.

Special Services

Students with special learning, speech, and/or behavioral needs may receive assistance from the Special Services Department (Special Education) at school. A variety of services are offered. Parents are involved when planning and/ or assessing a student's needs.

Special education services can be provided to children enrolled at Fraser Academy who met the required criteria. All questions regarding the program may be directed to the Special Services Coordinator at 612-465-8600.

Student Records

Parents have the rights under federal and state laws to inspect and review their child's student educational and health records maintained by Fraser Academy. They have the right to request an amendment to their child's student records to ensure they are accurate, not misleading, or otherwise in violation of the student's privacy or other rights. The child's school records may be viewed at any time. If possible, a one-day notice given to the school is requested so that the

record may be pulled. The record may be reviewed in the presence of the classroom teacher, the Director, and/or privately.

Substitute Teachers/ Substitute Staff

Fraser Academy is fortunate to have qualified people to help whenever the regular teachers or staff are ill or away from school. It also works with Teaching Temps, an agency that provides well-qualified substitute teachers and paraprofessionals. Any questions with regard to substitute staff should be given to the Director.

Textbooks/ School Books

The textbooks used by students are supplied by and the property of the school. Each student should take exceptional care of the books issued to him or her.

Thefts

Fraser Academy is not responsible for lost or stolen items. Lost or stolen items should be reported to the teacher. Every effort is made to recover the article. Students are encouraged not to bring valuables to school. All items brought to school should be clearly marked for easy identification.

Tobacco and Drug Free Environment and Education

It is a violation for any student, teacher, administrator, and all other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school or on the school grounds. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

Transportation

Fraser Academy provides busing for students who live within the designated boundaries of the school location in Minneapolis. Fraser Academy contracts with Contemporary Transportation to provide transportation for its students according to Minnesota Statute. The contact is Steve Miller, Contemporary Transportation: 612-730-1727.

Parents must call Contemporary Transportation directly if their child is not riding the bus on a particular day. When riding the school bus, students are expected to remain in their seats and follow bus safety rules. A signed ridership agreement discussing the rules and expectations is required for all bus riders. Riding the school bus is a privilege and all students need to abide by the rules of safe riding. Students are trained in Bus Safety during the first 60 days of school as well as at least one additional time per school year.

Any transportation accommodations must be on a child's Individual Education Plan (IEP) in order to be fulfilled. Transportation accommodations will be discussed, decided and scheduled for implementation within the context of a team meeting.

Visitors

Fraser Academy welcomes and encourages parents, guardians and guests to schedule planned visits with their child's teacher for anytime during normal school hours. All visitors shall enter the school by using the west entrance via the intercom. To ensure a safe and secure environment for each

student, a log of all visitors is maintained in the school office. School visitors must sign-in; after signing in, the visitor is issued a visitor's or volunteer's badge. Badges should be worn at all times on the school grounds. Parents or guardians who need to deliver an item to their child will check in with the school office for identification purposes.

Parents and guests should check in with the classroom teacher or the director if planning a classroom visit. Teacher can then prepare students for visitors.

Volunteer Opportunities

There are many opportunities to volunteer at Fraser Academy. The website at www.fraseracademy.org has all the updated volunteer information. All volunteers are required to agree to a background check, to attend a volunteer orientation and are expected to act under a professional code of conduct. The Fraser Academy Parent Advisory Council (FAPC) or other committees' information can be found at this website too.

Withdrawal from School

If a parent plans to un-enroll their child from Fraser Academy, they should notify school office and provide the changing information and the date of the child's last day at Fraser Academy. Records for students enrolling into a new school are sent by Fraser Academy office upon formal request by the receiving school. Fraser Academy's office number is 612-465-8600.

Weapons

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon or any facsimile when in a school location. Fraser Academy will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

II. SCHOOL HEALTH INFORMATION

Health Services Overview

The mission of the Fraser Academy Health Services is “promote and support optimal health for an optimal learning experience”.

Staffing

- The School Health Services is coordinated by:
 - **Michelle Hahn, RN, PHN, School Nurse**
 - Phone: (952) 848-4890
 - Email: mthahn@warpdriveonline.com

The School Nurse is assisted by Health Service Associates (HSA) who provide the following services to support Fraser Academy students:

- Assess individual student health and developmental status
- Promote and maintain the health and well-being of all students
- Develop health plans for students with health conditions
- Coordinate prevention and control of communicable disease
- Develop a system of first aid and emergency care
- Participate in health education
- Recommend new and updated health policies

Specific responsibilities include:

School Nurse	Health Service Associate
<ul style="list-style-type: none"> ▪ Provides treatment plans ▪ Medication delegation, administration & supervision ▪ Assesses health status and plans for students ▪ Provides health education ▪ Provides health consultation to students and staff ▪ Provides referrals to community resources 	<ul style="list-style-type: none"> ▪ Provides first aid to students and staff ▪ Administers medication (under the direction of the School Nurse) ▪ Processes immunization records ▪ Maintains Health Records

Immunizations

Kids Need Shots for School!

It's the Law in Minnesota. To go to school in Minnesota, students must show they've had these immunizations or provide a Medical Exemption or Notorized Conscientious Exemption.

Preschool children, through age 4, must show evidence of the following:

- 4 Doses of DTP or DTaP (diphtheria/tetanus/pertussis)
- 3 Doses of Polio (OPV or IPV)
- 1 Dose of MMR (measles/mumps/rubella) given after the first birthday
- 1 or more doses of Hib (Haemophilus influenza type b)

Kindergarten children, who are 6 years old or younger, must show evidence of the following:

- 5 Doses of DTP or DTaP (diphtheria/tetanus/pertussis) unless the fourth dose was given after the fourth birthday.
- 4 Doses of Polio (OPV or IPV) unless the third dose was given after the fourth birthday.
- 1 Dose of MMR (measles/mumps/rubella) given on or after the first birthday.
- 3 Doses of Hepatitis B

School Health Records Forms

Fraser Academy intends to use the requested information to provide for your child's health and safety needs while at school. You may refuse to supply the requested personal information. There will be no consequence for not providing the information. However, it may result in an incomplete health and safety plan for your child. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure your child's safety and school success.

(MS Section 13.04, Subdivision 2)

School Health Records consist of the following forms:

1. Current Immunization Record*
2. Student Health Form
3. Student Emergency Contact Form
4. Medication Administration Form (if applicable)
5. Individual Health Care Plan (if applicable)

* Students may not attend school without current immunizations. To go to school in Minnesota, students must show they've had these immunizations or provide a Medical Exemption or Notorized Conscientious Exemption.

Annual Health Forms

The following forms are requested annually and provide up-to-date health information and parents/ emergency contacts phone numbers.

1. Student Health Form
2. Student Emergency Contact Form
3. Medication Administration Form (if applicable)
4. Individual Health Care Plan (if applicable)

Medication Management in School Guidelines

Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer a medication to a student. However, there are cases when a student's health could be compromised by not getting medication during school hours. When sending any prescription or nonprescription medication to school each year, parents must send:

1. **Written parent permission** (see Administration form above) authorizing school personnel to administer medication.
2. **A written order from the physician** (see Administration form above) indicating the necessity of any (prescription or over-the counter) medication, including dose and how often it can be given. The physician may fax the order to the school.
3. **The original labeled container** of the medication. For prescription medication, the pharmacist will supply a duplicate labeled container so one can be kept at home and one can be kept at school. Each container should have the phone number of the pharmacy, student's name, physician's name, medication's name, dosage, time to be given, and route (oral, inhaled, etc.).

For the safety of all students, it is recommended that parents bring their child's medication to the school office directly. If this cannot be done, we require a phone call to the school office alerting the staff of the amount and date the medication was sent.

Forms

- **Administration of Medication Form** is required for students needing to take medication at school.

Storage

Medication to be administered at school is to be kept **in the School Office**. Exceptions are students who may carry an asthma inhaler or an epi-pen, if they have a written doctor's order and written parental permission to do so, and have demonstrated to the school nurse competency in administration. Other special requests may be discussed with the School Nurse.

Half Tablets

Health Services Staff is not responsible for breaking tablets in half. This will not be done at school. When there is a physician order to give one-half of a tablet, please talk with your pharmacist.

Field Trips

If your child takes daily or as-needed medication, you will be receiving a form to complete indicating whether or not there is a need for this medication on field trips. Health Services staff do not routinely accompany students on field trips and a teacher may be responsible for administration of medication.

Standard Medications

Health Services Staff will administer only medication that is listed and described in the Standard Physician's Desk Reference (PDR) or the Over-the-counter (OTC) PDR.

Nebulizer Treatments

When nebulizer treatments are required, special arrangements must be made in advance with the School Nurse.

Other Treatment/s or Health Support Needs

Arrangements for all other health related treatments or support needs must be made in advance with the School Nurse.