

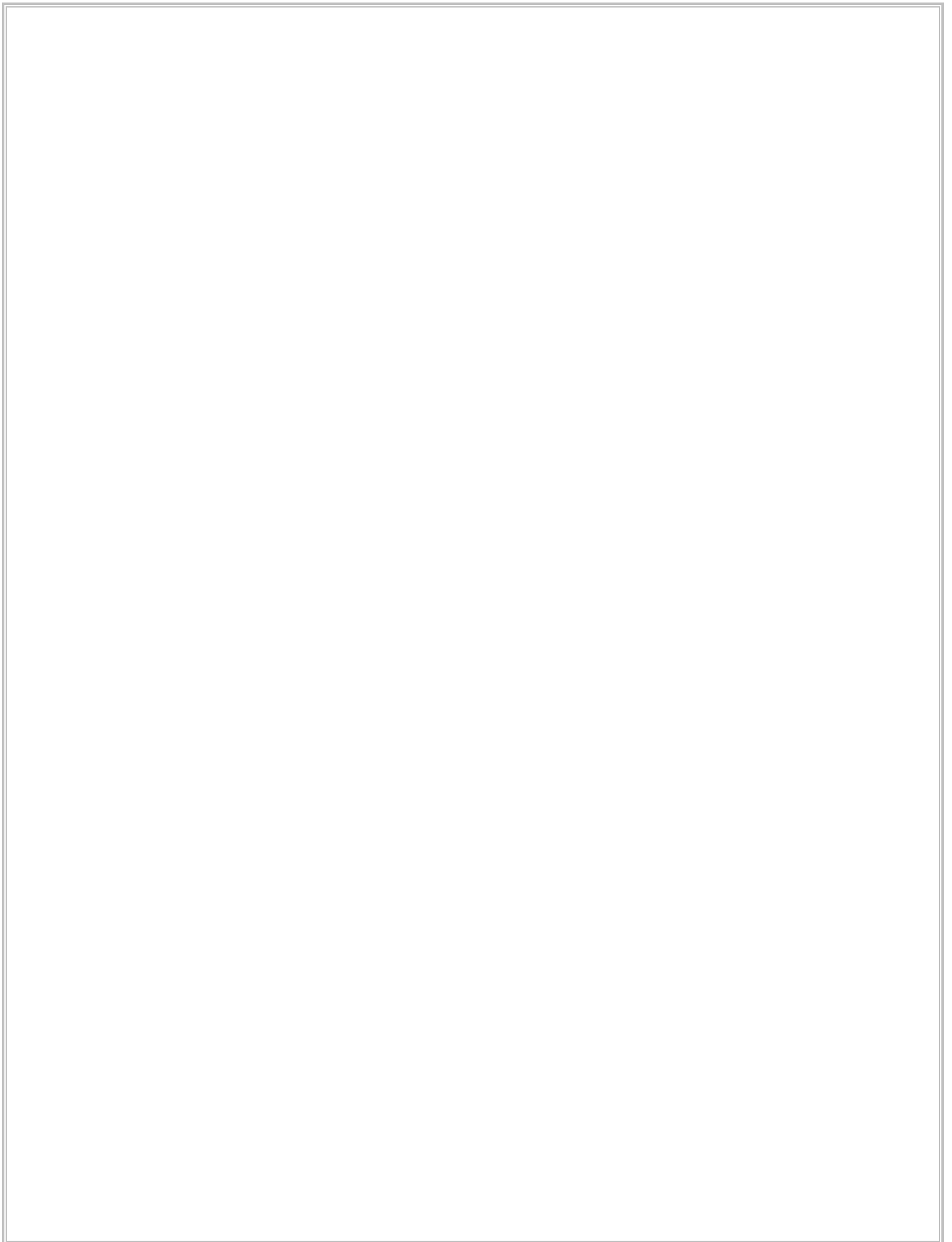


MINNEAPOLIS ACADEMY

The road to college

5011 31st Avenue South
Minneapolis, MN 55417

**PARENT/GUARDIAN
STUDENT HANDBOOK
2011-2012**



MINNEAPOLIS ACADEMY

School Calendar

2011

ACADEMY PICNIC 3
Knowledge Bowl 6
ACADEMY AWARDS 7
COMMENCEMENT EXERCISES 7
RECORD KEEPING DAY 8
SUMMER SCHOOL I 13-30

JUNE

M	T	W	Th	F	Sat
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

JULY

SUMMER SCHOOL I (16 days) 5-8
HOLIDAY (Independence Day) 4

M	T	W	Th	F	Sat
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

AUGUST

SUMMER SCHOOL II (8 days) 1-2
Teachers' BACK-TO-SCHOOL Day 15
Back-to-school night 19
1st Day of School 26
1st Qtr begins 28

M	T	W	Th	F	Sat
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
28	29	30	31		

SEPTEMBER

LABOR DAY 5
NWEA testing 12-30

M	T	W	Th	F	Sat
			*1	*2	3
6	*6	*7	*8	*9	10
*12	*13	*14	*15	*16	17
*19	*20	*21	*22	*23	24
*26	*27	*28	*29	*30	

OCTOBER

Parent-Teacher Conference Day 19-20
Staff Development Day 2

M	T	W	Th	F	Sat
*3	*4	*5	*6	*7	8
*10	*11	*12	*13	*14	15
*17	*18	19	20	21	22
*24	*25	*26	*27	*28	29
*31					

NOVEMBER

RECORD KEEPING DAY 4
DST-Fall back 1 hour 6
2nd Qtr begins 17
THANKSGIVING HOLIDAYS 23-25

M	T	W	Th	F	Sat
	*1	*2	*3	*4	5
*7	*8	*9	*10	*11	12
*14	*15	*16	*17	*18	19
*21	*22	23	24	25	26
*28	*29	*30			

DECEMBER

WINTER RECESS 28-31

M	T	W	Th	F	Sat
			*1	*2	3
*5	*6	*7	*8	*9	10
*12	*13	*14	*15	*16	17
*19	*20	*21	*22	*23	*24
26	27	28	29	30	31

2012

M	T	W	Th	F	Sat
2	3	4	5	6	7
*9	*10	*11	*12	*13	14
16	*17	*18	*19	*20	21
23	*24	*25	*26	*27	28
*30	*31				

FEBRUARY

M	T	W	Th	F	Sat
		*1	*2	*3	4
*6	*7	*8	*9	*10	11
*13	*14	*15	*16	*17	18
20	*21	*22	*23	*24	25
*27	*28	*29			

MARCH

M	T	W	Th	F	Sat
		*1	2	3	
*5	*6	*7	*8	*9	10
*12	*13	*14	*15	*16	17
*19	*20	*21	*22	*23	24
*26	*27	*28	*29	30	31

APRIL

M	T	W	Th	F	Sat
2	3	4	5	6	7
*9	*10	*11	*12	*13	14
*16	*17	*18	*19	*20	21
*23	*24	*25	*26	*27	28
*30					

MAY

M	T	W	Th	F	Sat
	*1	*2	*3	*4	5
7	*8	*9	*10	*11	12
*14	*15	*16	*17	*18	19
*21	*22	*23	*24	*25	26
28	*29	*30	*31		

JUNE

M	T	W	Th	F	Sat
			*1	2	
*4	*5	6	7	8	9
11	13	14	15	16	16
18	20	21	22	23	23
26	27	28	29		

JULY

M	T	W	Th	F	Sat
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

WINTER RECESS

15-16 MLK, Jr. Holiday

23 RECORD KEEPING DAY

24 3rd Qtr begins

1-29 NWEA testing

5-29 ELL testing window

20 PRESIDENTS DAY

1-2 Parent-Teacher Conference Day

11 DST Spring fwd 1 hour

1-23 ELL testing window

30 RECORD KEEPING DAY

SPRING RECESS

19 4th Qtr begins

7 Staff Development Day

18 Spring Celebration

14-25 NWEA testing

28 Memorial Day

1 ACADEMY PICNIC

4 KNOWLEDGE BOWL

5 ACADEMY AWARDS

5 COMMENCEMENT EXERCISES

6 RECORD KEEPING DAY

4 INDEPENDENCE DAY

SUMMER SCHOOL I

* CORE SCHOOL YEAR (day)

Semester I (86 days)

August 29, 2011 - January 20, 2012

Q1 (45 days) Q2 (41 days)

8/29 - 11/3 11/7 - 1/20

Saturday School

SUMMER SCHOOL

NO SCHOOL

INSTRUCTIONAL DAYS: 172

(86 days) Semester II

January 24, 2012 - June 5, 2012

Q3 (46 days) Q4 (40 days)

1/24 - 3/29 4/9 - 6/5



ACADEMY PLEDGE

Who are we proud to be?
MINNEAPOLIS ACADEMY

And why are we here?
TO STRIVE, TO SEEK, TO FIND & NOT TO YIELD

And who is responsible for your success?
**WE ARE RESPONSIBLE FOR OUR BEHAVIOR & ACTIONS.
WE CONTROL OUR FUTURES. WE CONTROL OUR DESTINIES!**

And what will it take to succeed?
WE SHOW UP EVERY DAY & WORK HARD

And how will we treat each other?
WE WILL RESPECT & HELP OUR CLASSMATES & TEACHERS

And how will we care for The Academy?
WE WILL MAKE OUR SCHOOL AS SAFE & CLEAN AS POSSIBLE!

And then what will we do?
**WE WILL GIVE BACK – TO OUR FRIENDS,
OUR FAMILIES & TO OUR CITY**

And when will we do all of this?
TODAY, TOMORROW, EACH & EVERY DAY

And what is our Academy Motto?
GRATITUDE NOT ATTITUDE

Dear Students and Parents/Guardians:

Welcome to Minneapolis Academy!

The entire staff is looking forward with enthusiasm and anticipation to the new school year. We are eager to work with you and your child in providing a meaningful learning environment. We encourage parents/guardians to become involved in their child's education.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to the Academy and become an integral part of it. Please feel free to contact us with any questions you may have about this handbook.

The ultimate goal of education is to help each student become an effective citizen in our democracy. By developing and accepting the responsibilities and obligations of good citizenship, you will be better able to participate successfully in the world of tomorrow. Students are encouraged to participate in a wide variety of activities to help realize this goal. Remember, your success in school, as well as in life, will be directly proportional to your efforts.

Have a great year!

The Minneapolis Academy Staff

parent/guardian to verify the absence, a written note signed by a parent/guardian must be presented to the office upon return to school. The notice must be dated and include the reason for the absence. If written verification is not received within three school days of return to school, the student's absence will be unexcused.

3. Make-up work is required for all work missed due to absences. The make-up work is the responsibility of the student, not the teacher. It is the student's responsibility to contact teachers to determine the work to be made up. ***The work missed due to absence must be completed within the same number of calendar days missed plus one to receive credit.***

Work missed due to absence will be issued at parent's/guardian's request through the office for students who are absent two or more days. Parents/Guardians are asked to call the office by 9:00 a.m. to request work.

4. Attendance Review – Parents/Guardians will be contacted in writing should excessive absences occur. Parents/Guardians will receive their 1st notification following 3 unexcused absences during the school year. Additionally, parents/guardians will be contacted in writing following six excused absences in one quarter.

Excused Absences

The following are examples of excused absences:

1. Illness (A doctor's note may be required).
2. Death or serious illness in the immediate family.
3. Medical or dental appointments. Whenever possible, these appointments should be made outside of school hours. If this is impossible, excuses for such appointments, along with an out of building pass must be secured from the office.

ATTENDANCE AND ABSENCE PROCEDURES

1. Parents/Guardians must notify the school by 8:00 a.m. if their child will be absent that day. The attendance line is (612) 455-1340. A parent/guardian should state the child's name, grade and reason for the absence.
2. When a parent/guardian does not call in by 8:00 a.m., the school will contact a parent/guardian to verify the absence. If the school office is unable to reach a

Please note:

No excused absences will be given for hair appointments, babysitting, shopping etc.

The school has no authority to excuse a student from class in order to work.

A written excuse from parents/guardians does not necessarily constitute an excused absence.

Family Vacations

Should parents/guardians find it necessary to remove students from school for vacation purposes, a written request should be submitted to the school office five days in advance.

Work may be requested in advance, however, it is the classroom teacher's discretion to determine if work will be issued before the departure. ***Students who receive work prior to departure must return completed work within two class days upon return to school for credit.***

Work missed due to absence must be made up within the same number of calendar days missed plus one from the date of return to school.

Tardiness

Late to School – When a student is late to school, he/she must sign in and present a written note to the office. A pass is required to enter his/her first class of the day.

Late to Class – Students are expected to be in the classroom on time. An unexcused tardy will be issued to students who fail to comply. Students who are more than 10 minutes late to a class will be considered absent for the entire class period unless they have obtained a pass from a teacher. When a teacher has detained a student, a pass should be obtained from that teacher for admittance to the next class.

Leaving School during the Day

Students are required to remain in school the entire day unless excused by the office. Students who need to leave during the school day must present a note to the office and sign out before leaving the building.

Physical Education Attendance

Physical Education class requires grey, white, or navy shorts and a plain grey, white, or navy t-shirt. Bow tied tennis shoes are also required. Weather permitting, classes will go outside, additional grey, navy, or white sweat pants and sweatshirts may be needed.

To be excused from any physical education class, it is necessary for students to have a written note from the parent/guardian to the Physical Education Teacher. Excuses longer than three days require a statement from a physician.

ASSEMBLIES

During assemblies, each homeroom has an assigned seating area in the Academy Assembly Hall (cafeteria). Proper etiquette and behavior by students is to be stressed by teachers prior to an assembly program.

BOMB THREATS

Anyone making a bomb threat will be reported to the proper authorities. Disciplinary action will follow according to school policy.

BUILDING HOURS AND USE

The school building will be open at 7:15 A.M. and will be closed at 5:00 P.M. Students remaining after 4:30 P.M. must be in areas under the direct supervision of a teacher, with special permission.

BULLYING PROHIBITION POLICY

An act of bullying, by either an individual or a group of students, is expressly prohibited on school property, buses, or at school-related functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the Academy or the safety or welfare of the student, other students, or employees. A copy of the complete policy can be obtained in the Director's office.

BUS PROCEDURES

Riding the school bus is a privilege, **NOT** a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. School bus safety rules are posted in every bus. In addition, students and parents/guardians will receive a copy of the school bus policies, and consequences for violating the policies, at the beginning of each school year.

CELL PHONES

Minneapolis Academy does not allow the use of cell phones during the school day (including on buses). Minneapolis Academy will not be held responsible for the loss or theft of cell phones brought to school by students. Cell phones will be confiscated by staff if used, heard, or seen during the school day, and will only be returned to parents after meeting with staff or Director.

DISCIPLINE POLICY

You are responsible for your behavior and actions. The main goal in this school is

education; therefore, anyone who distracts or prevents others from reaching this goal will be disciplined. Whatever steps are necessary to correct the problem will be taken.

Minneapolis Academy uses a five-step approach to discipline:

Step One: Classroom Consequences

Students will be assigned to an area in the classroom where he/she will be isolated from classmates. If student behavior continues, student will be sent to another classroom for an amount of time to be determined by the teacher.

Reasons for classroom consequences might include, but are not limited to:

- *Failure to follow classroom rules*
- *Incomplete work*
- *Lack of required materials*
- *Offensive language*
- *Horseplay*
- *Rude, discourteous behavior*

Step Two: Teacher Assigned Lunch Detention

Teachers assign lunch detention for inappropriate behaviors in their classroom. The teacher will determine the length of time of the detention. A Disciplinary Referral Form is completed and a copy is forwarded to the office after the detention is served. This is kept in the administrator's discipline files.

Reasons for a lunch detention might include, but are not limited to:

- *Disruptive, inappropriate behavior*
- *Failure to follow teacher's directions*
- *Incomplete assignments*

Step Three: Director Assigned Detention:

Reasons for Director-assigned detention might include, but are not limited to:

- *Excessive disruptive, disrespectful or inappropriate behavior*
- *“Directed” offensive language (student’s use of profanity/vulgarity) intended for a teacher/adult or another student*
- *Failure to serve teacher assigned detention*

- *Weapons*
- *Disrespect to staff*

Teachers may have additional rules pertaining to their classrooms. The Director may impose or recommend longer suspension, expulsion, or any discipline as appropriate on a case-by-case basis. Regardless of any provision in this policy to the contrary, a student may be subject to a suspension of up to 10 days or expulsion for violation of any provisions in this policy.

Step Four: Assignment to In School Suspension Program (ISSP)

At this stage of the discipline policy, a student would be assigned to the ISSP room for half-day or whole-day increments, depending on the severity of the offense. A copy of the referral form is mailed to parents/guardians. Students will complete an assigned consequence packet and work on teacher-assigned schoolwork. The In-School Suspension instructor will discuss with the student the behavior that got them assigned to ISSP. The instructor will also contact the student’s parents/guardians.

Reasons for ISSP might include, but are not limited to:

- *Harassment/Intimidation*
- *Insubordination*

Step Five: Suspension

When a student has reached this stage of the discipline policy, they have committed a very serious offense. The administrator will hold an informal conference with the student, determine the length of suspension, contact the parents/guardians by phone and arrange for a re-admission meeting. Notification of the suspension is mailed to the parents/guardians and personally handed to the student. (All suspensions will be in accordance with the Pupil Fair Dismissal Act of 1974, sec. 127.26-27.40)

Reasons for suspension might include, but are not limited to:

- *Tobacco and other chemical possession/usage*
- *Theft*
- *Assault*
- *Fighting*
- *Destruction of property*
- *Harassment/Intimidation*

EMERGENCY DRILLS – FIRE

Fire drills and severe weather drills will be held at intervals throughout the year. It is important that you regard these drills seriously and know the procedure to follow in case of an actual emergency. You should know the exit route to use from each of your classrooms. Your teachers will cover evacuation procedures with you at the beginning of the school year.

GUM/CANDY/POP POLICY

Pop, candy, gum and food snacks are not allowed in the school.

HARASSMENT AND VIOLENCE

Everyone at Minneapolis Academy has a right to feel respected and safe. Therefore, we want you to know about our policy to prevent harassment and violence of any kind based upon race, religion, or gender.

A harasser may be a student or an adult. Harassment may include, but is not limited to the following when related to religion, race, or gender:

- a. name calling, jokes, or rumors;
- b. pulling on clothing;
- c. graffiti;
- d. notes or cartoons;
- e. unwelcome touching of a person or clothing;
- f. offensive or graphic posters or book covers;

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher or the Director.

You may also make a written report. It should be given to a teacher or the Director. Your right to privacy will be respected as much as possible.

We take seriously all reports of harassment or violence based upon religion, race, or gender and will take all appropriate actions based on your report.

Minneapolis Academy will also take action if anyone tries to intimidate you or take action to harm you because you have reported the situation.

This is a summary of the Minneapolis Academy policy against harassment or violence based upon religion, race, or gender. Complete policies are available in the Director's office upon request.

HAZING PROHIBITION

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 Minneapolis Academy and are prohibited at all times.

"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 purpose.

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

Academy shall permit, condone or tolerate hazing.

- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- 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.
- Minneapolis 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 the school who is found to have violated this policy.

This is a summary of the Minneapolis Academy policy against hazing. Complete policies are available in the Director's office upon request.

HEALTH SERVICES

Health services are available to all students at the Minneapolis Academy. Students are required to use the services of the nurse's office for the care of any accident, for illness, or for questionable health difficulty. Each student must remember to report any type of accident to any school authority.

INTERNET USAGE POLICY

Access to the internet is a privilege, not a right. Computers, computer storage areas and disks are school property and officials may review files and communications to ensure that users are engaging in responsible activities. Misuse of this privilege will result in disciplinary action ranging from loss of privilege to detention/suspension/expulsion and possible legal action involving the authorities.

All children will be allowed access to the internet. If parents/guardians wish to revoke their access, please notify the Director in writing.

MEDICATION

All medications, including over-the-counter non-prescription drugs, taken by students during the school day must be dispensed under the direction of the school health office, and in accordance with Minnesota State Law and School Board Policy. All prescription drugs must come in current pharmacy labeled medication bottles.

Over-the-counter medications must come in their original containers.

Under no circumstances are students to be carrying prescription drugs of any kind unless approved by the health office and the administration.

NOON LUNCH PROCEDURES

All lunches, whether hot or bag lunch, must be eaten in the cafeteria. No food is to be eaten elsewhere in the building or outside. Certain types of behavior are unacceptable. These include: throwing and spitting out food, hollering, running, tripping or pushing others, showing disrespect to supervisors, refusing to follow instructions of cafeteria supervisors or leaving a mess on the table or floor. Students who violate the lunchroom rules are subject to disciplinary action and restriction from the cafeteria.

After students are finished eating, they must remain in the cafeteria until they have been excused by a teacher. Students are not allowed to leave the school grounds during the lunch period.

NOVELTY/NUISANCE DEVICES

The only items students are allowed to bring to school include a backpack, school books, school supplies, and physical education uniforms. Radios, iPods, DVD/CD players, pagers, laser pointers, head phones, Gameboys and other electronic games, skateboards, rollerblades, cameras, toys, cell phones, and other novelty items designated by the Director will not be permitted in school. The Academy is not responsible for the loss or theft of these items while on school property.

PASSES

In-Building Passes: Students are required to be in possession of a hall pass when it becomes necessary for her/him to leave the classroom while classes are in session. Passes can be issued only by teachers or other school officials. Students who abuse this privilege will lose it.

REPORT CARDS

Report cards will be issued four times per year. Markings made by teachers become a part of the permanent records of the school and represent the teacher's best judgement. These ratings are made from the pupil's performance on a daily basis, from short tests and from results of unit and final examinations.

Additional progress reports will be sent home periodically by individual teachers. Parents/Guardians are welcome to arrange a time to come in and discuss student progress with teachers and/or the Director at any time during the school year.

SCHOOL AUTHORITY

All employees of Minneapolis Academy have the responsibility and authority to enforce

school regulations. This includes: the Director, teachers, office manager, nurses, librarians, cooks, custodians, bus drivers, aides, and anyone else employed by the school.

SCHOOL CLOSING DUE TO BAD WEATHER

If it is decided that school will be delayed or closed due to bad weather, the following will happen:

1. The Academy and Minnesota Coaches will make a decision by 6:00 a.m. as to whether or not school will be delayed or cancelled.
2. Parents/Guardians should listen to WCCO Radio (830 AM), watch WCCO-TV (Channel 4) or call Minneapolis Academy's main telephone number (612-455-1340) after 6:00 a.m. to learn if school will be closed.

SECTION 504: PARENT/GUARDIAN & STUDENT RIGHTS

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free, appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent

appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities;

5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation date, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school

district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

14. Request mediation or an impartial hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Special Education Teacher.
15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

STUDENT PUBLISHED INFORMATION

Student published information includes (but is not limited to) student directories, photos and names of students who have received awards and participated in classroom and extracurricular activities. These may be published in local newspapers, school district publications and appear internally within the school on bulletin boards and other recognition showcases. If you do not want your child's name or photo to be used for these purposes, please contact the school office.

STUDENT SALES

The sale of any item by students during the school day is prohibited. This includes both the sale of personal and organizational items.

TELEPHONE

Should parents/guardians have occasion to contact students during school hours, we will be glad to take the message and deliver it between classes, or during class at teacher discretion. If it is an emergency, we will contact the student immediately. Our phone number is 612-455-1340.

Students may use the office telephone for illness or emergency, with staff permission.

SCHOOL UNIFORMS

Students are required to come to school in uniforms which are clean, pressed, and in good repair. All clothing must be clearly labeled with student's name.

Students are required to wear the school uniform, which consists of the following:

Shirts

- Light blue button-down, long or short sleeve shirt or light blue polo
- Collars are required (no t-shirts)

Bottoms

- Navy blue uniform slacks
- No cargo pockets
- Navy blue uniform skirt, knee-length
- Navy blue uniform skirt, long

Sweaters/Sweatshirts

- A selection of uniform sweatshirts and sweaters will be available for cold weather wear.

Hooded sweatshirts and/or jackets are not allowed during the school day.

Shoes

- Shoes must be closed-toe.
- Boots may not be worn during the day
- No sandals.
- Heels may be no higher than 2 inches.
- Any type of athletic shoes with spikes/cleats are not allowed.
- Socks/Tights – navy blue or white

Belt

- Black or navy blue

Guidelines for Wearing the Uniform:

- Shoes with non-scuff soles are to be fastened (laces tied securely).
- A student may wear another white shirt or white turtleneck under the uniform shirt; however, no other colors are allowed.
- Shirts are to be tucked neatly into slacks or skirt.
- Pants must be worn at the waist, NO sagging. A belt must be worn with pants.
- No tight or body hugging clothing is allowed in school.
- Non-uniform items, such as sweatshirts or non-uniform sweaters, must be taken off when the student arrives in the school, and stored in the student's bag or coat rack until the end of the day.
- Jackets and coats may not be worn during classes.

Hair

Boys' hair must be worn neatly and cut to a length above the collar. No ponytails, shaved designs, Mohawks, faux hawks, or otherwise distracting styles may be worn.

All final decisions regarding hair requirements will be determined by the Academy Director.

Natural hair colors ONLY will be acceptable.

Jewelry:

Earrings less than one inch in length may be worn by girls. No other facial or visual body piercing is allowed. Boys are not allowed to wear earrings at the Academy.

VISITORS

Parents/Guardians of Minneapolis Academy students are invited to visit the school at any

time. It is requested that parents/guardians notify the school office at least one day in advance of their visit and register in the office upon arriving at school. Other adult visitors will be required to register in the office and wear a visitor's badge. Minneapolis Academy students are not permitted to bring other students with them to school as visitors.

WEAPONS POLICY

It is unlawful and against school policy to have a weapon on one's person or in an area subject to one's control on school property or at a school activity.

"Weapon" refers, but is not limited, to firearms or any device that is designed as a weapon or through its use capable of threatening or causing bodily harm.

Possession of a weapon will result in:

1. An initial suspension for five (5) days.
2. Confiscation of the weapon and notification of the Minneapolis Police Department.
2. A recommendation to the Director that the student be expelled for the remainder of the semester or school year may follow.

WITHDRAWAL

Students planning to withdraw from school for any reason must bring a written statement from their parents/guardians to the Director's office before the last day of attendance. An official transcript will be mailed upon request to the school to which the student is transferring.

MINNEAPOLIS ACADEMY

5011 31st Avenue South, Minneapolis, MN 55417

Office (612) 455-1340

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ACADEMY CREED

We believe:

- Effort creates ability
- Achievement is the key to discipline
- We are all part of something bigger than ourselves.
- Good manners and good behavior equal respect
- All students have a right to be treated with respect at all times
- All students must also earn the *respect* of their peers
- Knowledge is addicting / Character is essential
- With knowledge and character you will find your place in the world and make a significant difference.

We Strive To:

- Be kind and thoughtful
- Be polite & courteous
- Take responsibility for our behavior
- Share our gifts with others

We Always Try To:

- Move away from the darkness and toward the light
- Do the right thing even when it is hard
- Take the high road and help others when we can
- Pull together for a common good

We Try Hard Not To:

- Be mean to others
- Pick on others
- Speak ill of others
- Gossip about others
- Exclude others from our world
- Say hurtful things
- Ever, ever, ever physically or verbally abuse others

As Honorable People:

- We are trustworthy, honest, and sincere
- We respect the school, our teachers and our classmates
- We make our school a safe and orderly place
- We make sure the school is always clean and neat
- We never do anything that would endanger ourselves or others
- We never make threats against the school, the teachers, or other students

Unwarranted self regard is not in our vocabulary.