



# STUDENT / PARENT HANDBOOK

SCITECH ACADEMY | 100 WEST 66TH STREET, RICHFIELD, MN 55423 | 612-800-2036

[WWW.SCITECHACADEMYMN.ORG](http://WWW.SCITECHACADEMYMN.ORG) | [INFO@SCITECHACADEMYMN.ORG](mailto:INFO@SCITECHACADEMYMN.ORG)

*A Whole Child Approach to Elementary and Middle  
School*

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Dear Parents and Students of SciTech Academy,

The staff of SciTech Academy Charter School cordially extends their warm welcomes to you and your child. We anticipate collaborating with you to ensure this year is highly successful.

We have four objectives for every child who attends SciTech Academy Charter School and hope that you share them with us.

1. That every student feels great about him or herself
2. That every student loves school
3. that every student receives the best possible education
4. that every student accepts the responsibilities outlined in this handbook and the classroom,

**We have two goals for every parent.** They are:

1. That you understand and are comfortable with your child's educational program.
2. You are welcome to contact the school if you have any questions or concerns.

This handbook is provided to inform you of our basic procedures and some important school policies, such as bullying and violence. We hope you find it helpful. If you have any additional questions about our SciTech Academy's programs and operations, please contact the school office at

**612-800-2036**, email [info@scitechacademymn.org](mailto:info@scitechacademymn.org), or visit the school website:

<http://www.scitechacademymn.org>.

# SciTech Academy Charter School

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## SCHOOL OPERATION & STUDENT SUPPORT SERVICES

### Health Services

612-800-2036- 4022

### Food Program Services

612-800-2036

### Transportation

612-800-2036

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## OUR VISION FOR STUDENTS

1. Our Academic Vision is that children leave school with:
2. A moral value is honesty, integrity, and good judgment.
3. Essential academic skills encompass linguistic, mathematical, scientific, physical, and social-emotional learning. Strong self-esteem and high personal expectations. Tolerance and respect for others.

We value the partnership between school, parents, and community, and the role it plays in helping us achieve this vision.

## OUR VALUES

### AT SCITECH ACADEMY, WE...

1. **understand** that individuals learn best through purposeful experiences that provide opportunities to become active learners -- taking responsibility for their learning
2. **Value** the use of the world existing beyond the classroom walls to teach compassion, service, discipline, and respect.
3. **Develop** students' sense of civic and social activism.
4. **Focus** on the development of individual character steeped in our “design principles” and “character traits,” including *Respect, Responsibility, Courage, Discipline, Compassion, Integrity, Perseverance, and Stewardship.*

5. **Incorporate** Student project-based learning, fieldwork, and the arts into purposeful and rigorous expeditions.

### **EDUCATIONAL GOALS**

The broad director's goals for the School are stated in the Charter Document. Each broad goal is taught and assessed through the following:

1. Grade level standards
2. Staff, parent, and student curriculum choices
3. In-depth projects and investigations chosen by staff, students, and/or parents
4. Individual grade level assessments and standardized tests are used to evaluate student achievement

Basic curricular areas include, but are not limited to, reading, writing, mathematics, social studies, science, and World language (Arabic, Somali, and Somali Culture & Literature), as well as fine arts.

### **SUPERVISION OF STUDENTS.**

The SciTech Academy School staff supervises students during the regular school day and school-sponsored events. The school is not responsible for students on school grounds outside of school hours. Children should not be dropped off at school earlier than one-half hour before school begins and should be picked up promptly after school is dismissed.

### **School Arrival**

Students arrive at school before **8:15 am** unless they are part of the before-school program. Students must be picked up from school promptly at **3:00 pm.** on Mondays through Thursdays and at noon on Fridays. **Students who arrive before 8:15 pm or are not picked up by 3:15 PM will be sent**

to the Before/After School Program and charged a fee of \$50.00 per hour per child for childcare. Please consult the drop-off/pick-up & personnel.

Breakfast is served before classes start. Students are encouraged to arrive on time so they can eat breakfast and get organized before classes begin. The school will be open Monday through Friday, except as indicated on the school calendar.

The school calendar is available online at <https://scitechacademymn.org/events/>

### **Absences**

Please call or email [info@scitechacademymn.org](mailto:info@scitechacademymn.org) ( **612-800-2036** ) whenever your child is going to be absent, even if you have notified your child's teacher. To ensure your child's safety, a call will be sent out to your home or your place of business if your child is not in class and we have not heard from you. Uncleaned absences are marked as unexcused. Independent study contracts are available for planned absences - see the teacher to arrange this. Excessive absences will result in letters going home and may be referred to the School Attendance Review Team. The student must be in class for thirty minutes to be counted as present for that day. ***Students who are sick should not come to school.***

### **Tardies**

Instruction starts at 8:35 a.m. Students will be marked tardy if they are not in their classroom before 8:45 a.m. ***Late students need to go to the office before going to class to obtain a tardy slip from the office secretary. This ensures they are at school and do not receive a call home.*** Excessive tardiness will result in letters going home and may be reported to the School Attendance Review Board.

### **Student Responsibilities and Conduct**

#### **Student Responsibilities:**

1. Students are to make school a safe place by promising to follow common-sense safety rules.
2. Students are not to interfere with another person's right to learn.
3. Students are expected to show courtesy to one another at all times.
4. Students are to respect the property rights of the school and other individuals.
5. Students are to keep their hands and feet to themselves.

*Student Behaviors:*

1. Students are in classrooms only when a teacher or an aide is present. No exceptions!
2. Students are to be in their assigned seats, with necessary books and materials, when class begins.
3. All students should immediately return to class when a bell or whistle sounds at the end of recess.
4. Snow or any dangerous object may not be thrown at any time.
5. In keeping with our concern for the environment, students are encouraged to place all litter in the garbage can and recycle all recyclable materials.
6. Students may sit on the grass when it is dry. If the grass is wet, students are expected to remain off the grass.
7. Students walking home from school should leave campus immediately.
8. Students are to stay within proper school boundaries before school, during break, and at lunch.

Students who do not follow behavior rules may be placed on a behavior contract. Students who are placed on a behavior contract must adhere to the terms of the agreement, or they may be removed from the Core Academic Program.

### **Core Academic Discipline Policy**

At SciTech Academy, any form of student bullying and harassment is strictly forbidden and will not be tolerated. Every student has the right to a safe and respectful learning environment that is free from intimidation, threats, or harm. Reports of bullying—whether verbal, physical, social, or cyber—will be promptly investigated and addressed in accordance with SciTech Academy’s Bullying Prevention Policy. Disciplinary measures may be applied as needed to protect student safety and maintain a positive school climate.

The Core Academic teachers and administration will utilize the discipline policy as needed and at their discretion. The following steps may be taken as judged appropriate:

- Step 1. The student will receive a verbal warning.
- Step 2. The student will receive a time-out with a character reflection form.
- Step 3. The parent will be notified.
- Step 4. The Dean may make a phone call to the home.
- Step 5. Student and parent conference follow-up.
- Step 6. Suspension of 1-3 days
- Step 7. Dismissal from the Core Academic Program

### **NON-DISCRIMINATION POLICY**

SciTech Academy does not discriminate based on sex, religion, color, national origin, or ethnic origin in its admission or educational policies, athletics, and other school-administered programs.



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

### **Homework**

Our design principle of “Responsibility for Learning” is reinforced by homework completion. Students in grades 1-8 can expect homework assignments ranging from 20 to 90 minutes each night. Homework completion is scheduled according to classroom guidelines. Homework will consist of:

1. Individual assignments
2. Class work not completed
3. Thoughtful Expeditionary Learning support
4. Project work

In addition to assigned homework, students are encouraged to dedicate daily time to practicing spelling words, memorizing math facts, reading, reviewing notes or classwork completed that day, or reading a book for leisure. It is of utmost importance for fostering effective study habits that the following support be provided at home to ensure student success.

1. A quiet place to do work
2. A specific time set aside each day for homework
3. A dictionary

Parents are encouraged to assist their students by reviewing their classwork and homework assignments daily. In the event of an absence, homework may be requested.

### **All Parent Meetings/Parent Involvement**

To promote parental involvement, a parent group (comprising *all parents* at SciTech Academy Charter School) will provide opportunities for input into the school's programs through regularly scheduled parent meetings and/or parent surveys.

### **Children's Community Activities**

Each month, we receive flyers from community organizations informing us of local activities for children. When you enter the School office, please look for these flyers. We hope this keeps you better informed about community activities for your child.

### **Extracurricular Activities**

Any extracurricular activity is defined as one that a student participates in, either during school time or outside of school, that is not counted as part of a student's grade. Please be advised that learning at SciTech Academy takes priority over extracurricular activities. Therefore, to participate, students must be up-to-date on their schoolwork and homework.

*Unless there is prior approval from the principal, students who are absent from school on the day of an extracurricular activity will not be eligible to participate in that day's event or game.*

### **"Zero Tolerance" Policy**

SciTech Academy Charter School maintains a **"No Tolerance"** policy with regard to student *use, possession, sale, or under the influence of alcohol, illegal drugs, controlled substances, "look-alike" drugs, steroids, or possessing drug paraphernalia* on the school premise or at any school function (home or away). ***These are strictly prohibited, and any student found in violation of the Education Code covering these prohibited substances may be immediately suspended, cited by law enforcement, and recommended for expulsion.***

A pupil shall not be suspended from school for expulsion unless the Administrator or the principal of the school determines that the pupil has:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object unless, in the case of possession of an object of this type, the pupil obtained written permission to possess the item from a certified school employee, which is concurred by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school or private property.
- g. Stolen or attempted to steal school or private property.
- h. Possessed or used tobacco, or any products containing tobacco, or any nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his/her own prescription products.

- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the Director or principal or occurring within the school. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance, which occur at any time, including but not limited to any of the following:

- 1. While on school grounds.
- 2. While going to or coming from school.
- 3. During the lunch period, whether on or off campus.
- 4. During, or while going to, or coming from a school-sponsored activity.

The Legislature aims to encourage the use of alternatives to suspension or expulsion for students who are truant, tardy, or missing school activities. (Sections 121A.40 to 121A.56 are known as the "Pupil Fair Dismissal Act.")

### **Do-Not-Bring-To-School List**

The following objects are illegal to possess on any school campus in the state of California:

1. Firearms, knives of any kind, stun guns, or anything that can be used as a weapon
2. Alcohol, tobacco, or drugs of any kind (unless with a doctor's prescription)
3. Matches, lighters, firecrackers, or other explosives: Also, not to be brought to school by students.
4. Chewing gum, candy

Toys, electronic games, etc. Students bring these now-phones, tablets, kindles, etc.!

1. Other disruptive, illegal, or dangerous objects
2. SciTech Academy is not liable for lost or stolen items, including electronic devices, smartphones, and other personal property.

### **Cell Phones, Electronics, and Acceptable Use of Technology**

1. As some students may need to bring cell phones to school, **they must remain off and out of sight at all times during school hours**. Again, this is TOTALLY not happening:
2. If an electronic device is either in use or in sight and is confiscated, the following procedures may be implemented as appropriate: Again, this is TOTALLY happening
  - 1<sup>st</sup> offense: The item will be returned at the end of the day
  - 2<sup>nd</sup> offense: The item will be returned to a parent/guardian
  - 3<sup>rd</sup> offense: The item will be kept in the administrator's office for 2 weeks and then returned to the parent
3. All students must sign an Acceptable Use Agreement to use school computers and devices. Unacceptable use will result in consequences, including being restricted from using school property.

### **Dress Code**

### **SciTech Academy Colors & SciTech Academy School uniform**

Uniform- color Light Blue, Navy Blue, Orange, & White | Shoes: Black

Student uniform: Students should wear clothing that is comfortable, clean, and appropriate.

Shoes must be worn at all times. Flip-flops may be worn in grades 5–8, but shoes suitable for physical activities must be brought to school each day. Younger students may not wear flip-flops due to a high number of toe injuries. ***Please wear shoes that allow full participation in physical activities.***

Clothing, jewelry, and accessories with logos or words that promote alcohol, drugs, gangs, violence, bigotry, or sexual connotations are not permitted.

No student shall wear articles of clothing, jewelry, or accessories that could pose a threat to the physical well-being and safety of the students or others.

Hats may be worn as teachers and aides decide.

Underclothing (boxers, bras, etc.) worn as street clothing is not permitted at any time.

For K-5 students, only natural hair colors are permitted. Students in middle school are permitted to attend class with streaks or tips of non-natural hair color, provided that this diversion does not become the source of continued distraction during instructional times. Unusual hairstyles are not permitted at SciTech Academy. If an infraction occurs, the student will be sent home only to return when he/she no longer wear an unusual hairstyle.

**If a student comes to school dressed inappropriately, such as without a school uniform, parents will be called to bring appropriate clothing. Alternatively, SciTech Academy has the right to send the student home unless arrangements are made for a “loaner” outfit for the day.**

### **Visitors**

The school's policy is to accept only visitors who have a legitimate business at the school. ***Parents, guests, and visitors must register at the office and receive a badge.*** Parents are always welcome.

### **Snow Day Information**

You can check online at: WCCO, and other local news channels, or the School website:

[www.scitechacademymn.org](http://www.scitechacademymn.org)

### **Change of Address or Transfers**

Please inform the office staff and your classroom teacher if you have a change of address or phone number. This is very important so that the school can notify parents of school activities and/or in emergencies.

Also, please notify the teacher and office staff as soon as possible if you are moving and will no longer be attending SciTech Academy Charter School.

### **Early Dismissal**

If your student is to leave early, please have them/her present a note to the teacher before school starts indicating the time of departure. You will need to go to the office to sign your student out. Excessive early dismissals may result in being reported to the School Attendance Review Team.

### **Medication at School**

Medical treatment is the responsibility of the parent and the family healthcare provider. Therefore, the parent is encouraged, with the help of the family healthcare provider, to develop a schedule for

administering medication outside of school hours. Specific instructions for administering medication at school health must be provided in a written statement from the healthcare provider, clearly indicating the condition for which the medication is prescribed, the dosage, and any related information. These instructions should include emergency treatment for allergic reactions, such as those from bee stings, and specify what type of reaction, local, generalized, severe, or mild, the medication is intended to treat. Additionally, a signed release from the parents authorizing personnel to administer any medications is required.

**Parents must bring medication to school in its original container. No medication, whether prescription or over-the-counter, may be carried or possessed by a student while at school.**

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**Thank You:**

Thank you so much for taking the time to read and understand the SciTech Academy **Parents and Students Handbook**. Your partnership and commitment truly mean a lot to us and are essential to the success of our vibrant learning community. When students, families, and educators come together with mutual respect and shared goals, our children feel empowered to succeed academically, socially, and personally. As we move through the school year, let's stay united in our dedication to excellence, growth, and creating a future full of opportunity. Together, we can inspire each child to reach their fullest potential. Please take a few minutes to complete the acknowledgment page and return it to the school office.



**PARENTAL ACKNOWLEDGEMENT OF RECEIPT** I hereby acknowledge that I have accessed the Student/Parent Handbook for SciTech Academy and that I have had an opportunity to read and study its contents. This Handbook is continuously updated throughout the school year!

Please Return this Page to Your Child's Teacher

**Please fill out one Acknowledgement Page for each child.**

I, \_\_\_\_\_, parent/guardian of

Student name: \_\_\_\_\_

*I have been given a copy of the parent/student handbook. I have read and acknowledged all policies in this handbook. If I have any questions, I can contact the School Principal or the Administrative Assistant.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_