

2023-2024
Parent/Student Handbook

Sejong Academy

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Saint Paul, MN 55104
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Independent School District No. 4215-07



세종

S E J O N G

A C A D E M Y

Korean Immersion School

Sejong Academy

Sejong Academy opened in September, 2014. It currently serves grades Pre-K through 12th.

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

MISSION: Sejong Academy is committed to providing an academically rigorous education to pre-K – 12. Twin Cities students through immersion experience in Korean language and culture by using research-based curricula, high standards for accountability and promoting an appreciation for diversity and international cultures.

Sejong Academy will strive to provide a positive educational experience that allows all stakeholders to achieve their potential through:

- Communication
- High standards and expectations
- Planning and evaluation
- Acknowledging the value of community

Community Building in the Classroom

Sejong Academy practices *Responsive Classroom*. *Responsive Classroom* is an approach to teaching and learning that fosters safe, challenging and happy classrooms as students learn to use the five components of **C.A.R.E.S.** For more information, feel free to visit <https://www.responsiveclassroom.org/>

C.A.R.E.S.

Cooperation
Assertion
Responsibility
Empathy
Self-Control

IB World School

Sejong Academy has an authorized International Baccalaureate (IB) Middle Years Program (MYP).

Commitment to Community

At Sejong Academy, we believe that students, teachers, administration and parents/guardians need to communicate well and often. To foster this understanding and shared accountability, we require all new families sign Parent-Teacher Agreements to establish expectations and guidelines for the 23-24 school year.

Helpful Phone Numbers

Main Office 651-301-8722

JME -

Dear Parents/Guardians,

Welcome to the 2023-2024 school year! We are excited to begin another chapter in your child's book of academic, emotional, and social development. We also are excited for the opportunity to work with you as a tenth-year charter school. Together, we can provide the support and inspiration necessary for a wonderful experience for your child at Sejong Academy.

This handbook has been assembled to provide you a guide to many of the practices and procedures that take place at Sejong Academy. Please read the handbook and become familiar with its content as it will inform you about Sejong Academy practices.

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

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

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

Have a Great Year!

Brad Tipka, Sejong Academy Executive Director

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

ALTERNATIVE ARRANGEMENTS FOR AFTER SCHOOL ACTIVITIES: Students are to proceed home after school in their planned manner unless advanced written permission is provided to teacher and office staff by the parent/guardian. This includes riding the bus to a friend's, cousin's or relative's house after school. Students need a parent's written or verbal permission given to the main office to ride another bus other than assigned bus and to ride home with another adult. **Since this is a major safety concern, if students continue to violate this policy, it may lead to losing bus riding privileges.** All adults who pick up students must be a legal guardian, or we need to have direct permission from the parents for another adult to pick up students. This policy will be strictly enforced.

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

ATHLETIC SHOES: To protect the health and safety of the child athletic shoes must be worn in the gym and outside for physical education activities. Because these schedules rotate it is most convenient to wear them everyday or have these shoes kept at school. No flip flops, slides, clogs, slippers, and high heeled shoes. Sandals can be worn if there are back straps.

APPROPRIATE WINTER GEAR: We expect students to be appropriately dressed for transportation to and from school and for going outside for recess all year (Lower School students) when the temperature is above 10 degrees. Students and families are responsible for providing and wearing winter gear.

ATTENDANCE – TARDY POLICIES AND PROCEDURES:

PHILOSOPHY

Regular attendance is vital to ensuring a quality educational experience. Regular class attendance instills self-discipline, positively benefits academic achievement, and helps prepare students for the world of work. Research shows that absences affect student academic performance and overall wellness. A student can never fully replace the learning experience when absent from class. Our school attendance goal at Sejong Academy 95%.

ATTENDANCE-GENERAL INFORMATION

1. When a student is absent, a notification from the parent/guardian must be made by calling the Sejong Academy Attendance Line (651-301-8722). Parents must contact the school if their child is absent. Failure to notify the school will result in the absence being recorded as unexcused. **Frequent unexcused absences will result in school taking appropriate legal actions including a parent meeting and a truancy report sent to the Ramsey County Attorney's office.**
2. Students arriving late to school must report to the Office. There, they will receive a **pass** which will admit them to class. The office will make changes in Synergy from ABSENT to TARDY.
3. Sejong Academy is a closed campus. If a student needs to leave the building during the school day, the parent/guardian must sign their child out in the office. Exceptions will be made for PSEO students who sign themselves out.
4. **Students who are absent more than 3 days of school due to illness must provide a doctor's note for additional illness absences to be excused per school administrator's discretion.**

STUDENT'S RESPONSIBILITY

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

PARENT/GUARDIAN'S RESPONSIBILITY

1. Encourage your child to arrive at school on time every day.
2. Limit absences by scheduling appointments, vacations, etc. to non-school days or after school hours. For example, a dentist or doctor's appointment should not be an all-day absence.
3. Notify Sejong Academy (651-301-8722) stating the reason for your child's absence. A voice mail message may be left 24 hours a day.

TEACHER'S RESPONSIBILITY

1. Take accurate daily attendance in Lower School. Take accurate attendance in Upper School throughout the day for each class.
2. Report any discrepancies in the daily report to the Office.
3. Use Responsive Classroom strategies to build relationships with students and encourage them to be in school.
4. Contact parents and guardians of students with poor attendance and faltering grades due to poor attendance.

CLASSIFICATION OF ABSENCES AND TARDIES:

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

EXCUSED ABSENCES

Excused absences in Ramsey County include:

1. Sickness
2. Doctor appointments
3. Religious holidays
4. Extreme family emergencies
5. If there is any request for absences outside of these four categories, the parents/guardians **must** get approval from a school administrator. To read more:
<https://www.ramseycounty.us/your-government/leadership/county-attorneys-office/divisions-units/juvenile-division/school-attendance-matters-sam>

MAKE-UP WORK FOR EXCUSED ABSENCES

1. Students are required to make up all assignments or complete alternative assignments as deemed appropriate by the teacher.
2. Work must be made up within three days from the date of the students return to school. Any work not completed during this time frame shall be "no credit". The Sejong Academy Director may extend the time allowed in the case of an extended illness or other extenuating circumstances.
3. The student is responsible for requesting make-up work.

4. Previously announced projects and/or tests must be turned in or taken on the date of the students return to school. In the event of a long-term illness, confirmed by a doctor's note, the school nurse, or school administrator additional time may be given.

UNEXCUSED ABSENCES

All unauthorized absences are unexcused. These include but are not limited to:

1. Any absence that the student's parent/guardian fails to report to the Attendance Office.
2. Work at home.
3. Work at a business, except under a school-sponsored program.
4. Any other absence not included under the attendance procedure set by the district and the county.

CONSEQUENCES FOR UNEXCUSED ABSENCES

1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 121A.40-121A
2. In cases of recurring unexcused absences, the administration will request the county attorney to file a petition with juvenile court, pursuant to Minnesota Statutes.
3. Students with unexcused absences shall be subject to the following interventions:
 - a. Parents will receive a call if the student is marked absent.
 - b. An Alert Letter will be mailed home by the attendance clerk after a student has 3 unexcused absences and the student's teacher or the school cultural liaison will contact the family to inform them about the school's obligation to report to Ramsey County.
 - c. 5 or more unexcused absences will lead to filing a truancy report to Ramsey County by a School Counselor or Social Worker.
 - d. Parents will meet with directors after a report has been made and be asked to sign a contract with their students.
 - e. Additional steps will be informed by Ramsey County's Attorney Office.
4. The student may lose credit for work missed on days that are unexcused.

TARDINESS

Students are expected to be in their assigned classes at the scheduled time. Failure to do so constitutes tardiness, which will have disciplinary consequences and will become part of the student's permanent record. Multiple tardies will affect permanent attendance records.

TRUANCY

A child between the ages of 7 and 17 is considered truant if they are absent from school without a legal excuse. The school administrator may file truancy with the county in which the child resides after five unexcused absences. **A student who has missed 15 consecutive days for any reason must be dropped from enrollment and the student must then re-enroll.**

TERMINATION OF ENROLLMENT

The School District may terminate the enrollment of a non-resident student enrolled under an enrollment options program pursuant to MINN. Stat. 124D.003 or 124D.08 at the end of the school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under MINN. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who is not lawfully withdrawn from school under MINN. Stat. 120A.22, Subd. 8.

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

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

BULLYING: Bullying is not tolerated in the Sejong Academy.

Bullying, by definition, is repeated unwanted, abusive words and aggressive behaviors and patterns of interaction among school-aged children that involve a real or perceived power imbalance between them, making another person feel intimidated, fearful or threatened. **Please discuss these matters with your child/ren to ensure a safe and pleasant learning environment for all, both in and outside of the school, especially on social media.**

Bullying behavior can take many forms, but not limited to:

1. Verbal, which includes such things as name-calling, teasing, unkind notes, racist slurs, sexual comments, etc.
2. Physical aggression which includes kicking, hitting, shoving, pushing, slapping, etc.
3. Emotional, psychological, and mental stress or intimidation, which includes blackmailing, extorting, spreading rumors, etc. If upon investigation it is determined that bullying behavior exists, there will be consequences as prescribed by School Board Bullying Prohibition policy.
4. Cyber-bullying or using online media, email, or text messages to bully another student.
5. When a verbal bullying report is made, the teacher will fill out a Bullying Report Form and share it with the school counselors, behavior interventionist and school directors. If the misbehavior is determined to be bullying with a power differential, it will be investigated by the teachers, school counselors, behavior interventionist and school directors, and families will be notified of the investigation results.

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

BUSING: Bus transportation is provided for all kindergarten students and students in PreK-12th who live within the city of St. Paul. Students also use bus transportation for field trips and other special events. If your family qualifies, the school or Minnehaha Transportation will mail you a bus schedule for your student. **Students should be at the bus stop at least five minutes early and wait for ten minutes after the scheduled time.** Parents, please be aware that the bus may be occasionally five or ten minutes early or late depending on road conditions or traffic. See the section 'AFTER-SCHOOL ENRICHMENT PROGRAM' for busing times.

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

CELL PHONES: Many families wish to have contact with their students before and after school via cell phone. If a student has a cell phone at school it must not become a distraction or disruption to the learning process. **Sejong Academy will not be responsible nor will Sejong Academy conduct searches for lost or stolen items.** More specific cell phone expectations will be communicated to the families in the first few weeks of school. **All Lower School students are expected to not bring cellphones to school and follow the cellphone expectations outlined in the School-Home Agreement packet.** We generally recommend that all students (PK-12) leave cell phones at home and to use the school phone for communications.

CHEATING/PLAGIARISM/COLLUSION: Students at Sejong Academy are taught to practice academic honesty. Academic dishonesty will be investigated and dealt with according to district policy. District policy states that any work that involved cheating, plagiarism or unsanctioned collusion will be deemed of no credit or a zero. IB Academy Honesty procedures will be followed in the Upper School.

CONFERENCES: Parent/Teacher conferences are held in the Fall and Spring. These conferences are scheduled to enable each parent to have an individual conference with their child's teacher. If there is a need for an additional conference time, another period can be arranged which is convenient for parents and teachers. **Parents are encouraged to communicate with teachers at any time there is a question or concern. Sejong Academy expects 100% conference participation.**

DAYCARE: No on site childcare provided at Sejong. Be sure that the school has accurate information regarding your child's daycare arrangement and that the school is kept informed of any changes (if applicable).

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

DISMISSAL:

Regular Dismissal. In order to provide your child with the best possible opportunity for academic success, removing your student from school during instructional time is strongly discouraged. If it is necessary to pick up your child at any time other than the regular dismissal time, a parent or person identified on the student's emergency card must come to the office and sign out your child. The office staff will call your child to the office. This minimizes classroom disturbances and provides us with a safety procedure for monitoring all students and adults. Adults picking up children at dismissal time are permitted to wait outside of the building near the main school entrance. Students will not be permitted to walk home or go out to a waiting vehicle for an early dismissal without parent/guardian escort. It is essential that your child is picked up by 3:30 PM (2:30 PM Fridays) during normal school days or between 4:50-5:00 pm when the after-school program is in session. **Please arrive on time and call the Office if you can't arrive on time.**

Unanticipated Early Dismissal, Closure, or Cancellation. On occasion during the winter months, weather conditions may necessitate early dismissal. Sejong Academy's commitment is to keep families, staff, and the community informed of weather-related school closings and cancellations as quickly and thoroughly as possible. Due to logistical issues, it is rare for Sejong Academy to have a late-start.

- The decision to close early will be made by 10:30 a.m.
- The decision to cancel a school day will be made by 6:00 a.m. or the night before by 9:00 pm.
- Each parent/guardian and staff/teacher will be informed of an early closing or school closure via:
 - Email, if one is registered with the school
 - Phone call or text messaging
 - Posting on [Sejong's Facebook page](#)
 - Posted on WCCO - Channel 4

For more information see the full 'Dismissal and Closure Policy' posted on the [school website policy page](#).

*****Please note:** MDE has authorized up to 5 E-learning days that might be scheduled during Snow Days. Days may be a Snow Day with no classwork to be completed or they will be E-learning Days with classwork to be completed. Please follow all directions from your child's teacher regarding daily work.

DRESS/ATTIRE (Uniform)/PERSONAL HYGIENE: Sejong Academy students must wear uniforms Mondays through Thursdays except Fridays. Uniform expectations for Lower School and Upper School will be communicated in the first few weeks of school. Offensive items include graphics that contain or promote the use of tobacco, alcohol, chemical substances, violence of any kind, racial, sexual, or gang-related messages, images, or activities. Students whose clothing is deemed inappropriate will be asked to change into clothing that is acceptable. Hats, caps, and hoodies are not allowed in the school building during the school day. Undergarments must be covered by clothes. If no suitable clothing is available, students will be removed from the classroom setting for the remainder of the day. Parents/guardians of students who refuse to cooperate in wearing appropriate clothing will be notified. If a student comes to school in dress that is inappropriate the parent will be notified and the student will be required to change into appropriate attire.

DRUGS: Drugs in any form (including edibles, vapes, pills, etc.) are not allowed on school grounds or in the building and students and adults may not buy or sell or use or give drugs to others. Searches will be conducted if there is reasonable cause to suspect a student is in possession of drugs. Drug tests will be conducted on-site with parent permission if there is reasonable cause to suspect a student is under the influence. Because we do not have a chemical dependency worker on staff, outside professionals will be called if drugs or drug paraphernalia are found or if drug tests show a student is under the influence or if a student declines to be tested or searched. We can test for opioids, marijuana, and fentanyl. Every teacher has access to naloxone at Sejong Academy. No smoking of any form with any substance is allowed on campus by students or staff or parents. For your information, smoking inside public buildings is illegal in the state of Minnesota. We also do not allow any smoking in our parking lots or on school property.

EL: English Language services are provided for multilingual students who qualify as needing assistance with learning English. EL team will reach out to families about EL Night.

EVENING EVENTS: There will be various evening events throughout the school year. Students will be required to be accompanied by an adult and notify the homeroom/classroom teacher in order to go

home in personal vehicles. If not picked up by parents/guardians, students will go home on the assigned buses after the evening events.

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

FIELD TRIPS: Occasionally classes will go on field trips. Parents will be asked to provide written permission for field trips from homeroom and classroom teachers. Parents will be notified in advance of all field trips.

FIGHTING/PHYSICAL ASSAULT: Sejong Academy has zero tolerance for violence. Students who engage in fighting or physical assault against another person on school property will be disciplined according to district guidelines. Punishment for most fighting or physical assaults will begin with a three-day out of school suspension. Also see 'DISCIPLINE POLICY' and APPENDIX A of this handbook.

GANG INVOLVEMENT: Students may not participate in gangs at school or promote any gang or gang affiliation or discuss gang activity or invite students to join a gang. We partner with the local police department on all gang-related issues and activities. Students are welcome to seek help related to gang involvements from our counselors or social workers.

FOOD/GUM/CANDY: Food and beverages are not allowed outside of the lunchroom unless they are part of a classroom activity in which case they must stay in the classroom. Gum is prohibited in school and on buses. Candy and soft drinks are prohibited unless they are part of a class celebration. Students are encouraged to bring healthy snacks. A healthy snack expectations letter will be distributed to the Lower School and Upper School families in the first week of school.

HARASSMENT AND VIOLENCE: Everyone at Sejong Academy has a right to feel respected and safe. The district wants you to know about the School Harassment and Violence Policy. See APPENDIX B of this handbook for additional information.

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

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

- If your child has a fever of 100 degrees or more, he or she should stay home for 24 hours **after** the temperature returns to normal
- If your child has vomited or had diarrhea, he or she should stay home for 24 hours **after** the last episode
- If he or she has any rash that may be disease-related or the cause is unknown, check with your family physician before sending your child to school
- If your child is ill, please call the school daily to report the illness.

- If a Strep infection is suspected and a throat culture taken, the child should stay home until results of throat culture have been determined.
- If your child has Pink Eye, the child needs to be excluded from school until examined by a medical care provider and until 24 hours after antibiotic treatment begins.
- If your child has been diagnosed with mental health issues like depression or anxiety, please follow your health provider's recommendation and consider meeting with the school counselor.
- If your child has chemical dependency issues, please follow your social worker or doctor's directions for treatment and recovery and consider meeting with the school counselor.
- If your child has COVID like symptoms, please keep them home if they have severe symptoms and we recommend getting tested.
- If you have any questions about the above information, please call the health office or your family physician.
- If prescription medications are required please refer to our procedure described under the heading **Medication Procedures**.
- **Communicable Disease Information** - See APPENDIX C of this handbook for additional information.

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

HOURS: The school office hours are 8:00 AM-4:00 PM and 8-2:30 PM on Fridays. Student hours are 8:30-3:30 PM Monday-Thursday and 8:30-2:30 PM on Fridays. Students must not arrive at school before 8:30 AM and must be picked up by 3:30 PM or 5 PM Monday-Thursday or 2:30 PM on Fridays. Students may be here only during school hours - when supervision is provided. The after-school program will run from 3:30-5:00 PM. The after-school program will begin the second week of school and end at the beginning of June.

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

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

LOCKERS: 4th-6th Grade and Upper School students have a locker to use for their personal items. No locks are allowed. Students should not store money or other valuables in their locker. Lockers are school property and their contents can be searched by school personnel with a reasonable cause at any time. Students may decorate their lockers, but not with stickers that are difficult to remove. Students are responsible for removing all decorations at the end of the school year.

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

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

LUNCHROOM: In order to make the meal pleasant for everyone, homeroom/classroom teachers are expected to establish and maintain lunchroom expectations during the first few weeks of school. Some general expectations are::

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

MEDIA RELEASE FORM: Oftentimes during school functions photographs are taken of the participating students. These photos may be published in items such as the school calendar and other district promotional flyers. Currently, our media release form is part of the application process. If you do not want the school to release any media of your child, please call or email the school office and the homeroom teacher.

MEDICAL EXCUSES FROM PHY ED CLASS: To be excused from physical education classes for more than two days, students must present written orders from a doctor or requests for religious exemptions.

MEDICATION PROCEDURE: All prescription and over-the-counter medications must be accompanied by a written order from the doctor. All prescription medications must be in a pharmacy bottle labeled by the pharmacist and be dropped off by the parents/guardians, with clear instructions, not the students. All medications, including inhalers, that are brought to school must be kept in the Office. A refrigerator is available for medication if needed.

NON-LEARNING ITEMS: We are asking for your help in keeping the following items at home. Toys, electronic gaming devices, and **all other non-learning** items will be taken from the student and stored in the office to be sent home at the end of the school day. Any weapon-like toys or weapon-related attire is strictly prohibited on school grounds. If the student again brings a non-learning item, his/her parent will be responsible for coming to school to bring the item home. In the event a student has the teacher's permission to bring an item for any reason, the parent will be notified.

PARKING: All parking sign restrictions will be enforced by the St. Paul Police Department.

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

SCHOOL PHONES: Students are allowed to use school telephones only in the case of an emergency or when directed by a staff member to do so. Emergency messages will be delivered directly to the appropriate teacher.

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

SECURITY IN THE SCHOOL: All parents and visitors to the school are required to sign in at the office and follow visitor protocols upon entering the building. Please enter through the main entrance only during the school day. All other doors are locked during the school day. Parents who have specific concerns about their child's safety are encouraged to talk with the Executive Director about the guidelines. Sejong Academy does not allow guns and weaponlike items on campus or in the building. Sejong Academy practices drills including fire, lock-down, tornado, and severe weather drills and have an active Crisis Response Team to continually monitor our security practices.

SNACKS FOR CLASS: Please follow the homeroom/classroom teachers' expectations on school/classroom snacks. Please send healthy snacks. As a community, we also need to be mindful that there are some students with allergies and other health concerns and do our best to keep everyone healthy and safe at school. Also, please check with your student's teacher to discuss ways to celebrate birthdays and other special days. After-school snacks are provided when the after-school enrichment program is in session.

SPECIAL EDUCATION: Special services are available for students who have educational disabilities. Referrals to the Student Assistance Team can be made through the Director or through your child's classroom teacher. **Parents will be informed through an IEP meeting of the types of SPED services we are offering as well as the delivery method.**

SUPPLIES: A list is available from your child's teacher.

TARDINESS: The first few minutes of the day can be critical in getting comfortable and getting organized for the day. It is imperative that students be in their rooms before 9:00 AM each day (Busses arrive at 8:30 AM; breakfast is served from 8:30 - 8:55 AM). Students must check into the office when they are late in arriving at school. If a student is tardy seven or more times in a school year the parent will receive a letter and/or phone call to discuss strategies for getting the student to school on time or encouraging the student to go straight to their next class. In addition, please do not drop off your children before 8:30 am as there is no one supervising your children's safety. Doors open to students at 8:30 am.

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

TESTING: Each school year, schools give uniform statewide tests to students to provide information on the status, needs, and performance of students. Sejong students participate in MCA Testing, ACCESS

testing for English Language Learners, and NWEA MAP tests. Consistent with [Minnesota Statutes, section 120B.31, subdivision 4a](#), parents/guardians may decline to have their student participate in state-required standardized assessments. To opt-out, families must complete the form on the Minnesota Department of Education website and submit it to the school.

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

WEAPONS: Sejong Academy supports a **Zero Tolerance Policy** regarding weapons on school property. Bringing weapons and **weapon-like items/toys** to school could lead to suspension and/or expulsion according to Sejong Academy School Policy. Students must not bring guns, knives/blades, bullets (active or spent), images of weapons, or other potentially dangerous articles to school. Parents will be informed and the police may be involved. Replicas or toy weapons are also included in this ban.

APPENDIX A

Student Discipline Policy

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. AREAS OF RESPONSIBILITY

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

B. Director. The Director shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and

parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

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

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

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

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by the law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children. We kindly ask that parents follow the [Family/Guardian/Staff/Student Concern Protocol](#) on our school website under Family/Staff/Student Concern tab..

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

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

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn and to be safe.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

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

- C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. to make necessary arrangements for making up work when absent from school;
- E. to assist the school staff in maintaining a safe school for all students;
- F. to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. to assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. to be aware of and comply with federal, state and local laws;
- I. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. to respect and maintain the school's property and the property of others;
- K. to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. to conduct themselves in an appropriate physical or verbal manner; and
- N. to recognize and respect the rights of others.

VI. Lower School [Responsive Classroom](#) Behavior Redirection Strategies

- 1. Take a Break** – After a few verbal or nonverbal reminders, the student will take a break in the classroom to reflect on the behavior and re-engage in the class when ready. After each Take a Break, the teacher will meet with the student to reflect on the behavior. After the 3rd Take a Break, the student will be sent to the buddy room.
- 2. Buddy room** – Classroom teachers will set up a buddy room with another teacher. The student is sent to another classroom to reflect, fill out a reflection form, and then return to class. This should not exceed 5-10 minutes max. After the 3rd buddy room, the homeroom teacher should inform parents/guardians with a Fix-It Plan. **This is a perfect time to consult with the behavior interventionist/specialist and Lower School Director for guidance and support.**
- 3. Parent Call with a Fix-it Plan** - The teacher will inform parents about the student's behavior concerns and what the teacher is doing to help the student improve. **Please consult with the behavior interventionist/specialist before this step.**
- 4. Written Office Referral** - **All the above strategies should have been in place before making a written office referral.** The admin will meet with the student, and the office referral form will be sent home for the parent's signature. The signed form must be returned to the office the next school day.
- 5. Conference with Lower School Director, Teacher, and Parent** - This conference will be arranged by the teacher involved to devise a school/classroom Behavioral Intervention Plan with the director, behavior interventionist/specialist, and parents' input.

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

If a child refuses to redirect or cooperate with Sejong Academy staff and/or exhibits physical aggression or danger against other students and staff, parents will be called immediately and asked to pick up the child for the day.

VII. Upper School Behavior Redirection Strategies

Upper School teachers incorporate strategies from Responsive Classroom and Positive Behavioral Intervention Strategies, and emphasize the IB Attributes:

1. Redirect student verbally, re-teaching expectations
2. Teacher conference with the student
3. If behavior continues, additional steps will be:
 - a. Parent contact
 - b. Student written contract
 - c. Possible referral to Counselor, Social Worker, Behavior Interventionist
4. Lunch Detention
5. Office Referral made by teacher for Upper School Principal
6. In-person conference for parents, students, and principal (and Executive Director, as needed)
7. Additional consequences and/or follow-up behavior intervention plans, if recommended

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

VIII. Unacceptable Behavior

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

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposing authority either verbally or physically.

7. Using, possessing or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, including edible marijuana, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
15. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to pagers, radios and phones, including picture phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;

31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies or procedures;
38. Any forms of bullying and bullying-like behaviors exchanges between students and among groups of students that interrupt the classroom environment and interfere the educational purpose. See Bullying for more information.
39. Physical touch in the private parts or exposing private parts to others (No such play is allowed).
40. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, Director, or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;

- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. Out-of-school suspension under the Pupil Fair Dismissal Act;
- O. Preparation of an admission or readmission plan;
- P. Saturday school;
- Q. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act;
- S. Other disciplinary action as deemed appropriate by the school district.

X. REMOVAL OF STUDENTS FROM CLASS

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

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

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

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student from a Class (Out of School Suspension) :

In either the elementary or secondary schools, if a student is sent for removal, the teacher, principal or other School District employee will complete an anecdotal report describing the student's behavior. The student will be sent to the appropriate school location and remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.

D. Responsibility For and Custody of a Student Removed From Class

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

E. Procedures for Return of a Student to a Class from Which the Student Was Removed:

The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent or guardian. At the time of this conference, a definite plan of action will be established, including a review of any existing special education services.

F. Procedures for Notification

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

XI. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

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

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation, including those found in this policy;
2. willful conduct that significantly disrupts the rights of others to an education including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
3. willful conduct that disrupts the classroom, the school environment, or the functions of a school; or
4. willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

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

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

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

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

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

strongly encourage a parent or guardian of the student to attend school with the student for one day and petition the juvenile court that the student is in need of services under MINN. STAT.Ch. 260C.

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

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

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

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

D. Expulsion and Exclusion Procedures

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

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

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

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

guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

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

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

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

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

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

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

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including records upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

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

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

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

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

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

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

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

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

XII. ADMISSION OR READMISSION PLAN

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

XIII. NOTIFICATION OF POLICY VIOLATIONS

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

XIV. STUDENT DISCIPLINE RECORDS

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

XV. DISABLED STUDENTS

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

XVI. OPEN ENROLLED STUDENTS

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

APPENDIX B

Harassment and Violence Policy (Summary)

1. It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other unlawful verbal or physical conduct or communication of a sexual nature.

3. Harassment consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
4. Violence consists of a physical act of aggression or assault upon another or group of individuals because of or in a manner reasonably related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
5. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
6. School personnel who fail to inform the Director per the reporting procedures in the Harassment and Violence Policy of a report or harassment or violence in a timely manner may be subject to disciplinary action.
7. All complaints, whether verbal or written, will be investigated and any appropriate disciplinary action will be taken.
8. All verbal or written complaints should be reported to the Director per the reporting procedures in the Harassment and Violence Policy.
9. Retaliation is prohibited against any individual who reports harassment or violence or participates in an investigation.
10. Confidentiality of all persons involved will be respected to the fullest extent possible.

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

Any Questions?**CONTACT:**

Brad Tipka, Executive Director

Yun Cho, Lower School Principal

Lisa Maren Thompson, Upper School Principal

651-301-8722

APPENDIX C**Communicable Disease Information**

Please notify the school if your child appears to have any of these diseases, and confirm the diagnosis with your doctor.

DISEASE	EARLY SYMPTOMS	INCUBATION PERIOD	SCHOOL ATTENDANCE
Chicken Pox	slight fever, general feeling of illness, rash with scabs appearing after 3-4 days	2-3 weeks	exclude from school 7 days from appearance of rash. All crusts are to be dry.
COVID -19	Refer to the separate COVID-19 policy.		
German Measles	Few or no general symptoms	14-21 days	minimum of 3 days after rash appears
Infectious Hepatitis	Fever, fatigue, nausea, headache, abdominal discomfort, loss of appetite. Yellowish tinge to skin and eyes.	15-35 days	first week of school and until doctor advises to return to school
Measles (Rubella)	fever, watery eyes, cough, (head cold) blotchy rash appearing 3-5 days after the first symptom.	10-15 days	exclude for a minimum of 5 days from the appearance of the rash
Mumps	Malaise, slight fever. Swelling of parotid glands in front and below ear.	12-26 days	when swelling subsides completely. Temperature normal.
Strep Throat (with rash, called scarlet fever)	Fever, sore throat, headache, nausea, vomiting	2-5 days	may return 24 hours after the start of medication
Pink Eye (Conjunctivitis)	redness and watering of eyes. May have swelling of lids and purulent discharge.	24 hours	exclude until treated by physician
Impetigo	blisters, pustules, rapidly covered with honey-colored crust.	2-5 days	exclude until lesions are under medical treatment and are dry.

Head Lice (Pediculosis)	excessive itching of scalp. Presence of lice/nits	eggs hatch in 1 week	exclude until lice are destroyed and nits are treated
Ring Worm of the Scalp	itching, small scaly ringed patches with broken hair. Some inflammation and hair loss.	3 weeks or longer	exclude until treated by physician
Scabies	intense itching, burrows and small lesions of skin, especially fingers, wrists, and elbows	several days	exclude until treated by physician
Tuberculosis (TB)	cough that goes on for two or more weeks. Cough up small amounts of blood. Fever, night sweats, and unexplained weight loss		exclude until treated by physician
Pertussis	"whooping" cough produces thick mucus, vomiting, lips and nails turn blue, exhaustion		exclude until treated by physician

APPENDIX D**HAZING PROHIBITION POLICY****I. PURPOSE**

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

III. DEFINITIONS

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

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

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

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

IV. REPORTING PROCEDURES

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

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

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

VI. REPRISAL

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

VII. DISSEMINATION OF POLICY

A. This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

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

Legal References: MINN. STAT. § 121A.69 (Hazing Policy)

MINN. STAT. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Cross Reference:

Sejong Harassment and Violence Policy

Sejong Student Discipline Policy

Sejong Bullying Prohibition Policy