



**EL COLEGIO**

**Student/Family Handbook  
2022-2023**

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*El Colegio recognizes its occupation on Dakota land. At the start of every school day, and at the beginning of every community gathering, the El Colegio community pays homage to the local tribal nations and our own indigenous ancestry via the Maya precept **In Lak'ech**:*

## **In Lak'ech (I Am You or You Are Me)**

Tú eres mi otro yo.

You are my other me.

Si te hago daño a ti.

If I do harm to you,

Me hago daño a mi mismx.

I do harm to myself.

Si te amo y respeto,

If I love and respect you,

Me amo y respeto yo.

I love and respect myself.

Mayan Inspired Poem, "Pensamiento Serpentino"  
Luis Valdez (1971)

# El Colegio Student/Family Handbook

## 2022-2023

*In community, El Colegio honors and builds upon the talents of bilingual students and their diverse families to provide the academic rigor, leadership skills, career preparation, and community connections necessary to fulfill their potential as change makers.*

### Welcome

Congratulations on becoming a part of one of the most exciting learning opportunities available to students. We are eager to begin working with you in order to support the achievement of your academic and life goals. Your success at El Colegio will be in direct proportion to your effort, application, and participation.

### Core Values

El Colegio is distinct from traditional schools in its embrace of four values that permeate all aspects of its work with youth: identity, solidarity, intellect, justice.

**Identity:** We support our youth and their families in recognizing and embracing their own unique histories, cultures, and languages.

**Solidarity:** We recognize that we all live in connection with each other; we must honor and support our youth to honor and embrace our communities.

**Intellect:** Success in life and community change requires critical thinking and a deeper level of consciousness.

**Justice:** We pursue our work not solely for the individual benefit of the youth and families we serve, but because we believe their role is critical in securing equity and opportunity for all members of society.

## El Colegio Shared Responsibilities

These are community agreements to ensure a safe and respectful learning environment:

### Students

- Believe you are capable and have unlimited potential to be great.
- Build positive relationships.
- Accept guidance from peers and the school community.
- Arrive each day on time, ready to learn and give your best effort.
- Believe every day is a fresh start and a new opportunity to learn.
- Treat all members of our school community with kindness.
- Be informed about school policies and activities.
- Hold yourself and other students to high expectations in your academic work and your actions.

### Families/Guardians

- Believe your child is capable and has unlimited potential.
- Help students achieve greatness.
- Establish a positive relationship with school staff.
- Be informed about school events and your student's academic progress.
- Attend conferences or have another adult attend your child's conferences.
- Treat all members of our school community with kindness.

### Staff

- Believe all students are capable and have unlimited potential.
- Help students achieve greatness.
- Have consistently high academic and behavioral expectations.
- Establish a positive relationship with students and their families.
- Communicate effectively with supportive adults about students' successes, difficulties, and school events.
- Arrive each day on time, ready to teach and give your best effort.
- Model professional behavior.
- Treat all students fairly and consistently.
- View mistakes as opportunities to learn.
- Convey that each day is a fresh start and opportunity to learn.
- Treat all members of our school community with kindness.

### Community Members

- Believe all students are capable and have unlimited potential.
- Help students achieve greatness.
- Support our school as a volunteer, mentor or tutor.
- Attend El Colegio events.
- Treat all members of our school community with kindness.

# Policies

*All policies in this handbook apply to all after school programming connected to El Colegio Charter School and the building and school property. We encourage families and students to take care of the building and provide information to the staff about any harmful violations stated or not stated in this handbook.*

## Attendance

Minn. Stat. 260A.02 provides that a student who is absent from instruction on three or more occasions on three days without a valid excuse within a single year will be considered continuing truant. At this time families/guardians will be notified by first class mail or other means. They will have time to notify the school if there should be a valid excuse for the child's absence. If there is not a valid excuse, families/guardians will be notified that they are obligated to compel the attendance of the child pursuant to Minn. Statute 120.101 and families or guardians who fail to meet this obligation may be subject to prosecution under Minn. Statute 127.20. The family has the right to meet with Staff to discuss solutions to the child's truancy. If the child should continue to be truant, the family and child may be subject to Juvenile Court proceedings under Minn. Statute Ch. 260 and the child may be subject to suspension, restriction, or delay of the student's driving privilege pursuant to Minn. Statute 260.191.

A student under the age of 18 years who is absent from attendance at school without lawful excuse for any part of seven school days, shall be considered a habitual truant and will be subject to referral to appropriate services and procedures under Minn. Stat. Ch. 260A.

### El Colegio Attendance Policy

The school board strongly believes that regular school attendance is directly related to success in academic work. Regular attendance is considered for assigning a final grade in all classes. Students must be present at least 70% of overall instructional time to qualify for a final grade in each class. If a student is present less than 70% of the overall class time, the student will not qualify for a final grade.

We recognize that school attendance is the joint responsibility to be shared by the student, family or guardian, and staff.

**Absences will be excused** if they are caused by the following reasons: illness, serious illness in immediate family, death in family, medical or dental appointments, student court appearances, family vacations (up to 14 school days) approved by staff 1 week prior, planned educational experiences, religious observance, cultural ritual, physical emergencies (flood, storm, etc.) Guardians/or families should call and/or bring written notes to excuse their student. If a student is absent due to illness for four or more days, s/he must bring a doctor's note to excuse those absences.

**Absences considered unexcused are:** truancy, being out of the building without signing out, leaving early, reporting to class more than 10 minutes late, or any other absence not included in the excused section of this policy. families or guardians will be notified of all unexcused absences as soon as possible and asked to come to school to discuss attendance.

Students may excuse tardiness by making up time as arranged with their teacher.

**El Colegio has the following daily attendance policy:**

1. School starts at 8:50AM. All students are expected to be at school and on time everyday.
2. Students arriving after 8:50 are late. Students will be allowed 4 late arrivals per quarter. On the 5th late arrival, the student will be sent home and a meeting will be scheduled with staff and families.
3. Students arriving to school after 9:20 AM are considered absent for the day and are not allowed to be in the school building. They also will not be allowed to engage in after school programming.
  - a. If a student arrives after 9:20 AM families/guardians will be called and should pick up the student.
  - b. If a family or guardian cannot pick up the student, the student will be sent home.
  - c. Excuses for arriving after 9:20AM include:
    - i. A doctor’s appointment with a note.
    - ii. A note from a family/guardian that the student was ill.
    - iii. Students will not be sent home if we are experiencing extreme weather conditions, temperatures below 30 degrees or other emergency situations.
4. families/Guardians will be called for any student who is not in school at 9:00 AM or who arrives after 9:00 AM.
5. A family meeting is required for a student to return to school.
6. The following table outlines attendance policy procedure:

3 unexcused absences per Quarter	7 unexcused absences per Quarter	10 unexcused absences per Quarter	15 unexcused absences per Quarter
<ul style="list-style-type: none"> <li>● letter sent to families/guardians</li> <li>● student meeting with the Student Engagement Specialist</li> <li>● family phone conference</li> <li>● attendance contract</li> </ul>	<ul style="list-style-type: none"> <li>● mandatory meeting with student, families and school staff members</li> <li>● truancy filed with Hennepin County</li> </ul>	<ul style="list-style-type: none"> <li>● attendance contract review meeting with student, families/guardians and appropriate school staff or outside agency</li> <li>● new contract specifying alternative school placement at 15 days</li> </ul>	<ul style="list-style-type: none"> <li>● meeting to determine placement in another educational setting</li> </ul>

Please note: Students with special circumstances may have an adapted schedule.

## El Colegio Academic Policy

El Colegio's academic policy stems from its commitment to its core values, specifically the pillar of intellect: *Success in life and community change requires critical thinking and a deeper level of consciousness.*

### Graduating with Honors

Students with cumulative GPAs between 3.0 and 3.49 will graduate with Honors and students with GPAs of 3.5 and higher will graduate with High Honors. There is no rounding up when calculating final GPA for honors designation. Honors will be determined by the end of 4th quarter grades.

**Honors:** Purple and white multicolored cord

**High Honors:** Gold cord

### Independent Study

An independent study may be arranged with the school counselor and teacher. It must be approved by the Administration before work begins. In addition, a syllabus, timeline, and grading policy must be put in writing before work begins.

### Grading

It is expected that students will attend a minimum of 70% of school days in each academic quarter in order to earn credit.

#### **Grading Scale:**

<b>Letter Grade</b>	<b>Percentage</b>
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
N = Not Yet ( <i>no credit granted for grades below C-</i> )	0-69

### Alternate Grading Scale:

These grades may be awarded on a case-by-case basis, at the discretion of school leadership.

NC = No credit	Students started the quarter too late to earn credit or extenuating circumstances. It is GPA neutral.
CR = Credit	Final grade is 70 or higher. Both are GPA neutral.

### Academic Warnings

Students who have a quarterly GPA below 2.0 will be made aware and notified about their GPA. Student engagement specialists will check in with them bi-weekly to check academic progress. At the end of the quarter if they receive at least 4 N's for classes and/or have a lower GPA, they will be placed on an academic contract for the following quarter.

### Academic Contract

Students that have a quarterly GPA below 1.0 and/or have received N's for more than 4 classes in a quarter will be placed on an Academic Contract. The contract is based on 70% attendance per quarter and academic performance, along with 2 days of after school homework help. Students and Family/Guardian will be asked to sign the contract once set agreements and requirements are agreed upon. Student Engagement Specialists will check-in with students weekly to check academic progress. If the student fails to meet the requirements listed on the contract, a mandatory meeting will be held to review the contract and determine next steps.

\*Under special circumstances - as El Colegio sees fit, will put students under an academic contract due to concerns regarding students grades and homework.

### Graduation Requirements

<b>Course of Study</b>	<b>Required Credits</b>
<b>English</b>	
Language Arts 9/10	4 credits
English 11: American Literature	2 credits
English 12: World Literature	2 credits
<b>TOTAL</b>	<b>8 credits</b>
<b>Social Studies</b>	
Geography	1 credit
World History	2 credits
US History	2 credits
US Government	1 credit
Economics	1 credit
<b>TOTAL</b>	<b>7 credits</b>
<b>Science</b>	
Biology	2 credits
Chemistry or Physics	2 credits



Science Elective	2 credits
<b>TOTAL</b>	<b>6 credits</b>
<b>Math</b>	
Intermediate Algebra/Algebra 1	2 credits
Geometry	2 credits
Algebra 2 or College Algebra: Math Modeling	2 credits
<b>TOTAL</b>	<b>6 credits</b>
<b>Fine Arts</b>	<b>2 credits</b>
<b>Heritage Language</b>	
Spanish	2 credits
<b>Physical Education</b>	<b>1 credit</b>
<b>Electives</b>	
Other General Electives	18 credits
<b>Total Required Credits</b>	<b>50 credits</b>
<b>Additional Requirements to Participate in Graduation Ceremony</b>	
Minimum of one submitted college application	
ACT, Accuplacer or ASVAB taken	
Senior Capstone Project and Community Presentation	

\*Subject to change



## PSEO (Post Secondary Enrollment Options) and College

El Colegio believes that college should be an option for all students. Staff, families and students should explore all possibilities for post-secondary education. Students may wish to participate in the PSEO program in which a student would attend a post-secondary institution and take college credit while still enrolled as a high school student at El Colegio.

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students

may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis (see note below). Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in *Minnesota Statutes, section 124D.09*. If El Colegio determines a student is not on track to graduate, she/he may continue to participate in PSEO on a term-by-term basis.

By March 1 of each year, or three weeks prior to the date a student registers for courses for the following school year (whichever is earlier), schools must provide PSEO information to all students in grades 8-11 and their families. To assist the district in planning, a student must inform the district by May 30 of each year of their intent to enroll in postsecondary courses during the following school year.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course; however, students may incur fees for equipment that becomes their property when the course or program is completed, textbooks that are not returned to the postsecondary institution according to their policies, or for tuition costs if they do not notify the district by May 30 and the district does not waive this date requirement.

Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. For more information on these funds, access the PSEO Mileage Reimbursement Program Instructions.

Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school.

School districts must allow a PSEO student reasonable access to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether on-line or on campus.

Tenth-grade students may initially enroll in one Career and Technical Education (CTE) PSEO course if they receive a reading proficiency score of “meets” or “exceeds” on the 8th grade MCA. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional postsecondary courses. If the student did not take the MCA in 8th-grade, another reading assessment accepted by the enrolling postsecondary institution can be substituted. For students with disabilities, there is an alternative option to demonstrate reading proficiency.

For current information about the PSEO program, visit the Minnesota Department of Education’s PSEO webpage: <https://education.mn.gov/MDE/fam/dual/pseo/>.

## El Colegio Behavior Policy

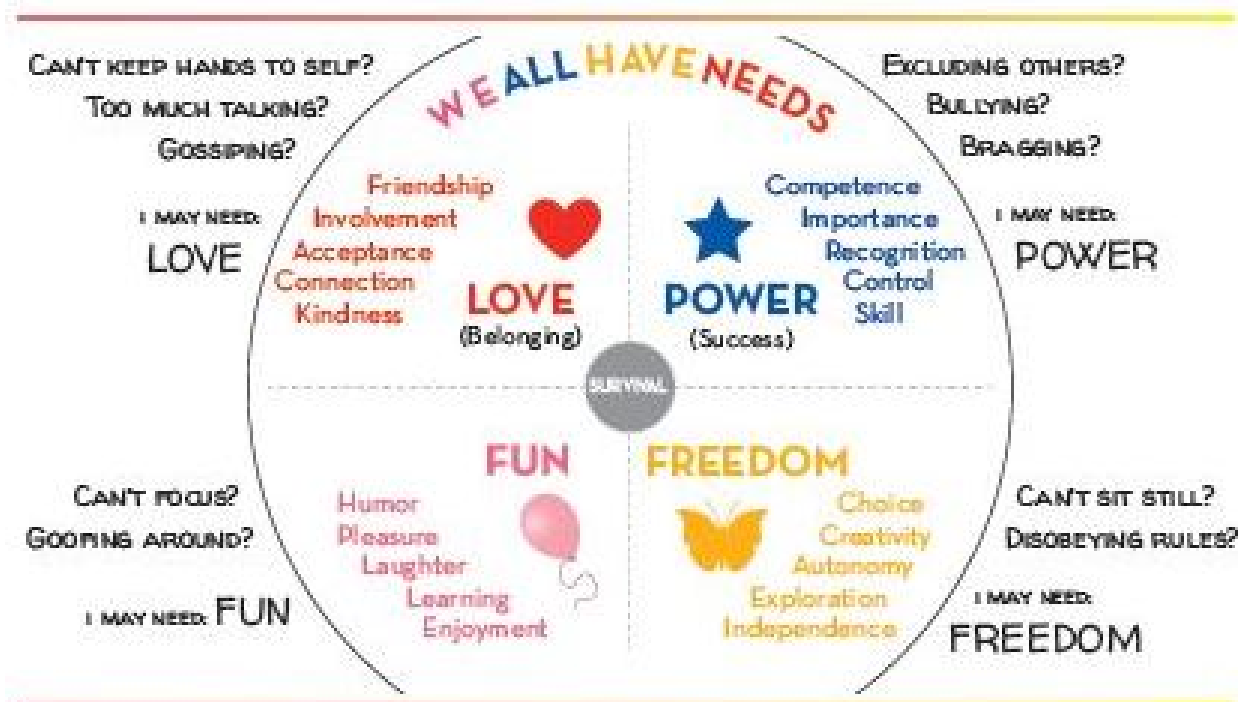
*Goal: To teach safe and successful behaviors*

El Colegio believes that discipline is about teaching safe and successful behaviors. El Colegio uses trauma informed practices when working with students, and our discipline model is rooted in restitution.

Restitution is about “making it right”. It is an approach to discipline which recognizes that young people and teachers will make mistakes and that these situations provide opportunities for students and teachers to take responsibility, choose effective behaviors and create positive solutions.

Restitution is about supporting a child or staff person to be the kind of person they want to be. It helps the person evaluate what they can do to fix their own mistakes, thereby reclaiming their self-esteem through personal effort, taking action in making reparation, and strengthening the agreed upon beliefs and values about how we treat others.

The goal in implementing this model is establishing common language around discipline within the school community and training teachers and families on how to create conditions in which a child can learn new behaviors that can be used in other situations; conditions where a child can be strengthened and develop self-understanding.



LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>Examples of inappropriate behavior</b>				
<ul style="list-style-type: none"> <li>• Not doing work or following instructions</li> <li>• Disengaging from class</li> <li>• Disruptive behavior</li> <li>• Swearing</li> <li>• Verbal inappropriateness</li> <li>• Inappropriate computer use</li> <li>• Play fighting</li> <li>• Abusing bathroom privileges</li> <li>• Tardiness</li> <li>• Leaving class early</li> <li>• Inappropriate public displays of affection</li> </ul>	<ul style="list-style-type: none"> <li>• Physical aggression not resulting in bodily harm</li> <li>• Verbal aggression toward other students</li> <li>• Skipping class (10 minutes or more out of class without permission)</li> <li>• Phone/headphone use (see Cell Phone/Headphone Policy for specific consequences)</li> <li>• Graffiti</li> <li>• Repeated level 1</li> </ul>	<ul style="list-style-type: none"> <li>• Drug/alcohol use during the school day</li> <li>• Physical aggression resulting in bodily harm</li> <li>• Verbal aggression toward staff</li> <li>• Refusal to participate in intervention</li> <li>• Theft</li> <li>• Reckless driving on or around school grounds</li> <li>• Damage to property</li> <li>• Threatening violence (verbally or in writing)</li> <li>• Unauthorized occupancy of building spaces</li> <li>• Repeated level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Sexual harassment or sexual abuse</li> <li>• Bullying or cyberbullying</li> <li>• Drug possession</li> <li>• Weapon possession</li> <li>• Trespassing (e.g. during suspension)</li> <li>• Repeated level 3</li> </ul>	<ul style="list-style-type: none"> <li>• Weapon possession or serious weapon offense (e.g. threatening or using weapon on someone)</li> <li>• Repeated level 4</li> </ul>

<b>Possible Responses</b>				
<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Assigned seating</li> <li>• Loss of privileges (e.g. bathroom pass, free time, computer use, working in a group with friends, etc.)</li> <li>• Verbal correction</li> <li>• Student/teacher conference</li> <li>• Contact family(s)/guardian(s)</li> <li>• Mediation</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Contact family/guardian</li> <li>• Performance monitoring sheet documenting classroom behavior</li> <li>• Removal from class to the Academic Dean</li> <li>• Restorative measure (e.g. time with teacher during lunch or before/after school)</li> <li>• Behavior contract</li> <li>• Mediation</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Suspension up to 1 day</li> <li>• Contact family and schedule a conference</li> <li>• Restitution/restorative intervention</li> <li>• Loss of driving/parking privileges</li> <li>• Referral to a community agency for chemical health assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Review safety contract and plan for avoiding 2<sup>nd</sup> incident</li> <li>• Suspension for more than one day</li> <li>• Discuss if El Colegio is a good fit.</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Expulsion</li> <li>• Help Student find another school</li> </ul>

***\*Any repeated behaviors or severe cases of inappropriate behavior will result in a higher level response. For example, continuous refusal to work in class will result in a Level 2 response.***

**Additional Support:**

All support staff will also work to engage the student's support system to ensure successful learning and consistency of interventions as well as modify conditions that may contribute to the student's inappropriate or disruptive behavior. Supportive interventions may include one or more of the following:

- Family/guardian conference
- Referral to STAT (Student-Teacher Assistance Team)/Wellness Team
- Short-term behavioral progress reports
- Student behavior plan/contract
- IEP Team Meeting (if applicable)
- Referral to community-based health/mental health clinics
- Referral to community organization that will support the student and the family's healthy functioning

Student behavior will be addressed on a case-by-case basis in accordance with the Shared Responsibilities. Student behavior procedures may include but are not limited to: conferencing; removal from class/setting; exclusion, suspension or expulsion; restitution; or restorative practices. Notification of any violation of this policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act or other applicable law.

Any student who engages in any of the aforementioned activities shall be disciplined in accordance with this policy. This policy applies to the school, school grounds and school property, school sponsored activities, contracted vehicles or any other vehicles approved for school purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students or staff.

## Plagiarism

Plagiarism is presenting someone else's work as one's own. At El Colegio, every student is supported in using critical thinking and communicating their own voices. Plagiarism is a violation of the student's own voice and intellect. The school recognizes that all participants (staff and students) have a stake in plagiarism incidents. Teachers are asked to help students identify the causes of plagiarism and practice tasks that encourage the development of intellect.

# Harassment And Violence

## I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

## II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. 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 communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

## III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

- A. Sexual Harassment: Definition
  - 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
    - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
    - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
  - 2. Sexual harassment may include but is not limited to:
    - a. unwelcome verbal harassment or abuse;
    - b. unwelcome pressure for sexual activity;
    - c. unwelcome, sexually motivated or inappropriate patting, pinching

or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to the school director. The school district encourages the reporting party or complainant to use the report form available from the director or school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the director.
- B. In Each School Building. The Executive Director is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the director immediately.
- C. Upon receipt of a report, the Executive Director must notify the school district human rights officer immediately, without screening or investigating the report. The director may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the director to the human rights officer. If the report was given verbally, the director shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the director. If the complaint involves the building director, the complaint shall be made or filed directly with the director or the school district human rights officer by the reporting party or complainant.
- D. In the District. The school board hereby designates Board Chair as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the School Board Chair.<sup>1</sup>
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

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- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, 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 conform with any discovery or disclosure obligations.

**V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the director upon completion of the investigation. If the complaint involves the director, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**VI. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

# Drug & Alcohol Policy

## 1. Purpose

The purpose of this policy is to maintain a safe and healthful environment for students by prohibiting the use of drugs and alcohol in our school community.

## 2. General Statement of Policy

- A. Use of alcohol, toxic substances and controlled substances without a physician's prescription before, during or after school hours, at school or in any other off site school location, is prohibited as a general policy. Paraphernalia associated with controlled substances is prohibited as well as violations of any local, state or federal law as appropriate;
- B. It is a violation of this policy for any student or member of the public to use alcohol or toxic substances on school property.
- C. The school will act to enforce this policy and discipline or take appropriate action against any student or member of the public who violates the policy.

## 3. Definitions

- A. "Alcohol" includes any alcoholic beverage, malt beverage, wine, or other intoxicating liquor.
- B. "Controlled Substances" includes narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, prescription drugs or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and look-alike drugs.
- C. "Toxic Substances" including glue, cement, aerosol paint, or other substances used with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes selling, buying, manufacturing, distributing, dispensing, possessing, using or being under the influence of alcohol and/or controlled substance, whether or not for the purpose of receiving remuneration or consideration.

## 4. Enforcement

### A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to drug or alcohol assistance or rehabilitation program and / or to law enforcement officials when appropriate.

# Clothing Standards

El Colegio encourages students to dress appropriately for school and school activities and in keeping with community standards. Our goal is that students dress as if dressing for employment. Students, families and staff together will determine if clothing is negatively affecting the school environment. El Colegio will avoid dress code prohibitions that restrict students' dress based on their gender identity or perceived gender. El Colegio will not discriminate against LGBTQ+ (Lesbian, Gay, Bisexual, Trans, Queer or Questioning) and TGNC (Trans and Gender NonConforming) students by enforcing strict gender roles that do not allow them to express their full identities. El Colegio will ensure that students of larger size or curvier shape are not targeted for dress code violations while students of smaller size wear similar clothes without repercussions. Some examples of possibly inappropriate clothing includes, but is not limited to, the following:

1. Clothing which bears a message that is lewd, vulgar, or obscene.
2. Gang related messages or images of any kind.
3. Apparel promoting products or activities that are illegal for use by minors (alcohol, cigarettes, drugs, etc.).
4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message which is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane.

Students may be offered other clothing options from school staff if determined the clothing is negatively affecting the school environment. Students will not be suspended or excluded from class due to their clothing.

## Searches

Pursuant to Minnesota statutes, school lockers, desks, and storage units are the property of the school. At no time does the school relinquish its exclusive control of lockers, desks and storage units provided for the convenience of students. Staff members for any reason may conduct inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant. The personal possessions of students including, but not limited to, purses, backpacks, book bags, packages or clothing may be searched only when staff members have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Vehicles may be searched if staff has reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by police or staff members.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Behavior Policy, which may

include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

## Computer & Internet Use Policy

Computers and other electronic devices are to be used solely for educational purposes. Computers and/or internet may not be used for viewing, transmitting or printing, pornography, gang-related material, offensive images or words or any other inappropriate non-school related subject matter. The use of electronic media for private, inappropriate purposes violates the school policy and may subject the student to disciplinary action. All electronic communications are not private but subject to review and monitoring by the staff. (Staff has the right to review the contents of students' folders in the computers as well as track internet activity). All personal passwords can be overridden and communication reviewed.

## Electronic Device Policy

Many students choose to bring cell phones, headphones, or other electronic devices to school for their personal use. It is understood that students need to have contact with their families and employers. Students may use electronic devices outside of class or while participating in a classroom activity that requires independent work, at the teacher's discretion. Students who bring cell phones, headphones and other electronic devices assume responsibility for those items. El Colegio is not responsible for lost, stolen or damaged equipment brought to the school. In addition, students and families must agree to the following policy:

1. If students use or take out their headphones, cell phones or other electronics during class time, they are disrupting the class and will turn in their electronic devices to the teacher for the remainder of class, or to support staff for the rest of the day.
2. When students leave class to use the restroom, they will turn in their phones.
3. Families agree that if they need to reach their student during the school day, they will call the El Colegio front office at 612-728-5728 and will be put in touch with their student in a timely manner.
4. If students are late to class more than once during the day, the front desk will ask the student to turn in their phone for the remainder of the school day.

Any violation of this policy may result in the student not being allowed to bring electronics to the school, as supported by families.

Bluetooth speakers or speakers other than headsets are not permitted to be used in the school or outside the school during or after the school day without specific approval from an El Colegio staff member. If students play music or sound through a speaker during the school day they must turn in the speaker for the day. If they repeat the behavior a family meeting is mandatory.

This policy is reflective of El Colegio's commitment to building meaningful relationships. Relationships require the presence and engagement of all involved and includes students, staff and community members.

# Use Of Vehicles And Transportation

Students may not operate their vehicles during the school day, including lunch. They also may not give rides to any other student without written consent from the student's family/guardian.

## Building Policy

In order to maintain a clean and desirable school space, lunch is to be consumed in the school **CAFETERIA ONLY**. Unless otherwise discussed and approved by appropriate staff, consumption of food outside of the cafeteria may result in disciplinary action. It is prohibited to have food and beverages by the computers at any time. Food and beverages can damage the equipment.

Food and beverages of any kind (except for water in bottles with a lid) are completely prohibited in the following areas: Theater, Science Room, Art Room, and by any computer in the building.

El Colegio will not tolerate 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, improper activation of fire alarms, or bomb threats, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism. Other acts, as determined by the school, which are disruptive of the educational process or dangerous or detrimental to students or staff or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school or the safety or welfare of students or staff will result in disciplinary action by El Colegio staff or board members as appropriate.

## Hazing Prohibition Policy

### I. PURPOSE

Hazing activities of any type, including initiation into an athletic team, are inconsistent with the educational goals of the El Colegio High School and are prohibited at all times. Hazing is about abuse of power and violation of human dignity. Hazing is a form of abuse and victimization.

### II. POLICY STATEMENT

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the district shall permit, condone, or tolerate hazing. This includes being aware that hazing has occurred in the past and not making clear to students that it is no longer acceptable behavior and will lead to disciplinary action. For example, if a school has a tradition of hazing new members of an athletic team, the staff members involved in that athletic team and school administration must make it clear to the current and new team members that hazing is not acceptable behavior and students involved in hazing will be suspended or expelled/excluded from school.
- C. Students or school staff/volunteers/contractors involved in hazing will be disciplined even if the student being hazed appears to give permission or consent to be hazed.

- D. Students or school staff/volunteers/contractors involved in hazing will be disciplined for hazing that occurs on or off school property and during, before, or after the school day. This includes weekends and other non-school days.
- E. Students or staff involved in the hazing of students will be disciplined as described in this hazing policy. If a student being hazed violates a separate provision of the district's discipline policy while being hazed, that student may be disciplined for violating that provision of the district's discipline policy.
- F. The Executive Director will investigate all complaints or reports of hazing and will discipline any student, teacher, administrator, volunteer, contractor, or other employee of the district who is found to have been involved in the hazing of one or more students.

### III. DEFINITIONS

- A. "Hazing" is defined in Minnesota Statutes, section 121A.69, Subdivision 1(a) as "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."
- B. Hazing includes any activity that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. As set forth at [www.stophazing.org](http://www.stophazing.org), students in middle and high school are particularly vulnerable to peer pressure due to their need to belong, make friends, and find approval in a particular peer group.
- C. The term "hazing" includes but is not limited to:
  - 1. Any type of physical brutality such as striking, paddling with a board, branding, electric shocking, sexual contact, or placing a harmful substance on a student's body.
  - 2. Any type of physical activity such as sleep deprivation, restrictions on personal hygiene, exposure to weather, confinement in a restricted area, public nudity, being forced to wear embarrassing or humiliating attire in public, calisthenics, personal servitude, 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, tobacco, controlled substance (prescription medication not belonging to the student, synthetic or illegal drug), product or 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 or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. This may include verbal abuse, such as yelling, swearing, and insulting the student.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of a school district/charter school policy or a school regulation. This includes abuse or mistreatment of animals, public nudity, and theft.
- D. "Student Organization" as defined in Minnesota Statutes, section 121A.69, Subdivision 1(b) "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. Hazing, as part of initiation into an athletic team or any other student organization, will not be tolerated. A student organization may include an unofficial school organization.

- E. The hazing policy applies to hazing that occurs before, during, or after school hours and on or off school premises. This includes weekends and non school days.

#### IV. REPORTING PROCEDURES

- A. As set forth in Minnesota Statutes, section 121A.69, Subdivision 3, a district’s hazing policy must include reporting procedures that enable students to report hazing and disciplinary consequences for violating the district’s hazing policy.
- B. Any student who believes he or she has been the victim of hazing, or any student or district staff person who has personally observed or has knowledge or belief that a student has been hazed, shall report the possible hazing immediately to [Insert name/title of the school district official who will investigate the hazing]. That person can be contacted in person, by email [insert email], or by telephone [insert telephone number].
- C. The Executive Director is responsible for receiving and investigating reports of hazing at the building level. Any person may report hazing directly to the district human rights officer, district superintendent, or school board. [Insert contact information for the district human rights officer, superintendent, and school board.]
- D. School staff/contractors/volunteers or other employees of the district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the [insert school administrator title] immediately.
- E. A student or school staff member who makes a good faith report of possible hazing will not face negative consequences, such as future employment, grades, or work assignments.

#### V. SCHOOL DISTRICT ACTION

- A. When hazing is reported, the Executive Director must either personally investigate the hazing report, or authorize a third party designated by the district to investigate the hazing report. The district must ensure that the investigation begins within two school days of receipt of a hazing report or complaint.
- 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 an investigation, the district will take appropriate action against students/staff that planned, directed, encouraged, aided, or engaged in hazing. District action taken for violation of this policy will be consistent with the requirements of the applicable bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, and other district policies and regulations.
- D. As required by Minnesota Statutes, section 121A.69, Subdivision 3, disciplinary consequences must be sufficiently severe to deter hazing and to appropriately discipline prohibited behavior.
  - 1. For students involved in hazing, discipline may include, but is not limited to, removal from the athletic team or other school team activity, out of school suspension, exclusion, or expulsion.



2. For school staff/volunteer/contractors or other district employees involved in hazing, discipline may include, but is not limited to, written reprimand, suspension, termination, or discharge.
3. In addition, the district may also offer students/staff involved in the hazing incident the opportunity to participate in a face-to-face meeting with affected parties of the hazing with the intent to repair the harm caused by the hazing, to make amends, and to make a plan to work with athletic and extracurricular coaches to prevent future incidents of hazing and encourage a welcoming approach for incoming members to the athletic or extracurricular team/activity.

## VI. RETALIATION

The district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the district who retaliates against any person who:

- a. makes a good faith report of alleged hazing; or
- b. testifies, assists, or participates in an investigation or a proceeding or hearing relating to a hazing incident.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## VII. DISSEMINATION OF POLICY – How Students and Staff are Notified of the Hazing Policy

As required by Minnesota Statutes, section 121A.69, Subdivision 3, the district's hazing policy will be printed in the student handbook on school policies. The district hazing policy will also be included in the district's student discipline policy manual, and in the administrative policy manual.

In addition, the policy will be published so that families and other community members can read and be educated about the district's/charter school's hazing policy. This will include communication of the hazing policy to families and students at all student organization orientation meetings and in the written communication sent home with a student participant.

Each district's athletic director or other person responsible for athletics in the district must include in coaches' training a review of the hazing policy and stress that any hazing of new members of an athletic team is not acceptable and will result in serious disciplinary action. The athletic director will also discuss with the coaches how to create a welcoming approach for new team members.

The district must ensure that all coaches or teacher representatives of other teams, clubs, and student organizations, such as speech, debate, math, drama, student council, etc., receive training on the district's hazing policy and stress that any hazing of new members of teams or clubs is not acceptable and will result in serious disciplinary action.

Prior to the beginning of each school year, the district will review its bullying prevention, health promotion, social sciences, and other social skills curricula to ensure that education regarding hazing is included.

At the beginning of each school year when the student handbook is provided to students, students will be informed of the hazing policy either in advisory classes, school-wide assemblies, or another mode of oral communication to emphasize that hazing is not allowed and will be punished severely. The oral communication will go over the definition of hazing and give examples.

At the end of each school year and during the initial practices prior to or at the beginning of the school year, the coach of each athletic team will review the hazing policy with the current and new

team members and stress that regardless of tradition, hazing is prohibited and will lead to serious disciplinary action.

## Student Disability Nondiscrimination

### I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### II. GENERAL STATEMENT OF POLICY

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
  - 2. has a record of such impairment; or
  - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### III. COORDINATOR

Persons who have questions, comments, or complaints should contact Indigo Education regarding grievances or hearing requests regarding disability issues. This person is the school district's ADA/504 Coordinator.

**Legal References:** 29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)  
34 C.F.R. Part 104 (Implementing Regulations)

#### Formal Grievance Procedure for Section 504

A family/guardian of a student may use the following process to file a grievance alleging discrimination on the basis of disability in violation of Section 504.

El Colegio urges that all grievances be resolved with the individual closest to the issue, usually the building 504 representative and/or building administrator. If these attempts have been unsuccessful, the grievance may be filed in writing with the Section 504 Lead Resource or Section 504 Coordinator.

Section 504 Lead Resource Section 504 Coordinator

Name: Indigo Education  
Telephone 1 800 281 9980  
Email [hello@indigoed.org](mailto:hello@indigoed.org)

1. The grievance procedure for alleging violations under Section 504 are as follows:

**Step A**

The grievance should be in writing and must be signed by the person making the complaint. **A grievant may present the grievance orally to the Section 504 Coordinator and the Coordinator will assist the grievant to reduce the complaint to writing.** The grievance should be submitted within thirty (30) calendar days. A grievance that is submitted beyond thirty (30) calendar days may not be considered. The Section 504 Coordinator will promptly attempt to resolve the matter among the affected parties. The Section 504 Coordinator will investigate the grievance by obtaining information from student/parents/guardians and teachers as necessary and will reply in writing to the grievant within thirty (30) days of completing the investigation.

**Step B**

If the grievant wishes to appeal the decision of the District Section 504 Coordinator, the grievant may submit a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the District Section 504 Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within thirty (30) days of the completion of the meeting.

2. Complaint to the OCR or Minnesota Department of Human Rights:

At any point in the grievance procedure, a parent, guardian, or student may file a complaint with state or federal agencies.

Federal complaints can be addressed to:

ATTN: OCR Regional Manager  
Office for Civil Rights  
U.S. Department of Health and Human Services  
233 N. Michigan Ave., Suite 240  
Chicago, IL 60601  
Telephone: 312-886-2359, Fax: 312-886-1807, or TDD: 312-353-5693

State complaints can be addressed to:

Minnesota Department of Human Rights  
Freeman Building  
625 Robert St. N.  
St. Paul, MN 55155  
Telephone: 651-539-1100, Toll Free: 1-800-657-3704, Fax: 651-293-9042, or TTY:  
651-296-1283  
Email: [info.MDHR@state.mn.us](mailto:info.MDHR@state.mn.us) or <http://www.humanrights.state.mn.us/intake/index.html>

3. Hearing:

For complaints involving the District's identification, evaluation, educational placement under Section 504 of a student, the family/guardian and student have the right to an impartial hearing with the opportunity for familial participation and representation by an attorney. families/guardians have an opportunity to participate in the hearing; be represented by counsel; examine relevant records; and seek a review of the decision, including judicial review. These rights are explained further in the Notice of Procedural Safeguards.

# Equipment Checkout

Students wishing to check out equipment for use in completion of projects are required to use the checkout form provided by a school staff member. Equipment can include computers, cameras, video cameras, musical equipment or art supplies among others. Students will be required to receive approval. Students and their family/guardians will be liable for damage or loss to any equipment in their possession.

## Emergency Plan Crisis Management Plan

The Crisis Management Team consists of Student Engagement Specialists, the , the Dean of Operations and the Executive Director.

Lockdown drills will be of two types.

A **Code Yellow** drill is one that serves to protect us from an outside threat. When a Code Yellow drill is announced via intercom, the front doors will be locked and the shade on the office window drawn. Teachers are to restrict all student movement from their classrooms for the duration of the drill. In an emergency situation this may mean keeping the students in place for an extended time. Any staff/students outside must return to the building. An announcement will be made to end the drill.

A **Code Red** drill is one that restricts all movement from class, requires that any student in the halls/bathrooms be placed in the nearest classroom (teachers are to quickly sweep their areas), all doors be locked and remain so for the duration of the drill (all windows to the classrooms must be covered), and students and staff must be quiet in the secured room to avoid detection. Office staff will shelter in the Executive Director's office. Any staff/students outside will remain outside.

In the event of a relocation or evacuation, teachers and staff escort students to Bethel Church one block to the east.

In the event of a Fire, staff guide students outside following the Fire Drill map posted in their classroom. They do not lock doors behind them.

In the event of a Tornado Drill, staff move students into the hallways and gallery area avoiding windows. Students and staff crouch with their heads covered until an all clear is given.

### **Routine Building Procedures**

El Colegio has in place a daily non-crisis building security plan/practice for daily use and is as follows:

#### 1. Securing Exterior Doors:

During the instructional day, all exterior doors remain locked except for the south (main) entrance.

All advisors and school/community groups utilizing building space after hours and on weekends are responsible for resecuring doors, limiting access to the use of areas, and assuring that the building is clear and locked prior to leaving the building.

No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.

All visitors are required to report to the reception desk to sign in and receive a nametag to be eligible to remain in the building.

Students who arrive late, substitute teachers and guest speakers must sign in at the front desk and be identified to the staff. families/guardians must also sign in prior to visiting a teacher or student.

## Health Services

### Emergency Information

If a student becomes ill or injured at the school, first aid or other necessary care will be given immediately. (First aid is the “immediate and temporary care given in the case of an accident or sudden illness before the service of a physician can be secured.”).

School personnel will not assume responsibility for any treatment beyond first aid. First aid procedures do not include any form of medical treatment. No drugs or medication, including aspirin or Tylenol, will be given. School staff members are NOT permitted to dispense either Tylenol or aspirin to students.

### Medications

The administration of medication to students is carried out under written orders from a student’s physician and written permission of the families. The policies of the Minnesota Department of Health and the State Department of Education are followed.

If possible, medications should be scheduled out of school hours, thus avoiding the need for bringing medications into the school building. Under usual circumstances, school personnel give no medications (including aspirin and Tylenol) to a student. Whenever possible, families are encouraged to make alternative arrangements so that it is unnecessary for school personnel to administer medications. An exception to this is if a prescription medication needs to be taken during school hours. If a student requires a prescription medication FOUR times a day, or more often, El Colegio can give the medication in school ONLY if the following procedure is followed:

1. ORIGINAL BOTTLE: Medication is sent in the original bottle with the name of the medication, how often it is taken, amount of dosage, physician’s name, name and telephone number of the pharmacy on the label. families who know their students need to take medication at school can request a second bottle from their pharmacist to send to school.
2. WRITTEN REQUEST: The medication MUST be accompanied by a written request from the family that their student should take the medication in school. The dosage given, time of day to give the medication, and specific directions for giving the medication.
3. familyS AND PHYSICIAN’S MEDICATION AND AUTHORIZATION FORM: This needs to be completed for the students on medication for extended periods of time or the entire school year. If a student is on a medication for a long period of time, please contact the school management for one of these forms.

If students are found in possession of any medications (including Tylenol or aspirin) without the above requirements being met, the staff has the right to confiscate the medication until the appropriate communication to the families or guardians occurs.

## **Health Conditions**

Any student having health conditions, such as diabetes, asthma, seizures, frequent ear infections, or allergies (especially wasp/bee stings), will need to contact their advisor during the first week of school. Family/guardians are encouraged to inform the main office to arrange for a conference. The office will share information regarding the health condition of students with the necessary school staff.

Students having a history of hearing or vision difficulties should notify the school of special needs.

## **Illness/Accidents**

If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, an advisor or other school staff will give first aid. If the accident is of a serious nature, family/guardians will be called immediately. If the school is unable to contact the family/guardians, a doctor will be called or the student will be transported to the nearest clinic for examination.

We will try to contact you at home or at work, as you should assume responsibility for the care of your child. If we are unable to contact you, we will contact the persons designated on your child's emergency form. If all attempts to contact someone fail, your child will remain in school and will be sent home at the end of the day in the same manner in which they came to school. In the event of a medical emergency, 911 will be called and the student transported by ambulance to the hospital. A child will be sent home with a temperature above 100 degrees. If a child has a temperature above 100 degrees, vomits or has diarrhea within the past 24 hours, please do not send him/her to school.

## **Communicable Diseases and Infectious Conditions**

To prevent the spread of contagious diseases, the school needs to be informed of all students with a communicable disease. These include the following: chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, etc. If a student has chicken pox, pinkeye, lice, scabies, impetigo, or strep throat, the student needs to report to the nurse or advisor for clearance to return to school. Families should contact the school regarding readmission guidelines for each particular disease.

## **Immunizations**

State law (MS 121A.15) requires that each student in a Minnesota school be protected from childhood diseases by receiving immunizations. All students new to El Colegio must bring their immunization records or exemption to the school.

# Discrimination Policy

It is the policy of the School Board of Independent District No. 4057 to comply with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, gender, marital status, status with regard to public assistance, age, immigration status, sexual orientation or disability be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore full time or part time under any education program or activity operated by the district for which it received federal financial assistance.

Any student of Independent District No. 4057 who feels he/she/they has been discriminated against in violation of the District's non-discrimination policy may avail himself/herself of filing the grievance with a Staff member.