



Progeny Academy

Family Handbook

2023-2024

This handbook is intended to function as a living document, with changes and additions made based on state statute, district policies, School Board action, and feedback from our school community. For a complete listing of district policies please see the school website.

Introduction	3
Vision, Mission & Goals	3
Contact Information	4
Current Board Roster	4
Administration	4
Office Hours	4
Student Hours & Schedule	4
After School Tutoring and Enrichment	5
Attendance	5
<i>Absences and Consequences</i>	6
<i>Tardiness</i>	6
Consequences for Tardiness	6
Arrival and Dismissal Policy	6
Background Checks	7
Ban on Weapons/Drugs/Alcohol/Tobacco	7
Building Security	7
Bullying	7
Bus/Van Transportation	8
Cell Phone/Personal Electronic use	9
Communication	9
Discipline & Code of Conduct	9
<i>Discipline</i>	9
<i>Code of Conduct</i>	10
Dress Code	12
Emergency Procedures	13
Equal Educational Opportunity	13
Family Involvement	13
Field Trips	13

Food Service	13
Health	14
Other Information and Policies	14
<i>Blankets</i>	14
<i>Damage to Property</i>	15
<i>Food and Water Bottles</i>	15
<i>Pictures or Videos</i>	15
<i>Scholastic Dishonesty</i>	15
<i>Student Belongings</i>	15
<i>Lost and Found</i>	15
<i>Classroom Parties, Birthdays and other Events</i>	15
School Closing Procedures	16
School Supplies	16
Student Device Responsibilities	16
<i>Internet Use Guidelines</i>	16
<i>Filter</i>	16
<i>Family Involvement and Monitoring</i>	17
<i>Taking Care of Student Devices</i>	17
State Assessments	18
Visitors	18
Acknowledgements	18
Family, Student, School Compact	19

Introduction

Progeny Academy Charter School (PACS) is a Minnesota Public Charter School in which any student who lives in the state of Minnesota may enroll. Progeny Academy is authorized by Innovative Quality Schools (IQS).

Vision, Mission & Goals

Vision

Through their experience at Progeny Academy, students will be held to high standards both academically and socially in order to be successful students in their post-secondary career and beyond. In order for this to take place

Progeny Academy staff are committed to working interdependently to provide academic programming that will increase the mental agility of all students. Through a collaborative environment, staff will engage in a strategic learning process by which individual student needs are met academically, socially and emotionally.

Mission

It is the mission of Progeny Academy to support learners in achieving excellence through leadership with next generation innovative educational strategies in science and technology. Progeny Academy is dedicated to provide a safe, supportive learning community founded in high expectations, rigorous academics, and personal accountability that will enable our students to become productive, responsible, global citizens and well-prepared scholars for secondary education and beyond.

Goals

- Improve all pupil learning and all student achievement (per MN Statute 124E.01)
- Create an equitable learning environment where students, families, and teachers will feel valued and empowered
- Promote the pursuit of intercultural competence, proving diversity as an educational strength
- Inspire and improve public schools and their communities through place-based education
- Provide professional development opportunities and invite educational dialogue for and with the greater community
- Build stronger communities, one student at a time

Contact Information

5929 Brooklyn Blvd. (763) 325-9150 info@progenyacademy.org
Brooklyn Center, MN 55429 (763) 325-9151 (fax)

Current Board Roster

Mr. Jeramie Steinert, J.D	Board Chair/Community Member	jeramies@progenyacademy.org
Ms. Yelena Hardkopf, Ed.S.	Director/Teacher Member	yelenah@progenyacademy.org
Mr. Peter Zwach	Director/Teacher Member	pjz@progenyacademy.org

Administration

Nicole Nelson, Ed.S. Executive Director/Cofounder nicolen@progenyacademy.org

Office Hours

Monday-Thursday 8:00am-3:45pm
Friday 8:00am-12:45pm
Weekends and Holidays Closed

Student Hours & Schedule

8:40am-3:30pm Monday-Thursday
8:40am-12:30pm

The academic day at Progeny Academy consists of the following:

Breakfast
Morning Advisory
Language Arts
Reading
Math
Science
Social Studies
Science
Lunch
Physical Education
Intervention/Enrichment
Reflections

After School Tutoring and Enrichment

Students who are in need of additional help to reach mastery will be given the option to sign up for evening tutoring. The tutoring is offered at no cost to the family. During these sessions, students will receive targeted instruction to fill in gaps in skills in the core academic areas. Families will be notified by their advisory teacher if a need is seen and will work with the family to set up tutoring sessions.

PACS also provides additional academic support during school hours through intervention support.

Attendance

Attendance is the first step in ensuring academic achievement. In order for students to achieve academic growth and proficiency they must show and make their strongest effort as school each and every day. At Progeny Academy, attendance is required. Our program is rigorous and every day is essential to ensure that students are able to keep pace with the program. Families are expected to ensure that their children are at school. We ask that students do not miss school unless they are sick or there is an emergency. Excessive absences will be considered a violation of the Student, Family, School compact.

- **Absences:** A student who is not in school for any reason, including student illness, emergency or death in the family, religious holiday (with parent/guardian/guardian's notes), etc. are all considered absences by PACS. **Please call the main office (763-325-9150) by 8AM on a day that your child is absent to let us know that your child will not be at school.**
 - Excused absences: A child may be excused for sickness, religious holiday, or family emergency. After seven excused days, families must provide documentation for all future absences.
 - Unexcused absences: All other absences are unexcused. Absences over seven days that do not have proper documentation are also unexcused.
- **Early dismissal:** Students are expected to stay in school for the entire day. Early pickups are disruptive to the learning environment. We will not release students early without proper notification from the family.
- **How the school will keep track and follow up on absences:** The school will keep records of daily absences. If a student misses school, PACS staff will make reasonable efforts to contact the student's parent/guardian/family by telephone, email, letter or in person. Staff will explain the school's attendance policy and request the support of the parent/guardian/family to enforce the policy. Administration will follow up with families if there is an attendance concern.

Absences and Consequences

Four absences in a Trimester: If a student is absent four times in a Trimester, this is considered a serious issue. At this point, the school will meet with the family to discuss the problem and a plan will be developed.

Seven absences in a Year: If a student is absent seven times in a Year, this is considered a serious issue. At this point, the school will meet with the family to discuss the problem and a plan will be developed.

Nine absences in a Year: If a student is absent nine times in a Year, the student is considered truant. At this point, a formal meeting will be called by the administration to meet with the parents to address the problem.

Twenty-two absences in a Year: If a student is absent twenty-two times in a Year, the student is considered habitually truant. At this point the administration may file a written complaint with the appropriate child services agency. The PACS designee will submit an annual report to the Minnesota Department of Education that reports the number of habitual Truants.

Tardiness

Getting to school on time is a key to your child's success – at school and in life. At PACS, the learning begins the moment the students enter the building. Students who are late miss essential instruction, disrupt the learning of other students, and risk falling behind on our programming.

Late students miss academics and tardiness in general is a bad habit. As we prepare students for future learning and being responsible community members, being on time is a critical and required component to aid them in their growth and success.

Definition of Tardiness: Our doors open at 8:40am each morning. Students must arrive at this time. Students arriving after 8:50am are considered tardy. In cases when the school bus/van arrives late, those students riding are not considered tardy.

Consequences for Tardiness

- Three tardies equals one absence: Every three tardies will equal one absence and be recorded as such in the student's file.

Since every three tardies will be recorded as an absence, **excessive tardiness is a truancy problem**. The administration and support staff may follow up on excessive tardiness. If a student is absent nine times (and some or all of these absences may actually be due to excessive tardiness) a formal meeting will be called to address the problem and prepare an action plan to support attendance.

Arrival and Dismissal Policy

Arrival

- The school officially opens its doors at 8:40am each day. All students and families should enter through the buildings south entrance (Door 2).
- Unless students and families have made an appointment with individual teachers or other staff beforehand, students and families must remain outside of the building before 8:40am.

Dismissal

- Monday – Thursday, the school day officially ends at 3:20pm.
- No students will be allowed to leave the school without an adult escort.
- No student will be allowed to leave the school with an adult that is not their legal guardian unless the guardian has given approval to the school. The approval must include a signed letter with the name(s), addresses and phone numbers of the individual(s) permitted to pick up their child.
- Families MUST submit a release form (provided prior to the school year) listing the names of any individuals, besides parents and guardians who are regularly authorized to pick up their children.
- Families picking up students from school must do so no later than 3:30pm (Monday-Thursday) or 12:30pm (Friday).

Background Checks

All employees and regular volunteers undergo thorough background checks before working with students. Volunteers who have not completed background checks will not independently supervise students.

Ban on Weapons/Drugs/Alcohol/Tobacco

PACS bans weapons on school grounds, in school vehicles and at school events (including bus stops and field trips). “Weapon” means any object capable of threatening or producing bodily harm, including, but not limited to, any firearm (loaded or unloaded), air guns, pellet guns, BB guns, knives, blades, explosives, fireworks, mace, stun guns, poisons, chains, arrows, and objects that have been modified to serve as a weapon. “Weapon” also includes look-alike guns, toy guns, and other objects which have the appearance of a weapon. “Weapon” also includes objects designed for other purposes which are used to inflict or threaten to inflict bodily harm. Students who possess weapons will be subject to appropriate discipline up to and including expulsion. Local law enforcement may be notified, as appropriate.

PACS provides a drug-free and alcohol-free campus. The use, sale or possession of any illegal drugs or alcohol is prohibited on PACS campus, in a PACS vehicle, or at a PACS event (on or off school grounds) and may result in discipline, up to and including suspension or expulsion.

PACS provides a tobacco-free campus. No person shall at any time smoke, chew, or otherwise ingest tobacco or a tobacco product on PACS campus, in a PACS vehicle, or at a PACS event (on or off school grounds).

Building Security

All exterior doors to the school building will remain locked from 8:40am-4:00pm on days school is in session. Between these hours, any visitor to the school go to the west end school entrance (off of Ewing Avenue-Door 3), wait for entrance to be granted by a member of the office staff, and sign in at the front desk. All visitors will be given a visible visitor pass before leaving the office area.

While PACS has exclusive access to the building between 7:00am and 6:00pm on days school is in session, our building is a shared space. The cafeteria space is used by a variety of community groups. Every building precaution is taken to ensure no unauthorized visitors are in the school building during student hours, and no unauthorized visitors are able to enter school spaces at any time.

Bullying

PACS strives to provide a safe, secure, and respectful learning environment for all students. Bullying is objectively offensive, intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students when either there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern, or when the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs. Cyberbullying occurs when an electronic device is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum. Bullying is prohibited on school property, school provided transportation, and at locations designated for students to wait for school provided transportation. Bullying is prohibited during any school-sponsored or school-sanctioned program, activity, event or trip. Bullying is prohibited using school computers, electronic technology, networks, forums or mailing lists. Using electronic technology off the school premises that materially and substantially disrupts a student's learning or school environment is prohibited. Any bullying should be reported immediately to school staff.

PACS will not tolerate retaliation against anyone who, in good faith, reports alleged bullying, hazing, discrimination or harassment. Please refer to district policies 514 (Bullying) and 526 (Hazing) for additional information.

Bus/Van Transportation

Students living within the PACS boundaries are offered transportation to and from school. Ensure students arrive at the bus stop at least ten minutes before their scheduled pickup time. At the beginning of the year and during inclement weather, expect bus delays. Please text the Progeny Transportation Hotline **for questions regarding bus delays/timing at (763-284-5656)**.

Changes to bus stops require two weeks' advance notice. Please call the main office if a change is necessary.

Changes to a student's end-of-day procedures must be communicated to the office by 2:30pm. Students with a procedural change will be given a visible pass designating the change.

Regular transportation provided by the school is a *privilege rather than a right*. Students who do not comply with bus regulations or contribute to unsafe situations on the bus will lose this privilege.

Bus Expectations of Students

Riding the bus is a privilege not a right.

Students will:

- Follow the directions of the bus driver
- Stay seated facing forward
- Talk quietly using appropriate language
- Keep all body parts inside the bus
- Keep arms, legs, and belongings to self
- Refrain from mischief, fighting, harassing, or intimidating others
- Refrain from throwing objects
- Refrain from all eating, drinking, or using tobacco/drugs
- Not bring weapons or dangerous objects on the bus
- Not damage the bus in any way
- Not bring electronic devices

Consequences for not meeting these expectations can include (Non-physical):

First Incident: Warning, review expectations with student, notify family

Second Incident: Warning, assigned seat, parent notification

Third incident: Bus suspension. Conference with student and family
Physical incidents (depending on severity) will result in automatic bus suspension.

Cell Phone/Personal Electronic use

The use of cell phones, ear buds, gaming devices or other personal electronic devices by students during the school day is prohibited. Upon arrival to the school cell phones are to be turned off and placed in the student's backpack. Students are not permitted to access their cell phones until dismissal. Other electronic devices must not be brought to school. If families need to contact their children during the day please contact the school at 763-325-9150 and the student will be notified. Any such device that is visible will be collected and stored in the office of the principal, support staff or designee. PACS is not responsible for lost or stolen electronic devices.

Communication

Communication is crucial to the success of our school. The staff and Board of PACS strive to provide regular, clear communication to our school community. When conflict arises in our community, our practice is to address the issue with the person closest to the situation.

For example, teachers and families communicate directly with the advisory teacher regarding academic and social concerns. Teachers and families communicate with the School Leader if the matter remains unresolved. The School Leader will coordinate a meeting with the affected parties and the Board of Directors when appropriate.

While all staff strive to respond to family communication in a timely matter, the primary focus of teachers and administrators during school hours is the students. As such, responses to communication may be delayed until teachers' next prep time, which may be the following day.

All teachers have phone access at all times during the school day. While these are valuable communication tools, teachers will not respond to parent calls or texts while supervising children. If an urgent need arises, please contact the main office directly at (763) 325-9150.

Social media accounts are our primary way of communicating with the broader community, but enrolled families should expect all pertinent communication to be through either email, text, or printed materials. Parents can anticipate a semi-monthly newsletter and classroom progress reports from either the classroom teacher or the School Leader.

Discipline & Code of Conduct

Discipline

PACS's approach to discipline is founded in a belief that a safe and supportive learning environment is a right for all students. The school will do whatever it takes to make sure that every student is safe (physically, emotionally, mentally, intellectually) and to make sure that every child has the chance to learn without disruption. PACS has high expectations for student behavior, we strive to preserve a focused and supportive learning environment.

Our teachers and support staff use a wide spectrum of strategies to promote positive behavior and correct concerning behaviors. Our team believes in and utilizes and celebrates positive reinforcement whenever possible. We take the time to recognize and celebrate student success throughout each school day.

We also use consequences and a problem-solving approach to redirect negative behaviors.

The school administration and the support staff work to address discipline issues. The school staff work closely with the teachers, families and students to support learning and growth. The administration has the authority to decide on the appropriate consequences for student behavior in alignment with district policies and procedures. The administration may request input from the parent/guardian/family in specific situations, but they retain all decision-making authority with respect to school consequences.

Code of Conduct

Progeny Academy (the "School") is committed to providing a safe and orderly environment in which students can improve their academics and social emotional growth. Students whose behavior does not meet the School community's clearly defined standards for reasonable and accept behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipling policy, none of what we envision for the School can take place. Therefore, we cannot overemphasize the importance of providing a firm and consistent policy. Students and families have a right to attend a safe and orderly school. There will be consequences for infractions. This is the basis of the Code of Conduct. The School reserves the right to amend, supplement, or rescind provisions of the Code of Conduct at any time it deems appropriate, in its sole and absolute discretion, consistent with applicable laws and regulations.

Definitions:

For the purpose of this code the following definitions apply:

- 1) "School" is Progeny Academy that is charged with the responsibility of insuring a safe environment and an atmosphere of learning.
- 2) "Parent" means the parent, guardian or person in parental relation to a student.
- 3) "School property" means on or within any building, structure, outdoor activity areas, parking lot or land contained within the real property line of a public school, or in or on a school bus or van.
- 4) "School function" means any school-sponsored extra-curricular event or activity.
- 5) "Violent student" means a student under the age of 21 who:
 - A) Commits an act of violence or uncontrolled behavior upon a school employee, or attempts or threatens to do so.
 - B) Commits, while on school property or at a school function, an act of violence or uncontrolled behavior upon another student or any other person lawfully on school property or at the school function, or attempts or threatens to do so.
 - C) Possesses a weapon while on school property or at a school function.
 - D) Displays what appears to be a weapon while on school property or at a school function.
 - E) Threatens to use a weapon, facsimile or replica of any type weapon, while on school property or at a school function. In determining whether a threat exists, the victim's perception shall govern.
 - F) Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
 - G) Knowingly and intentionally damages or destroys school property.
 - H) Physically intimidates, threatens or bullies others while on school property or at a school function.
- 6) "Weapons" include, but are not limited to, a firearm as defined in 18 USC § for purposes of the Gun-Free Schools Act, any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, razor, stiletto, switchblade, knife, brass knuckles, slingshot, metal knuckle knife, box cutters, cake sword, electronic dart gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device instrument, material, or substance that cause physical injury or death. However, pursuant to the intent of

the School policy, the administration will have considerable discretion in identifying any of these potentially dangerous implements as a weapon.

Prohibited Student Conduct

Students may be subject to disciplinary

1.0 Engaging in Insubordinate and/or Disorderly Conduct

Examples Include, but are not limited to:

- A) Violating the dress code
- B) Arriving to school/class unprepared
- C) Arriving to school late to school/class without prior notification from family
- D) Not following safety guidelines on school transportation
- E) Misbehaving inside or outside of class
- F) Disrupting class and preventing teaching
- G) Being disrespectful toward staff member or their designee (substitute teacher, etc.)
- H) Showing disrespect towards classmates
- I) Abusive or profane language or treatment
- J) Selling, using or possessing obscene material
- K) Running in hallways
- L) Having gum, food or beverages in class (water bottles are permitted)
- M) Possession of inappropriate property
- N) Defamation-making false or unprivileged statements about another person or group that harm the reputation of the individual or group on or off campus
- O) Cheating, plagiarism, copying others work or allowing others to copy work
- P) Failing to comply with School imposed consequences

2.0 Engaging in Conduct that endangers the Safety, Morals, Health, or Welfare of Self or Others

Examples Include, but are not limited to:

- A) Theft, loss or destruction of personal or school property
- B) Mistreatment or Inappropriate Use of Technology or school property
- C) Violating the civil rights of others
- D) Harassment and/or discrimination of any kind
- E) Hazing
- F) Using or possessing drugs or alcohol
- G) Selling or transferring drugs or alcohol
- H) Using or possessing tobacco products
- I) Selling or transferring tobacco products
- J) Inappropriately using, sharing, or distributing prescription and over-the-counter drugs

3.0 Engaging in Violent, Disruptive and/or Threatening Conduct

Examples Include, but are not limited to:

- A) Committing a physical or emotional act of violence on self or others
- B) Causing bodily harm
- C) Fighting or unwanted physical contact
- D) Playfighting, threatening, bullying, and/or intimidating
- E) Possessing, displaying using or threatening to use a firearm
- F) Possessing, displaying using or threatening to use a mock firearm
- G) Possessing, displaying using or threatening to use a weapon or dangerous object
- H) Committing arson
- I) Setting off a false alarm or making a threat

Students who are found to have violated the School's Code of Conduct may be subject to the following consequences.

- 1) Oral Warning
- 2) Written warning
- 3) Written notification to parent(s)/guardian(s)
- 4) Conference with parent(s)/guardians(s)
- 5) Confiscation
- 6) Exclusion and/or removal from a particular class or event
- 7) Suspension from transportation
- 10) Suspension from activities or privileges
- 11) In-school suspension
- 12) Short-term suspension (five days or less) from school
- 13) Long-term suspension (more than five days) from school
- 14) Expulsion from school

In determining the appropriate disciplinary action, school personnel are authorized to impose disciplinary penalties may consider, among other things, the student's prior disciplinary record.

Discipline of Students with Special Needs

The school recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The school also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The school is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

Please see School District Policy #506 for additional information regarding Discipline, #502-Search of Student Lockers, Desks, Personal Possessions and student's Person for additional information.

Dress Code

The school promotes a positive school environment by instituting high expectations of grooming and dress. Students are expected to dress so that they support academic success as well as meet community standards. The purpose of a dress code is to maintain a safe, respectful and professional learning environment and to ensure all students are treated equitably regardless of gender, gender identification, sexual orientation, race, ethnicity, cultural observance, body type/size, household income, religion, and personal style. We believe students should be allowed to wear clothing of their choice as long as it does not disrupt the educational environment or interfere with safety in school. Appropriate clothing includes clothing that is reasonably modest, commonly decent, covers the body well and is appropriate for school.

Appropriate clothing includes, but is not limited to, clothing appropriate for the weather, for class activities, clean and worn appropriately worn, e.g., pants worn with a belt, shirts tucked in, etc. Tennis shoes are a must for daily gym and recess activity.

Inappropriate clothing includes, but is not limited to, the following:

1. Clothing that shows undergarments. Undergarments must be fully covered.
2. Clothing that are deemed as revealing (i.e. short shorts or skirts, crop tops, sleeveless shirts)
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, violent words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
5. Costumes, capes or props.
6. Going barefoot, wearing slippers and/or pajamas.

7. Hats, hoodies, bandanas, sunglasses, bonnets or headgear of any form (except for medical or religious reasons) are prohibited to be worn on school grounds.
8. Other clothing deemed inappropriate includes pants that are low hanging, pajamas, sweat pants, shirts or pants with holes, shoes that restrict recess/gym participation.

The school is aware that this is a joint effort on the part of the student(s) and guardian(s). When it has been decided by the school administration that a student's attire violates the dress code and/or interferes with the educational environment, the student will be instructed to make necessary modifications and/or may be sent home. Parents will be notified of the dress code violation. Further violations will be actions as deemed appropriate by the School Discipline Procedures and policy.

Emergency Procedures

Procedures are in place to address emergencies that may arise while students are in school, including, but not limited to, fire emergencies, tornados, active shooters, bomb threats and medical emergencies. Students will participate in drills for fires, tornados and lockdowns at points throughout the school year. Given the fear and anxiety that can result from these drills, PACS will strive to inform families in advance of upcoming drills and work together however possible to both prepare students for emergency situations and limit the negative impact of drills.

Equal Educational Opportunity

PACS will provide equal educational opportunities for all students. PACS will not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, gender identification, age, marital status, parental status, status with regard to public assistance, disability, or sexual orientation.

Family Involvement

PACS is committed to fostering a community of families actively engaged in the success of our students, school and community. There are many opportunities to get involved, including serving on the Board of Directors or on a Board committee, volunteering at school or school events, and joining the Parent and Family Group. We encourage all families to connect and engage with each other as we build this community together.

Field Trips

Providing hands-on and interactive learning opportunities is a key component of the PACS model. As such, we expect that students will participate in activities off campus. A general permission slip is available to grant permission for all school sponsored activities during the school day. Students without a signed general permission slip on file will need permission for each off-campus activity. All families will be informed when their students' class has a field trip planned that requires special transportation.

Food Service

Progeny Academy is currently a participant in the National School Lunch Program. As such, meals served must meet federal requirements. At the start of the day, all students will be offered breakfast. Students may choose to

eat this breakfast, bring breakfast from home, or refrain from eating. Students choosing to eat breakfast provided by the school will be required to take all offered breakfast components.

All students will be offered hot lunch in the cafeteria. Students may choose to eat this lunch or bring lunch from home. At this time, students choosing to eat lunch provided by the school will be required to take all offered lunch components.

While PACS will work to accommodate the dietary needs of students bringing meals from home, we are unable to provide refrigerators or microwaves for student use at this time.

PACS is a peanut-free school. To protect our students with peanut allergies, we ask families to refrain from sending students to school with foods containing peanuts. Students are prohibited from sharing food with one another.

All families are requested to complete the Application for Educational Benefits once a year.

Health

PACS works directly with a licensed nurse, but does not have a full-time licensed nurse on staff. Members of the office team are trained to provide limited on-site nursing support to students during the school day.

Each student must have a health information form on file. Please inform the school right away if there are changes in a students' health information.

When possible, families should make arrangements so that it is not necessary for school personnel to administer medication to students. However, there are cases when a student's health and well-being could be compromised by not receiving medication during school hours. When sending any prescription or non-prescription medication to school, families must provide a signed Medication Authorization Form indicating the necessity of any medication, including dosage and administration information. All medication will be kept in locked storage in the school office in the original labeled container.

A student with any of the following symptoms will be sent home from school: vomiting, diarrhea, temperature of 100 degrees or above, suspected or confirmed communicable disease, or other symptoms upon discussion with parent/guardian. A student may return to school after a medical absence when they have been on an antibiotic for 24 hours or have had no vomiting or diarrhea for 24 hours and have been fever free for 24 hours without the aid of a fever reducing medication. A note from a physician is required if a student has been absent for five or more consecutive school days due to illness.

Families will be contacted by PACS in the event of a student injury more severe than a superficial abrasion and following any head or neck injury. In serious medical situations, PACS will first call a student's primary and emergency contacts. If a contact is unable to be reached, PACS staff will determine whether the situation necessitates emergency medical professionals. PACS staff will call 911 in any medical emergency.

Other Information and Policies

Blankets

Blankets are not allowed on the school premises.

Damage to Property

Willful or deliberately defacing or destroying of any property belonging to the school district, staff, or others will result in restitution and/or referral to the Brooklyn Center Police Department.

Food and Water Bottles

Students are not allowed to have food in the classrooms or hallways. All food shall be consumed in the advisory for breakfast and cafeteria for lunch. Teachers may sometimes allow food in class for a specific period. Students are only allowed to use a water bottle throughout the day to drink water. Pops, juices, flavored water mixes, coffee, etc. are not allowed for students during the school day.

Pictures or Videos

At no time are students allowed to take pictures with personal cameras, cell phones, or any other recording devices due to student data privacy issues. The recording, posting, and sharing of videos, or pictures, promoting negative behavior will result in disciplinary actions.

Scholastic Dishonesty

Scholastic dishonesty, which includes but is not limited to, cheating on a school assignment, plagiarism or collusion is not acceptable. At all times students are expected to complete their own work as assigned or directed by the teacher. Failure to do so may result in a loss of points on the assignment/test, or a student will be required to redo the assigned work as determined by the teacher.

Student Belongings

Students who disrupt class for any reason are violating school rules. This rule applies to students' personal possessions as well. Items including, but not limited to money, blankets, game cards (Yugio Cards, Pokemon Cards, baseball cards, basketball cards, etc.) portable electronic games, toys portable electronic devices and cell phones are not allowed in school. Students who violate this rule will have their item(s) confiscated until the item(s) is/are picked up by the family and will be subject to consequences. Repeated violations will result in indefinite confiscation irrespective of any costs or fees students and/or families may incur as a result. The school is not responsible for the loss of student belongings that are brought to school.

Lost and Found

The school will keep a small lost and found box near the main office. Parents/guardians may come in to search the lost and found during school hours. At the end of every Trimester, items left in the box will be donated to a local charity.

Classroom Parties, Birthdays and other Events

Classroom parties and event information will be shared with families through their advisory teachers. We ask that families contact the school prior to bringing items to share to school to ensure safety as well as adhere to the school wellness policy.

School Closing Procedures

Please see the PACS calendar for scheduled school days for the 2023-2024 school year. **Please note that we do not follow the Robbinsdale Area Schools Calendar.** School may be cancelled when school leadership believes the safety of students or staff is at risk. School cancellations will be sent via e-mail and text to all families through JMC. In emergency weather scenarios, PACS will follow the closure decisions of Robbinsdale Area Schools.

School Supplies

PACS has a suggested school supply list that is posted on the website each year for its grades. However, most of the school supplies will be provided by the school. Families are always welcome to make donations to our shared stock of supplies or make a financial contribution towards the purchase of shared supplies.

Student Device Responsibilities

Student devices are owned by PACS and loaned to students. Students are expected to use the device and school accounts for school appropriate uses as indicated by policy 524: Internet Acceptable Use.

Internet Use Guidelines

Access to the Internet is a privilege. Use it to locate, use, and exchange information. Students are expected to abide by the following guidelines. Violations of these guidelines will result in disciplinary action and possible loss of access privileges.

- Use the Internet for educational purposes related to school or class activities.
- Online interactions should happen as respectfully as in a classroom space.
- Respect current school policies and behavior standards; be polite and use appropriate language.
- Respect the rights of others
- Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
- Accurately represent yourself, but don't reveal your personal address or phone number or anyone else's.
- Online activity isn't private. People who manage the system have access to electronic documents and website history.
- Respect the network. Use Internet resources wisely and respect system security.

Filter

Internet traffic on student devices is filtered similarly whether on a home or school network. This filter blocks content in compliance with the Children's Internet Protection Act ([CIPA](#)), including content that is obscene, pornographic, or harmful to minors. No filter is perfect. Like at school, the best "filter" is a combination of supervision and teaching students to make good decisions about what they access and share online.

Security: Students must not allow others to use their network accounts (both Internet and School accounts). Network storage areas may be treated like school lockers. Designated school personal may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect to files stored on school file servers will always be private.

E-Mail: All student emails should be used respectfully and for their school intention only.

Chat and User Groups: Student use of chat and user groups is not allowed without appropriate approval from the supervising teacher.

Copyright and citations: Any copyrights materials are subject to fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited. The use of internet sources without proper citation constitutes plagiarism.

Downloading: Downloading from the internet without approval from a teacher is not allowed.

Private Internet Providers: Students may not use school computers to access private internet providers.

Family Involvement and Monitoring

Families can help students learn responsible use by:

- helping students learn the difference between educational and personal use
- monitoring use and activity of the student device
- agreeing on guidelines for home use & establishing a routine for charging
- checking the internet history (on the Chromebook go to then History)

Taking Care of Student Devices

Students are expected to care for devices as they would any other school property. Some guidelines for care include:

- Carry it safely in a case or backpack
- Bring it fully charged each day
- Report any damage or issues to the advisory teacher immediately
- Keep it dry and don't eat or drink near the device.
- Refrain from sharing from classmates, family members, etc.
- Store the device in a safe place when not using it at home.

If the student device is damaged, lost, or stolen:

Problem	Examples	Action Required by Student
Level 1 Damage: Doesn't impact the performance - still usable Fee: None	dinged corner, scratches, dents cracked screen in corner	Report to school when it starts to interfere with performance.
Level 2 Damage: Affects performance of the device Fee: \$25	cracked screen power supply damaged or lost, missing/broken keys	Report to school immediately.
Level 3 Damage: Totaled or Lost Fee: \$75	device is lost or damaged beyond repair as determined by district tech	Report to school immediately.
Lost Charger Fee: \$15	The charger is lost or damaged beyond use.	Report to school immediately.

Vandalism Fee: full cost of repair or replacement	intentional damage	School may file a police report.
Theft Fee: \$0		At school, report to the principal. Outside of school, file a police report immediately.

State Assessments

As students in a public Minnesota charter school, 3rd through 8th grade students will take the Minnesota Comprehensive Assessments (MCAs) in both reading and math. 5th grade and 8th grade students will also take the MCAs in science. Parents/guardians have a right to not have their student participate in state-required standardized assessments. To exercise this right, parents/guardians must complete a refusal form available on the school's website.

Visitors

As we build an inclusive school community, we welcome visitors in to learn and grow with us. Any visitor, known or unknown, must go to door 3, located on Ewing Avenue and call the school number (763-325-9150), wait for entrance to be granted by a member of the office staff, and sign in at the front desk. All visitors will be given a visible visitor pass before leaving the office. For planning purposes, we ask that visitors arrange their visit with the school or classroom teacher prior to arrival whenever possible. As a courtesy, if you wish to visit your child's class, please notify the teacher a day prior.

Acknowledgements

In developing this document, the PACS notes that the following schools/districts were referenced: Minneapolis Public Schools, Prodeo Academy, Robbinsdale Area Schools, St. Paul Academy of Northern Lights, Wayzata Public School. Additionally, the handbook aligns with district policies and procedures of Progeny Academy.

Family, Student, School Compact

Student	Parent/Guardian	Teacher
<p><i>As a student at Progeny Academy, I agree to:</i></p> <ul style="list-style-type: none"> • Make the school a safe and orderly environment so that my classmates and I can succeed academically and personally. • Arrive at school on time, attend my classes prepared to think, work and learn and do whatever it takes for me and my fellow classmates to learn. • Complete my daily homework, assignments, tests, and class work thoughtfully, carefully and on time. • Be respectful and courteous to my classmates, my teachers, and all other members of the Progeny community. • Adhere to the dress code. • Adhere to the Code of Conduct. • Carry myself with pride and dignity and behave in a manner that protects the safety, interests, and rights of all individuals in the school community. • Be held accountable for my actions and accept responsibility for making Progeny Academy a safe and supportive learning environment for all. 	<p><i>As a parent/guardian at Progeny Academy, I agree to:</i></p> <ul style="list-style-type: none"> • Make the school a safe and orderly environment so that my child and their classmates can succeed academically and personally. • Make sure that my child arrives at school on time, attends all of their classes prepared to think, work and learn and do whatever it takes them and their fellow classmates to learn. • Help my child do whatever it takes for them to learn. • Monitor my child’s daily homework, assignments, tests, and class work thoughtfully, carefully and on time. • Try to read with my child daily, limit television and screen time and encourage reading for fun. • Actively communicate in my child’s education. • Communicate respectfully and regularly with my child’s teachers and make myself available to my child, the school and any concerns they may have. • Follow all guidelines set forth by district policies, procedures and family handbook. • Be held accountable for my actions and accept responsibility for making Progeny Academy a safe and supportive learning environment for all. 	<p><i>As a teacher of Progeny Academy, I agree to:</i></p> <ul style="list-style-type: none"> • Make the school a safe and orderly environment so that my child and their classmates can succeed academically and personally. • Arrive at school on time, prepared to teach. • Develop lessons that reflect passion for and knowledge of my subject, assign work that is challenging and engaging, and assess student progress thoughtfully, fairly and regularly. • Help all my students in the best way I know and do whatever it takes for them to learn. • Be respectful and courteous to all of the members of the Progeny Community. • Communicate respectfully and regularly with my student’s parents/guardians and make myself available to my students and their families, the school and any concerns they may have. • Be held accountable for my actions and accept responsibility for making Progeny Academy a safe and supportive learning environment for all.

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____