

# Family Handbook

## 2024-2025



“Learning in a Family Environment”

LIFE PREP  
930 Geranium Avenue  
Saint Paul, MN 55106  
(651) 793-6624  
[lifeprepschool.org](http://lifeprepschool.org)

## VISION STATEMENT:

**LIFE Prep** ignites a desire to achieve and inspires students' hope for a bright future. Students develop self-confidence through their accomplishments and are empowered to pursue their dreams.

We provide encouragement and a foundation for perseverance; preparing students to thrive as individuals on a successful life path.

## MISSION STATEMENT:

**LIFE Prep** puts students first. Our success in closing the achievement gap comes from a commitment to academic accomplishment through the delivery of a rigorous curriculum.

The inclusive multicultural community is a safe place to learn and overcome adversity.

Learning In a Family Environment empowers students to **create their own path**.

## CORE VALUES:

LOVE~LEARN~ACHIEVE~SUCCEED

## SCHOOL LEADERSHIP

Leah Jones, Executive Director

Christyna Sherrod, Assistant Director

Kelsey Nelson, Chief Operating Officer

## BOARD OF DIRECTORS

|                       |           |                  |
|-----------------------|-----------|------------------|
| Nou Yang              | Chair     | Community member |
| Madison Theusch       | Member    | Teacher          |
| Christine Obermueller | Secretary | Teacher          |
| Katie Schlosser       | Member    | Teacher          |
| Beth Larson           | Member    | Teacher          |
| Gillian Swaby         | Member    | Community Member |
| Samantha Kilgore      | Member    | Parent           |

### **Statement of Non-Discrimination**

LIFE Prep does not discriminate because of sex, creed, color, religion, national origin, marital status, with regard to public assistance, sexual orientation or any other protected class status defined by state or federal law.

### **Grades Served**

LIFE PREP serves students from Pre-K through sixth grade.

### **Hours of Operation**

LIFE Prep is open from 8:20 a.m. to 3:15 p.m. Before-care is from 6:30am-8:20 a.m.

### **Enrollment Process**

LIFE Prep is a public school that serves students PreK-6<sup>th</sup> grade. Once enrolled, all students will be screened for reading and math proficiency to aid in serving their individual needs. To enroll in our school, an initial application is needed. Information about our school and programs will be shared with the family and you may tour the building if you like. As we try to keep our class sizes small, once capacity for a class is reached, your child may be placed on a waiting list. Returning students and siblings who turn in their enrollment forms on time will have first placement.

### **Uniform Policy**

All children attending LIFE Prep are required to wear uniforms. Our school colors are black, royal blue, navy blue and khaki. Uniforms unite us as a community. When you look at a group of students in a LIFE Prep uniform, it is a powerful visual statement of our community.

Uniforms reduce distractions and clothing competition. They eliminate worry about purchasing and planning outfits. Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.

Uniforms look professional. Students look neat when they arrive at school with shirts/blouses tucked in and uniform items clean. The students come mentally prepared for school and “dressed for work”.

Uniforms provide security. Most importantly, as a security measure, uniforms provide us the ability to identify all of our students inside or outside the building.

### **Uniform Guidelines**

*Every single child MUST come dressed in a LIFE Prep Uniform everyday. Parents will be called to bring the child the proper uniform.*

**SOLID COLORS – BOTTOMS**      Black or Khaki (See descriptions below)  
**TOPS**                      Royal Blue, Navy Blue or Black

**MATERIALS:** Cotton, Twill or Corduroy

### **NOT ACCEPTABLE:**

- **No Denim, Sweats, Spandex or Stretch materials**
- **No writing, decoration, logos on any clothing**
- **No oversized clothing of any kind**
- **No T-shirts or sweatshirts with a hood**
- **No tank tops, camisoles, shells or sleeveless shirts/tops**
- **No cargo/carpenter pants or shorts**

- No Capri or stirrup pants
- No gym shorts

### **PANTS AND SHORTS**

- No more than one size larger
- No stripes, loops, pockets, tears or slits
- Must be hemmed and worn at waist

### **POLO SHIRTS, DRESS SHIRTS, AND BLOUSES**

- Long or short sleeve with collar, solid uniform colors, no stripes or lace, no t-shirts, no writing/logos-  
MUST HAVE COLLAR
- Cotton or polyester-cotton only, no ribbed material
- Must be tucked in

### **SWEATSHIRTS AND SWEATERS**

- Solid black, navy blue, or royal blue
- Pull over sweatshirts only
- Must wear collared uniform shirt underneath
- Sweaters must be cardigan style or pullovers

### **SKIRTS AND SKORTS**

- No more than one size larger than waist
- Solid black or Khaki
- No slits, designer zippers or decorations
- Must be hemmed and worn at waist
- Length with arms down 2 inches below finger tips to the knee

### **JUMPER**

- Solid black or Khaki
- No more than one size larger-must be hemmed
- Length with arms down 2 inches below finger tips to the knee
- White, Royal Blue or Black collared shirt may be worn underneath

### **JACKETS/OUTER WEAR, CAPS AND HATS**

- No bandanas, or skull caps
- Hats, caps, headbands or sweatbands worn outside only
- Hats and caps worn forward outside only
- No jackets or outer wear inside the building

### **SHOES**

- No boots worn in classrooms
- Gym shoes required for gym
- No crocs or sandals
- All shoes must be closed toe

### **OTHER**

- Leggings and thermal wear under pants only
- No toys or electronic equipment

### **Back Packs and Coats**

Coats are to be worn outdoors only. When in the building, they should be stored in lockers or classroom closets. We encourage every student to have a backpack or book bag. Backpacks and book bags are to be used to transport materials between home and school. Students may not use backpacks or book bags during the school day (between classes) because of safety and organizational issues. Weather permitting, children will go outside daily we will stay inside if the temperature is below zero. It is recommended that students have a jacket, coat, or sweatshirt on hand in case the weather suddenly changes. During the winter season snow pants, hats, boots, and mittens or gloves are needed. Please label all items with your child's name.

### **Special Education**

LIFE Prep is committed to fulfilling the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. The fundamental principles behind these federal laws are that students with disabilities are provided a free and appropriate public education in the least restrictive environment. This means

that the district has systems in place to identify, evaluate, and provide educational services to students with disabilities in a manner that is as similar to their non-disabled peers as deemed appropriate.

Parents and students have a right to request an evaluation if they suspect the student has a disability that affects their educational progress. The district employs licensed special education teachers, therapists, and psychologists to conduct the evaluations. Parents and students have right to be a part of the educational team that determines the methods of evaluation, the interpretation of the evaluation results, and the development of the Individual Education Program (IEP) or 504 Plan should one be required. Parents and students who have questions regarding the process can contact the school principal or the special education coordinator

### **Meal Program**

Students may participate in our breakfast and lunch programs or they may bring their own from home. Breakfast and lunch are free to all students of LIFE Prep. Please notify the school if your child has any severe food allergies. Teachers eat lunch with the students to model positive manners and behavior.

### **Child Abuse Reporting**

LIFE Prep staff members are mandated by state law to report any suspected child abuse or neglect. This means that if we know or have reason to believe a child is being physically, mentally, or sexually abused we are required to contact the Child Protection Services of Ramsey County. If we suspect a child is being neglected, we also must report that. All reports will be made verbally or in writing and will include the child's name, the name and address of the alleged perpetrator (if known) and the extent of the injuries.

### **Leaving School Grounds**

Students are not allowed to leave school grounds at lunch or any other time unless they are accompanied by a staff member or parent/guardian.

### **Student Lockers**

Students may be allowed to use school lockers to store personal property. This is a privilege, not a right. The privilege of using lockers is extended on the condition that lockers are kept clean and in good condition. Parents/Guardians shall be financially responsible for any locker damage their child causes. Staff members have the right to check student lockers for any reason. **No locks may be used.**

### **CELL PHONES and PERSONAL ELECTRONICS**

Cell phones and personal electronics are a distraction to the learning environment. LIFE Prep asks that you have

your students leave their cell phones and electronics at home during the school day. For those students that choose to bring their cell phones or electronics with them to school, we ask that students keep them in their personal belongings and not visible to others in their lockers. LIFE Prep will not be held responsible for lost, broken or stolen electronic devices.

At LIFE Prep, we have a No Cell Phone and Electronics policy. Cell phones and personal devices will not be allowed during school hours (6:30 am - 3:15 pm).

1. All personal phones and electronics (gaming devices, ipads, headphones, earbuds, etc) are not allowed to be used during school hours.
2. They are to remain at home, or in lockers. Students are not allowed to carry their phones or electronics on them.
3. Phones and electronics will be collected and left in the office if there is repeated use. A parent /guardian will need to come to school to pick the phone/electronic device up.

If you need to reach your student in an emergency situation, please call the school at [651.793.6624](tel:651.793.6624).

### **Handbooks Statement to Parents/Guardians**

The LIFE Prep staff maintains a safe and caring school environment. The support of parents and guardians is important for consistency in the mind of each student. Therefore, it is our expectation that by sending your child to LIFE Prep, you will fully support the policies, procedures and consequences set forth in this handbook.

#### **At LIFE PREP We Believe...**

- ✚ Respect, perseverance, integrity, compassion and unselfishness are character traits to foster in our students.
- ✚ Student academic achievement is the result of guidance, high expectations, hard work and inspiration.
- ✚ Relationships with positive role models challenge our students and give them the promise of personal fulfillment.
- ✚ Ethnic and cultural diversity within our educational setting expands our worldview and enriches our humanity.
- ✚ Parents are important to their child's success in school as partners in academic success

### **Discipline**

*All discipline matters are under the discretion of the administrative staff.* It is always our goal to return the students back to class so that learning can continue for everyone. **\*\*Please note that we cannot discuss the discipline of another student with you even if the situation involved your child. Doing so is in violation of the national Data Privacy Act.**

#### **LIFE Prep Discipline Plan**

##### **Beliefs**

- We believe that positive, respectful, and caring relationships are the key to student success at school.
- We believe that everyone should be accountable for their actions.
- We believe that teaching students appropriate behaviors is the most effective way to prevent and/or change negative behaviors.
- We believe that building a strong and caring classroom culture prevents negative behaviors.
- We believe that in some situations, punishment can be an effective tool for preventing or changing negative behaviors; however, in some situations it is not an effective tool for preventing or changing behaviors.
- We believe that all students are unique and that the methods used for accountability will depend on the student.
- We believe that students are capable of repairing the harm they have done or making negative situations better in the future.

## Levels of Infractions

### Level 1

**Level 1** infractions are acute and minor, but must be addressed by an adult. These behaviors should be handled in the classroom or in the setting in which the behavior occurred. Examples include...

- Refusal to comply with reasonable requests
- Disruptive behavior
- Name calling or inappropriate language
- Disrespectful behavior
- Out of acceptable area behaviors
- Unsafe behavior

### Level 2

**Level 2** infractions are disordered behaviors directed toward another person. **Level 2** infractions may also be repeated or significant incidents of **Level 1** infractions. Examples of **Level 2** infractions include...

- Swearing at another person, bullying, or hazing
- Cyberbullying & social media threats
- Improper use of technology
- Cheating & plagiarism
- Possession of controlled substances (over the counter drugs or tobacco)

### Level 3

**Level 3** infractions are targeted at or targeting others. **Level 3** infractions also compromise the safety of the physical environment. Finally, **Level 3** infractions may be repeated or significant incidents of **Level 2** infractions. Examples of **Level 3** infractions include...

- Fighting, threats, or intimidation
- Extortion, theft, or vandalism
- Tampering with safety equipment
- Possession of stolen items
- Opening the bus emergency door without legitimate reason

### Level 4

**Level 4** infractions present immediate and significant health and safety issues. **Level 4** infractions may also be repeated or significant incidents of **Level 3** infractions. Examples of **Level 4** infractions include...

- Possession or use of illegal drugs and alcohol
- Assault
- Theft or vandalism greater than \$500
- Terroristic threats
- Incitement of a riot

### Level 5

**Level 5** infractions are extreme behaviors. Examples of **Level 5** infractions include...

- Weapons possession or use
- Arson or pyrotechnics
- Sale of drugs or alcohol
- Severe assault
- Sexual assault
- Robbery

## Responses to Behavioral Infractions

| Level of Infraction | Skill-Based Supports | Restorative Practices | Staff or Administrative | Optional Administrative |
|---------------------|----------------------|-----------------------|-------------------------|-------------------------|
|---------------------|----------------------|-----------------------|-------------------------|-------------------------|

|         |                         |  | <b>Actions</b>   | <b>Removals</b>                                      |
|---------|-------------------------|--|--|--|
| LEVEL 1 | Reminder & Redirection  | Quick Skill Coaching   | Review of 4 Behavior Pillars   |  |
|         |                         |  | Review of expectations in the space in which the infraction occurred                           |  |
|         |                         |  | Classroom or non-classroom supports  |  |
|         |                         |  | Seating change   |  |
|         |                         |  | Loss of privilege  |  |
|         |                         |  | Time out of class is less than 15 minutes  |  |
| LEVEL 2 | Reteaching              | Guided Restorative Conversation  | Buddy room   | In-school removal from instruction (one day or less) |
|         | Buddy Room              | Reflective Essay (student writes about the background and the feelings associated with the infraction and what they will do differently) | Contact parents and/or ask for a conference  |  |
|         | Take-a-Break Pass       | Circle of Power and Respect (CPR) /Peacemaking Circle  | Develop a student skill plan (teacher directed w/ ongoing check-ins)                           |  |
|         | Skill Coaching          | Restorative Plan   | Develop a classroom intervention plan (teacher directed w/ data collected and discussed daily) |  |
|         | Self-Charting Behaviors |  | Formalize “check-in/check-out” plan with a trusted adult                                       |  |
|         |                         |  | Loss of privilege  |  |
|         |                         |  | Refer to Student Assistance Team (SAT)   |  |
| LEVEL 3 | Conflict Resolution     | Restorative Plan   | Refer to Student Assistance Team (SAT)   | In-school removal from instruction (one day or less) |



|         |                |                         |   |   |
|---------|----------------|-------------------------|---|---|
|         | Skill Coaching | Restitution             | Loss of privilege   | Out-of-school removal from instruction (one day or less)      |
|         |                | Mediation               | Conference with student student, parent, teacher, and assistant director or principal |   |
|         |                |                         | Loss of transportation for no more than one day (for infractions on the bus)          |   |
| LEVEL 4 | Skill Coaching | Restorative Plan        | Conference with student, parent, teacher, assistant director, <u>and</u> principal    | Out-of-school removal from instruction (not to exceed 5 days) |
|         |                | Restitution             |   |   |
|         |                | Mediation               |   |   |
|         |                | Family Group Conference | Loss of transportation for up to 5 days (for infractions on the bus)                  |   |
| LEVEL 5 | x              | x                       | Conference with student, parent, teacher, assistant director, <u>and</u> principal    | Out-of-school removal from instruction (5 days or more)       |
|         |                |                         |   | Recommend for expulsion                                       |
|         |                |                         | Loss of transportation for up to the entire school year                               | Consult with or refer to local law enforcement                |

**Drugs, Alcohol, Tobacco**

LIFE Prep is a drug-free school. Use of drugs, alcohol and tobacco are detrimental to a student’s growth and development. Possessing, distributing and being under the influence of such chemicals or related paraphernalia on school property or at school related functions will result in immediate suspension. Parents will be contacted and law enforcement agencies will be contacted when required.

**LIFE PREP WEAPONS POLICY**

## **I. Purpose**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

## **II. General Statement of Policy**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

## **III. Definition**

### **A. "Weapon"**

- a. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns, pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing star, explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- b. No student shall possess; use or distribute any object; device or instrument having the appearance of a weapon and such object, device or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- c. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" shall include a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

## **IV. Consequences for Weapon Possession/Use/Distribution**

A. The school district takes a firm position in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons may include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Recommendation to the Director of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school shall be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

## **V. Policy Application to Instructional Equipment/Tools**

While the school district takes a firm position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

## **VI. Administrative Discretion**

While the school takes a firm position on the possession, use or distribution of weapons by students, the Director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **Harassment and Bullying**

Any form of harassment including, but not limited to: sexual, racial, religious, in regards to mental status or social group is not tolerated at LIFE Prep. Bullying in any form, be it physical or verbal is not tolerated at LIFE Prep. If a student is being bullied, notify your teacher right away.

## **LIFE Policy 532 Adopted: 8/2004 532 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to Promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. LIFE Prep cannot monitor the activities of students at all times and eliminate all incidents of bullying between all students particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the education environment of LIFE Prep and the rights and welfare of its students and is within the control of the school in its normal operations, it is the intent to prevent LIFE Prep's bullying which have not been successfully prevented. The purpose of this policy is to assist LIFE Prep in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on LIFE Prep property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of LIFE Prep shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with LIFE Prep policies and procedures. The school may take into account the following factors:
  1. The developmental and maturity levels of the parties involved;
  2. The levels of harm, surrounding circumstances, and nature of the behavior;
  3. Past incidences or past or continuing patterns of behavior;
  4. The relationship between the parties involved; and
  5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate

bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from LIFE Prep property and events and/or termination of services and/or contracts.

G. LIFE Prep will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of LIFE Prep is found to have violated this policy.

### **III. REPORTING PROCEDURE**

- A. Any Person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate official designated by this policy. A student may report bullying anonymously, but action may not be taken against
- B. The director or the director's designee is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to the director.
- C. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the director immediately.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- F. LIFE will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the LIFE Prep's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

### **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of bullying, LIFE Prep shall undertake or authorized an investigation by school officials or a third party designated by the school.
- B. LIFE Prep may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, LIFE Prep will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. LIFE Prep action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. LIFE Prep is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the partner(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

### **Toys from Home**

Unless it is for a "show-and-tell" event, we ask that students not bring toys from home to school. THIS INCLUDES FIDGET SPINNERS. Any toy that interferes with the learning environment will be confiscated by the teacher. LIFE Prep cannot be held responsible for items brought from home that are stolen or lost. A toy that resembles a weapon of any kind is under our no-tolerance weapon policy and will be immediately confiscated and will not be returned.

### **Absences**

Attendance is the first step in ensuring academic achievement. At LIFE Prep, regular attendance is required. Our curriculum is an ambitious one; attendance is essential for students to keep pace with their class. Families are expected to ensure that their children are in school. Please do not allow your child to miss a day of school except for serious illnesses. All Absences - "Excused" and "Unexcused" - are considered absences

According to Minnesota State Law, all children between the ages of 5 and 17 are required to attend school. When a child has been absent without lawful excuse for two days, the school will send home a letter informing the parent/guardian. After the third unexcused absence, the student may be referred to the Ramsey County attorney's office Truancy Intervention Program (T.I.P.). State law defines a child who has missed seven or more days without notification of lawful excuse as a "habitual truant."

**If your student will be tardy or absent for any reason, you must notify the office by 8:30 a.m. by a phone call, in person, by email or in writing. If you know in advance that your child will be absent (i.e. dentist/doctor appointment, vacation, etc.), please send a written notification to the school.**

If we do not receive notification of an absence and your student is absent, the school will contact the parent/guardian by phone to determine the reason for the absence. Any student absent for 15 consecutive days will be automatically dis-enrolled. Absences that are excused are: illness, death of a friend/family member, religious ritual, home fire, dental/doctor appointments. Absences are unexcused regardless of parental notification if they are for: missing the bus, taking care of a younger sibling, staying up too late the night before. If you have unusual circumstances and your child needs to be out of school for any period of time, please contact the classroom teacher to make special arrangements.

### **Tardiness**

School begins at 8:20 am (as measured by the school's clocks)

Students arriving after 8:20 a.m. are marked tardy. In cases when a school bus arrives late, those students riding the bus are not considered tardy.

Under Minnesota Law (120-A-22 subd. 5a), children must attend school 95% of the time until they are 17 years old. This means that a child should have no more than eight (8) excused or unexcused absences in a school year. Three (3) unexcused tardies are equal to one (1) unexcused absence.

Getting to school on time is key to your child's success – at school and in life. At LIFE Prep the learning begins from the moment students walk in the door. Students who are late miss essential instruction, disrupt the learning of other children, and risk falling behind in our ambitious curriculum.

### **Contact Information**

For the safety of your student, it is of the utmost importance that LIFE be able to reach a parent/guardian or other family member/emergency contact ***at all times***. Unforeseen illnesses and playground accidents do occasionally occur and we must be able to notify you in cases of emergency. **IF YOU MOVE OR CHANGE PHONE NUMBERS, NOTIFY THE OFFICE AS SOON AS POSSIBLE.**

### **Before School Care**

Before care is offered to our students for a fee. Before care starts at 6:30am. In the event that you will not be able to pick up your child on time, please contact a back-up person to pick up your child and notify the site immediately of the arrangements.

### **Late Pick Up**

A late pick up fee of \$1.00 per minute per child past 3:20 pm will be assessed. Late fee will be added to your account. Your child's care maybe terminated due to repeat instances of late pick up.

Attempt to Contact Time Frame:

After 5 minutes: Call parent

After 10 minutes: Call emergency contacts listed for child

After 606 minutes: Call the police

If you are more than one hour late, and we are unsuccessful reaching you or an emergency contact person, the police will be called for further assistance.

### **Calendar**

A copy of the school calendar is available on the website and sent in the summer mailing. School closures coincide with holidays, parent-teacher conferences and staff training days. Any changes made to the school calendar will be sent home with your student or sent by mail. Please attempt to schedule any family vacations on days that we do not have school so your child receives the maximum amount of educational services.

### **Inclement Weather/Snow Days**

The school will close during extreme weather or when the temperature is unsafe for children to wait outside for buses. School closure due to weather is up to the discretion of the director. In the event of possible school closure, watch the local television channels (4, 5, 9 and 11) to see if LIFE Prep is listed. The school will utilize an automated calling system to notify parents via phone. We must have an updated phone number for your to be notified this way. Closings will also be emailed out to families.

### **Teacher/Parent Communication**

Families will receive a weekly newsletter from the classroom teacher. These forms of communication are extremely important to help keep you informed. Please read each newsletter carefully for important updates such as school events, early release days, lunch menus and days off. You can also check the website at [www.lifeprepschool.org](http://www.lifeprepschool.org).

### **Immunizations /Health and Safety Procedures**

We must comply with the Minnesota state immunization law regarding student health, immunization and physical examinations. The immunization form is due the before the first day of school. If your child's immunization records are not received by the first day of school, your child may not attend LIFE Prep. Children must be symptom-free or on medication for 24 hours before returning to school. If your child becomes ill while at school, parents/guardians will be notified and asked to pick up the child. If neither parent is available, the emergency contact person will be contacted. If there is an emergent health risk, we will call 911 and then notify the parent.

### **Accidents**

If a child has a minor injury while at school, a staff member will attend to the child and inform the parent in writing or verbally and in writing. First aid such as cleaning an abrasion with soap and water and applying a bandage will be done at school. Any further treatment of a wound must be done at home. If a serious accident occurs that requires medical attention, a staff member will contact the parent immediately so that the child can receive the necessary medical attention/treatment and an accident report will be completed and sent home. If an emergency situation occurs, a staff member will call 911 and then immediately call the child's parents/guardians. After 911 is called, it is the responsibility of the paramedics to decide on the appropriate treatment. Any child requiring emergency treatment will be taken to the nearest available medical facility. The parent will be responsible for any incurred medical charges.

### **Infectious/Communicable Diseases**

Parents must contact the school within 24 hours if their child contracts a contagious reportable disease such as headlice, scabies, impetigo, ringworm, measles, meningitis, mumps, etc. If any of these diseases are reported, the school will notify all parents whose children may have come into contact with the infected student and provide specific guidelines for the safe return of the child to school.

### **Medications**

**Prescription medications** will only be given with a signature from the doctor & parent on the medication form that we provide and can only be dispensed from the original prescription container where the child's name, dosage and administration times and current date are provided on the label.

**Asthma**-If you have a child with asthma, we need a current Asthma Action Plan in the beginning of every school year. We cannot administer inhalers without this action plan.

**Epipen**-If you have a child with an allergy that requires an epipen, we need a current Anaphylaxis Plan in the beginning of every school year. We cannot administer epipens without this Anaphylaxis Plan.

**Non-prescription medications** such as acetaminophen or ibuprofen can only be dispensed with a signature on the medical form that we provide. We cannot administer any type of medication without this form signed by the parent.

All medication will be kept in at the front office in a locked cabinet or refrigerator as necessary. ALL medication, epipens & inhalers MUST be picked up at the end of every school year.

### **Crisis Team and Lock Down Procedures**

LIFE Prep has established a comprehensive crisis intervention plan. Our team is prepared to manage and resolve any crisis that may impact our school. There may be a time when it is necessary to keep your child in the classroom for safety reasons. We have emergency lock-down procedures and these will be explained to your child by the classroom teacher and practiced five times per school year. Should an emergency situation occur and the school need to be evacuated, students will be taken to school. Proper communication will be sent to parents if this occurs.

### **Fire Drills**

Evacuation routes are posted in each room of the building. They will be thoroughly explained and rehearsed with students five times per school year. When the alarm sounds, students should evacuate the building quietly under the constant supervision of a staff member. There is to be no talking while in line for the duration of the drill.

### **Tornado Warnings**

Tornado procedures will be explained to students. Should a tornado warning occur in Saint Paul, students will seek shelter with their class and the teacher will give further instructions. Students will remain in the shelter area until the "all-clear" signal is given. Student will practice a tornado drill one time per school year.

### **Parent Involvement**

It is our goal to work in partnership with families to provide the best possible education for your child. What happens at home has a direct effect on what happens at school. If there are changes in your home, please bring them to our attention so that we can be aware of and sensitive to what may cause changes in your child's behavior,

mood and academic performance. In the same fashion, if you notice significant changes in your child at home, please don't hesitate to let the school know so that we can work with you in the best interest of your child.

### **Conferences**

Parent/Mentor/Teacher conference days are scheduled at the midterm in the fall and spring. This is an opportunity to communicate school progress as well as to cooperatively set goals for students. Other conferences may be requested by the teacher or parent as needed and a specific day and time will be scheduled.

Conferences are held by appointment. Please make every effort to attend conferences when they are scheduled.

### **Computer Usage**

Students are allowed to use the school computers for no more than 20 minutes daily. Access to the computers at school is a privilege, not a right. Students who are not responsible with technology will not be allowed to use school computers. At any time school administration can review student computer files, disks, etc. to maintain integrity and ensure that students are using the systems in place responsibly.

### **Note to Parents/Guardians on internet use:**

While we have a web-blocker system called GoGuardian in place to prevent children from viewing inappropriate sites and images, the internet enables students to access thousands of libraries, databases and webpages the web-blocker system cannot catch everything. Please know that every effort by staff and administration will be taken to prevent your child from inadvertently viewing inappropriate language, images and content. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration exceed any of these disadvantages.

### **Photo/Video Release**

By signing this handbook you grant permission to LIFE Prep and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of you, or members of your family, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. You agree to release LIFE Prep and its legal representatives for all claims and liability relating to said images or video. You grant permission to use statements that were given during an interview, with or without name, for the purpose of advertising and publicity without restriction. You waive the right to any compensation.

### **Grievance Procedure**

In the rare event of a disagreement or misunderstanding between a parent and staff member, please follow the following procedure:

1. The parent/guardian should directly contact the staff member involved and talk to them as soon as possible about the situation or problem.
2. If the situation or problem is not resolved by carrying out step #1, the parent/guardian should contact the director. The parent, staff member and director will discuss the situation and try to resolve it.
3. If the situation or problem is not resolved by carrying out steps #1 and #2, the parent/guardian may contact the school board chair and bring the matter to the Executive Committee of the Boards attention. Know that every attempt will be made to keep the lines of communication open between LIFE Prep staff and families. By doing this, disagreements and misunderstandings should be kept to a minimum. Do not hesitate to talk to us if you have questions or concerns at any time.

### **Bus Transportation**

LIFE Prep students are offered free transportation to and from school if they live in the Saint Paul Public School



busing area. Students will be escorted to the dismissal area by teachers and dismissed according to their bus number. For the safety of your child we ask that parents/guardians please not pick up their child while s/he is boarding the bus. If you need your child to get off the bus, please go to the main office where someone will contact the staff, and your child will be escorted back into the building for pick-up.

### **Bus Behavior**

Bus drivers must focus on the road to make sure all students arrive at school and home safely. On the bus, students must remain in their seats, talk quietly, and follow all directions given by the bus driver. Students who behave poorly on the bus compromise the safety of themselves and others. We treat the bus as an extension of the school. As such, we expect our students to behave on the bus the same way they behave at school. Poor bus behavior may

result in suspension or termination of transportation services. If your child is suspended from the bus it will be the parent's/guardian's responsibility to arrange for alternative transportation. Bus transportation is a privilege, not a right. Suspension of bus privileges does not excuse a student from attending school.

### **Bus Discipline Policy**

Safety is the primary concern for every child that rides a LIFE Prep school bus. Therefore, every precaution will be taken to make sure each child arrives at their destination safely. This can only be accomplished if we have the cooperation of both student and parent. Riding the school bus is a privilege. Should this privilege be abused, consequences for behavior will occur.

### **BUS CONSEQUENCES**

**First Bus Write Up:** Conference with Assistant Director or Director

**Second Bus Write Up:** Parent Notification

**Third Bus Write Up:** 2<sup>nd</sup> Parent Notification & possible loss of school privileges

**Fourth Bus Write Up:** Parent conference required & possible bus suspension

**Fifth Bus Write Up:** 1-3 day bus suspension & parent notification

**Sixth Bus Write Up:** 3-5 day bus suspension & parent conference

**Seventh Bus Write Up:** Up to 10 day bus suspension

**Eighth Bus Write Up:** Permanent removal from bus transportation

\* Bus discipline will follow the LIFE Prep Discipline Policy. Level of infraction will be taken into consideration when determining consequence.

### **PARENT Drop off & PARENT Pick up**

In order to keep students safe and lessen bus lane congestion, parent drop off will be in the parking lot of the school & parent pick up will be on Jessamine Street.

### **PUPILS FAIR DISMISSAL ACT**

12A.41 Definitions Subdivision 1. "Applicability" As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned to them. Subd. 2. "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class. Subd. 3. "District" means any school district. Subd. 4. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year. Subd. 5. "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled. Subd. 6. "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent. Subd. 7. "Pupil" (a) means any student: (1) without a disability under 21 years of age; or (2) with a disability under 21 years old who has not received a regular high school diploma or for a child

with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and(3) who remains eligible to attend a public elementary or secondary school.(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 25A.02

Subd. 8. "School" means any school defined in section 120A.05, subdivisions 9, 11, 13 and 17. Subd. 9. "School board" means the governing body of any school district. Subd. 10. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days. Subd. 11. "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 Policy No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion. 121A.43 Exclusion and Expulsion of Pupils with a Disability (a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or 10 cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than 10 days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56,the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 Expulsion for possession of firearm(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action

is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 Grounds for dismissal Subdivision 1. Provision of Alternative Programs. No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property. Subd. 2. Grounds for Dismissal. A pupil may be dismissed on any of the following grounds:(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or (c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school. Subd. 3. Parent Notification and Meeting. If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 Suspension procedures Subdivision 1. Informal Administrative Conference Before Suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. Subd. 2. Administrator Notifies Pupil of Grounds for Suspension. At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts. Subd. 3. Written Notice of Grounds for Suspension. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of suspension. Service by mail is complete upon mailing. Subd. 4. Suspension Pending Expulsion or Exclusion Hearing. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days. <sup>[L]</sup>121A.47 Exclusion and expulsion procedures Subdivision 1. Requiring a Hearing; Pupil May Waive Hearing. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent. Subd. 2. Written notice. Written notice of intent to take action shall:(a) be served upon the pupil and the pupil's parent or guardian personally or by mail;(b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;(c) state the date, time and place of the hearing;(d) be accompanied by a copy of sections 121A.40 to 121A.56;(e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and(f) inform the pupil and parent or guardian of the right to:(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the department of Education;(2) examine the pupil's records before the hearing;(3) present evidence; and(4) confront and cross-examine witnesses. Subd. 3. Hearing Schedule. The hearing shall be scheduled within ten days of the service of the written notice unless an

extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian. Subd. 4. Convenient Time and Place of Hearing. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian. Subd. 5. Closed or Open Hearing. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing. Subd. 6. Impartial Hearer. The hearing shall take place before:(1) an independent hearing officer;(2) a member of the school board;(3) a committee of the school board, or(4) the full school board; as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. Creating Hearing Record. The school board shall record the hearing proceedings at district's expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths. Subd. 8. Access to Pupil's Records. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based. Subd. 9. Pupil's Right to Compel Testimony. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system. Subd. 10. Pupil's Right to Present Evidence and Testimony. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony. Subd. 11. Pupil Not Compelled to Testify. The pupil cannot be compelled to testify in the dismissal proceedings. Subd. 12. Hearer's Recommendation Limited to Evidence at Hearing; Service Within Two Days. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing. Subd. 13. Basis of School Board Decision; Opportunity for Comment. The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision. Subd. 14. Admission or readmission plan. (a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.225, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior. (b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect. Effective Date. This section is effective the day following final enactment.<sup>[[SEP]]</sup> 121A.48 Good faith exception A violation of the technical provisions of the pupil fair dismissal act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.<sup>[[SEP]]</sup> 121A.49 Appeal A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of the school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant

within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner. In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are: (1) in violation of constitutional provisions; (2) in excess of the statutory authority or jurisdiction of the school district; (3) made upon unlawful procedure, except as provided in section 121A.48; (4) affected by other error of law; (5) unsupported by substantial evidence in view of the entire record submitted; or (6) arbitrary or capricious. The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50. <sup>[L]</sup><sub>[SEP]</sub>121A.50 Judicial review The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section. <sup>[L]</sup><sub>[SEP]</sub>121A.51 Reports to Service Agency The school board shall report any action taken pursuant to sections 121.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency. <sup>[L]</sup><sub>[SEP]</sub>121A.52 Nonapplication of Compulsory Attendance Law The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56. <sup>[L]</sup><sub>[SEP]</sub>121A.53 Report to Commissioner of Education Subdivision 1. Exclusions and Expulsions. The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. Subd. 2. Report. The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system. <sup>[L]</sup><sub>[SEP]</sub>121A.54 Notice of Right to be Reinstated Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school. <sup>[L]</sup><sub>[SEP]</sub>121A.55 Policies to be Established (a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02, and help prepare the pupil for readmission. (b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan. (c) Each school district shall develop a policy, and report it to the commissioner, on the appropriate use of peace officers and crisis teams to remove students who have an individualized education plan from school grounds.

121A.56 Application Subdivision 1. Prohibition Against Discrimination Remains in Effect. Sections 121.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363.03, subdivision 5, clause (2). Subd. 2. Portions of School Program for Credit.



### **Family Handbook Acknowledgement Form**

Our family has received and reviewed a copy of the family handbook for the 2021-2022 school year.

Student:

As a student at LIFE Prep, I agree to follow the rules put in place by the staff members at my school. I understand that there are rules to help me learn and to keep me safe at school. I will respect other students' right to learn in a safe and caring environment.

\_\_\_\_\_

Student Printed Name

\_\_\_\_\_

Teacher Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

Parent:

As a LIFE Prep parent, I agree to help my child follow and understand the rules and guidelines set forth in the family handbook. By sending my child(ren) to LIFE Prep, I agree to these rules and understand that they are in place to maximize learning and to keep children safe. I will support the decisions made by LIFE Prep staff members regarding my child(ren).

\_\_\_\_\_

Parent Print Name

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

Parent Email Address

Emergency Contacts:

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Name

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Emergency Phone Number

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Name

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Emergency Phone Number