



Family Handbook

2017 – 2018

Lynn G. Peterson Ed.S., Executive Director
Jeff Katherman, Board Chair



ACADEMY

HISTORY of COLOGNE ACADEMY

Founded in 2008, Cologne Academy is a public charter school offering the finest Core Knowledge learning and character development in an exceptional facility. Beginning in 2007, a group of parents raised a series of questions. What kind of education would best prepare our children to be good citizens? What kind of education would best prepare them to fulfill their dreams? How might young people be prepared for a future of innovation, change, and discovery, and how might this all be achieved in a school where one's formative years are among the most enjoyable? Cologne Academy grew as a response to those parents' questions. Cologne Academy is dedicated to every detail in providing a premium educational opportunity in the most inviting and safe educational environment.

VISION STATEMENT

Create a content-rich learning environment that prepares K-8 children to achieve their best as students and as people of character who will contribute skill and knowledge to their communities.

MISSION STATEMENT

To prepare students for academic success through excellence in literacy by integrating the Core Knowledge Sequence.

CORNERSTONES

- 1. Individual Student Achievement*
- 2. Character Development*
- 3. Enriched Curriculum*
- 4. Parent Involvement*
- 5. Low Student to Teacher Ratio*

ENDURING STATEMENT

Students at Cologne Academy will acquire foundational knowledge and skills empowering them to become leaders with exceptional character in an ever-changing global society.



Welcome to Cologne Academy

Dear Cologne Academy Families:

Welcome to Cologne Academy! I am glad to have you as a part of our wonderful school community and I look forward to our work together as we build our future leaders. It's hard to believe we have accomplished so much in such a short amount of time as we welcome everyone to our 9th operational year. I am excited to graduate our sixth class of 8th graders (CA's first class of kindergarteners) this coming spring. I am equally excited to usher in 78 new kindergarteners and many new students ready to embrace their inquisitive minds and their thirst for knowledge.

As we begin our back-to-school teacher workshop on August 15, 2016, we are preparing for our 600+ students and about 90 professional educators and support staff here with the same mission and vision for our learning community. Whether you were here in our inaugural year in 2008, or if this is your first year with us, I want to ensure a common ground for us to build upon and carry into the future.

As Executive Director, my obligations are twofold. First, as Educational Leader, I commit to you an excellent educational environment that is safe and supports the learning of all students. We will continue to offer a rich, rigorous curriculum that fulfills the state, the Core Knowledge sequence requirements, and character development education. Secondly, as Administrator, I will continue to responsibly manage school operations- both fiscally and academically- to ensure continued growth that aligns with the school board's strategic plan and that complements Cologne Academy's Mission and Vision.

Our education staff commits that they will partner with parents/guardians to ensure academic, physical, behavioral, and social growth in the children. Teachers will continue to deliver lessons that capture the interest of the learner and allow exploration and growth in their wisdom through captivating instructional methodologies. Teachers will address each student's needs and help them each attain one-year's growth by working with students and parents on benchmarking goals.

The school, likewise, has expectations for our families. Cologne Academy expects students: to arrive to school well-rested and fed a good breakfast; be prompt and prepared for school or contact the school when student is tardy or absent; request and complete the necessary paperwork if student requires medication at school; ensure the contact information on the student's emergency card is complete and up-to-date; communicate about homework when necessary with the teacher and daily with the student; parents should read to their children daily or provide an opportunity for children to read on his/her own and study math facts; attend parent-teacher conferences and address any concerns with the student's teacher; abide by all school policies; and trust in the faculty, staff, and administration of the school.

Looking forward to the many successes this coming school year will bring,

Lynn G. Peterson, Ed. S., Executive Director



COLOGNE ACADEMY

Family Support Pledge

I (We) have read the Family Handbook, reviewed its contents with my (our) child(ren) and understand that Cologne Academy maintains that parental involvement empowers the parents by providing each parent and family with a greater stake in the school's success. As such, I (we) agree that I (we) will abide by all rules, regulations, and policies of Cologne Academy. As parent(s)/guardian(s), I (we):

- Support my (our) child(ren)'s academic and personal achievements by ensuring that they do their homework and read at home daily;
- Support my (our) child(ren)'s academic and personal achievements by making sure they attend school except when there is an illness and by ensuring the timely arrival to school in the mornings;
- Support my (our) child(ren)'s academic and personal achievements by ensuring that assignments missed due to excused absences are completed in a timely manner;
- Support my (our) child(ren)'s academic and personal achievements by attending parent/teacher conferences; and,
- Support my (our) child(ren)'s academic and personal achievements by volunteering in at least one PAVE event/fundraiser, reoccurring task/committee, lunchroom food server, or other identified volunteer opportunity.

I (We) fully understand that non-adherence to the Parent/Student Handbook's rules, regulations, and policies by child(ren) enrolled in the schools or by their parent(s) or guardians may result in a child's expulsion from the school.

Signature(s) of Parent/Guardian: _____ Date: _____

_____ Date: _____

Name of Child(ren) enrolled: _____



General Overview

This handbook is intended to serve as an informative guide for families regarding school policies and procedures; as such, it does not encompass every situation or circumstance, but rather acts as a useful reference for principles and expectations. The start of each school year brings new faces and names and lots of questions about buildings, bus routes, curriculum, afterschool activities, and more.

All school board policies, and other school documents, can be found on the school website at www.cologneacademy.org. If you have questions, please call the school office at 952 466-2276.

What is a Charter School?

In 1991, Minnesota launched an initiative designed to unleash education from the conventions that limited educational achievement, choice, and innovation. The initiative created "public charter schools" - independent public schools focused on improving academic achievement and creating new, different, and innovative learning environments; teaching methodologies; assessments; accountability systems; and professional development opportunities for teachers. For more information go to <http://www.mncharterschools.org>

Cologne Academy Charter School is one of many public charter schools in Minnesota. As a public school, we are tuition-free and funded through public tax dollars like any public school. As a charter school, however, Cologne Academy is governed by its own Board of Directors and is an independent school district, not affiliated with any other school district. Cologne Academy has the autonomy to choose its own curriculum, programs, schedule, staff and policies, while still being accountable to State and Federal standards. Cologne Academy is pleased to be authorized by Friends of Education, an organization supporting many academic driven charter schools.

Cologne Academy is an academic school featuring Core Knowledge curriculum and character development. As your child proceeds in school from month to month and year to year, he or she will be exposed to a broad range of historical, scientific, and cultural topics that will build on one another and prepare the student for later educational success. This exposure to a wide array of subject matter is intended not only to develop cultural literacy but also to build a strong vocabulary, now recognized, along with decoding skills, to be absolutely necessary for *true* reading comprehension. Cultural literacy, or familiarity with the traditions and knowledge commonly shared by educated citizens in a society, is sometimes acquired in informal ways as well as by formal study. Core Knowledge tries to develop cultural literacy in a way that is systematic but leaves lots of room for creativity. This curriculum eliminates some of the gaps and repetitions that frequently characterize a curriculum in which textbooks and programs are selected more or less at random.

Cologne Academy, while still young, is beginning to actualize the benefits of this curriculum in those who have been exposed to the Core Knowledge Sequence during their tenure at CA.

We look forward to sharing this sought after knowledge with your child this coming year and for years to come.

Board of Directors

The Board of Directors is the elected governing body of Cologne Academy. The primary responsibilities of the Board are to develop the vision and mission of the school; to select, support and evaluate the executive director; to ensure effective planning; to set policy that will ensure the school's ongoing viability; and to oversee the monthly and long-term financial management of the school. The Board of Directors consists of up to 11 members who are elected by the parents of the school. The Board consists of accomplished people who represent one or more of the following constituencies: Cologne Academy teacher; Cologne Academy parent; and community member. Cologne's bylaws require that it have at least one person from each of these three groups on the Board at all times.

All board members must chair or serve on at least one committee. There are three committees: finance, personnel, and policy and governance. In accordance with school bylaws, committees do not have decision-making authority. Rather, these active working groups conduct research and make recommendations to the School Board at Regular Meetings of the Board. Committee chairs are encouraged to recruit members from the Cologne parent and teacher community and from time to time may also recruit from outside the Cologne community if special skills or expertise are needed. Committee meetings are open to the public in accordance with the Minnesota Open Meeting Law and as outlined in the Cologne Academy bylaws.

The Board of Directors meets on the fourth Monday of each month at 7:00 PM in the conference room. Meetings are open to the public, and a public comment period is offered at each Regular Meeting of the School Board. Those who wish to make a comment must sign up at the meeting. Regular Meetings of the School Board are listed on the school's master calendar. In the event of a Special Meeting, 72 hour notice will be posted on the door of the school (required by law) and, if possible, on the website as a courtesy to parents. There is typically no public comment period at a Special Meeting.

Parents, staff, and community members are encouraged to run for seats on the Board of Directors. Each member is elected to a 3 year term, and as such, only a few seats are up for election each year. This provides stability and continuity for the Board. Elections are held annually in April. A call for candidates will be sent home in February.

Current Board members are:
Jeff Katherman, Chair, parent jkatherman@cologneacademy.org
Katie Rotz, Secretary, parent krotz@cologneacademy.org
Amy Neitzel, Treasurer, parent, aneitzel@cologneacademy.org
Dan Perrel, community member, dperrel@cologneacademy.org
Jamie Degen, teacher member, jdegen@cologneacademy.org
Amanda Daniel, parent member adaniel@cologneacademy.org

PAVE (Parents Are Vital Energy)

PAVE is the acronym for Cologne Academy's parent teacher organization. The PAVE Committee's role at Cologne Academy is to coordinate school functions by involving parents. Parents serve a vital role in the school's success by becoming active in the PAVE events. All parents are invited to become involved in these events and thus support the PAVE Committee's efforts.

We need volunteers for serving lunch, recess periods, field trips, special events, and office support throughout the year. We also appreciate the help of licensed teachers to volunteer with substituting and tutoring. Volunteers should be aware of and willing to help all students. The time commitments for volunteer opportunities vary; we ask that volunteers arrive promptly and stay for the entire scheduled time.

Volunteering at Cologne Academy is contingent on the successful completion of a background check. Background check forms can be found in the Main Office or on our website and must be accompanied by a \$15 payment payable to MN BCA. (Per state law, the school cannot pay for volunteer background checks.)

For information about PAVE, please see the Cologne Academy website and/or contact PAVE leaders at PAVE@cologneacademy.org.



COLOGNE ACADEMY

WELCOME TO OUR NEW PARENTS AND STUDENTS!!

The information provided on the next three pages will guide you through getting started in becoming part of the *CA Community of Learners*.

PRE-CONFERENCES

- August 22 8am-8pm
- Signup information will be sent via email in August.

PARENT INVOLVEMENT NIGHT

- September 26, 2017
- Review of Federal Programs (Special Education, ELL, Title I, Food Nutrition Services)
- Parent Involvement
 - Parenting, Communicating, Volunteering, Learning at home, Decision Making, Collaborating with Community

PAVE (Parents Are Vital Energy) (known as PTA or PTO in some schools)

- Support the educational programs and extracurricular activities of the school;
- Encourage parents' involvement in their individual children's lives, education, class, and school;
- Organize fundraising efforts to support some additional programs, equipment, and services;
- Support the educational goals of the school and assist with attaining those goals through parent and community volunteerism;
- Recruit volunteers and coordinate volunteer efforts to staff PAVE functions and assist with school programs;
- All parents are members!!

You are invited to attend any meetings to get involved! See the school calendar link below for meeting days and times.

BUSSING INFORMATION

You will receive bus routes from the bussing company (Cologne Transportation Services) approximately one week before school begins. Routes are not a door to door service. Since Cologne Academy serves students from a wide geographical area, we commit to rides of 60

minutes or less. Please be extra patient the first 2 weeks of school as busses generally run late as students/drivers become familiar with each other and the routes. Please see bus info on [website](#).

SchoolWay App.

Stay in the know, every day, the SchoolWay

- School updates & information
- Instant safety & weather notifications
- Club & organization updates

It's FREE! Download SchoolWay from the app store today! Apple products download from the AppStore, Android App from Google play, also available on all other devices as a Web App, just go to myschoolway.com

Helpful School Links:

- School Calendar <http://cologneacademy.org/district-info/calendar/?month=aug&yr=2017>
- School Supply List <http://cologneacademy.org/wp-content/uploads/2017/07/Student-Supply-Lists-2017-18.pdf>
- School Uniform Information <http://cologneacademy.org/student-life/dress-code-2/>

Please note:

- Currently, our website contains mostly information for last year's school year. This information will be updated in the coming months as information is finalized.
- Information will be similar but may vary in important ways.
- Expect to hear communications from CA on a regular basis beginning in July. We'll have lots of opportunities to interact prior to your arrival.

We're on Facebook and Twitter add Instagram

School Page

"Cologne Academy"

Please note that only limited events/information is posted on Facebook. For most accurate information, please use the Cologne Academy [website](#).

We're excited you'll be joining us in August 2017.



Academic Information

ACADEMIC INTEGRITY POLICY

Cologne Academy is committed to providing an atmosphere which values academics and character. Cologne Academy intends to cultivate an academically honest environment and therefore prohibits academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own through acts of cheating or plagiarism.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by expectations established by the teacher. **Teachers shall guide students in understanding when collaborative efforts are not appropriate. In addition, parents or tutors may dialogue with a student about an assignment but may not do the assignment for the student.**

Plagiarism is the act of taking and using, as one's own work, another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work that are not one's own.

Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the following:

- failing to cite with quotation marks the written words or symbols of another author;
- failing to footnote the author and sources of materials used in a composition;
- failing to cite research materials in a bibliography;
- failing to name a person quoted in an oral report;
- failing to cite an author whose works are paraphrased or summarized;
- presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects;
- copying or paraphrasing ideas from literary criticism or study aids without documentation.

CONSEQUENCES

The consequences for academic dishonesty may include, but are not limited to, the following:

- The teacher will communicate the violation to the student, the student's parent(s)/guardian(s), and Cologne Academy administration;
- The teacher may request a meeting with the student, the student's parent(s)/guardian(s), and Cologne Academy administration;
- The teacher may assign an appropriate academic penalty (e.g., the student receiving no credit for the academic work or examination involved).

The Cologne Academy administration may place the student on suspension for one to three days. Consequences for additional or more serious incidents of academic dishonesty may include more severe penalties and potential expulsion from Cologne Academy.

ASSESSMENTS

STATE ASSESSMENTS

The Minnesota Comprehensive Assessments (MCA) are the state tests that help districts measure student progress toward Minnesota's academic standards and meet the requirements of No Child Left Behind. The reading and mathematics tests are used to determine whether schools and districts have made adequate yearly progress (AYP) toward all students being proficient. Science is required for No Child Left Behind but is not included in AYP calculations at this time.

Reading and mathematics tests are given in grades 3 – 8, 10 and 11. Science tests are given in grades 5 and 8 and once in high school, depending on when students complete their life sciences curriculum.

4TH and 8TH GRADE ACT PREP

Students in these grades take this nationally normed test so that the school can measure growth and college and career readiness.

INTERIM TESTS

All students will take quarterly interim tests in math and reading. The school's focus towards these assessments in terms of data review, student success, teacher effectiveness, and curriculum needs is well supported in recent research and uses best practices as directed from our Authorizer and School Board.

Advantages of Interim Tests (Bambrick-Santoyo, 2010):

- *Road Map for instruction:* When educators know precisely what skill level their students must reach on each standard, they will have a clear framework for creating a challenging and dynamic curriculum.
- *Improvement in teaching:* Well-designed interim assessments serve to identify weaknesses during the course of the school year. Meticulous attention to results and a constant feedback loop allow teachers to improve their craft, changing strategies in response to changing needs.
- *Targeted Focus:* By creating concrete benchmarks, interim assessments allow for classroom strengths and weaknesses to be clearly identified and systematically targeted.
- *Accountability:* The cumulative nature of interim assessments helps hold teachers and principals accountable for student learning results throughout the year. Rather than waiting for a year-end result, interim assessments make it possible to identify failed teaching strategies while there is still time to fix them.
- *Visibility:* Interim assessments allow for performance to be charted graphically so that school leaders and staff may see visual evidence of improvement.
- *Checking for understanding without teacher support:* Because of their formal written nature, interim assessments measure student understanding without what is often called "scaffolded" support (teacher hints and guidance in problem solving), which can often reveal great differences between student output when supported by the teacher and when not!
- *Preparing students for high-stakes assessment:* The written format can also be used to simulate the high-stakes test by which states measure academic achievement.

COMMUNICATION WITH & REPORTING TO PARENTS

Cologne Academy's mission inspires us to communicate frequently with parents through newsletters, email, website portals, notes, and/or telephone calls from teachers and school

leaders to keep them informed of activities in each classroom, share accomplishments of students, and discuss concerns. School-wide information will be communicated from the administrative offices on a regular basis via email or the school website. Hard copies will be available upon request. Please note: Although CA has a Facebook page, not everything will be communicated through FB. Please refer to the school website and newsletters for the most up-to-date information.

Parent-teacher conferences are held in August, October, and February. Additional conferences for individual children are scheduled as needed.

EQUAL EDUCATIONAL OPPORTUNITIES

All students shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated, or discriminated against in the school's educational environment for reasons of race, color, national origin, gender, economic status, disability, religion or religious affiliation, or sexual orientation.

ELL

English Language Learner is a program designed to provide students who speak another language with the English skills necessary to succeed in all areas of school and out in the real world. Our goal is to enable English Language Learners to take full advantage of their education by achieving academic language proficiency in Reading, Writing, Listening, and Speaking.

HOMEWORK/ACADEMIC RIGOR

Cologne Academy's commitment is to develop the academic potential of each student. Estimated hours of weekly homework per grade:

- Grade K-4: 10 minutes-1 hour per night; guideline is 10 minutes for K, 20 minutes for 1st, etc.
- Grade 5-8: 1-1.5 hours per night.

In addition to homework, students are encouraged to read 10-30 minutes each night and to practice their math computation fluency.

In the event a student is experiencing more homework than these guidelines, please contact the homeroom teacher.

INFINITE CAMPUS

Our online student database is called Infinite Campus. This system helps us share information about our students and use the data to improve the educational programming here at Cologne Academy by streamlining some of our procedures. The parent/guardian component is called Infinite Campus Parent Portal. The Parent Portal currently provides parents/guardians with online access to their child's contact information, schedule, progress reports and report cards. Upon enrollment, you will be provided with an activation code specific to your child/ren's information. *Please note:* All report cards should be accessed on the portal and will not be printed or mailed.

LEXIA and IXL K-2

All families can use Lexia and IXL software at home to further reading and math instruction

- Go to lexiacore5.com
- Follow the prompts
- You may also download Lexiacore5 as an app on your device
- Go to www.ixl.com

Study Island 3rd-8th

All families can use Study Island at home to further reading, math and science instruction.

- Go to www.studyisland.com

MEDIA IN THE CLASSROOM

The following guidelines will be used for viewing of movies: Parental permission must be received before showing any movies with the rating of PG [K-4] and PG-13 [grades 5-8]. We will provide alternative learning experiences for the students who have not received parental permission.

PARENT/TEACHER Issue Resolution

The communication procedure for *issues* with teachers is as follows:

- Direct communication with the teacher. This shows respect for the teacher and also for the parent communicating the information.
- If the division remains unresolved, the Executive Director will coordinate a meeting between the parents, teacher, and Executive Director.
- Direct communication with the School Board of Directors.

PARENT INVOLVEMENT/VOLUNTEERING

Cologne Academy was founded by parents who believe that a quality education results from a partnership between home and the school. Our mission and vision statements reflect the common commitment to academic excellence and character development shared by this home and school partnership. This partnership cannot be fulfilled without parental involvement.

Together we will develop a growing, dynamic, and nurturing school community. All volunteers working with / around children must have an approved background check before volunteering. There is a \$15 fee for the background check, and the background check is kept confidential in the school business office. Background check forms are available on the website or in the front office. Please submit a completed form to the business office. The background check process takes a week to complete.

There are many ways to be involved at Cologne Academy. Here are just a few of the ways you can be involved in your student's life at school:

- Lunchroom helpers
- Chaperoning field trips
- Volunteering in a classroom
- Parent group participation/PAVE
- Playground duty
- Assisting the front office
- Small building projects

- Board Committees

Contact a faculty member if you would like more information on ways to be involved!

- A. Registration - all volunteers must register in the school office prior to providing their services.
- B. Dependability - volunteers are expected to arrive on time and call the school if they will be late or absent.
- C. Confidentiality - confidentiality is the foundation of all school volunteer programs. Volunteers are required to maintain confidentiality about the students and schools they serve.
- D. Discipline - volunteers are to refer all discipline problems to the teacher or staff person in charge of the area. The responsibility for discipline rests with the staff of the school.

Parents have the opportunity to volunteer their service to the school. The purpose of parents volunteering is to provide "extra classroom hands" and to increase parent involvement in their child's education and has proven to be an important factor in the success our students have experienced over the years. In order to insure the continued success of our volunteer program please adhere to the following guidelines and practices:

- Schedule your volunteer time in advance with the teacher. Dropping in to help, although a nice gesture, may catch your teacher unprepared for you and take away classroom instructional time as they determine what project or activity they may have available for you to work on.
- Please adhere to the scheduled volunteer time. Please arrive and leave on time. Teachers frequently build detailed lesson plans/schedules based on volunteers arriving and leaving at stated times,
- Volunteers are not to bring children i.e. younger siblings, with them while volunteering in the classroom.

We're using VolunteerSpot (the leading online Sign-up and reminder tool) to organize our upcoming Sign-ups.

Here's how it works in 3 easy steps:

- 1) E-mails will come out with upcoming opportunities
- 2) Click on the link to see our Sign-Up on VolunteerSpot
 - A) Review the options listed and choose the spot(s) you like.
 - B) Sign up! It's Easy - you will NOT need to register an account or keep a password on VolunteerSpot.

Note: VolunteerSpot does not share your email address with anyone.

SPECIAL EDUCATION

Special education is federal law and, as a MN public school, it is offered at Cologne Academy. These services are available for students who have been identified as having special needs in a minimum of one of 13 areas defined by federal law.

TARGETED SERVICES

Targeted services may be offered before and after school for one hour starting on or after October 1st of each year. This program is free of charge to eligible students and its purpose is to increase students' reading, math, and social skills.

TITLE I PROGRAMS

Title I is a federally funded program that gives qualified students an extra boost in the areas of reading and math. These programs are carried out through our interventions and taught by our Accountability Specialists. Students that need additional instruction to grasp concepts will be recommended to interventions. It is CA's desire to remediate specific skills in a timely matter rather than wait for a larger learning gap to occur.



Attendance Information

ABSENTEE & TARDINESS NOTIFICATION

We believe that regular class attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline, and responsibility. Few, if any, other things could have greater impact on your child's school success than his or her attendance. It is the intent of these guidelines to help establish the importance of regular school attendance and to encourage parents, when necessary, to place school attendance as a priority.

ABSENCE

If your child will not be in school, please call the Cologne Academy office (952-466-2276) **before 9:00 a.m.** A message can be left on the school's automated voice mail system at any time; this message should include: student's name, grade and homeroom teacher; the specific reason for the absence including symptoms if the student is ill; and, if the absence is only a partial day, the expected time of the student's arrival at school. If a child is absent, and a call has not been received, the school office will contact a parent. If there has been no contact between parent and school personnel, a note stating the reason for the absence must be sent with the student when he or she returns to school. If a child is absent from school due to illness, they may not attend evening school functions, such as concerts, sports, etc.

Cologne Academy has adopted standard guidelines for dealing with school attendance issues in grades K-8. These guidelines are:

1. When a child has been absent or tardy from school an excessive number of days (3 days) without a reasonable excuse, a phone call will be made to the parent, and a meeting will be scheduled to resolve the problem with attendance.
2. If a child continues to be absent or tardy without a reasonable excuse (10 days), a letter will be sent to parents indicating the school will be taking steps to work with the county attorney involving court action if parent support does not lead to improved school attendance. *Minnesota Law defines educational neglect as seven (7) unexcused absences from school.*
3. All school absences beyond ten days need to be excused by a guardian or school nurse. Failure to do so will be viewed as unexcused and a referral to Child Protection can be made.

Excused absences:

- a. Illness. A parent or guardian must verify the student's illness. If school personnel determine illness absences are excessive, Minnesota law permits the school to require the family to provide medical verification or for the family to see the school nurse.
- b. Religious observances required by the student's religion.
- c. Extreme family emergency (e.g. house fire, critical injury to parent/guardian, funeral of a close family member).
- d. Medical appointments that cannot be scheduled outside of school hours.
- e. Prior approval by the school principal is required for absences due to travel.

When there are excused absences, it is important for students (especially those in grades 5-8) to find out what work they have missed. For every day of excused absence, a student will have one extra day to make up the work. Some curriculum, like class discussion and experiments, cannot be replicated. When the student returns to school, it is the student's responsibility to ask

the teacher when is the best time to make up a test, quiz, or to get help with missed work. The teacher should ensure the student has all the necessary materials to make up the work. Any illness beyond three consecutive days may need a doctor's note upon return in order to be excused.

School authorized excused absences:

- a. Approved field trips
- b. Interscholastic events
- c. Student recognition/awards ceremonies
- d. Suspension from class or school
- e. Other activities as approved by the school

Unexcused absences include, but are not limited to:

- a. Oversleeping
- b. Missing the bus
- c. Shopping
- d. Play day
- e. Parent didn't feel like sending the child to school.

Unexcused absences that occur during days when Cologne Academy is in session mean important material covered in class, discussions, and labs cannot be made up. The student will still be responsible for the information covered during this time. While we realize there may be times a family feels it must take a vacation during our scheduled school time because of the educational value of the trip and/or because of a conflict with a sibling(s) different school calendar, missing school for vacation should be a rare occurrence. Before the student leaves (specifically for middle school students), he/she should ascertain what is to be covered in each class while he/she is absent in order to try to keep up. It is the student's responsibility to check in with the teacher both before and after the missed time to ensure they are keeping up with their student duties. Any absence not excused by the end of the next school day is considered unexcused.

Under Minnesota law, school administration has the right to determine the validity of any request for an excused absence.

HABITUAL TRUANT

A student who is absent without lawful excuse for one or more class periods on seven or more days during the school year is legally considered to be a "habitual truant." When a child is habitually truant, court action may result. Schools are required to report students to the County Attorney's Office after the student has been absent without lawful excuse for one or more class periods on ten or more days.

TARDINESS

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students; therefore, it is imperative that students are punctual. Students who arrive tardy must be brought to the Main Office by a parent/guardian. Three or more "tardies" in any calendar month will result in a conference with the teacher & Executive Director. Please make sure that your child(ren) arrives in their classroom between 8:15 a.m. – 8:20 a.m. After 8:30 a.m., children must check in at the office before going into class.

ARRIVAL & DISMISSAL

Children who walk to school or are dropped off by a parent are requested to arrive at school no earlier than 8:15 a.m. Students who arrive prior to 8:15 will be admitted to Clubhouse and charged accordingly. If a teacher has requested that your child come early, he or she will be admitted to the classroom.

Dismissal from classrooms begins at 3:30 p.m.

PHYSICAL EDUCATION ATTENDANCE

Any student needing to miss PE for more than 2 consecutive days must have a written note indicating the reason for excuse and expected return to participation date signed by a healthcare provider. Depending on the reason, a signed statement for return to participation by the healthcare provider may be required. All notes should be given to the school nurse who will keep them in the student's health care file and will provide copies to necessary staff.

SCHOOL CLOSING

Cologne Academy will update our website, send out a mass email, and a SchoolWay notification indicating a school closing. In addition, local news stations will show COLOGNE ACADEMY's status. Do NOT assume that if Norwood, Waconia, or Chaska schools are closed that Cologne Academy is, too.

KARE – Channel 11 – www.kare11.com

WCCO – Channel 4 – www.wcco.com

If a decision is made to delay the start of school, starting times may be delayed up to 2 hours. Follow TV and radio and Cologne Academy website for announcements.

Note about closings: Cologne Academy serves students from a very large geographical area. While weather in Glencoe may be blizzard like, the skies may be clear over Chaska. Please use YOUR judgment on the weather conditions in your local area. Our transportation director assesses the weather conditions and makes a recommendation for closure or late start. Please use your discretion.

SCHOOL HOURS

Cologne Academy's instructional day is from 8:30a.m. - 3:30p.m.



School Services

CLUBHOUSE BEFORE & AFTER SCHOOL PROGRAM

Registration forms for Cologne Academy's before and after school "Clubhouse" program are available in the office or on our website. Children who cannot be enrolled due to limited space availability will be placed on a waiting list.

TIMES

The before school program will begin on the first day of school at 6:30 a.m., and the students will be released to the classrooms at 8:15 a.m. The after school program will start at 3:30 and dismiss by 6:00 p.m. We will accommodate arrivals at 6:00 a.m. as long as this is scheduled in advance.

Any students not picked up by 3:45 from the car line will be taken back into the school and will be placed in Clubhouse at the drop-in rate of \$1.50 per quarter hour.

TUITION

Clubhouse rates are billed in 15 minute increments @ \$1.25/per 15 minutes or \$5 per hour. Drop in rates are \$1.50/per 15 minutes or \$6 per hour.

PAYMENT

Tuition is billed every two weeks. In order to keep our rates low, payment must be received within 5 days of receiving your invoice.

A \$10 late fee will be assessed for each invoice not paid within 5 days of receiving your invoice.

Make checks payable to *Cologne Academy* and reference Clubhouse in the memo section. We appreciate a separate check that includes just Clubhouse payment only.

PICK UP

Clubhouse students should be picked up at the gym entrance (door 14) of Cologne Academy. We ask that parents please park in the parking lot across from the entrance, come in the front entry, and walk with their child(ren) back to the vehicle. This will greatly decrease the chance of serious injury and will ease congestion in front of the school. Children must be picked no later than 6:00 p.m. If your child is not picked up by the set time, a late charge will be assessed to your account at a rate of **\$15 per quarter hour** (\$1/min). If someone other than the specified guardian is to pick up your child(ren), a signed note is required to be sent with the student. Failure to provide written notice will result in the student staying at class until a listed responsible party is contacted with the appropriate late charges applied to the account.

DISCIPLINE

Clubhouse is a program of Cologne Academy, all Cologne Academy policies and procedures apply to the Clubhouse program. Parents may refer to the Cologne Academy handbook. Clubhouse will take appropriate disciplinary action when students fail to adhere to policy. Clubhouse retains the right to refuse, suspend, or dismiss a child immediately if deemed necessary by the Clubhouse coordinator or Cologne Academy's Director.

Clubhouse program uses the take a break method. If a student needs to take a break from the group, the parents will be notified at pick up. The slips will also be recorded and could be used when deciding if the student needs to be removed from the program. If a student becomes a physical danger to themselves or other students, they will be asked dismissed from the Clubhouse program for a time deemed appropriate by the Clubhouse coordinator. After two physical warnings and breaks from the program, the student will be asked to find other care. If a student is being physical or having a breakdown, parents will be called to pick them up immediately.

CLOSINGS

When school is dismissed early, and/or all after school activities are canceled due to unforeseen circumstances, the after school program will also close.

HOLIDAYS

During holiday breaks, before and after school programs will not be offered in order to allow our employees time to spend with their families.

HEALTH SERVICES

HEALTH EXAMINATIONS AND IMMUNIZATION RECORDS

Student health records are required in compliance with Minnesota law. Students transferring to Cologne Academy from another Minnesota school must provide a copy of appropriate health information. Students also must have immunizations completed as specified by the Minnesota Department of Public Health. Should vaccine shortages occur, the Minnesota Department of Public Health requires a written note from the healthcare provider stating that the "vaccine is deferred" until the supply is again available. Immunization record form is available on the Cologne Academy website.

Cologne Academy's policy requires that health records including immunizations be provided prior to the first day of school. To assure that all students are adequately protected from preventable communicable diseases, Minnesota law states that students who are not in compliance with these health requirements must be excluded from school. New students entering school in September should provide the records by August 15th. All students, including transfer students, must provide such health records prior to attending classes.

CONSCIENTIOUS OR MEDICAL OBJECTION TO HEALTH EXAMINATION/IMMUNIZATION

If a student's parent/guardian objects to any or all of the health examination, or to immunizations on religious grounds, the parent must present a signed and notarized statement detailing the grounds for the objection. If a student is exempted from the health examination or immunizations on medical grounds, the examining healthcare provider shall provide written documentation regarding the contradiction.

ILL OR INJURED STUDENTS

Students exhibiting signs of illness (fever, vomiting, etc.) should be cared for at home to enhance their own recovery and to prevent the spread of illness to other students. Students who become ill or injured at school will not be sent home without prior contact with a family member or authorized adult. While Health Services provides interim care, the responsibility for the treatment and care of the student rests with the family once notification has been provided.

Students may not be in school with:

1. Communicable diseases, including head lice
2. Temperatures over 100° Fahrenheit
3. Inflamed or red eyes
4. Draining skin lesions *not under a doctor's care* (sores about nose, mouth or other exposed area)
5. Vomiting, diarrhea, or severe abdominal pain
6. Persistent cough
7. Swollen glands
8. Ear ache
9. Acute cold

A child should remain out of school until his or her temperature has been below 100° for 24 hours without medication (such as Tylenol). An elevated temperature indicates that the child's body is working to eliminate the cause of the elevated temperature; the child may still be contagious to other children. If you have been to your physician or clinic for a strep test, please ask when the child may return to school. A child should be symptom free for 24 hours before returning to school. If a child is absent from school due to illness, they may not attend evening school functions, such as concerts, sports, etc.

WHEN A CHILD IS ILL OR INJURED, HEALTH OFFICE PERSONNEL WILL:

1. Call the parent or guardian as listed on the emergency card and ask him or her to arrange transportation and care for the student.
2. If a parent or guardian is not available, the alternate person(s) designated on the emergency card will be called to provide transportation and care for the student until the parent/guardian can be contacted.
3. No student will be allowed to walk home or be taken home without the permission of an adult who is responsible for the student.

The classroom teacher refers students to the office whenever symptoms indicate the possibility of illness and/or pain. Minor injuries are treated at school. In an extreme emergency, an ambulance will be called, and your child will be taken to the nearest hospital. (This will be billed to the parent/guardian.)

Should your child sustain a trauma to their head, Cologne Academy will follow the concussion protocol that is found on the Cologne Academy website under the health office tab, <http://cologneacademy.org/support-services/health-services/>

If an injury or illness required any restrictions or adaptations at school (including physical educational class), please have the physician write instructions to be followed at school.

Children cannot be left in the classroom during recess without a teacher present. All children who attend school are expected to participate in recess. If a child is too sick to go outdoors for fresh air and exercise, the child should be kept at home. Exceptions will be made upon written request from a physician.

MEDICATION ADMINISTRATION

Medicine shall not be administered in school unless the student's health would be jeopardized without it. If possible, medications that are to be given three times a day should be given at home before and after school and at bedtime.

If a child needs medicine during school hours:

1. Written parent/guardian permission *and* a written physician order are required for *any* medication to be given in school.
2. Medication to be given in school is to be supplied in the original prescription bottle or container. Two containers of the medication should be prepared by the pharmacist, one for home and one for school. Any over-the-counter medication prescribed by the student's physician must be in the original container.
3. All medication must be accompanied by specific instructions including when and how it is to be given and for how many days.
4. All medication will be administered in the health office and will be kept in a secured storage facility.
5. Under no circumstances will any school personnel supply any other over-the-counter medication to students.
6. Students with asthma using inhalers during the school day must follow the above medication policy. They will be allowed to carry and be responsible for administration of their own inhalers with written and signed consent of their parent/guardian.
7. Special arrangements must be made with the school nurse concerning administering of medication through gastrostomy tubes, rectal, or injectable routes. Forms are available in the School Office.

COMMUNICABLE DISEASE POLICY

It is the policy of the Cologne Academy school board that students and employees with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school. Employee and student health information shall be shared within the school only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

The full policy can be found on the Cologne Academy website, Policy# 420: Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions.

SCREENINGS

Different grade levels are screened for hearing and vision ability each year. Referral sheets will be sent to parents if your child fails either screening. These sheets are to be filled out by your doctor and returned for our health files. If you wish to have your child's vision or hearing screened, please contact the main office.

VISION AND HEARING SCREENING

Cologne Academy Health Services provides vision and hearing screenings as suggested by the Minnesota Department of Health and by request. Physicals from the doctor are requested before kindergarten. Students are also encouraged to see their dentist at least once a year. All health records are kept locked in the Cologne Academy office.

SPECIAL HEALTH NEEDS

A student with a special health need (e.g., asthma, ADHD, diabetes, migraines, perceptual defects, personal problems, seizure disorders, or on daily medications) should be known to school Health Services prior to the student entering school. To provide for safe daily care and emergency procedures, such health information gathered from the family and health records will be sensitively shared with faculty and staff members with whom the student has contact.

ALLERGIES

We are an "allergy aware" building, not allergy free. Every effort is made to make your student with allergies safe at school.

PETS

Pets are not allowed in the building.

LATEX

Please do NOT bring in any latex balloons.

SCHOOL LUNCH PROGRAM

CAFETERIA GUIDELINES

We all look forward to the lunch period as one of pleasure, relaxation, and an opportunity to socialize with friends. Since so many students eat at the same time, the following guidelines have been established to ensure a pleasant atmosphere:

- Follow directions given by the lunch-duty supervisors.
- Pop, coffee, energy drinks, gum, and candy are not allowed in the cafeteria.
- No glass containers.
- After eating, clean your area and place waste in the appropriate container and bring your tray and silverware to the dish room counter.
- Use quiet voices when talking with friends.

All children are treated the same, regardless of ability to pay. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

Students attending Cologne Academy have a family account for meal payments. Lunches are ordered from our caterer in advance for the following month, all orders are placed using our online program. All orders must be completed during the ordering period; this varies by the month but is generally the 15th-20th of each month. If your order is not placed during the open period, you will be required to send a home lunch with your child for the month.

Purchase School Lunches Online

It's the fast and easy way to ensure your kids eat right at school! We will no longer distribute/accept paper menus. All ordering for lunch and milk will be online.

Cologne Academy has partnered with boonli.com to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, and manage student lunches/milk orders on the web.

Important note before you begin - If you are eligible for free or reduced meals OR if you are a Staff member; please contact ckerber@cologneacademy.org AFTER you have registered AND BEFORE adding items to your cart & placing your order

New Families:

Go to www.boonli.com -(please bookmark this page)

Click on "Register"

School Password is: cologne227

Check out items in shopping cart

Send check to school with child

Returning Parents

Go To: www.boonli.com - (please bookmark this page) Sign In with your username & password. If you forgot your user/password please contact boonli.com before making a new account.

Choose student that needs location, add their grade for the new school year & click "update profile"

If a student has graduated, select their name & click "remove profile"

- Please be sure to complete the check-out process when placing an order. Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed. Items left in your shopping cart will not be processed and your order will not be placed.
- You will be able to log in at any time to check your order, you will only be able to make changes during the open lunch period.

Print your order by clicking -



FOOD OR POLICY QUESTIONS: Please email ckerber@cologneacademy.org and we'll get right back to you or call 952-466-2276

ONLINE AND PHONE SUPPORT: If you have trouble placing an order, please contact boonli.com at support@boonli.com or call 1-800-381-6511 Mon-Fri., 8a - 5p PT.

Each month there will be "2" tabs on the calendar. Choose the tab "Lunch" if you want to order lunch and/or milk. Choose the tab "Breakfast" if you want to order breakfast.

"Quick pick option" with one easy click you can order lunch or milk only every day. Click on the first day of the month and make the selection "Quick pick". Make sure you are selecting the copy under the start to the right of the selection to copy it to every day. Double check your calendar to make sure there is a meal marked for every day on the calendar.

Lunch meals include daily special, veggie and fruit of the day with choice of 1% or skim white milk or low-fat chocolate milk. Cost is \$3.30 per student (veggie/special diet option \$4.35) Breakfast is served with milk for the cost of \$2.05.

PAYMENT INFORMATION:

The lunch program accepts credit cards or payment by personal check. Please make your check payable to: Cologne Academy and send to school office. If ordering for multiple students, please be sure to add all items into the shopping cart BEFORE checking-out. One check for your order is accepted when ordering for more than one student. You will not be able to add meals or make changes until check is received for EACH order by the school and your payment is recorded. Please place "lunch order" in the memo area.

CREDITS

Cologne Academy does not provide refunds for lunches missed for any reason, including for lunches missed due to snow days, as the school purchases all lunches a month in advance. However, you may call the school the morning of a student absence if you wish to allow a sibling to take the lunch. If your child forgets his or her lunch, he or she will be allowed to call home to request that a lunch be brought in. If a back-up lunch is provided, the cost is \$5.00 per lunch. Please use this option for emergencies only.

All families are asked to complete the Free or Reduced Meal Program form. We will notify you if you qualify for free or reduced meals for the school year. You can fill out a form at any time during the school year.

MILK

State Law on Lactose Intolerance (for School Nutrition Programs)

The responsibility of a school food authority to provide substitutions for any child with lactose intolerance is specified in state law (Minnesota Statutes section 124D.114). Under this law, a school district or nonpublic school that participates in the National School Lunch Program or School Breakfast Program and receives a written request from a parent/guardian shall make lactose-free milk available. The school is not required to make available any other substitute, such as juice, based on lactose intolerance.

Students may bring their choice of milk substitute or water to drink but are required to take a milk in the lunch line as well.

Transportation

BUSSING

All students who attend Cologne Academy are eligible to ride the bus, with the exception of those who live in the neighboring Hans Hagen Homes residential area. Those who reside within ISD #108 will be provided transportation to Cologne Academy by Cologne Transportation Services free of charge. Those residing outside ISD #108 may ride the bus for a fee. Fees are collected by Cologne Academy. For the 2016-2017 school year, the fee is \$350 per family.

Transportation details and non-district bus fees can be found on the school website.

Cologne Academy's transportation provider is Cologne Transportation Services. Questions can be made directly to CTS, 952-873-6132.

RULES:

The school bus safety rules are posted on every bus:

- The bus driver is the responsible authority on the bus.
- Students will board and leave the buses only at specifically designated stops.
- Students will remain at a safe distance from the bus when buses are arriving or departing from their stops.
- Pick-up times are established, and students will be waiting 5 minutes before pick up time at designated stops.
- Students will go directly to their seats. Students will stay seated when the bus is moving.
- Backpacks, musical instruments, and other large items must be handled by students in such a way as to not come into contact with other students or obstruct the aisles.
- For safety and cleanliness, gum, food, and drink are prohibited.
- Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
- All students will have assigned seats. Students will remain seated at all times. Drivers and administrators may make specific seat assignments.
- When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.
- Students will not engage in noisy or boisterous conduct which might distract the driver.
- Students will not use profane or indecent language.

Consequences:

Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular (for example, field trips) will be in the sole discretion of the school. Parents or guardians will be notified of any suspension of bus privileges. The school's disciplinary code will be consulted for all decisions regarding consequences. Depending on the nature of the offense, consequences such as

suspension or expulsion from school also may result from school bus/bus stop misconduct.

Rules at the Bus Stop:

- The school bus driver will generally not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession, or vandalism), the appropriate school personnel and local law enforcement officials will be informed.

DISMISSAL

Children not enrolled in our after-school program should leave for home immediately following dismissal, unless a teacher has requested that the child stay after school. Parents will be notified by phone or a written note if a child is to remain after school.

Any students not picked up by 3:45 will be taken back into the building and will be placed in Clubhouse at the drop-in rate of \$1.50 per quarter.

Any deviation from the customary end of day dismissal must be communicated to the main office and the student's teachers by 2:45 p.m. via email or phone call. Students need a written bus note from their parent to be given to the bus driver for any varying ridership.



School Expectations

BIRTHDAY INVITATIONS

All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out, unless each and every student is invited. We have many disappointed children when invitations are handed out and not all are included.

BIRTHDAY TREATS

Please remember to let the teacher know ahead of time if you would like to send treats to class. Please remember that there is no chewing gum allowed in school. The State Department of Education *requires* that all treats brought to school be commercially prepared (not home-made) and individually presented. Please be cognizant of other's nuts/food allergies and, as a precaution, try to leave snacks with nuts away from the school.

BOOKS & SUPPLIES

Textbooks for each student are provided by the school. It is the responsibility of Cologne Academy students to return textbooks, classroom library books, e-readers, and any other school materials at the end of the school year in good condition. When a book or other school material or equipment is damaged or lost, the student will pay the cost for repairs or replacement. Payment must be made (preferably) in cash for the full amount, before a final report card will be issued, transfer of records sent, or registration accepted for the next school year. Parents provide the required school supplies for each grade level; school supplies are listed on the school's website.

BULLYING

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. The school cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. Policy #514: Bullying Prohibition Policy is located on our website at www.cologneacademy.org or is available from the main office.

CALENDAR

The school calendar is sent home to all families prior to the school year or when students are enrolled. It is also posted on the school website, www.cologneacademy.org.

CARLINE PROCEDURES

At the end of each day all students will be escorted outside by a CA teacher or staff member.

Students who are picked up in the carline will remain on the sidewalk until they are instructed by a CA staff member to load their vehicle. ALL parents picking up children should use these carline procedures. Line up in the carline lane on the south side of the building. After the busses depart, the carline will begin. Staff will load approximately four to six cars at a time. These will be the cars closest to the west entrance of CA. Parents do not need to get out of their vehicles or motion for the children to come. Staff will instruct children to load the cars when it is their turn and safe for the children to load. Parents are asked to use their visor tag bearing their family name to help expedite this process. Drivers should turn OFF their cell phones until they have left the parking lot.

Parents should not come into the building to pick up their children or cut through the carline from the parking lot to get their children. We ask that everyone is respectful of everyone's time and our community effort to keep ALL our children safe. After just a short adjustment period, the entire carline will take less than 15 minutes. Any students not picked up by 3:45 will be taken back into the building and will be placed in Clubhouse at the drop-in rate of \$1.50 per quarter hour.

CELL PHONES

Personal electronic devices are subject to damage and theft as well as potentially bothersome and distracting to others. We ask that they not be brought to school.

If a cell phone or other electronic device must be brought to school for after-school use, it must be kept off and in the student's locker/backpack during the school day. Cell phones will not be allowed to be used in classrooms or other common school areas. If students are using the cell phones during the school day to text/call, then the school will take the device, and the student's parent can pick the device up from office.

CLASSROOM PARTIES

Each class may have simple holiday parties. Volunteers may be contacted for help or for refreshments.

COPIES OF POLICY

Copies of all policies may be obtained by parents and eligible students at the Cologne Academy office or on the school website, www.cologneacademy.org.

CUSTODY PROCEDURES

Often in family situations, a court has given one parent or another certain legal rights. These rights most often delineate custody issues for minor children involved in the family situation.

When a court awards sole legal custody, sole physical custody, or creates other specific language that requires the school to limit normal family involvement, the school must have appropriate copies of the court papers. Without such information, the school will assume joint legal custody and joint physical custody.

DATA PRIVACY POLICY

Family Educational Rights and Privacy Act (FERPA) Annual Notice for Disclosure of School Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you advised the district to the contrary in accordance with district procedures.

Academy has designated the following as Directory Information:

- Student name
- Grade Level
- Dates of attendance
- Address
- Phone numbers
- Emails

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- Music or drama performance
- Annual school yearbook
- Honor roll
- OSAs
- School/student directory
- School website

Directory Information can also be disclosed to outside organizations without a parents' written consent, regardless of the reason for or the source of the requested data. Two federal laws require school districts that receive assistance under No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories-names, addresses, and telephone listings-unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

If you do not want Cologne Academy to disclose Directory Information about your child without your prior consent, you must notify the school in writing by October 1st, or within 30 days of your child's attendance, if newly enrolled.

Family Educational Rights and Privacy Act (FERPA) Annual Notice of Student Education Record Privacy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a postsecondary school or college, the parents' rights transfer to the student, and the student is then an "eligible student" under the law.

Under FERPA, parents and students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 10 (ten) working days of the date a written request is received, exclusive of Saturdays, Sundays, and holidays. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a copy fee if copies are requested. The following staff person may be contacted to seek access to your child's records:
 - Executive Director of Academy
 - You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school records believed to be inaccurate or misleading, the request must be in writing and clearly specify:
 - a. The part of the record you are requesting to be changed, and
 - b. Why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information.

The school is not required to consider requests for grade or disciplinary decision, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

- Executive Director of Academy
- 3) To control the disclosure of their child's personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain written consent prior to the disclosure of student information.

An exception which permits disclosure without consent is disclosure to school staff with legitimate interests, such as a person employed by Cologne Academy:

- 4) The following individuals may have a legitimate need to request student information: a person serving on the school board, a person or company with whom Cologne Academy has contracted to perform a special task (such as an attorney, auditor, or therapist); a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another district official; or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill professional responsibility.
- 5) To file a complaint with the US Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave SW
Washington, DC 20202-4605

DISCIPLINE PLAN

At Cologne Academy, a community of strong values and character, each person must be willing to accept responsibility for creating a safe, positive, and productive climate for teaching and learning. It is the right of every individual to develop his/her potential to the fullest. It is likewise the responsibility of every individual to respect this right in others.

Teachers have the responsibility to maintain a quality-learning atmosphere at all times in the classroom. Students are expected to show respect for teachers and other students, as well as all school property and materials. Lack of cooperation and disrespect by a student or his/her parents will result in disciplinary action, suspension, or dismissal.

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

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;

- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accordance with them;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner which meets school uniform policy;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others.

DISMISSAL

Children not enrolled in our after-school program should leave for home immediately following dismissal, unless a teacher has requested that the child stay after school. Parents will be notified by phone or a written note if a child is to remain after school. Any students not picked up by 3:45 p.m. will be taken back into the building and will be placed in Clubhouse at the late rate of \$15 per quarter hour (\$1/min).

Any deviation from the customary end of day dismissal must be communicated to the main office and the student's teachers by 2:45 p.m. via email or phone call. Students need written bus note from parent to be given to bus driver for any varying ridership.

DISMISSAL BY PARENT- EARLY

All day attendance is important for every student, every day. If your child must leave school early, we ask that you inform the school office by note. Parents/guardians must check-out students at the front office, and the administrative assistant will notify the student's teacher for dismissal. In the event of dismissal following a special school event outside of the Cologne Academy School building, all students will first return to their classrooms for regular dismissal at 3:30.

DISMISSAL FOR VACATIONS

Cologne Academy recognizes the value of the educational experience family vacations can provide for children, but encourages family vacations/trips around times when school is not in session. However, if family trips are unavoidable, the school should

be notified a minimum of one week in advance to provide teachers with adequate time to prepare student work. Make up work will be due within a reasonable time established between the teacher and family upon arrival back to school.

EMERGENCY INFORMATION

Each year, we ask parents to provide emergency contact information. The information is kept in the office for quick reference; it is not used for any other purpose. Please be sure the numbers you give us allow us to reach a person, not voicemail.

ELECTRONIC DEVICES

Elementary students have no need for cellular phones, iPods, Gameboys, or other electronic devices in school. They can be quite disruptive and are easily stolen. Please make sure your child does not bring expensive electronic devices to school. The school cannot guarantee the safety of such equipment and will not be responsible for damage or loss.

ENROLLMENT

ENTRANCE REQUIREMENTS

To enter kindergarten, a child must be 5 years old on or before September 1st of the current school year. Children need to have an Early Childhood Screening completed before entering kindergarten. Please call 952-467-7390 for more information about ISD 108 Central Schools Early Childhood Screening or your local district. Enrollment is open to all children. Academy does not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

FIELD TRIPS

Field trips are a part of the learning program and are directly related to curriculum units. Notification, including a permission slip, will be sent home to parents prior to the field trip, briefly explaining the location and purpose of the field trip. The appropriate times of departure and arrival back at school and the means of transportation will be stated.

In order for a student to accompany his/her class on a field trip, a signed permission slip from the child's parents/guardian must have been received by the school. Students attending a field trip are required to wear their uniform, unless otherwise noted in the field trip/permission slip sent home to parents prior to the field trip. A student fee is assessed for each student to help off-set the cost of the field trip. No child will be denied a field trip experience due to family financial constraints. If parents/guardians have any questions about the experience, they should contact the classroom teacher.

Parent chaperones are determined by the homeroom teacher. Chaperone guidelines are one adult to five students (K-2) and one adult to seven students (3rd-4th) and teacher discretion for grades 5-8. Parents are not to attend field trip activities unless they are an assigned chaperone for the activity. Non-

classroom students are not to attend the school-sponsored activity. **Parent are requested not to use electronic devices i.e. cell phones, iPads, etc. while serving as chaperones.**

FIREARMS AND WEAPONS PROHIBITION POLICY

Cologne Academy does not allow any student or non-student to have in his or her possession or use any type of weapon within the schools or on the school grounds or premises where Cologne Academy students are present in connection with a school activity. The full policy can be found on the Cologne Academy website, Policy #501: Possession or Use of Weapons.

GUM

This is a sticky subject! We do not allow students to chew gum at school because it often becomes a distraction to other students, and often it ends in the wrong spot causing damage to furniture and carpets.

GYM SHOES

Children are required to wear gym shoes for physical education classes. We prefer you select shoes with non-marking soles since they are less likely to mark the gym floor. Gym schools stay at school and have a sole purpose of usage in the gym.

Phy Ed Uniform-

All 5-8th grade students will dress in a Phy Ed uniform. These will be available for purchase during pre conference time.

HARASSMENT & VIOLENCE

Cologne Academy seeks to maintain a learning and working environment that is free from religious, racial or sexual harassment, and violence. Any form of religious, racial or sexual harassment, and violence will not be tolerated by any pupil, teacher, administrator, or other school personnel of the school system to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.

The school system will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment, or violence, and to discipline to take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. This is a summary of the policy; the full policy can be found on the Cologne Academy website, Policy #413: Harassment & Violence.

HATS

Hats are not allowed in class. They are permitted at outside recess and may be placed under a student's seats at lunch.

HOMEWORK

Homework is an integral part of the child's educational process. The Core Knowledge Curriculum requires student preparation outside of school and is enhanced by parent support and involvement with homework completion.

Homework leads to responsibility and practice in a particular subject. It is carefully assigned as a meaningful part of the learning experience. The amount of the homework depends on the grade of the child. Homework may be the completion of class work that was not finished in school, but most often it is an extended lesson for student enrichment. Completion of homework is an expectation of all students at Cologne Academy.

INTERNET & TECHNOLOGY RESOURCES

Cologne Academy recognizes its responsibility for the management of the technology resources of the school system. Included are resources involving all voice, video and data systems. These systems are comprised of: telephones, television monitors, various computers, servers, local and wide area networks, the connections to other computer networks and the Internet, and stored electronic data.

In making decisions regarding student use of the school system, computer system, and the Internet, the school system considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the school system computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Users are expected to use Internet access through the school system to further educational and personal goals consistent with the mission and policies of Cologne Academy.

The use of the school system and access to use of the Internet and voice, video, and data technology is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system or Internet, or other voice, video or data technology may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school system policies, including suspension, expulsion, exclusion or termination of employment, or civil or criminal liability under other applicable laws.

This is a summary of the policy; the full policy can be found on the Cologne Academy website, Policy #524: Internet Acceptable Use & Safety.

LOST AND FOUND

Are you looking for a missing gym shoe, mitten, or hat? Each year many items find their way to our Lost and Found box. You can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps, boots, and lunch boxes with their full name and grade.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.

Use caution in sending articles of sentimental or monetary value to school. Trading Nintendo games or other electronic games is not allowed at school. Lost and Found items remaining at the end December, during Spring Break, and in June will be donated to charity.

MEDIA IN THE CLASSROOM

The following guidelines will be used for viewing of movies: Parental permission must be received before showing any movies with the rating of PG [k-4] and PG-13 [grades 5-8].

We will provide alternative learning experiences for the students who have not received parental permission.

MEDICATION POLICY

Academy acknowledges that some students may require prescribed medication during the school day. The following provisions are necessary to provide for the safe, proper, and timely administration of non-emergency prescription medication to students in the schools.

A Medication/Treatment Authorization Form must be completed annually and/or when a change in the prescription occurs. Prescription medication must come to school in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions on the label.

This is a summary of the policy; the full policy can be found on the Cologne Academy website, Policy #516: Student Medication.

PARENT/TEACHER CONFERENCES

Cologne Academy will collaborate and enhance the process with parents as partners in their child's education. Conferences will be held in August, October, and February.

The parents and family are your child's first educators, this remains the primary determinant in the student's attitude and behavior; a home-school community partnership is a natural and essential element in building and maintaining a positive learning environment for all students.

An important ingredient in meaningful home-school community relationships is the opportunity for open communication. Two-way communication is essential, and the best time to begin home-school community communication is early in the school year. We will have a student pre-conference in August. School personnel will listen to their students and encourage parents to become actively involved with their child's education.

The early conference enables parents to provide input for the child's learning plan. Subsequent conferences will be scheduled in October and February.

P. A. V. E. (PARENTS ARE VITAL ENERGY)

P.A.V.E. is an acronym for Parents Are Vital Energy! The PAVE committee is made up of Cologne Academy parents who meet monthly and plan events that support the school community in a variety of ways.

The objectives of the PAVE are to:

- Establish and maintain a working relationship among parents, school and community.
- Support school improvement teams and promote the finest education possible for the students at the Cologne Academy.
- Enhance the quality of education by raising funds for school equipment, supplies or programs that fall outside the school budget.

PAVE Responsibilities:

- Support the educational programs and extracurricular activities of the school
- Encourage parents' involvement in their individual children's lives, education, class, and school
- Organize fundraising efforts to support some additional programs, equipment, and services not covered in the school budget
- Support the educational goals of the school and assist with attaining those goals through parent and community volunteerism
- Recruit volunteers and coordinate volunteer efforts to staff PAVE functions and assist with school programs

For more information about supporting the school through volunteering, please contact the Cologne Academy office or email PAVE@cologneacademy.org.

PLEDGE OF ALLEGIANCE POLICY

Students at Cologne Academy shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Any student or teacher may decline to participate, and that decision will be respected.

RECESS K-4th Grade

Many students use the playground during recess. Therefore, we have rules to ensure the students' safety. We do not allow rough games, tackle football, fighting, hardballs,

snowballs, baseball bats, skateboards, or other objects that may cause injury in a congested area. School rules of courtesy and respect apply to the playground as well.

If a student breaks a safety rule, the rules will be reviewed. He/she will be warned and the parent/guardian will be informed by a phone call or letter. We are concerned for the safety of each child at our school. Please discuss the importance of following our playground safety rules with your child.

Students will be taken outside for recess every day, weather permitting, above zero degrees Fahrenheit wind chill. When there is visible snow on the ground, snow pants, boots, hat, and mittens are required. Students who fail to bring adequate winter attire will be permitted to borrow gear from the lost and found. If there are no items available, they will be allowed a one-time pass to remain indoors, and a parent phone call will be made to provide the proper attire for the following day. Further unpreparedness will result in the student attending recess outdoors.

November through April we require that all students bring full winter gear (jackets, snow pants, boots, hat, and mittens).

REGISTRATION PROCESS FOR ENROLLMENT

Our annual enrollment period is from the first day of school (the Tuesday after Labor Day) to the third Friday in February. All students applying during this window have an equal opportunity for open seats in the classrooms for the next school year. After the open enrollment period is closed and current students have indicated their intent to return, the available seats will be filled according to state of Minnesota law:

1. First, siblings of current students and foster child(ren) of a current student's parents.
2. Second, children of Cologne Academy teachers.
3. Finally, remaining students will be selected by lottery.
4. Applications received after the lottery will be placed on the wait list in the order they are received and offered seats after all the lottery students have accepted or declined enrollment. If anyone declines the opportunity to enroll, the next child on the waiting list will be offered a seat.

Registration forms can be obtained from the school office or downloaded from the school website. To initiate the process, a Registration Form must be completed and returned to the school office. Parents are encouraged to submit registration forms as soon as a decision has been made to enroll at Cologne Academy. There is no fee.

When a student transfers to Cologne Academy, Cologne Academy will ask the parent to sign a request for release of the student's records. This request will be forwarded by the administrator to the school of previous attendance.

REPORT CARDS

Report card/grades will be accessed through Infinite Campus at the end of each trimester.

SAFETY DRILLS: FIRE, SEVERE WEATHER, EVACUATION & LOCKDOWN

Drills are conducted from the very first days of the school year. They are practiced during various times of the year. The purpose is to give careful instructions regarding the procedure for leaving the building or for moving to an area of safety in an orderly fashion, not only during fire emergencies, but any other emergency that may arise.

During October (Fire Prevention Week) the local fire department conducts demonstrations and educational programs. During April (Severe Weather Awareness Week) we will participate in the statewide drill.

SEARCH OF STUDENT DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

Cologne Academy is a safe place for all students. The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school system's policies against contraband and harassment of any type.

School desks are the property of the school. Inspection of the interior of desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover a violation of law or school rules. Students should not use desks or personal possessions for unauthorized purposes or to store contraband. This is a summary of the policy; the full policy can be found on the Cologne Academy website, Policy # 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person.

SECTION 504 – Disability Nondiscrimination Policy

It is the policy of Cologne Academy to protect students with disabilities from discrimination and to identify and evaluate learners who, within the definition of Section 504 of the Rehabilitation Act of 1973, need accommodations, special services, or programs in order that such learners may receive the required free, appropriate public education.

Section 504 in the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, including learning; or
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment.

Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they do not require individualized education program services pursuant to the Individuals with Disabilities Education Act.

TEACHER REQUEST AND CLASSROOM ASSIGNMENT

At Cologne Academy, scheduling students into classes is a complicated and time-consuming process that involves both computer and hand scheduling. Many factors are taken into consideration when balancing class enrollment, including class size, gender, academics, and social composition. We believe our faculty are skilled educators and, additionally, that students need to learn the important life skill of working with many different types of teachers and students.

Please use the parent input form (available by contacting the main office) if you feel your child has a particular learning need which needs to be addressed and reviewed by the Director. Our goal is to create the best possible learning environment for all students and appreciate the trust you have in us as we make our class lists and do what is best for all of our students.

UNIFORM DRESS CODE

The Uniform Dress Code was created to encourage community spirit and to enhance school pride at Cologne Academy. It provides a means of focusing on the students as unique persons while diminishing the importance of external factors such as clothing.

All clothing and appearance choices should uphold the spirit in which the following dress code is written.

ALL CHILDREN MUST BE IN UNIFORM EVERY DAY. If your child is not in the proper uniform when they come to school, you will be called to bring your child a proper uniform.

Academy students must maintain a neat, clean, and appropriate appearance at all times. Uniform clothing should be in good condition and without torn knees and be labeled with the student's name. Clothing must be worn right side out. Belts must be worn through loopholes on pants and should not dangle. Clothing is expected to be properly sized to fit. If girls wear shorts under their skirts, the shorts should not be visible below the skirt's hemline. Hemlines for skirts, shorts, and skorts should be no higher than 2 inches from the knee caps.

Attire which attracts undue or negative attention or which infringes on the rights or values of others is not considered to be in the spirit of the dress code. Determination of whether clothing, hair, or accessories is suggestive or unkempt is at the discretion of the Director. Only natural hair color is allowed.

Uniforms are required on all school days except when otherwise specified. Cologne Academy allows parents to purchase uniform clothing at any clothing store. We ask that Donald's

Apparel and Uniforms is used as the primary vendor for any clothing article that contains Cologne Academy's Plaid #57.

K-4 UNIFORM BOTTOMS:

Pants and Shorts: Navy Blue flat or pleated front, no cargo

5-8 UNIFORM BOTTOMS:

Pants and Shorts: Navy Blue or Khaki/tan flat or pleated front, no cargo

K-4 Skirts, Skorts or Jumpers: Navy Blue or Donald's plaid #57 or LandsEnd Classic Navy Plaid

5-8 Skirts, Skorts or Jumpers: Navy Blue, Khaki/Tan, or Donald's plaid #57 or LandsEnd Classic Navy Plaid

UNIFORM SHIRTS:

Sweatshirts: Purchased through PAVE (collared shirt worn beneath sweatshirt)

Sweaters: Navy blue, light blue, or white (collared shirt worn beneath sweatshirt)

Shirts: Navy blue, light blue, or white short or long sleeved collared shirts without pockets or logos. Mock or full turtlenecks without logos or crests are also acceptable.

*No colors other than navy blue, light blue, or white may be visible on or under student's uniform. (For example: girl's cami's must be navy blue, light blue, or white.)

HAIR ACCESSORIES:

Navy blue, light blue, white, or Donald's plaid #57

FOOTWEAR:

Shoes: Students are not allowed to wear flip flops and must wear socks with all footwear.

Socks: Sock, leggings, and tights must be solid white or navy, with no visible logos or stripes/patterns/dots.

MAKE-UP:

Make-up that is distracting to student, peers, or staff is not allowed; this includes glitter and/or sparkles.

JEWELRY:

Necklaces: Students are not allowed to wear long or large, bulky necklaces that may hinder in safety or become a distraction from learning.

Bracelets and watches: multiple bracelets or watches that distract a student from learning will not be permitted.

HATS:

Students are not allowed to wear hats of any kind in the school building during the school day.

NON-UNIFORM DAYS:

Non-Uniform clothing is acceptable on select school days; non-uniform clothing should be clean and in good condition. Slacks or jeans, skirts or dresses, T-shirts and collared shirts, and appropriate footwear are acceptable. Occasionally special events such as school picture day, holidays or special events may dictate non-uniform attire. At these times, recommended attire will be announced in advance.

PHY ED

All 5th-8th graders are required to purchase a phy ed uniform from the school.

VISITORS

All students have the right to be safe and secure at all times when they are at Cologne Academy. It is the policy of the Cologne Academy Board of Education that partnerships between community, home, and school be encouraged. Parents and community members are welcomed into our school provided the visits are not disruptive to the learning environment and are conducted within the procedures and requirements established by the school district. To ensure safety, these procedures have been established:

- During the school day, all visitors must check in at the school office.
- School volunteers shall wear an identification badge.
- Visitors may eat lunch with students. Please notify the school at least one week ahead of time or more to ensure a meal order is placed for each student visitor. Visitors are encouraged to pack their own lunch.
- Tours of the school may be scheduled before and after school or on days specifically designated by Cologne Academy administration. Parents of prospective students may arrange a tour during the school day with the administrator, teacher, or administrative designee.
- Visitors on official business such as delivery people and guest presenters are allowed in the school only on designated days and times.
- The Director will establish visitor procedures for special events occurring during the school day in order to maintain safety and minimize disruptions of the learning process.

Any exceptions to the above must have prior consent of the building administrator.

VOLUNTEERING

The educational program for Cologne Academy will be enriched immensely by the time and talent donated each year by hundreds of adult volunteer hours. These programs can involve varying levels of commitment, depending on the time you have available.

Parents are encouraged to be involved in day-to-day activities at Cologne Academy and are welcome in the school and in classrooms, whether visiting or volunteering.

A charter school is a separate school district with its own board of directors and an absence of bureaucracy depending on parent volunteers for its success. Parents have the opportunity to be elected to the school's Board of Directors, and parents will also be asked to support the school each year by becoming members of school committees, helping in the office, planning school events, chaperoning field trips, working in the classrooms, and/or participating in fundraising activities.

Parents will be asked to support their students' academic achievements by ensuring that students do their homework and read at home daily; by making sure students attend school except when there is an illness and ensuring the timely arrival to school in

the mornings; by attending parent/teacher conferences; and by ensuring that assignments missed due to excused absences are completed in a timely manner.

Cologne Academy maintains that parental involvement empowers the parents by providing each parent and family with a greater stake in the school's success.

A volunteer is many things: an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, a bridge between the instructional program and the community. Cologne Academy cannot buy what volunteers give our school!

Thank you for your willingness to share your time and talents to benefit Cologne Academy. Parent involvement is very important. All volunteers are asked to follow the guidelines outlined below to help the school maintain a safe and respectful environment for all.

CONFIDENTIALITY

Confidentiality is very important. While volunteering, you may observe, read, or hear much about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school administrator. All information about student abilities, behavior, relationships, grades, or background is confidential. The school depends on volunteers to maintain confidentiality for our students, staff, and volunteers.

SIGN IN & SIGN OUT

Volunteers are required to sign-in before a volunteer activity that takes place on school grounds. Stop in the main office to check-in upon arrival. In the case of an emergency, the school needs to know who is in the building and where. Don't forget to sign out.

NAME BADGE

Volunteers must wear an official volunteer name badge while in the building. This badge identifies volunteers to students, staff, and other volunteers as a registered volunteer.

DEPENDABILITY

In the event you will be late or unable to keep your commitment, please call the school office as soon as possible. Students and staff are counting on volunteers; therefore, dependability and promptness are important.

STUDENT DISCIPLINE

Discipline is the responsibility of the classroom teacher or administrator. Volunteers should maintain order in their group or activity, but all discipline

should be left to school employees. Please report any problems with a student's behavior to the supervising staff person.

CONTACT WITH STUDENTS

For safety reasons, please observe the following when working with students:

- Avoid being totally isolated with a child, such as a room with a closed door. Work only in areas of the school building which are in continual, direct supervision of district professional staff.
- Use the staff/adult restroom facilities rather than the student facilities.
- Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission.
- All interactions between you and students must take place only at scheduled times and in the school.

DIVERSITY

Our school community is diverse. It is important to work with one another without bias and to be considerate of cultural, economic, moral, and value differences.

TOBACCO FREE/CHEMICAL FREE

Smoking and use of tobacco products, alcohol, and chemicals are prohibited at Cologne Academy.

USE OF CELL PHONES

In order to provide an optimum environment for learning, cell phones must be turned off while in or near classrooms or the media center. Please conduct cell phone conversations away from areas of learning.

RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT

Religious, racial, or sexual harassment is a violation of state law and school district policy. Any volunteer believed to have been a victim of harassment or violence or have information about the harassment or violence of any adult or student, should immediately report it to a school administrator.

SUSPECTED CHILD ABUSE

As volunteers build trust with students, evidence of abuse may surface. State law requires that education professionals and volunteers report any suspected abuse or neglect. If a student provides information that causes alarm, notify the child's teacher or school administrator immediately.

CRIMINAL HISTORY BACKGROUND CHECKS

Recognizing the school's responsibility to ensure the safety and security of students and everyone connected with the schools, volunteers 18 years of age and older are subject to a criminal history background check. Volunteers must complete a Background Check Authorization Form granting Cologne Academy

permission to conduct a criminal records search. The charge for the Background Check will be \$15.00. Checks should be made payable to **MN BCA** and attached to the authorization form. Note: If you've had a background check from another district or employer within the previous 12 months, a copy of that Criminal Background Check may be accepted as a substitute for the district's background check.

Questions about criminal background checks should be directed to the school office at 952 466-2276 or email kfarrell@cologneacademy.org The Criminal Background Check will only be done once unless there is a break in volunteer services of more than one year. Once a criminal background check has been received by Cologne Academy, the results are kept in a secure location until the individual has not volunteered for two years, and then the records are destroyed.

CA Policies

DRESS

As a representative of Cologne Academy, volunteers, like staff, are responsible for presenting a good image to students and the community. Attire should be neat, conservative, and appropriate for the task at hand.

DOCUMENTATION

Individuals may want to keep track of volunteer time. Many employers recognize the marketable value of skills learned through volunteering, and some colleges allow credit for volunteer experiences.

VOLUNTEER BACKGROUND CHECK

The safety of our students is very important. All school volunteers must complete a criminal background check under the following conditions:

- Chaperoning field trips
- Working with students in an area away from classroom teacher (i.e. hallway)
- As per school policy, found at www.cologneacademy.org

The cost to complete a criminal background check is \$15 and will be paid by the volunteer. Criminal background checks are completely confidential and will only be seen by the administration.

WELLNESS POLICY

The school board has approved a wellness policy that assures a school environment that promotes and protects student's health, well-being, and ability to learn by supporting healthy eating and physical activity. This policy encourages parents to pack healthy lunches and snacks and to refrain from including beverages and foods without nutritional value.

Adopted: 4/28/2011
Revised: 2/27/14

COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD

513 STUDENT INITIAL ENTRANCE, PROMOTION, RETENTION AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention- K-5

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement including grades in core courses and results on standardized assessments (when applicable).. The director's decision shall be final.

C. Retention- 6-8

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement, including grades in core courses and results on standardized assessments. The director's decision shall be final.

1. 1. 6th and 7th Grade Students

- a. 6th and 7th grade students who fail one or two core classes are expected to attend and successfully complete summer school.
- b. 6th and 7th grade students who fail more than two core classes will be reviewed by the grade level team for consideration of the following outcomes: (1) students may be recommended for retention for the entire upcoming school year in all subjects; (2) students may be required to make-up one or two core classes during summer school and one core class each semester in lieu of elective or specialist classes.

c. If, after summer school, a 6th or 7th grade student has not passed at least one core class, he or she will be reviewed by the grade level team for possible retention.

2. 8th Grade Students

a. 8th grade students who fail one or two core classes are expected to attend and successfully complete summer school.

b. 8th grade students who fail more than two classes will be reviewed by the grade level team for consideration of the following outcomes: (1) students may be recommended for retention for the entire upcoming school year in all subjects; (2) students may be required to make-up one or two core classes during summer school.

c. If, after summer school, an 8th grade student has not passed more than one core class, he or she will be reviewed by the grade level team for a possible retention.

3. Summer School

a. A student is eligible for summer school if at least one of the following criteria is met:

(1) Poor attendance at school

(2) Failing a core class (receiving a final grade of “F” or “I” in math, English, science, or social studies).

C. Program Design

1. The director, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs shall also be developed as additional options.

2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:

a. assess a student's readiness and motivation for acceleration; and

b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

*Adopted: 2011
Revised:
3/28/13, 1/23/14, 7/24/14, 4/23/15, March 2016*

**COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

540 MIDDLE SCHOOL DETENTION/HOMEWORK MAKE-UP POLICY

I. PURPOSE

The purpose of this policy is to assist parents in understanding the middle school detention policy and how procedures for detention will be carried out.

II. GENERAL STATEMENT OF POLICY

Detentions will be held every Tuesday from 3:30 to 4:30pm, unless there is a school cancellation. Detentions will be held in a middle school teacher's classroom. Students will be released at 4:30pm and will be walked to the front door and supervised until they are picked up. If a student is not picked up by 4:40pm they will be checked into clubhouse.

Students are to work on make-up work during their detention time, if they do not bring work to detention they will be assigned math facts and other academic work.

Students obtain detentions:

Academics:

- Every three missing/late assignments as recorded by teachers, this may include assignments handed in without names (late).

Behavior:

- Excessive/extreme and/or continuous misbehavior that warrants a more severe and immediate consequence, including disrespectful behavior towards guests/substitutes.
- For 3 cumulative behavior STAR room referrals
- If a student skips detention (unexcused) they will be assigned 2 more to make up the 1 they chose not to attend.

Parents will be contacted by the teacher about their detention as soon as they are on their third assignment or behavior.

If a detention is given on a Tuesday, the detention will be served the following Tuesday in order for parents to find appropriate transportation.

If a student is absent on the Tuesday they are supposed to serve they will need to make it up the following Tuesday.



COLOGNE ACADEMY

Family Support Pledge

I (We) have read the Family Handbook, reviewed its contents with my (our) child(ren) and understand that Cologne Academy maintains that parental involvement empowers the parents by providing each parent and family with a greater stake in the school's success. As such, I (we) agree that I (we) will abide by all rules, regulations, and policies of Cologne Academy. As parent(s)/guardian(s), I (we):

- Support my (our) child(ren)'s academic and personal achievements by ensuring that they do their homework and read at home daily;
- Support my (our) child(ren)'s academic and personal achievements by making sure they attend school except when there is an illness and by ensuring the timely arrival to school in the mornings;
- Support my (our) child(ren)'s academic and personal achievements by ensuring that assignments missed due to excused absences are completed in a timely manner;
- Support my (our) child(ren)'s academic and personal achievements by attending parent/teacher conferences; and,
- Support my (our) child(ren)'s academic and personal achievements by volunteering in at least one major PAVE event/fundraiser, reoccurring tasks/committees/lunchroom food server or other identified volunteer opportunities.

I (We) fully understand that non-adherence to the Parent/Student Handbook's rules, regulations, and policies by child(ren) enrolled in the schools or by their parent(s) or guardians may result in a child's expulsion from the school.

Signature(s) of Parent/Guardian: _____ Date: _____

_____ Date: _____

Name of Child(ren) enrolled: _____

