

General Information

Location:

Sojourner Truth Academy
3820 Emerson Ave., N.
Minneapolis, MN 55412

School Hours:

7:30 a.m. – 2:30 p.m.

School Office Hours:

7:15 a.m. – 3:15 p.m. The office is very busy before school starts and at dismissal time. If possible, please attempt to time your inquiries outside these hours.

School Telephone Numbers:

Office: 612-588-3599
Office Fax: 612-588-0217

Web Site:

www.sojournertruthacademy.org

Executive Director:

Julie Guy, jguy@sojournertruthacademy.org

School Uniforms:

Shirt - Navy Blue with STA logo (Sold at Sojourner Truth Academy)
Pant or Shorts – Khaki or Tan colored (No blue jeans)

Sojourner Truth Academy
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STUDENT /PARENT HANDBOOK INTRODUCTION

We are hopeful that this handbook will serve as a resource for parents and students throughout the school year. Please carefully review this handbook with your child.

VISION STATEMENT

Sojourner Truth Academy (STA) is passionate about helping children achieve academic and social success in a community of high expectations where each child is valued.

MISSION STATEMENT

The mission of the school is to prepare children for the future by building confidence and a strong sense of self-worth through small classrooms and an open, safe, family-like environment. STA supports families by embracing change when necessary for the good of the children and serving as a bridge to the community. Staff at STA is dedicated to and held accountable for providing a learning experience that is culturally relevant, challenging and fun.

SCHOOL BOARD

The school board is made up of parents, staff and community members. The function of the board is to provide guidance and accountability for the implementation of the schools founding principles and standards. Meeting minutes are posted on the bulletin board near the main office. Parents who wish to bring an issue or concern to the attention of the board are invited to contact any member or share comments in person during the first part of the meeting each month.

Sojourner Truth Academy School Board Members:

Pamela Young, Board Chair

Laverne Wesley, Member

Michael Williams, Member

Gina Privratsky, Secretary

Robbi Holdreith, Member

Eliana Salgado-Guzman, Member

Margaret Fitzgerald, Member



BUILDING EXPECTATIONS

Welcome to Sojourner Truth Academy. Our primary goal is to ensure that each child at STA is provided with a safe learning environment.

Here at Sojourner Truth Academy we have high expectations for each [scholar](#). As a staff we strive to teach our [scholars](#) to be respectful of themselves and others, and to become trustworthy citizens within the STA community, as well as the community at large.

We expect each [scholar](#) to comply with building policies. All [scholars](#) have responsibility:

- For their behavior
- For knowing and obeying all school rules, policies and procedures
- To assist the school staff in maintaining a safe school for all [scholars](#)
- To respect and maintain the schools property and property of others
- To recognize and respect the rights of others

Maintaining a positive school environment is the responsibility of staff, [scholars](#), and parents alike. Please review the above building expectations and discipline policy in this handbook with your child.

ENROLLMENT PROCEDURES

Sojourner Truth Academy (STA) is passionate about helping children achieve academic and social success in a community of high expectations where each child is valued.

Currently enrolled scholars

Scholars who are currently enrolled at Sojourner Truth Academy will receive Letters of Intent to return at the end of 2nd Semester. Letters of Intent will be sent home with report cards. The Letter of Intent must be received by the last business day in February to be guaranteed placement for the following school year.

Pre-K Registration

Pre-k registration will begin on January 15th. To be considered for placement, candidates must be 4 years old by September 1st of the upcoming school year.

A completed registration form and a birth certificate must be received by March 15th. Incoming Pre-kindergarteners who have a sibling currently enrolled at Sojourner Truth Academy will have priority for enrollment. A lottery will only occur if the number of incoming Pre-kindergarteners with sibling preference exceeds 12 scholars.

Kindergarten Registration

Kindergarten registration will begin on January 15th. To be considered for placement, kindergarten candidates must be 5 years old by September 1st of the upcoming school year. A completed registration form must also be received by March 15th. Incoming kindergarteners who have a sibling currently enrolled at Sojourner Truth Academy will have priority for enrollment. A lottery will only occur if the number of incoming kindergarteners with sibling preference exceeds 54 scholars. We strongly encourage preschool screening. All incoming kindergarteners must take a kindergarten pre-assessment that will be administered by Sojourner Truth Academy staff.

New Scholar Enrollment

New scholar enrollment will begin on January 15th. A completed registration form must be received by March 15th to be considered for placement. A lottery will only occur if the number of scholars who are currently enrolled exceeds 60 scholars in 1st – 3rd grade and 50 scholars in 4th – 8th grade. Newly enrolled scholars whose primary language is not English will be required to take an ESL placement test administered by Sojourner Truth Academy staff.

Lottery Process

A general lottery will be conducted on the last business day of March for each grade level where the number of enrollment applications received exceeds the number of openings. After the lottery, scholars who are not accepted in the grade level applied for will be placed on a waiting list sequential by lottery number. As openings become available, scholars will be contacted and placed. The waiting list will expire at the end of the current school year and the enrollment process will begin again in January for the next school year.

Placement

Sojourner Truth Academy staff will use completed registration information to determine the appropriate placement for the scholar. *No placement will be finalized until all necessary information has been received and appropriate services and programming has been arranged.*

SOJOURNER TRUTH ACADEMY VALUES

Sojourner Truth Academy is characterized by a culture that is orderly, supportive and focused on student success. Discipline and order exist in a school when students are known and cared for by all the faculty and staff. Below are six values that all students at Sojourner Truth Academy should strive for and are expected to live by.

Core Values

Respect -

I am polite, courteous and understanding of other people.

Compassion –

I show kindness and caring towards others and go out of my way to help someone.

Diligence –

I put in effort and work hard to achieve my goals.

Responsibility –

Others can trust me to get things done, on time and to the best of my ability.
I owe my behavior.

Integrity –

I am honest and do what I know is right.

Perseverance –

Trying my best and never giving up, no matter how challenging something is.

DISCIPLINE POLICY

At Sojourner Truth Academy every child is part of the learning community. Each scholar's behavior helps determine what the learning environment will be like for all scholars in the classroom. It is the assumption of Sojourner Truth Academy that scholar success is the responsibility of all scholars, staff, and parents.

If behavioral issues arise Sojourner Truth Academy implements a school-wide approach that integrates classroom management with social emotional learning to work with children to:

- Set and achieve goals together despite obstacles.
- Manage emotions instead of acting out.
- Set personal boundaries to encourage mutual respect.
- Resolve conflict in a way that creates closer relationships.

The classroom teacher will generally make contact with the parents/guardians of the scholar. In cases of severe or repeated behavior problems, school administrators may be involved. If a scholar is suspended the scholar success coach will call the home to inform the parent. **If they can not reach a parent by telephone a copy of the suspension form will be sent home.**

Parents/guardians will be required to attend a re-entry meeting with the scholar success coach and/or school administrators to discuss concerns, expectations, and appropriate placement. If a parent does not attend the re-entry meeting the scholar will sit on the bench up front until their parent comes in or [participates in](#) a telephone conference.

Bullying*

Sojourner Truth Academy ("STA") prohibits any form of hazing activity and/or bullying against any student by any student, employee, or agent of the school. This prohibition includes planning, directing, encouraging, aiding or engaging in hazing and/or bullying, as well as permitting, condoning or tolerating hazing and/or bullying. This Policy Prohibiting Hazing and Bullying applies to any school activity including those conducted on and off school property and during and after school hours. Apparent or actual permission or consent by a person being hazed or bullied does not lessen the prohibitions contained in this policy. STA will investigate all complaints of hazing and/or bullying and will take appropriate action, which may include disciplinary action against any student, employee, or agent of the school who is found to have violated this policy.

The term "bullying" means any gesture or written, verbal, graphic, or physical act (including cyber bullying, i.e., acts transmitted through the use of internet, cell phone, or other electronic device) that is or likely to be reasonably perceived as being intimidating, mocking, belittling, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.

**See the full STA bullying policy in the appendix section of this handbook*

VIOLATION	1st Offense	2nd Offense	3rd Offense
<i>Assault</i> – an act with intent to inflict bodily harm upon someone, including hitting, pushing, biting, throwing objects, or attempting to cause fear in another person	gr.prek-3 - ** (in-school process & call home)	1 day susp.	3 day susp.
	gr. 4-8 - 3 day susp.	5 day susp.	possible expulsion
<i>Bullying- Cyber-bullying</i> - doing something hurtful or mean toward another person. Often it is repeated over time. Examples include teasing, gossiping, intimidating, etc.	gr. prek-3 - **	**	1-3 day susp.
	gr. 4-8 - **	1-3 susp.	3-5 susp.
<i>Fighting</i> – engaging in any forms of fighting where blows are exchanged, regardless of who initiated the fight.	gr. prek-3 - **	1-3 day susp.	3 day susp.
	gr.4-8 – 1-3 day susp.	3 day susp.	5 day susp. poss. expul.
<i>Fire & False Alarms</i> – tampering or interference with any fire alarm system, or actions resulting in the start of fire.	gr. prek-8 - 1-3 day susp.	5 days susp.	poss. expulsion
<i>Possession of drugs, alcohol or tobacco</i> – possessing, using or being under the influence of any narcotic, drug or controlled substance (without prescription).	gr.prek-8 - 1-3 day susp.	3-5 day susp.	possible expulsion
<i>Harassment (includes but is not limited to)</i> – inappropriate, derogatory, offensive remarks and/or conduct related to a person’s race, color, creed, religion, sex, disability, age, or any other classification protected by state and/or federal law.	gr.prek-3 - **	1 day susp.	3 day susp.
	gr.4-8 – 1 day susp.	3 day susp.	5 day susp.
<i>Theft</i> – taking, possessing, using or receiving, and concealing of money or goods that belong to another person without their consent.	gr.prek-3 - **	1-3 day susp.	3 day susp.
	gr. 4-8 – 1-3 day susp	3 day susp.	5 day susp. poss. expul.
<i>Weapons Possession</i> – STA prohibits the possession of any object that can be used as a weapon or resembles a weapon, i.e., water guns, pellet guns, BB guns, toy hunting knife, exacto knife, etc.	gr. prek -8 - 1-5 day susp.	possible expulsion	expulsion
<i>Threats</i> – verbal or physical expression of intention to inflict harm, injury or damage to another student or adult.	gr. prek-3 - **	**	1-3 day susp.
	gr. 4-8 - 1-3 day susp	3 day susp	5 day susp.

The examples below are behaviors that are unacceptable and may result in disciplinary action by the school . Other behaviors may be subject to serious consequences, as determined by the school director. This is a sample of behaviors & consequences. [This list of inappropriate behaviors](#) is not exhaustive nor is it exclusive.

**** In-school processing with school administrators and call home.**

The Sojourner Truth Academy Discipline policy is in accordance with the Minnesota Pupil Fair Dismissal Act Minnesota statutes 121A.40 through 121A.56.



CURRICULUM and TOP NOTCH, CARING TEACHERS

Sojourner Truth Academy teaches reading, math, writing, science, social studies, music, art, and physical education. Teachers teach to the Minnesota State Standards using a variety of different resources.

Sojourner Truth Academy strives to provide rigorous and personal instruction to all scholars. Teachers create and implement engaging and challenging lessons for scholars. Lessons are designed to be applicable and relevant to scholar's lives. Teachers know that scholars learn best when they are required to think and apply concepts for themselves. Therefore, STA teachers require the scholars to do the "heavy lifting" of thinking in the classroom, while fostering a positive and uplifting environment where scholars are encouraged to learn from their mistakes. They also foster a climate of learning through honest feedback, positive reinforcement, recognition of success, and strong classroom management skills.

STA teachers are trained to move at a fast pace so that every minute of class time is utilized for instruction. Activities are varied throughout the day and centered around critical thinking to keep scholars engaged and on task.

We keep our class sizes small. This ensures that we can have small group instruction and give one-on-one help during these pivotal years.

SCHOOL REWARD OPPORTUNITIES

At Sojourner Truth Academy, scholars have the opportunity to earn rewards for demonstrating excellent behavior, academic achievements and growth, and good citizenship.

Honor Roll

Each semester scholars who have an A or B average in core classes will be recognized on stage at the Honor Roll Assembly. Scholars who have made significant growth in their core classes but have not averaged an A or a B, will be recognized with an "On a Roll" award. This assembly takes place once a semester on the following dates:

- **January 21, 2022**
- **May 26, 2022**

CURRICULUM cont'd

Report cards will be sent home at the end of 1st and 2nd semesters. Parent/Teacher conferences will be held three (3) times a year. Progress reports will be given to parents at conferences. The grading scale is as follows:

A = 90 – 100

Citizenship is graded as follows:

B = 80 – 89

3 = Excellent

C = 70 – 79

2 = Satisfactory

D = 60 – 69

1 = Needs Improvement

F = 59 and below

Specialty classes

STA offers Art, Music, Physical Education. The scholars are rotated through these classes on a weekly basis.

Multi-Tiered System of Support

Sojourner Truth Academy uses a multi-tiered system of support (MTSS) to meet the needs of all scholars at STA. MTSS is defined as “the practice of providing high-quality instruction and interventions matched to scholar need, monitoring progress frequently to make decisions about changes in instruction and applying scholar response data to important educational decisions” (Batsche et al., 2005)

In Tier 1, all scholars at STA receive high-quality, scientifically based instruction, differentiated to meet their needs, and are screened on a periodic basis to identify struggling learners who need additional support.

In Tier 2, scholars not making adequate progress in the core curriculum (Tier 1) are provided with increasingly intensive instruction matched to their needs on the basis of levels of performance and rates of progress.

In Tier 2, students receive individualized, intensive interventions that target the students' skill deficits for the remediation of existing problems and the prevention of more severe problems.

Parents of scholars needing Tier 2 & 3 services will be notified of what kind of support their child will receive along with regular updates.

Technology

All students have access to the Internet. The Internet is a global information system with great educational potential. The use of the Internet is a privilege. Students will be taught appropriate use of the Internet and/or e-mail. The guidelines below define appropriate educational and ethical uses of the Internet at school, identify individual student responsibilities, and outline the responsibilities of the school in carrying out these guidelines.

Student responsibilities:

As a user of the Internet and the school computer network I will:

- ❑ Be polite
- ❑ Use appropriate language. That means, do not swear or use bad language.
- ❑ Use Internet sites that are connected to what is studied in class or that a teacher has approved.
- ❑ Use the computer network in a manner that does not violate any laws, regulations or copyright.
- ❑ Accurately represent myself. That means I will use only my own name, not someone else's, and NEVER use my whole name or give my address or telephone number.
- ❑ Send e-mail only with my teacher's permission and her e-mail address.
- ❑ Remember that e-mail is not private. That means my teacher or other people who operate the network can read it.
- ❑ Respect the privacy of others. That means I will not use someone else's password or open or change anyone else's files.
- ❑ Respect computer equipment and the use of the network and share computer resources and time with other students.

Staff Responsibilities:

- ❑ Teach students the appropriate and ethical use of the Internet and e-mail.
- ❑ Help students understand the guidelines.
- ❑ Help students locate appropriate sites for school use.
- ❑ Monitor student's use of the Internet and help them back out of inappropriate sites.
- ❑ Not post any student work to the Internet without parent/guardian permission. If permission is granted, items will be considered fair use and available to the public.
- ❑ Access to the Internet and school computer network will be limited if a student does not follow these guidelines.



SCHOOL UNIFORM POLICY

Sojourner Truth Academy is a “required uniform school” and school uniforms must be worn at all times. The uniforms are meant to promote school spirit, direct scholar energy to academics instead of fashion, eliminate parent/scholar conflicts over clothing, and stress the equality of all scholars. **All scholars must be in uniform every school day** unless otherwise specified by school personnel.

Scholars who are out of uniform will not be allowed in the classroom. They will be marked as present for attendance, given a breakfast and then sent to the office with a pass. Office staff will call parents letting them know that their scholar will be excluded from the class until parents bring the proper uniform to school.

If office staff is unable to [contact](#) the parents to bring the appropriate uniform [to the school](#), the scholar will sit on a bench outside of the office until the end of the school day. A letter will then be sent home with the scholar explaining what happened and that if the scholar comes out of uniform again, they will be excluded from class once again. **Under no circumstances will school personnel be allowed to give scholars uniforms.**

- **Navy Blue or Red (grades 6th -8th only) short/long sleeve T-shirt or Navy sweatshirt with STA logo-**
If a scholar wears a short sleeve shirt they CANNOT wear another shirt underneath-no exceptions. If scholars are cold they must wear a STA sweatshirt. All shirts MUST be tucked into pants, skirt/skort or shorts.
- **Khaki Pants or shorts –**
Uniform pants can be purchased at the store of your choice. NO sagging. [P](#)ants should fit properly & be worn with a plain black, brown or blue belt are mandatory for boys.
- **Khaki skirt/skort-**
Plain black, white or navy leggings, tights or socks must be worn with skirts/skorts –No patterned tights, leggings, socks or knee-hi socks are permitted- No exceptions. Skirts/skorts or shorts should fit properly.
- **Shoes-**
Solid black shoes are preferred however, scholars are permitted to wear tennis shoes. No flip flops, house slippers and/or sandals allowed or. Blue, black or white socks must be worn.

STA uniform shirts can be purchased at the school throughout the school year:

Short sleeve T-shirts- \$5.00
Sweatshirt- \$8.00

Long Sleeve Shirt- \$7.00
Red Hoodies (middle school only) - \$15.00

During the winter months, scholars continue to have outdoor recess unless the temperature and/or wind chill factor is below zero. Parents are asked to make sure their scholar is appropriately dressed for the cold weather, in addition to their uniform.

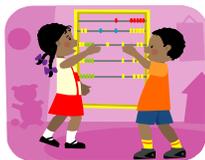
Parents should write the scholar's name in permanent marker on the tags of all clothing. Since every scholar wears the same clothing, mark your tags clearly.

Appearance

No makeup or cosmetics **can** be worn or brought to school. All shirts must be tucked in. **Scholars may not wear scarves and/or bonnets, hats, bandanas, or hoods in school without prior approval by authorized school personnel.**

Personal Hygiene

Scholars feel good about themselves when they arrive at school well groomed, and rested. Clean clothes, clean bodies, and good nights sleep, ensure that all scholars are prepared for the teaching and learning that takes place during the school day.



ATTENDANCE

Regular attendance and punctuality are important for scholars to gain the most out of their school experience. Regular attendance is important to school success. The Sojourner Truth Academy school day starts at **7:30** a.m. Scholars arriving at **7:31** a.m. are considered tardy after this time. Scholars who come to school late often miss the morning meeting that organizes their day and they disrupt the teacher and other scholars who are already working and learning.

All Absences – “Excused” and “Unexcused” – are still considered absences. Any day your child does not attend school is considered an absence. For example, missing school due to a serious illness (with a doctor's note) or a death in the family is still considered being absent at STA. While we appreciate a call or note from a parent or doctor explaining the absence, the scholar is still considered (and marked) absent from school. Scholars should never miss school for medical appointments. Appointments should be made outside of school time. The best times for appointments are Friday afternoons (after 1:00 PM) or when school is not in session.

ATTENDANCE cont'd

In the rare case that a scholar has a medical appointment at a time when school is in session, he or she should not be absent for the entire school day.

Suspensions are considered absences: If a scholar is absent from school due to suspension, these days will be treated the same as an absence.

Scholars are expected to stay in school until the very end of the day (2:30 P.M. for regular dismissal). Early pickups are disruptive to the learning environment. Since [STA is](#) focused on the commitment to [prepare](#) your scholar [for](#) college, [STA](#) will not release scholars prior to the end of the school day at 2:30 without prior notification. Unless in cases of a true emergency, the school will not disrupt classes to [retrieve](#) a scholar [from class](#) early. Scholars will not be allowed to leave until the end of the school day. If a scholar must be dismissed early the parent must send a note and the office will arrange for the scholar to be at the main office.

Parents [should](#) wait until the end of the full school day to pick up scholars. Parents should wait in the front entrance of the building, behind the line divider, until the 2:30 dismissal. A staff member will escort your child to the front.

Scholars who are absent from school cannot attend school events, dances, or other school-sponsored activities on the day of the absence, unless the school has given advance permission. Scholars must be in school for at least seven hours of the regular school day (7:30 AM to 2:30 PM) to be [eligible](#) to attend school events. For weekend events, scholars must be present at the school on Friday [in order](#) to [be eligible to](#) attend.

Under Minnesota law a scholar age 6yrs – 11yrs [of age](#) is considered truant if [the scholar](#) is absent without legal excuse **for 3 or more days of school. 3 unexcused tardies are equal to one unexcused absence.** A scholar and/or parent can be [required to appear in](#) Juvenile Court for Truancy if [the scholar is](#) absent without a legal excuse on **7 or more days of school** ([Minn. Stat. Section 120.06](#)). Schools are required by law to report any scholar who is truant from school. Parents have the responsibility to inform the school of the reason for any absence and/or tardies but the school has the right to accept or deny parent's request for excused absences.

Lawful reasons for being absent or tardy:

1. Sickness (school may request doctor verification)
2. Doctors visit (avoid school hours, if possible)
3. Religious Holidays
4. Extreme family emergencies (death in family, house fire, etc.)

Unlawful excuses:

- | | |
|-----------------------------|--------------------------------------------------------------|
| 1. Staying home to baby-sit | 5. Travel (unless school approved) |
| 2. Overslept | 6. Needed at home |
| 3. Missed bus | 7. <u>Extreme</u> Cold (unless school has officially closed) |
| 4. Waiting to change bus | 8. Immunizations |

To report a scholar absence, please call the Attendance Office at 612-588-3599 x200. If leaving a message on the school voicemail system please state your name, the scholar's name and grade and the reason for the absence.

It is the responsibility of all parents/guardians to ensure that STA has current addresses and telephone numbers, as well as current emergency contact information.



HEALTH SERVICE AND FIRST AID CARE

Front Office

The front office is used to treat minor first aid injuries, dispense prescription medication and temporarily house scholars waiting to be picked up because of illness. The school does not have facilities or the manpower to care for sick scholars during the day and may not be used for this purpose.

When Should My Scholar Stay Home

- If a scholar has a fever of 100 degrees or more, the scholar should remain at home for 24 hours after the temperature returns to normal.
- If a scholar has vomited (stomach flu) or has diarrhea, the scholar should remain home 24 hours after the last episode.
- If a scholar has a rash which may be disease-related, check with the scholar's doctor BEFORE sending the scholar to school. Do not send the scholar to school while waiting for the results.
- If your scholar is too sick to remain in the classroom and participate in indoor and outdoor activities, he/she should remain at home.

HEALTH SERVICE AND FIRST AID CARE Cont'd

Emergency Number

Please complete an Emergency Referral Form at conferences twice a year, or when changes occur in your address, telephone number, etc. If a scholar becomes ill or is injured during the school day the school must be able to contact a parent. Parents are asked to provide

the name of a relative or friend (in the immediate area) who is willing to come to pick up the scholar should the school be unable to contact the parent. This person should have transportation to be able to pick up the scholar. If any changes in your scholar's health status occur during the school year, please notify the school.

Immunizations

Minnesota State law requires full immunizations for all school children. You must maintain a permanent record of your scholar's immunization and send updated information to STA. See appendix for required shots.

Contagious Conditions

Please notify STA of any contagious conditions such as chicken pox, pink eye, strep throat, head lice, ringworm & impetigo, etc. that your scholar may have contracted. This will help the school staff take appropriate measures to protect other scholars. All information will remain confidential.

Medication Policy

It is not the responsibility of STA or its employee's to dispense drugs, medications, or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some scholars require administration of medications or medical procedures to be performed during the regular school day. In those situations, the following procedures will be followed:

Physician order for medication & parent/guardian authorization – before any medications will be dispensed by STA staff a doctor's order for medication must be signed and on file at school.

Prescription medications- must be provided in an original pharmacy container with current label.

Questions regarding dosage of the medications will be directed to the prescribing physician or the parent/guardian at the discretion of STA staff.

Unused Medications- when use of a medication has ceased, or is no longer needed by a scholar it is the parents' responsibility to retrieve unused medications from the school. Any unused medications will be disposed of by STA upon the written request of the parent/guardian or at the end of the school year.



LOST & FOUND

A “Lost & Found” bin is located in the front hallway and throughout the building. Most items that are found are placed in this area. [STA](#) urges all parents to label all clothing items with your child’s name and grade. If a labeled article with your child’s name is found, it can easily be returned. At the end of the school year items not retrieved will be donated to a non-profit charitable organization.

FIELD TRIPS

Field trips enrich the school curriculum by providing learning experiences that are unavailable in the regular classroom setting. Parents will be notified when field trips are planned, as well as if and when [payment for the field trip](#) will be due. Parents are encouraged to attend field trips as chaperones. Scholars will need to consistently demonstrate the STA core values to attend field trips. If a scholar is not demonstrating our values, they will not be allowed to attend the field trip. Parents will be informed prior to the field trip if their scholar could not attend. Scholars are still expected to attend school and will be assigned to a classroom for the day.



FOOD SERVICE PROGRAM

In accordance with the National School Lunch and School Breakfast Programs provision, Sojourner meets the criteria of the Community Eligibility Provision (CEP). This means that all scholars enrolled at Sojourner are eligible to receive a healthy breakfast and lunch at no charge to you. Households are still required to fill out an [Application for Educational Benefits](#) to assure Sojourner receives the appropriate funding and any applicable discounts. Sojourner Truth Academy lunch applications are available in the front office. (a new lunch application must be completed each school year). **Scholars arriving after 7:45 a.m. will not be served breakfast.**

Lunchroom Expectations

Scholars will be expected to use appropriate lunchroom behavior which will be discussed and reviewed in the classroom. Teachers will assign seating as necessary during lunch period. Below are examples of appropriate behavior while in the school lunchroom:

- Scholars may talk quietly with others at their table (no shouting).
- Scholars will raise their hand if they need help.
- Scholars remain seated until they are done eating and their table is excused by the lunchroom monitor.
- Scholars are expected to demonstrate polite table manners
- Outside food delivery services, such as DoorDash, GrubHub, Bite Squad, etc are not permitted at school. Food delivered at school will not be given to the scholar. Sojourner Truth Academy will not be responsible for any reimbursements or refunds of said food.

Menus

Menus will be sent home at the beginning of each month. Parents should review the menus and inform [STA](#) of any food allergies [their](#) scholar may have, [as](#) well as prepare to send a lunch from home if [their](#) scholar does not eat what is planned on a specific day. Unless a scholar is bringing a lunch from home, no outside food is allowed in the lunchroom.

TRANSPORTATION

Many scholars attending Sojourner Truth Academy ride the school bus to and from school. Transportation is provided for scholars who reside over one mile from school. **Bus Transportation is a privilege – not a right.** The buses may transport scholars to daycare or other prearranged destinations as requested by parents or guardians, if the scholar is eligible. Pre-Kinder, Kindergarten & 1st grade scholars will not be dropped at their stops without the parent or authorized adult there to meet them. If no adult is at the stop the scholar will be brought back to STA and a parent will have to pick them up.

Postcards indicating the bus numbers and pick up/arrival times will be sent to families in August. Questions about the transportation schedules or reports concerning any problems should be directed to the transportation coordinator at 612-588-3599.

Please review the bus safety rules listed below with your scholar:

- ✓ Be at the proper pick up point and be on time ***Buses cannot wait.***
- ✓ Follow the driver's instructions.
- ✓ Always sit down.
- ✓ Be respectful- no fighting, swearing, or yelling.
- ✓ Keep your head and arms inside the bus windows at all times.
- ✓ No dangerous objects or pets.
- ✓ Keep your bus clean, do not damage the bus and/or equipment.

Scholars are expected to follow the above rules on the bus. If scholars do not follow the rules of the bus, the bus driver will document the incident on a bus write up form and send it to the school. The consequences are as follows:

- 1st write up – scholar conference with Scholar Success Coach
- 2nd write up – parent call home
- 3rd write up – one day suspension from the bus
- 4 or more write ups – three days or more suspension from the bus

Scholars are not allowed to ride a bus other than their assigned route and must exit & board at their assigned stops, unless prior notice has been given by authorized school staff. **If a scholar is to go home by a different means than usual, parents must write a note to the teacher informing them of this change. Due to safety concerns STA cannot accept verbal notice from scholars who state that their parents have given permission to ride a different bus.** Only scholars authorized to ride the bus may be transported. Family members or other visitors are not allowed to be transported. If parents need to make transportation changes after the start of the school day, the front office must be informed before 1:00 pm.

A scholar's eligibility to ride the school bus may be revoked for a violation of school bus safety or conduct policies. Misconduct on the bus including, but not limited to, violent acts, threatening or assaulting a driver, and/or harassment will result in an immediate suspension from the school bus. When a scholar is suspended from the bus, the scholar is still required to attend school on a regular basis.



VISITS TO SOJOURNER TRUTH ACADEMY

We welcome parent visits to their scholar's classroom during the school year. Classroom visits must be planned ahead of time to make sure that testing, field trips, assemblies, etc., are not planned during a parent's visit. For the safety of all STA scholars and staff, all visitors must report to the school office. Visitors must sign-in and be given a badge that must be worn while in the building. Children not enrolled at STA are not permitted to visit classrooms without being accompanied by a parent.

Meeting with a Teacher:

Parents/guardians who need to meet with a teacher **MUST** make an appointment. Parents can make appointments by calling the school and speaking with the office manager or classroom teacher. Parents should **NOT** expect to meet with a teacher without a prior appointment. Whenever possible appointments should not take place during the instructional day but instead should take place before 7:30 a.m. or after 2:30 p.m.

TELEPHONE CALLS

Scholars may only use the school telephones in emergency situations. A scholar must receive permission from authorized staff before being permitted to use the telephones. Scholars or teachers will not be called out of the classroom when school is in session. This interrupts the teaching and learning that is taking place in the classroom. Parents who need to talk to their scholar during the school day, will receive assistance from office staff in delivering a message to their scholar. Each teacher and educational staff has voicemail. Parents can leave a message for their scholar's teacher and the teacher will return calls as soon as possible. Staff can also be reached via email by using first initial of staff name and their last name, e.g. pford@sojournertruthacademy.org

EARLY PICK-UP FROM SCHOOL

If parents are picking up their scholar early from school, the parent should come to the school office to sign their scholar out. School staff will not release a scholar to non-school personnel with the exception of parents, those persons listed on the scholar 'pick-up' list, or other lawfully authorized persons. Identification will be required as a safeguard.

Scholars who are picked up by their parents or another adult after school are expected to be picked up promptly at the end of the school day (2:30 P.M for regular dismissal). STA takes late pickups seriously. STA is not a daycare facility, and when parents come late to pick up their scholar, it makes the job of STA's already very hard-working staff members even harder. STA will log late pick-ups daily. Parents of scholars who have three or more late pick-ups in a quarter or six or more in a year may be required to have an in-person meeting with the director or student success coach. If a scholar is not picked by their parent/guardian, and staff are unable to reach the parent, STA will call the Minneapolis Police Department 4th Precinct and the scholar will be taken to the appropriate placement.



DISMISSING STUDENTS

When school is dismissed scholars will be dismissed from the classroom. Upon leaving the building scholars are expected to go straight home or to another prearranged destination. No scholars are allowed in the building after hours unless supervised by an authorized adult. Scholars must be picked up promptly at 2:30 p.m. (not before), as there are no staff members on site to supervise scholars after school hours. If a scholar is not picked by their parent/guardian, and staff are unable to reach the parent a call to the Minneapolis Police Department 4th precinct will be made and the scholar will be taken to the appropriate placement.

Scholars will leave school based on the instructions STA has from the parents/guardians. This means absent alternative written directions from the parent/guardian, scholars scheduled to ride the bus must leave on the bus and scholars scheduled to walk will walk. If for any reason a parent would like their scholar to get home in a manner different from the schedule STA has been given, the parent should send a note with their scholar to the homeroom teacher and/or notify the main office before 1:00 p.m. of any changes stating how the parent would like their scholar to get home.

The note should include; 1) the date 2) [the](#) scholar's name 3) specific directions and name of pick-up person 4) parent name & signature. **For the safety of all STA scholars and staff a verbal message from a scholar will not be accepted.**



ENTRY/EXIT DOOR ASSIGNMENTS

[Scholars](#) will be met at the main entrance (front door on Emerson Ave.,) by staff prior to entering the building at **7:30 a.m.** Students may enter the building at **7:30 a.m.** In case of bad weather (i.e. rain or below zero temperatures) student may sit quietly in the common area until classes start at **7:30 a.m.**



TRAFFIC/PARKING

Buses drop off and pick-up scholars along the west side of the school on Emerson Ave., N. Parents who drop off or pick up their scholars are asked to use the east side of the building or the St. Bridget's Church parking lot. **No parking is allowed in front of the building during school hours, in the first five spots next to church building, or on the marked spots on the fence line.** Please remember not to let your scholar run between the buses when picking up or dropping them off.



MONEY AT SCHOOL

Scholars are asked not to bring money to school unless it is necessary. Some examples of appropriate times for money to be sent to school are the following:

- Student pictures.
- Field trips
- Block party and after school fairs
- Lunch money

When it is necessary to send money to school, it should be placed in an envelope with the [scholar's](#) name, room number, amount and purpose. Please instruct your [scholar](#) to give the envelope to their teacher [immediately](#). Whenever [STA](#) asks [scholars](#) to bring money to school, a notice [will be sent](#) home explaining the reason.

BIRTHDAY CELEBRATIONS

All birthdays at STA will be celebrated in the classroom by recognizing the scholar and singing “Happy Birthday”. No special snacks/treats from home will be allowed. Please do not send and/or bring [special snacks/treats](#) to school because they will be returned. Invitations for individual birthday parties should not be handed out in school UNLESS there is an invitation for every scholar in the class



ELECTRONICS

Cell phones, iPads/iPods, hand held games, etc., are not permitted at school. If these items are displayed or used at school they will be confiscated. The items will not be given back until a parent/guardian comes to the school to pick the item up. Scholars in 6th-8th grades will be allowed to use cell phones in the halls during transition time and at lunch. Scholar’s phones will be checked in with teacher at the beginning of each class period. Scholars will be given their phones back when the bell rings, ending class. If phones are used inappropriately they will be taken and given back at the end of the day. The Executive Director can be given the phone to keep until a parent comes in. Sojourner Truth Academy is not responsible for replacing or recovering electronic devices bought to school or on field trips by [scholars](#) if they are stolen.

MIDDLE SCHOOL LOCKERS & LOCKS

Scholars will share a locker and lock for the school year. Each scholar will be responsible for learning & remembering their locker combination. Lockers should be used to store coats, purses, school books & supplies. Scholars in grades 6th-8th will have padlocks for their lockers. Scholars must provide their own lock or they can purchase a lock from STA for \$5.00. School administrators and teachers can search lockers when there are reasonable grounds for suspecting that the search will turn up evidence that the scholar has violated or is violating either the law or rules of the school. If a scholar refuses to open a personal lock when requested by staff the lock will be cut.



EMERGENCY SCHOOL CLOSINGS

When weather or other emergency makes it necessary to close school, information on school closings will be broadcast on the school website, Facebook, television and radio. If the Minneapolis Public Schools close, Sojourner Truth [Academy will](#) close as well. If weather is severe but not impassable, [STA](#) asks [that parents](#) use [their](#) own judgment about sending [their](#) scholar to school.



SPECIAL EDUCATION SERVICES

Special Education Services are available to eligible scholars. [STA's](#) special education team will plan with [parents](#) to meet any special needs [their](#) scholar might have in school. If [a](#) scholar is new to Sojourner Truth Academy and received special education services and/or has been referred [for special education services](#) in the past, please let [STA](#) know as soon as possible. This information is vital to the successful educational planning [for a](#) scholar.

ENGLISH SECOND LANGUAGE SERVICES

Sojourner Truth Academy welcomes English Learners. English as a Second Language (ESL) services are designed to ensure that:

- Scholars enhance their English skills in listening, speaking, reading and writing
- Scholars have access to quality school curriculum
- Scholars are supported to reach high academic standards in English and content areas
- Scholars learn in a setting supportive of their native language and culture
- Families can fully participate in the education of their children

ESL classes help scholars reach state standards in English language proficiency. Intermediate and advanced English learners participate in grade-level content classes with licensed teachers and receive support from ESL teachers and support staff based on scholar needs.

Scholars will be assessed for the EL program if they meet one or more of the following criteria:

- The scholar first learned a language other than or in addition to English
- The family uses a language other than or in addition to English in the home
- Family members in the home speak a language other than or in addition to English



WITHDRAWAL PROCEDURE

If moving and withdrawing your scholar from Sojourner Truth Academy, please notify the school office as soon as possible. Once [a](#) scholar is enrolled in another academic program [the](#) new school will request [a](#) scholar's cumulative records from [STA](#). [Upon such a request](#), all cumulative records will be sent to [the](#) scholar's new school.

RECESS

Recess is an essential part of the scholar's school day, and important to their overall health [and](#) well-being. Research shows that regular physical activity can:

- Lower blood pressure
- Help prevent obesity
- Increase test scores for [scholars](#)
- Increase self-esteem

During the winter months, [scholars](#) continue to have outdoor recess unless the temperature and/or wind chill factor is below zero. [Scholars](#) will not be permitted to stay inside for recess unless, a doctor's note [is provided](#).



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HOME - SCHOOL CONNECTION

Communication between home and school is important to your [scholar](#)'s education. All parents/guardians are asked to commit 20-40 hours per school year helping to ensure academic success of all [scholars](#). The following opportunities are available during the school year to help assist in the [achievement](#) of school goals and [to](#) learn about your [scholar](#)'s progress.

Conferences

Parent/teacher conferences take place in the fall and winter of the school year. It is important that [parents](#) attend the conferences to learn how to assist [in](#) your [scholar](#)'s progress and [to](#) learn about how your [scholar](#) is doing in school. Conferences are held on the following dates:

- o November 10 & 11, 2021
- o March 9 & 10, 2022

School Assembly

As a way to celebrate scholar achievement, share news taking place within [the STA](#) school community, as well as the community at-large and foster a [sense](#) of school unity [and](#) pride.

Other special assemblies include the Honor Roll assembly for K-8th grade scholars who obtain an A or B grade point average. This assembly takes place once a semester on the following dates:

- o **January 21, 2022**
- o **May 16, 2022**

Newsletter & Special Notices

Newsletter and other announcements are distributed on Thursdays in both English and Spanish. This practice is to help STA staff, parents, and teachers, by eliminating notices coming home every day and reducing paper. [Parents should](#) check [their scholar](#)'s binder on Thursdays to

ensure that all notices [are being received](#). Classroom teachers may also publish periodic classroom newsletters, bulletins or provide classroom reports to inform parents of classroom events.

Volunteering

Your scholar's most influential teacher is you- the parent. Research has found that when parents are involved in their scholar's education, [the scholar is a better scholar and learner](#). As [a result](#), parents you are encouraged to be involved in their scholar's school. Parents are asked to volunteer a minimum of 20 hours [per](#) school year in their scholar's classroom or assist in other school activities [such as](#), attending parent conferences, [attending](#) monthly family night events, [participating in](#) picture day, [serving as a field trip](#) chaperone, assisting in school events. Contact Paris Ford, Ana Gonzales or your scholar's teacher at 612-588-3599 to find out how you can help.

RETENTION POLICY

Background Information:

[The National Association of School Psychologists](#), reported that [each year](#), as many as 15 percent or more than 2.4 million American scholars are held back and repeat a grade. Teachers recommend retention for one of four reasons: 1) developmental immaturity that has resulted in learning difficulties; 2) emotional immaturity that has resulted in severely disruptive behavior; 3) failure to pass standardized proficiency/achievement tests; or 4) poor attendance.

Common characteristics of scholars identified for retention:

- They tend to be boys
- They tend to be African American or Hispanic
- They are young or immature for their age
- They have reading problems
- They change school often
- They live in families with incomes below the poverty lines
- They live with adults who are uninvolved in their education

Studies show that scholars at risk for retention [requires](#) remedial intervention [and](#) not simply more time or the repetition of material that retention provides. Alternatives to retention [may](#) include:

- Mixed age classes without grade level labeling
- Individual instruction and/or tutoring
- Smaller classes for scholars who are struggling academically
- Intensive early reading programming
- Early evaluation or appropriate modification in instruction
- Extended day or summer school

Teacher Identified Concerns-

Steps to scholar [retention](#):

- 1) Other interventions (SAT, tutoring, work differential, etc.) have been tried and documented.
- 2) By the end of 1st semester if concerns persist, the classroom teacher should contact a director of teaching & learning, and parent(s) to schedule a meeting to develop an Action Plan that will address scholar performance. If others, including support staff, service providers, etc., have concerns regarding a scholar, please contact the classroom teacher.
- 3) Action Plan should be reviewed bi-weekly with director of teaching and learning. At the March parent/teacher conference the Action Plan should be reviewed with the parent to discuss progress.
- 4) After the February conference, assessment scores will be reviewed, by the teacher and a director of teaching and learning. If adequate progress has not been made, retention will be recommended to the parent(s).
- 5) A decision for retention will be made by the end of 2nd week of May. A copy of the retention letter will be sent home, as well as kept in the scholar's file/records.

Parent Identified Concerns-

Steps to scholar retention:

- 1) Parents can request in writing that their scholar be retained to a director of teaching and learning by the end of the 1st week of May. A meeting with a director of teaching and learning, the teacher and parents(s) will be set to discuss scholar progress and concerns.
- 2) A decision for retention will be made by the end of the 2nd week of May. A copy of the retention letter will be sent home, as well as kept in the scholar's file/records.

APPENDIX

Title IX Non-Discrimination Policy & Grievance

STA provides equal educational opportunity for all scholars and does not unlawfully discriminate on the basis of sex. No scholar will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by STA on the basis of sex. It is the responsibility of every STA employee to comply with this policy. Any scholar, parent or guardian having questions regarding this policy should discuss it with the appropriate STA official provided by policy. In the absence of a specific designee, an inquiry or complaint should be referred to the School Director.

Search & Seizure

STA officials may, without a search warrant search a person and/or personal possessions based on reasonable suspicion. The search will be reasonable in its scope and intrusiveness. A search of a person shall be conducted in private by a STA school official. A second STA school official shall be present as an observer during the search whenever feasible. If a search yields contraband, STA school officials will seize the item and where appropriate, turn it over to legal authorities for ultimate disposition. A student found to have violated STA policies and/or the directives and guidelines implementing STA policies shall be subject to discipline in accordance with STA's rules and policies regarding student conduct. Discipline may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

Equal Opportunity Policy

STA, in compliance with current state and federal statutes and regulations, and in recognition of its obligations to provide equal opportunity for education and employment for all persons, affirms that it will not discriminate on basis of race, color, creed, religion, national origin, sex, age, sexual orientation, marital or parental status, status with regard to public assistance, disability or any other classification protected by federal, state or local law. If you have any questions or concerns, contact STA's Executive Director at Sojourner Truth Academy, 3820 Emerson Ave. N. Minneapolis, MN 55412. Phone number is: 612-588-3599.

STA recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices at STA. If there are questions regarding 504, contact Julie Guy, Executive Director, 612-588-3599 x 205, jguy@sojournertruthacademy.org.

Tennesen Notice

When allegations of violations of STA rules, STA Behavior Guidelines or STA Policy or Procedures have been brought to the administration's attention, the STA will conduct an investigation to find out the facts regarding the allegations and determine what action, if any, STA will take. Action may include disciplinary action against the individual[s] involved. Students are not required to speak to the administrator, however, refusal to do so could be considered insubordination and could lead to disciplinary action up to and including suspension and/or expulsion/ exclusion. Any information that is provided will be used to determine the facts and the subsequent action the STA will take. The information that is provided may also be shared with other STA officials, the STA's attorney, law enforcement, other responsible agencies and/or the public as required by law.

Bullying Policy

The Sojourner Truth Academy strives to provide safe, secure and respectful learning environments for all scholars in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a scholar's ability to learn and a teacher's ability to educate.

This policy protects scholars against bullying and harassment on the basis of actual or perceived race, ethnicity, color, creed, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to scholar performance, disability, status with regard to public assistance, age, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Chapter 363A.

This policy also protects any scholar who voluntarily participates in any district function or activity, whether the scholar is enrolled in the district or not.

DEFINITIONS

Prohibited conduct ("bullying") means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a scholar or scholars creating an actual or perceived imbalance of power between the scholar engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:

Placing the scholar in reasonable fear of harm to the scholar's person or property.

Causing a substantially detrimental effect on the scholar's physical or mental health. Substantially interfering with the scholar's educational opportunities and performance.

Substantially interfering with the scholar's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence,

theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

"Cyberbullying" means using electronic information and communication technologies to bully. This may include, but is not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet, website or forum, transmitted through computer, cell phone, or other electronic device.

"Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the scholar who is the target of the prohibited conduct. Remedial response also means a measure to stop and correct retaliation for asserting, alleging, reporting or providing information about prohibited conduct (retaliation) or knowingly making a false report about prohibited conduct (false report), prevent retaliation or false reports from recurring and protect, support and intervene on behalf of the scholar who is the target of the prohibited conduct.

"Immediately" means as soon as possible but in no event longer than 24 hours.

"District employee" includes school board members, administrators, educators, aids, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, bus drivers, athletic coaches, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district and its scholars.

PROHIBITIONS

Bullying of a scholar or group of scholars is prohibited:

1. During any school sponsored or school sanctioned program, activities, events or trips.
2. In school building, school property, on school buses or school district provided transportation, and at designated locations for scholars to wait for buses and other school district provided transportation.
3. Through the transmission of information from a school district computer or computer network, or other electronic school equipment.
4. when communicated through any electronic technology or personal electronic device while on school property, on school buses or other school provided transportation, at bus stops, and at school sponsored or school sanctioned events or activities.
5. Off campus communication and use of electronic technology which seriously disrupts any scholar's education.

Apparent permission or consent by a scholar being bullied does not lessen the prohibition contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another scholar are also prohibited.

RESPONSE

School executive director or designee (hereinafter executive director/designee) is the person responsible for receiving reports of bullying at the building level. They will ensure this policy and its procedures are fairly and fully implemented and serve as the primary contact on policy and procedural matters implicating both the district or school and department. If the complaint involves the executive director/designee, the complaint shall be made or filed directly with the Board of Directors.

When investigating a complaint, executive director/designee may take into account the following factors:

- The developmental ages and maturity levels of the parties involved.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred.

Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the executive director/designee grants in writing an additional five-day extension due to extenuating circumstances. See Attachment A for a template investigation process.

Consequences - Many scholar conflicts can be resolved immediately and do not require reporting or creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the scholar, and the scholar's history of problem behaviors and performance. Appropriate responses and consequences are outlined in either the Scholar Handbook.

Appeal - Any party who is not satisfied with the outcome of the investigation may appeal to the district's human rights officer within 10 school days of notification of the executive director/designee's decision. The human rights officer will conduct a review of the appeal and, within 10 school days of receipt of the appeal, will affirm, reverse or modify the findings of the report. The human rights officer shall notify the party requesting the appeal and the executive director that its decision is final and shall document that notification in the incident report.

Charter School Employees - When it is determined that a district employee was aware prohibited conduct was taking place but failed to report it, the employee will be considered to have violated this policy. The executive director shall consider employee discipline for such violations, making

reference to any applicable collective bargaining agreement. Remedies for offending contractors should be imposed according to their district contracts.

Reprisal - The school district will take appropriate action against any scholar or district employee who retaliates against any person who reports alleged bullying or against any person who testifies, assists or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

NOTICE AND DISSEMINATION OF REQUIREMENTS

The school district will give annual notice of this policy to scholars, parents or guardians, and district employees, and this policy shall appear in the scholar handbook and posted in an electronic format in the languages appearing on its district/school website. This policy should also be:

1. Posted in the district and school building administrative offices and throughout each school building in areas accessible to scholars and district employees.
2. Included in each school's scholar handbook on school policies.
3. Be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

PROFESSIONAL DEVELOPMENT AND EDUCATION

Staff - Professional development will be offered annually to build the skills of all district employees to implement this policy. The content of such professional development shall include, but not be limited to:

1. Developmentally appropriate strategies to prevent incidents of bullying and to intervene immediately and effectively to stop them in a manner that does not stigmatize the victim.
2. Information about the complex interaction and power differential that can take place between and among an actor, target and witness to the bullying.
3. Research findings on bullying, including information about specific categories of scholars who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
4. Recognizing, responding to and reporting bullying.
5. Information about the incidence and nature of cyberbullying.
6. Information about Internet safety issues as they relate to cyberbullying.
7. A review of the district's reporting requirements related to bullying and cyberbullying.

Scholar Education - Each school shall incorporate into the school curriculum developmentally appropriate programmatic instruction to help scholars identify, prevent and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and duration of the units of instruction and topics covered but should include evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct to engage all scholars in creating a safe and supportive school environment. See ATTACHMENT B for more information on scholar instruction.

Attachment A – Template for investigation process

SCHOOL DISTRICT ACTION

The executive director/designee shall perform the investigation.

1. Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the executive director/designee grants in writing an additional five-day extension due to extenuating circumstances. The executive director/ designee shall document the extension in the investigation report and shall notify the parties involved. The executive director/designee will make every effort to protect the confidentiality of those who report bullying incidents and is responsible for keeping and protecting access to any written records of the investigation.

2. Prior to the investigation of an incident, the executive director/designee will take immediate steps, at its discretion, to protect the alleged actor(s), target(s), bystander(s) or reporter pending completion of an investigation. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the complainant from additional incidents of bullying or retaliation.

3. The purpose of the investigation is to make a determination as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.

- Identifying the alleged actor(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
- Conducting an individual interview in a private setting with the alleged actor and target. The alleged actor and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with scholar and adult bystanders. The investigation may also consist of any other methods and documents deemed pertinent by the executive director/designee.
- Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target’s education, including but not limited to, a negative impact on academic performance, educational opportunities and participation in school activities was affected.

- Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan to prevent the recurrence of an incidence that will restore a sense of safety for the target and other scholars who have been impacted.
- If the executive director/designee determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, the executive director/designee may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.
- When appropriate, preparing a report identifying his/her recommendation for individual consequences.
- Comprehensively documenting the details of the investigation.
- When the investigation is complete, the executive director/designee shall ensure the investigation report is attached to the incident report.

Are Your Kids Ready? Minnesota's Immunization Law

Immunization Requirements Use this chart as a guide to determine which vaccines are required to enroll in child care, early childhood programs, and school (public or private).
Find the child's age/grade level and look to see if your child had the number of shots shown by the checkmarks under each vaccine. Children birth to 2 may not have received all doses. Look at the table on the back, it shows the age when doses are due.

Birth through 4 years Early childhood programs & Child care	Age: 5 through 6 years ^① For Kindergarten	Age: 7 through 11 years For 1st through 6 th grade	Age: 12 years and older For 7 th through 12 th grade
Hepatitis A (Hep A) ✓✓			
Hepatitis B (Hep B) ✓✓✓✓	Hepatitis B ✓✓✓✓	Hepatitis B ✓✓✓✓	Hepatitis B ^⑥ ✓✓✓✓
DTaP/DT ✓✓✓✓✓	DTaP/DT ^④ ✓✓✓✓✓	✓✓✓ tetanus and diphtheria containing doses	Tdap ^⑦ ✓ at 7 th grade
Polio ✓✓✓✓	Polio ^⑤ ✓✓✓✓	Polio ✓✓✓✓	Polio ✓✓✓✓
MMR ✓✓	MMR ✓✓	MMR ✓✓	MMR ✓✓
Hib ✓			Meningococcal ^⑧ ✓ at 7 th grade & at ✓ age 16
Pneumococcal ^② ✓✓✓✓✓			
Varicella ^③ ✓✓✓✓	Varicella ^③ ✓✓✓✓	Varicella ^③ ✓✓✓✓	Varicella ^③ ✓✓✓✓

Immunizations recommended but not required:

Influenza Annually for all children age 6 months and older	
Rotavirus For infants	Human papillomavirus At age 11 -12 years

- ① First graders who are 6 years old and younger must follow the polio and DTaP/DT schedules for kindergarten.
- ② Not required after 24 months.
- ③ If the child has already had chickenpox disease, varicella shots are not required. If the disease occurred after 2010, the child's doctor must sign a form.
- ④ Fifth shot of DTaP not needed if 4th was after age 4. Final dose of DTaP on or after age 4.
- ⑤ Fourth shot of polio not needed if 3rd was after age 4. Final dose of polio on or after age 4.
- ⑥ An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.
- ⑦ Proof of at least three doses of diphtheria and tetanus vaccination needed. If a child received Tdap at age 7-10 years another dose is not needed for 7th grade. However, if it was only a Td, a Tdap for 7th grade is needed.
- ⑧ One dose is required for 7th grade, a second dose at age 16 years (10th/11th grade).

Exemptions To go to school in Minnesota, students must show they've had these immunizations or file a legal exemption with the school.
Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

Looking for Records? For copies of your child's vaccination records, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 1-800-657-3970.

2021-2022 STA Staff Directory

NAME	POSITION	EMAIL ADDRESS
ALBURY, BRITTANY	2 nd Grade Teacher	balbury@sojournertruthacademy.org
ANDERSON, LONDELL	Scholar Success Coach	landerson@sojournertruthacademy.org
BABCOCK, BEN	Music Teacher	bbabcock@sojournertruthacademy.org
BATTLES-DELEON, YOLANDA	Associate Educator	ydeleon@sojournertruthacademy.org
BATTLES, TRACY	Kindergarten Teacher	tbattles@sojournertruthacademy.org
BENNER, NADIA	Special Education	nbenner@sojournertruthacademy.org
BLOOM, STUART	Special Education	sbloom@sojournertruthacademy.org
BLOUNT, NICOLE	Educational Assistant	nbloom@sojournertruthacademy.org
BUFORD, ARIANNA	Educational Assistant	abuford@sojournertruthacademy.org
BULLOCK, NEITASHA	Educational Assistant	nbullock@sojournertruthacademy.org
BURNS, MARK	Special Education	mburns@sojournertruthacademy.org
BYAS, MONIQUE	Scholar Success Coach	mbyas@sojournertruthacademy.org
CALDWELL, KENNETH	Art Teacher	kcaldwell@sojournertruthacademy.org
CLARK, JAHANNA	Associate Educator	jclark@sojournertruthacademy.org
CLARK, KENNETH	Cafeteria Assistant	kclark@sojournertruthacademy.org
COBB, MARCY	Educational Assistant	mcobb@sojournertruthacademy.org
COTTON, DEBORAH	Health Paraprofessional	dcotton@sojournertruthacademy.org
DAGGIT, JACLYN	3 rd Grade Teacher	jbecklin@sojournertruthacademy.org
DARDEN, LAURA	Pre-K teacher	ldarden@sojournertruthacademy.org
FARNIOK, KARI	5 th Grade Teacher	kfarniok@sojournertruthacademy.org
FINNES, TAYLOR	1 st Grade Teacher	tfinnes@sojournertruthacademy.org
FLORES, CINDI	Associate Educator	cflores@sojournertruthacademy.org
FORD, PARIS	Associate Director	pford@sojournertruthacademy.org
GONZALEZ, ANA	Family Outreach Manager	agonzalez@sojournertruthacademy.org
GREER, KEVA	Educational Assistant	kgreer@sojournertruthacademy.org
GREER, LLOYD	Building Manager	lgreer@sojournertruthacademy.org
GILUYARD, BYRON	Educational Assistant	bgiluyard@sojournertruthacademy.org
GUY, JULIE	Executive Director	kguy@sojournertruthacademy.org
HAMILTON, LORI	Educational Assistant	lhilton@sojournertruthacademy.org
HAYLES, KORREY	Cultural Social Studies	khayles@sojournertruthacademy.org
HOLDREITH, ROBBIE	English Language Studies	rholdreith@sojournertruthacademy.org
IMHOFF, CHLOE	Pre-K Teacher	cmihoff@sojournertruthacademy.org
JOHNSON, CHRIS	Educational Assistant	cjohnson@sojournertruthacademy.org
JOHNSON, RACHAEL	Educational Assistant	rjohnson@sojournertruthacademy.org
JURGENSON, SILVIA	Educational Assistant	sjurgenson@sojournertruthacademy.org
KAUFMAN, EMMA	7 th Grade Teacher	ekaufman@sojournertruthacademy.org
LAPENTA, GINA	Interventionist	glapenta@sojournertruthacademy.org
LETOURNEAU, PAULA	Associate Manager	pletourneau@sojournertruthacademy.org
McKENZIE, WANDA	Special Education	wmckenzie@sojournertruthacademy.org
MAGOON, CASSIE	8 th Grade Teacher	cmagoon@sojournertruthacademy.org
MATTI, RACHEL	4 th Grade Teacher	rmatti@sojournertruthacademy.org
MENSING, KATE	7 th Grade Teacher	kmensing@sojournertruthacademy.org
MORAVEC, ALLISON	Occupational Therapist	amorevac@sojournertruthacademy.org
NOLEN, MARCUS	Educational Assistant	mnolen@sojournertruthacademy.org
O'CONNOR, MADELYN	1 st Grade Teacher	moconnor@sojournertruthacademy.org
OLAYIWOLA, PATRICIA	Educational Assistant	polayiwola@sojournertruthacademy.org
OLSON, ANN	MTSS Coordinator	aolson@sojournertruthacademy.org
OLSON, KATE	Special Education	kolson@sojournertruthacademy.org
OLSON, SUSAN	Educational Assistant	solson@sojournertruthacademy.org
PETERSON, MARK	6 th Grade Teacher	mpeterson@sojournertruthacademy.org
PRIVRATSKY, GINA	Physical Education	gprivratsky@sojournertruthacademy.org
REICK, TRACY	Instructional Coach	treick@sojournertruthacademy.org

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RUIZ, JOSE	Educational Assistant	jruiz@sojournertruthacademy.org
SACKOR, KAY	Educational Assistant	ksackor@sojournertruthacademy.org
SALAS-RIVERA, JESSICA	2 nd Grade Teacher	jsalasrivera@sojournertruthacademy.org
SANNER, DAVID	Educational Assistant	dsanner@sojournertruthacademy.org
SKIBA, REBECCA	6 th Grade Teacher	rskiba@sojournertruthacademy.org
STEVENS-DARROUGH, KATHY	Educational Assistant	ksdarrough@sojournertruthacademy.org
TAYLOR, MARY	Associate Educator	tmary@sojournertruthacademy.org
TOLEY, WILLIAM	Educational Assistant	wtoley@sojournertruthacademy.org
TREVINO, ALMA	Office Manager	atrevino@sojournertruthacademy.org
TURNQUIST, TYLER	3 rd Grade Teacher	tturnquist@sojournertruthacademy.org
UECKER, EMILY	Social Worker	euecker@sojournertruthacademy.org
UNDERWOOD, MISSY	Educational Assistant	munderwood@sojournertruthacademy.org
VEGA, KELLY	Kindergarten Teacher	kvega@sojournertruthacademy.org
WESLEY, LAVERNE	4 th Grade Teacher	lwesley@sojournertruthacademy.org
WHIMPER, CAPRICE	Educational Assistant	cwhimper@sojournertruthacademy.org
WHITMORE, SHAMIR	Educational Assistant	swhitmore@sojournertruthacademy.org
WILLIAMS, MICHAEL	Special Education	mwilliams@sojournertruthacademy.org
WRIGHT, BRYAN	Educational Assistant	bwright@sojournertruthacademy.org