



**EXCELLENCE, PERSEVERANCE, CHARACTER**

**Family Handbook  
2021 – 2022**

**TCIS – District #4078  
277 12th Ave. N  
Minneapolis, MN 55401**

**Phone:** 612.821.6470

**Fax:** 612.821.6477

**Web site:** <https://www.twincitiesinternationalschool.org>

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*While Twin Cities International Schools (TCIS) will make every effort to keep your family handbook current, the information and policies described/referenced in this handbook may be changed in any way at any time at the sole discretion of the TCIS Board of Directors and/or Administration. Your family is responsible for complying with current TCIS policy at all times. These policies apply to all students enrolled at TCIS.*



### **OUR MISSION**

Twin Cities International Schools (District #4078) will prepare all students for future success in both school and life. With a rigorous standards-based curriculum that challenges every student, we hold our community to high expectations in the pursuit of excellence. We help our students persevere and overcome obstacles that may get in their way. Through involvement in the community, our students develop the character traits needed to become active and engaged citizens who will be ready to meet dynamic global challenges.

### **Vision**

Twin Cities International Schools (TCIS) recognizes that all children are unique and bring their special qualities with them as students. We welcome and value students from all cultures and embrace the background, skills, knowledge and creativity each brings, while allowing them to retain their unique cultural heritage. TCIS works as a community to provide a safe, supportive, engaging and collaborative learning environment. Working together with students, parents, teachers and staff, TCIS prepares students for a lifelong love of learning and academic success.



### **SCHOOL HOURS**

The school hours for both the elementary school and middle school are:  
Monday – Thursday ~ 7:15am – 2:30pm  
Friday ~ 7:15am – 12:30pm

Instruction begins at 7:30am for all grades (K-8) at TCIS. Students are expected to be prepared for instruction to begin at this time. Students who are being picked up at the end of the school day will be dismissed at 2:35pm. Parents/guardians may enter the building for parent pick-up following the departure of school buses. For security and safety reasons, the entryway doors will remain locked until 2:20pm. After 3:00pm, your child will wait to be picked up in the “Pick-Up Room.” Students waiting to be picked up will not be permitted to enter any of the classrooms after regular school hours.

### **SCHOOL VISITORS**

Visitors are welcome, but restricted now because of Covid-19 (All MDH Guidelines have to be followed by visitors)! TCIS desires a partnership between teachers, students, parents, and the community. When arriving at the school, all visitors must check in at the school office for Corona virus screening and by signing in and receiving

a visitor sticker. The sticker/lanyard must be worn at all times. *Student siblings are welcome to visit and volunteer with prior approval from the director.*

### **EMERGENCY AND HEALTH FORMS**

Parents will receive Emergency and Health Forms to be filled out and returned to the school office by the first day of school. It is very important that the emergency contact information is accurate and up to date. If the information changes, please notify Fardos Jama, Office Manager, as soon as possible by emailing [fardosj@iecmail.net](mailto:fardosj@iecmail.net) or calling (612) 821-6470.

### **CHANGE OF ADDRESS/PHONE NUMBERS**

Parents/guardians should notify the school office or update contact information in SYNERGY as soon as possible concerning any changes in phone numbers (home or work) and/or addresses.

### **SYNERGY**

SYNERGY is an important form of communication between teachers, students, and parents/guardians. Please download the app and/or bookmark the link for quick, easy access. This service helps parents/guardians stay informed on current student grades and academic progress. It is important to utilize this service throughout the year in order to avoid any surprises at report card time. Student attendance information can also be found on SYNERGY.

### **SCHOOL CLOSING ANNOUNCEMENTS**

When severe weather approaches, you may tune into local TV stations (i.e. WCCO, KSTP 5, Kare 11, etc.) and listen for closings for the Twin Cities International Schools.



You may also call the school at **612-821-6470** and listen to the message.

**NOTE: If Minneapolis Public Schools close, TCIS will close too.**

**We will try to make our decision by 5:30am.**

Due to weather changes that may occur during the day, sometimes students will be dismissed early so buses do not run late to other schools. In those cases, we will activate the school phone tree to notify parents. Please listen to your message before calling the school back.

### **VOLUNTEERS AND BACKGROUND CHECKS**

Twin Cities International Schools' authorizer is Pillsbury United Communities (PUC-OPCS). Both PUC and TCIS strive for family and community involvement. Children value their educational experience more when they see that their parents and other community members support the school. If a parent/guardian or other community member is interested in becoming a volunteer, he/she will be required to fill out a **Volunteer Application Form** which can be found in the main office. **Prospective volunteers will also be required to fill out a background check form and receive clearance before being allowed to work with students in the school.**

### **STUDENT ATTENDANCE POLICY**

Please respect a child's learning and growth that goes on each day by scheduling vacations, medical appointments, and dental exams outside of school hours or during school breaks whenever possible. Excessive absences will affect a student's overall performance and will be reflected on his/her record. If there is limited space available, any student who is absent for more than 15 days due to family travel plans may be subject to losing their enrollment privileges. Notification of travel must be given to the school in advance in order to receive excused absence status.

## **Classification of Absences**

Each absence is classified as either “excused” or “unexcused.”

**EXCUSED ABSENCES:** To be considered an excused absence, a written explanation signed by a parent or guardian for the absence must be submitted to, and approved by, the school administration. Only absences caused by illness, death in the family, legal or medical matters, or genuine family emergencies are subject to excuse.

**UNEXCUSED ABSENCES:** Absences that are not caused by reasons listed above will be considered unexcused. Attendance will be reviewed periodically by administration and communicated to parents to determine the reasons for excessive absences. Upon the conclusion of this review, appropriate action will be taken.

**EXTENDED ABSENCES:** If you elect to take a vacation during the school year, students are required to catch up on missed work when they return. You may also arrange with your student’s teachers for class assignments or project work to be completed while the student is absent.

Students should be in school every day, every class. Absent students must be reported to the attendance office or main office on the same day of the absence. When the student returns, a note should be sent by the parent/guardian confirming the absence to the school and classroom teachers.

TCIS is required to notify the Hennepin County Truancy Program called “be@school” when a student is absent for 6 full or partial unexcused/unauthorized days as this is considered truancy. State law requires that parents compel their children to attend school. To learn more, please visit the Hennepin County [be@school program](#).

## **EXCUSING EARLY FROM SCHOOL**

For the security of our students, please follow these guidelines when you need to have your child excused early from school. These same safety measures apply if a student will be leaving school at the end of the day by means other than their usual method.

1. The school will accept a phone call (with verification of identity and no later than 2:00pm M-Th and 12pm F), a note from home, or the parent coming in when the need arises to excuse a student early from school.
2. In all cases, the student must be signed out in the office by the person picking up the child.
3. The person requesting the student to be excused early will need to show a valid I.D.
4. Students must be picked up from the office and not from the classroom except under special circumstances.
5. All students will need written or verbal permission from the parent/guardian if the child is to be picked up by someone other than their parent or legal guardian (unless this information is documented on the dismissal form).

## **STUDENT TRANSPORTATION**

No student is allowed to ride a bus other than the bus to which he/she is assigned. Students can only be dropped off at their designated spot on the bus route. Parents/Guardians are not allowed to pick students up at the shuttle transfer site.

## **LOST AND FOUND**

TCIS is not responsible for replacing lost or stolen property. Securing valuable items in the school setting is difficult. Coats, hats, and other clothing or items that are left in classrooms, hallways, or the gym, will be collected and placed in a convenient spot where students can pick them up on their way to buses. The lost and



found items are available for parents at any time and at Parent–Teacher Conferences. Following each Parent–Teacher Conference and at the end of the school year, any unclaimed items will be donated to a local charity.

### **#504 STUDENT DRESS AND APPEARANCE POLICY**

It is the policy of TCIS to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student’s parent/guardian.

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

1. Clothing that is appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e. physical education or the classroom).

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

1. “Short shorts”, skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in the TCIS [Harassment and Violence Policy #413](#).
5. Any apparel or footwear that would damage school property.
6. Hats are not allowed to be worn in the building except with the approval of administration.

If students violate this policy, they will be sent to the office to change clothes before continuing the school day. Students who refuse to change will be sent home. Repeated infractions or failure to comply with administrators or staff members will result in further disciplinary action. For more information, please visit the school office or refer to policy [504 – Student Dress and Appearance](#).

### **CELL PHONES AND OTHER ELECTRONICS**

Electronic devices can detract from the learning experience and are not allowed to be utilized during instructional times except with a teacher’s permission. Any staff member may confiscate electronics that are visible during instructional times.



The following procedures will be used for noncompliance:

1. First offense, confiscate for remainder of day.
2. Second offense, confiscation and only returned to parent/guardian.
3. Repeated infractions or failure to comply with administrators or staff members will result in further disciplinary action.

The school is not responsible if such items are lost, stolen or damaged. We highly recommend that students not bring them to school.

## **LOCKS ON LOCKERS**

TCIS encourages students in grades 5-8 to place locks on their school lockers. Each student in these grades will bring their own lock on the first day of school, which is the only lock they will be allowed to use on their lockers. Students will be expected to be responsible for their lockers. A \$10 fee will be charged for mishandling the lockers or replacing the lock.

A student's rights to privacy for their school locker will be maintained. However, the locks and lockers are the property of the school, and the administration reserves the right to inspect any school locker when necessary to maintain the safety and security of the school environment. It is a student's responsibility to keep their locker clean. For more information, please visit the school office or refer to policy [502 – Search of Student Lockers, Desks, Personal Possessions and Student's Person.](#)

## **EARLY CHILDHOOD SCREENING**

According to Minnesota Statute 121A.17, Subd.2 states that a parent or guardian of a child entering a public school Kindergarten program must provide proof that the student received developmental screening (Preschool Screening). The parent/guardian has no more than 30 days from the first day of school to submit this information.

## **WITHDRAWALS/TRANSFERS**

Parents/guardians of students transferring to another school are asked to notify the office in writing at least five days prior to the student's last day of attendance. The student must return any textbooks, library books, or other school property. The parent/guardian is financially responsible for any damaged books or property.

## **ILLNESS GUIDELINES**

TCIS wishes to maintain a healthy environment for our students and staff. When you know your child is sick, you should call the school as soon as possible, preferably between 7:15am and 7:30am before the start of classes. If no one answers, you may leave a message on our voicemail. You should keep your child at home whenever you feel he/she is too sick to come to school.

Your child is not to be allowed to come to school if he/she has experienced any of the following in the past 24 hours:

1. a fever of 100 degrees or more
2. vomiting (due to illness) or diarrhea
3. any contagious condition, bacterial or viral, as determined by the family doctor or the school nurse (i.e. a cold accompanied by a runny nose which has yellow or green discharge, strep throat, chicken pox which have not yet scabbed over, lice until 24 hours after treatment, etc.).

*The administration will consider an exception if the attending physician provides written permission to return to school.*

For information regarding the school's response to COVID-19 and what to do if someone in your household is experiencing symptoms, please visit [2020-2021 School Year Information](#).

## **REPORTING ILLNESSES**

**The following conditions must be reported to the school immediately upon diagnosis (EVEN WHEN SCHOOL IS NOT IN SESSION):** COVID-19 (Coronavirus), lice, strep infection, bronchitis, pneumonia, tuberculosis, pertussis (whooping cough), diarrhea, pinworm, ringworm, staph infection, mumps, measles, chicken pox, small pox, rubella, tetanus, any foodborne illness, meningitis, lead poisoning, Reye's Syndrome, viral hepatitis, or any contagious disease determined by a medical professional. **Please call the school and leave a message on the voicemail if school is not in session.**

The administration and school nurse or health aid have the right to determine if any child is too sick to attend school. If your child becomes sick at school, you will be notified as soon as possible. You will be required to pick up your child immediately or make arrangements for someone else to do so.

Parents are also required to provide physician documentation to the school regarding any serious medical condition that may require emergency care for their child (i.e. allergies, asthma, diabetes, heart condition, or seizures).

### #516 STUDENT MEDICATION POLICY

The administration of prescription medication at school requires a completed signed request from the student's parent/guardian and licensed medical provider. The administration of over the counter medication at school requires a completed signed request from the student's parent/guardian and, at the discretion of the health clerk, the signature of a licensed medical provider. For more information, please visit the school office or refer to policy [516 – Student Medication](#).



### Eating at School

#### Breakfast, Lunch, Snacks

TCIS provides breakfast and lunch to all students. As most students qualify for free or reduced lunch, the school provides the remaining students with the same meals at no charge. All food served at the school complies with Halal or Kosher meal guidelines.

No gum is allowed for anyone. Any food brought to school by students/parents must be store purchased. It is the policy of TCIS (see the [Wellness Policy](#) located on the school's website) that unhealthy foods such as candy, potato chips, soda pop, foods high in sugars (junk foods), and bakery items will not be served to students for rewards, snacks, or celebrations. Please do not bring these items to school for birthdays, graduations, or other celebrations.

Kindergarten students will receive a healthy snack and milk in the afternoons due to full-day Kindergarten programming. Students participating in the After-School Program may also be provided a snack prior to the commencement of the afternoon program.

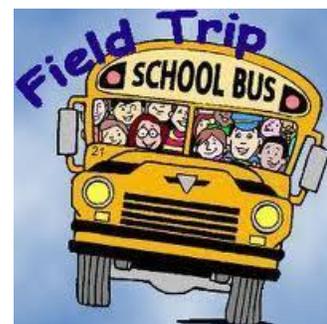
Students with food allergies must bring written notice from a doctor and the school will provide them with appropriate food.

### Field Trips

During the school year, students may take one or more field trips.

Parents can expect:

- To be notified in advance.
- To receive a permission slip which a parent will need to sign indicating their consent to have their child participate.
- No student will be denied access to a field trip experience because of an inability to pay.
- Teachers and staff will determine parent volunteers and chaperones on an as-needed basis. (See information regarding volunteers and background checks above.)
- **That all TCIS rules and policies will be enforced.**
- Field trips will not be used as a discipline policy.
- Accommodations will be made to the best of our abilities if a student has special needs.



## **MOVIES**

At times, movies are educationally beneficial. In order to show a video with a “PG or PG-13” rating to students, parents/guardians will be notified prior to the students viewing it. PG-13 videos may only be shown based on educational needs and to students in the middle school aged 13+. Any child excluded due to parent objection will have an alternate education plan for that time period.

## **OUTDOOR RECESS**

1. Attire – Students will go outside for recess in suitable weather above 0 degrees (including windchill). Boots, scarves, jackets, mittens, and other appropriate seasonal clothing may be needed.  
**Please mark your child’s outerwear with their name for identification purposes.** Children who do not have suitable weather dress may need to remain indoors for recess.
2. Behavior – To ensure a safe and enjoyable recess for all students, certain conduct will not be tolerated:
  - Disrespect to other students, parent volunteers, staff, or TCIS equipment.
  - Verbal abuse which includes statements made directly or indirectly to other students or staff that are obscene, degrading, or meant to intimidate, embarrass, or humiliate.
  - Physical abuse is an assault. Each student attending TCIS is entitled to feel personally safe at school. Personal safety concerns will be addressed and investigated by school personnel, local police, and/or social service agencies.
3. Health Issues – Recess is an important part of each student’s day. There are many positive benefits of physical activity for children. If a student is unable to participate in recess due to health concerns, a physician’s note needs to be kept on file with the health clerk.
4. Recess Supervision – No child will be allowed outside during the regular school day without adult supervision by school personnel or qualified volunteer staff.

## **#506 STUDENT DISCIPLINE POLICY**

TCIS recognizes that individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Our Dean of Students and administrative team handle student discipline when necessary.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of TCIS is that a fair and equitable districtwide student discipline policy will contribute to the quality of each student’s educational experience. Teachers will model appropriate school behavior and provide students with expectations and examples of acceptable and unacceptable behaviors. For more information, please visit the school office or refer to policy [506 – Student Discipline](#).

## **#413 HARASSMENT AND VIOLENCE POLICY**

The policy of TCIS is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school district.)

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel of the school district inflicts, threatens to inflict, attempts to inflict violence or in fact does inflict upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

TCIS will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy. For more information, please visit the school office or refer to policy [413 – Harassment and Violence](#).

#### **#524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

TCIS provides its students with access to computers and technology for the purpose of learning.

To ensure students utilize the school technology system appropriately, including internet access, every student and parent is required to sign the Student Technology Acceptable Use Agreement Form. Improper use of equipment or the school technology system, including the internet, will result in disciplinary measures including, but not limited to, detention, suspension, and expulsion from the school.

TCIS may conduct periodic monitoring of student electronic communications through the school technology system, such as email and instant messages, as well as any information that is stored on the district system. For more information, please visit the school office or refer to policy [524 – Internet Acceptable Use and Safety](#).

#### **#514 BULLYING AND CYBERBULLYING PROHIBITION POLICY**

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 a student's ability to learn and/or a teacher's ability to educate students in a safe environment. TCIS 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 TCIS and the rights and welfare of its students, and is within the control of the school during normal operations, TCIS intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline any acts of bullying which have not been successfully prevented. The purpose of this policy is to assist TCIS in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on TCIS property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the

mission or operations of TCIS, or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off TCIS property and/or with or without the use of TCIS resources.

No teacher, administrator, volunteer, contractor, or other employee of TCIS shall permit, condone, or tolerate bullying.

Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions 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 student are prohibited.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the policies and procedures at TCIS, including the school's discipline policy. TCIS may take into account the following factors:

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

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions to disciplinary actions up to and including suspension and/or expulsion. TCIS shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout TCIS, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but are not limited to, exclusion from TCIS property and events.

TCIS will act to investigate all complaints of bullying reported to the school and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of TCIS who is found to have violated this policy. For more information, please visit the school office or refer to policy [514 – Bullying Prohibition](#).

### **#501 SCHOOL WEAPONS POLICY**

TCIS takes a firm “Zero Tolerance” position on the possession, use, or distribution of weapons by students, and a similar position with regard to nonstudents. Please refer to the complete policy by visiting the school office or clicking on the following link: [501 – School Weapons Policy](#).

### **#417 CHEMICAL USE/POSSESSION POLICY**

TCIS will not allow the use, possession, or distribution of illegal drugs, over-the-counter medications, and alcohol by students as it jeopardizes personal safety and interferes with the learning process. A written and signed permission slip for some over-the-counter medications that are deemed necessary for the student to remain in school may be turned into the health clerk. All over-the-counter medications must be kept in the health clerk’s office. For more information, please visit the school office or refer to policy [417 – Chemical Use and Abuse](#).

### **#419 TOBACCO-FREE ENVIRONMENT POLICY**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

A violation of this policy occurs when any student, teacher, administrator, other school personnel of TCIS, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for school purposes, during hours of school operation, and if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by TCIS.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events. For more information, please visit the school office or refer to policy [419 – Tobacco-Free Environment](#).

### **#502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT’S PERSON POLICY**

The purpose of this policy is to provide for a safe and healthy educational environment by enforcing TCIS’ policies against contraband. The school has the right to search a student’s lockers, desks, personal possessions or person if TCIS officials have a reasonable suspicion that the search will uncover a violation of law or school rules. Please refer to the complete policy by visiting the school office or clicking on the following link: [502 – Search of Student Lockers, Desks, Personal Possessions and Student’s Person](#).

### **#102 EQUAL EDUCATIONAL OPPORTUNITY POLICY**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of TCIS. Please refer to the complete policy by visiting the school office or clicking on the following link: [102 – Equal Educational Opportunity](#).

### **#515 PROTECTION AND PRIVACY OF PUPIL RECORDS POLICY**

The purpose of this policy is to provide due process and privacy rights of individuals under the law. Please refer to the complete policy by visiting the school office or clicking on the following link: [515 – Protection and Privacy of Pupil Records](#).

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. According to the [U.S. Department of Education](#), “The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.” To learn more, please visit the school office or go to: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **#414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

It is the requirement of TCIS to fully comply with Minnesota statute requiring school personnel to report suspected child neglect or physical or sexual abuse. It shall be a violation for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. “Mandated Reporters” means any school personnel must report if he/she knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years. For more information, please visit the school office or click on the following link: [414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#).

### **#505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES POLICY**

To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of TCIS, the TCIS Board of Directors adopts regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities. Please refer to the complete policy by visiting the school office or clicking on the following link: [505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees](#).

### **SECTION 504 SERVICES FOR STUDENTS**

All school districts must provide a free appropriate public education to eligible students. "Appropriate" means an education comparable to the education provided to students who do not have a disability, but which may require reasonable accommodations. Section 504 of the Federal Rehabilitation Act of 1973 directs districts to provide these special accommodations or related services in the regular setting to identified students who do not qualify for special education services (Individuals with Disabilities Act - IDEA). As stated on the website for the [U.S. Department of Education](#), “Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.” Parents who wish to have their child identified, evaluated, and/or placed for 504 services should contact the school’s main office.

### **#521 STUDENT DISABILITY NONDISCRIMINATION POLICY**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive a free appropriate public education. Please refer to the complete policy by visiting the school office or clicking on the following link: [521 – Student Disability Nondiscrimination](#).

**#522 STUDENT SEX NONDISCRIMINATION POLICY**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. Please refer to the complete policy by visiting the school office or clicking on the following link: [522 – Student Sex Nondiscrimination](#).

**UPDATING SCHOOL POLICIES**

The Executive Director, with the TCIS Board of Directors' approval, has the right to change policies and procedures at any time without giving notice.



**Acknowledgement for the Receipt of the  
TCIS Family Handbook 2020-2021**

Our family has received and read the TCIS Family Handbook 2020-2021. We understand the rights, responsibilities and guidelines pertaining to students at TCIS. We agree to abide by the rules, guidelines, procedures and policies of the school so that a safe learning environment is possible.

**Parent/Guardian Acknowledgement:**

Date \_\_\_\_\_

Parent/Guardian Print Name \_\_\_\_\_

Parent/Guardian **Sign** Name \_\_\_\_\_

**Student/s of TCIS Acknowledgement:**

_____ Grade Level	_____ Student Print Name	_____ Student Sign Name
_____ Grade Level	_____ Student Print Name	_____ Student Sign Name
_____ Grade Level	_____ Student Print Name	_____ Student Sign Name
_____ Grade Level	_____ Student Print Name	_____ Student Sign Name
_____ Grade Level	_____ Student Print Name	_____ Student Sign Name

**Please return this signed form to your child's homeroom teacher (elementary school),  
home base teacher (middle school), or the school office during distanced learning.**

**Thank you!**