



EAGLE RIDGE ACADEMY

Board of Directors Regular Meeting and Workshop Agenda

December 8, 2015

6:00 p.m. Room #117

7255 Flying Cloud Drive, Eden Prairie, MN 55344

- I. Call to Order
- II. Recitation of the Pledge of Allegiance
- III. Recitation of the Mission and Vision Statements of Eagle Ridge Academy
- IV. Approval of Agenda
- V. Approval of Minutes – November 17, 2015 Regular Meeting
- VI. Public Comment
Public Comment is an open forum portion of the meeting and is an opportunity to present an issue, concern, or other statement to the Board of Directors. Individuals wishing to address the Board must sign up prior to the Call to Order and will be allotted three (3) minutes. Total public comment will be limited to twenty one (21) minutes.
- VII. Executive Director's Report
 - i. Draft 2 of the 2016-17 School Calendar
- VIII. ABC Construction/Remodel Update, Mr. Ken Karr, Operations Director
- IX. Treasurer/Finance Report – No update as financials for November are not yet ready
- X. Working Group/Task Force/Committee Reports
 - i. Curriculum, Instruction, and Student Achievement (CISA)
 - ii. Governance
 - iii. Human Resources
 - iv. Policy
 - i. 402 – Employee Disability Non Discrimination
 - ii. 413 – Harassment and Violence
- XI. New Business
 - i. Consider/Approve December 8, 2015 Executive Director Report
 - ii. Consider/Approve 2015 Strategic Dimensions
 - iii. Consider/Approve Employee Agreements
- XII. Upcoming Events: Dec. 10 at 6:30 pm Winter String Concert (grades 7-12); Dec. 11 at 7:00 pm and Dec. 12 at 2:00 pm and 7:00 pm The Miracle Worker Theater Performance; Dec. 14 at 7:00 pm Fall Choir Performance (grades 7-12); Dec. 15 at 6:30 pm Winter Band Concert (grades 7-12); Dec. 17 at 3:45 pm Choir Club Performance (grades 3-7) ; Dec. 18 at 6:00 pm Coffee House Night
- XIII. Adjournment



EAGLE RIDGE

A C A D E M Y

Mission Statement:

The mission of Eagle Ridge Academy is to provide our students with a traditional, classical education that demands their best in academic achievement, behavior, and attitude, and challenges them to attain their highest potential.

Vision Statement:

Eagle Ridge Academy will offer an academically rigorous, time-tested classical, liberal arts curriculum that:

- prepares students to be exemplary and knowledgeable citizens;
- instills a life-long passion for learning;
- values self-discipline, respect, perseverance, and achievement;
- teaches truth, beauty and goodness; and
- fosters an appreciation for the United States of America and her unique role in the world.

v.	Consider/Approve October, 2015 Financial Report	
	Amendments:	
	Motion to Approve:	First: April Grabanski Second: Missy Madigan
	Vote:	unanimous
vi.	Consider/Approve Policy 506 - Student Discipline	
	Amendments:	
	Motion to Approve:	First: Missy Madigan Second: April Grabanski
	Vote:	unanimous
vii.	Consider/Approve Policy 521 - Student Disability Non-Discrimination & Form	
	Amendments:	
	Motion to Approve:	First: Ashley Hudak Second: Manisha Datye
	Vote:	unanimous
XIII.	Adjourn	at 8:02PM
	Motion to Approve:	First: Missy Madigan Second: Michelle Mills
	Vote:	unanimous

IX. Motions			
	Record of Motions	First/Second	Vote
IV.	Approval of Agenda	Kathy Oberstar	unanimous
		Missy Madigan	
V.	Approval of Minutes	Michelle Mills	unanimous
		Tiffany Goedjen	
i.	Consider/Approve Executive Director Report	Missy Madigan	unanimous
		April Grabanski	
ii.	Consider/Approve School Mascot Design	April Grabanski	unanimous
		Missy Madigan	
iv.	Consider/Approve Employee Agreements	Missy Madigan	unanimous
		April Grabanski	
v.	Consider/Approve October, 2015 Financial Report	April Grabanski	unanimous
		Missy Madigan	
vi.	Consider/Approve Policy 506 - Student Discipline	Missy Madigan	unanimous
		April Grabanski	
vi.	Consider/Approve Policy 521 - Student Disability Non-Discrimination & Form	Ashley Hudak	unanimous
		Manisha Datye	
XIII.	Adjourn	Missy Madigan	unanimous
		Michelle Mills	

Assignments/Action Items			
	Description of Action Items	Owner	Due
I.			
II.			

**Executive Director Report
December 8th, 2015**

- 1. Enrollment:** 853 as of 12/3/15; 856 as of 10/29/15; 854 as of 10/3/15, 9 PSEO; 844 total ADM
Lower School: 413
Middle School: 225
Upper School: 215

- 2. Director's Desk**
 - a. Benefits: Open enrollment closed December 7th ----% enrolled
 - b. 2016-2017 Calendar, see attached
 - c. Veritime pilot group will start January 4th
 - d. Mid-Year Leader and Operation Evaluations will be completed by January 16th
 - e. Finalize Indicators of Success and Goals aligned with Six Strategic Dimension, see attached
 - f. Classical Coop. preparing why statements of what we do: What role does technology play at Eagle Ridge Academy?
 - g. Two discussions with ISM regarding activities have taken place. We are both committed to partnering and ISM has been open and willing to let us increase our participation for hosting and/or administration. We are meeting December 18th to discuss specifics of each activity.
 - h. WBWF Summary Report was submitted to FOE and MDE
 - i. Annual Report Supplement regarding marketing was submitted to FOE in order to meet the new legislative statute
 - j. Executive Director Time Study: 69% of an average 55 hour work week is spent in meetings. This time is spent mostly in one-to-one meetings or in small groups of less than ten. 20% of my time is spent collaborating with leaders of Eagle Ridge to include my direct reports or board members. This compares to 55% in a similar study conducted in December of 2013 and 62% in December of 2014. I find this change to be healthy in that true collaboration is happening and I am spending less time doing operational work.

- 3. School of Grammar Update**
 - a. **Community Service:** Community service component was further defined this year to try to exclude monetary projects. The goal is to have students give of themselves (either time or something they make). Each grade level was to come up with one internal community service project and one external community service project

 - b. Teachers may apply for Free Dress Day funds to help with any finances related to community service projects
 - i. Kindergarten
 1. Earth Day trash pick-up around the school
 2. Making cards and delivering to local nursing home
 - ii. 1st Grade
 1. Team Boots-Organizing the boots in the hallway during the winter
 2. Book drive for local hospital
 - iii. 2nd Grade
 1. Cards/posters for grades 3-5 for the MCA test
 2. Making placemats for local nursing homes for Thanksgiving
 - iv. 3rd Grade
 1. Organize school lost and found regularly
 2. Collecting can tabs for Ronald McDonald House

- v. 4th Grade: Putting student artwork in local nursing homes on loan (rotating)
- vi. 5th Grade
 - 1. Teaching Pillar lessons to kindergarten students
 - 2. Going to Feed My Starving Children

c. Winter Party Schedule-December 18th

- i. kindergarten: 10:30-11:30
- ii. 1st Grade: 11:00-12:00
- iii. 2nd Grade: 1:30-2:30
- iv. 3rd Grade: 1:00-2:00
- v. 4th Grade: 11:30-12:30
- vi. 5th Grade: 12:00-1:00

4. School of Logic and Rhetoric

- a. Eagle Ridge Academy Schools of Logic and Rhetoric recently hit mid-quarter of the second quarter. The finals schedule is planned and is available online.
- b. Eagle Ridge Academy School of Logic and Rhetoric staff recently had their first two hour late start of the year. Content area PLC's met and discussion focused on a variety of agenda items: Vertical Curriculum Alignment, Student Interventions, SMART Goals, and DDI. The groups enjoyed the time to have rich discussion on these topics which will continue at the next PLC meeting scheduled December 9th.
- c. December is full of events and activities in the Eagle Ridge Academy Schools of Logic and Rhetoric. The Eagle Ridge Academy Student Senate held their first event of the year last week, the Middle School Winter Dance which was Renaissance themed. There were approximately 60 students in attendance. The next event they have planned is the annual Coffee House on December 18th. The first Orchestra concert will be held on December 10th, "The Miracle Worker" play will be held on December 11th/12th, Winter Choir Concert on December 14th, and the Winter Band Concert on December 15th.

2016-2017 School Calendar Draft #2

This week we met to review the parent and staff recommendations regarding the first draft of the 2016-2017 School Calendar. Below are explanations of some of recommendations and the changes from the first draft to the second draft.

1. **Inclement Weather Make-Up Day:** January 23rd was removed as an Inclement Weather Make-Up Day as one was already scheduled for January 16th.
2. **October Conferences:** A concern regarding the timing of the October Conferences was shared amongst staff feedback. The concerns included two consecutive twelve hour days and inconvenience of families attending Wednesday conferences. The team agreed with the concerns; however, no alternative solutions were provided or agreed upon. We considered having an evening parent teacher conference on October 13th instead of October 19th. Staff members did inquire about having TEL on conference nights. This idea will be shared with Mr. Hoffman.
3. **2-Hour Late Start for Professional Development:** This item had the most concerns and support depending on the stakeholder group. The professional development time is valued by teachers and administrators; however, it is inconvenient for some families.
 - a. After discussing with some families and our TEL Coordinator, we will move the 2-hour late starts to 2-hour early releases. This will allow Eagle Ridge Academy to offer TEL for families.
 - b. We have moved the days to Wednesdays from Fridays. This will allow the November 2nd early release to coincide with some of our assessments.
4. **Spring Break:** There were some request to align Spring Break with other schools in the area. Eagle Ridge Academy chooses to align the Spring Break with Good Friday as that is a paid holiday for Eagle Ridge Academy staff. This allows us to have a longer Spring Break instead of separating the break into two smaller breaks. Also, Shakopee and Eden Prairie have different Spring Breaks and these are the two districts in which most of our students reside.

Eagle Ridge Academy is moving into a new facility in fall of 2016; thus, students will start school AFTER Labor Day. The late school start will allow Eagle Ridge Academy more time to:

- Hire and train new staff
- Enroll 400 new students as compared to about 100
- Ensure staff have enough time to prepare the school, which includes common areas and classrooms
- Allow time if construction timelines are not met

The later start date will have an impact for one year on the structure of our school calendar. In order to have a minimal impact on student learning, the Eagle Ridge Academy Board of Directors and Administration collaborated on a list of priorities and parameters to use in constructing the 2016-2017 School Calendar.

Next Steps

- The Eagle Ridge Academy Board of Directors will review the second draft on December 8th.
- We will collect one more round of feedback after Winter Break.

DRAFT #2 EAGLE RIDGE ACADEMY | 2016-2017 CALENDAR

4 Independence Day

20 & 27 New staff workshop

JULY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 22- Jan. 2 Winter Break

16 Scheduled Inclement Weather, if needed

20 End of quarter two and semester one

23 Grading Day, Inclement Weather, if needed

18-24 New staff workshop

25- Sept. 1 All staff workshop

Teachers may use one floating day for classroom prep in August.

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

8 2- hour early release

20 No School, Presidents' Day

Aug. 25- Sept. 1 All staff workshop

5 Labor Day

6 First day of school grades k-5

7 First day of school grades 6-12

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 No School, Parent Conferences, 8:00am-8:00pm

24 End of quarter three

27 No School, Grading Day, Inclement Weather, if needed

3 No School, All staff workshop

18 Parent Conferences, 4pm-8pm

19 No School, Parent Conferences, 8am-8pm

19-21 No School, Fall Break

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10-14 No School, Spring Break

2 2-hour early release

4 End of quarter one

7 Grading Day

23-25 No School, Thanksgiving Break

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2017

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17 2-hour early release

29 No School, Memorial Day

Dec. 22- Jan. 2 Winter Break

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2017

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 Last Day of School grades k-5

8 Last day of school grades 6-12

9 All staff workshop, 7:30am-11:30am and graduation



Eagle Ridge Academy

Employee Actions, December 8, 2015

Employee Last	Employee First	Position	Level	FTE	Department	FLSA Status
Jambunathan	Sangeetha	Teacher	I - PhD	1.000	SPED	Exempt
Lego	Melissa	Teacher	MA-17	0.600	Instructional Coach	Exempt
Katzner	Katie	Teacher	MA-3	1.000	SPED	Exempt



PHYSICAL ENVIRONMENT

Eagle Ridge Academy will continually develop a physical environment that supports and enhances the mission and vision and fosters community enrichment.

Clarifying Definitions:

- **Physical environment** includes the classroom space, extra-curricular space, outdoor green space, parking, etc.
- **Community enrichment** includes ability for fellowship to be fostered.

<u>Indicators of Alignment/Success</u> Completed by Administration; Approved by Board	<u>Goals</u> Completed by Administration; Approved by Board
<ul style="list-style-type: none"> • Spaces to support physical activity • Common space for collaboration and leisure • Age and program appropriate classrooms, common space, and restrooms • Safe and secure environment • Meeting spaces for large group • Clear separation of schools. • Event center space to foster relationship with outside community • Safe, secure, and efficient parking lot traffic flow 	<p>2015-2016</p> <ul style="list-style-type: none"> • Marketing of building to potential buyers <p>2016-2017</p> <ul style="list-style-type: none"> • Move existing playground and add equipment • Clear separation between PE space and Playground space • PE space for all grade levels • Common space will have chairs, stools, and tables to increase collaboration • Rooms and spaces labeled by grade and program • Art in the common spaces that align with our curriculum, mission, vision, Pillars • Intruder alert, security cameras, and blue light system in place • Gymnasium available to rent to outside organizations • Traffic flow plan <p>2017-2018</p> <ul style="list-style-type: none"> • Green space added for activities and PE • 2nd Floor Commons added • Walking track added • Auditorium added to promote performing arts and outside relationships

OPERATIONS



Eagle Ridge Academy will have operational business systems that efficiently support and enhance the academic and instructional programs of the Academy.

Clarifying Definitions:

- **Operational business systems** include health services, reception, communications, marketing, admissions, transportation, human resources, technology, food services, safety, security, and building/grounds maintenance.

<p><u>Indicators of Alignment/Success</u> Completed by Administration; Approved by Board</p>	<p><u>Goals</u> Completed by Administration; Approved by Board</p>
<ul style="list-style-type: none"> • Each operational business system develops annual benchmarks • Technology systems will be implemented to increase effectiveness and efficiency • ERA will move from a generalist mindset to a specialist mindset in our operations • Develop partnerships with other schools to decrease operations cost and increase collaboration 	<p>2015-2016</p> <ul style="list-style-type: none"> • Measurements of success reported through a dashboard for each operations team • Performance measurements will be established and used for vendors and to include in RFP • AESOP, Veritime, and AppliTrack will be implemented • Job descriptions will be updated to promote more specialist • PD Plan for existing operations team to train in order to specialize in an area <p>2016-2017</p> <ul style="list-style-type: none"> • Implement JD and PD Plan for operations staff • Provide vendors with annual performance reviews and have annual meetings to discuss performance expectations • Start operations cooperative with FOE Schools

FACULTY & STAFF



Eagle Ridge Academy will create an environment that attracts and fosters classically-trained masters who exemplify the Pillars of the Academy.

Clarifying Definitions:

- **Fosters** means continuing to provide opportunities to mentor, coach, and have healthy peer to peer interactions that supports the pursuit of lifelong learning.
- **A Classically-Trained Master** is someone who brings out the students' own learning, using wonder and awe; able to contemplate using an integrated approach while naturally and authentically integrating content and virtue instruction.

<u>Indicators of Alignment/Success</u> Completed by Administration; Approved by Board	<u>Goals</u> Completed by Administration; Approved by Board
<ul style="list-style-type: none"> • Effective coaching and mentor system for all employees • Succession plan for all leaders • Department Chair/Grade Level Leader type positions in place to promote consistency and support for larger team • Explicit training on collaborative culture to connect new and existing staff • All employees understand WHY ERA exists and their role at the Academy • Eagle Ridge Academy will be a beacon of Classical Education and sought as a school of excellence 	<p>2015-2016</p> <ul style="list-style-type: none"> • Coaching/mentoring plan for operations and other non-faculty positions will be developed • All current leaders will develop a succession plan and calendar of duties • Adaptive Schools training will be offered to current teacher leaders and required for ERA Leaders • ERA will consistently communicate the WHY (Vision) of ERA • BOD will develop enduring statement (tagline) aligned to vision • PD Group development JD for Department/Grade Level Chair <p>2016-2017</p> <ul style="list-style-type: none"> • The coaching/mentoring plan will be implemented for operations and non-traditional positions • All employees will participate in an ERA specific Adaptive Schools one day training that promotes collaboration • Administrators will develop a plan for their individual departments that promotes the WHY of ERA • Hire and train Department/Grade Level Chairs • 35% of teachers will be enrolled in the CTCP



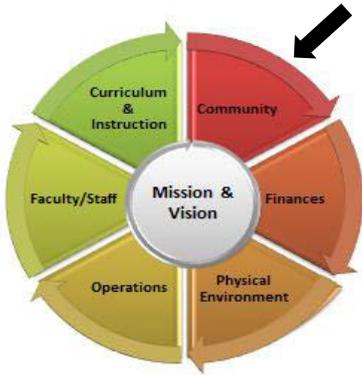
CURRICULUM & INSTRUCTION

Eagle Ridge Academy will effectively utilize time-tested, Classical methodologies and curriculum.

Clarifying Definitions:

- **Time-tested** means long lasting, proven to be enduring.
- **Classical methodologies** include teacher directed instruction, Socratic seminars, dialectic/Socratic questions, memorization, writing and speaking eloquently from building blocks of knowledge to enrichment.

<u>Indicators of Alignment/Success</u> Completed by Administration; Approved by Board	<u>Goals</u> Completed by Administration; Approved by Board
<ul style="list-style-type: none"> • DDI will be rigorous, organic, and led by Teacher Leaders • Curriculum maps and lesson plans will be developed in order to provide guidance to new teachers • ERA will define and answer why we do some of the things we do • Videos, peer observations, and online tools will be available to help teachers observe Classical Methodologies 	<p>2015-2016</p> <ul style="list-style-type: none"> • Teacher leaders will be trained to lead data analysis meetings • C/I Team will finalize CMap and Classical Handbook will be completed • PD Group will develop training plan to communicate CMap and Classical Handbook to new teachers • A survey will be developed and submitted for year one and four alumni • PD Groups will have videos that are sorted by Classical Methodology • Classical Co-op develop “why” statements for what we do • ERA will meet the goals as stated in the WBWF plan <p>2016-2017</p> <ul style="list-style-type: none"> • Teacher leaders will lead at least one data analysis meeting • New teachers will be trained on CMap and Classical Handbook prior to the start of the school year



COMMUNITY

Eagle Ridge Academy will be a wise and virtuous community which values Classical Education, appreciates the history of Western Civilization and traditions of Eagle Ridge Academy, and celebrates truth, beauty, and goodness.

Clarifying Definitions:

- **Community** includes all faculty, staff, students, parents of the school, as well as vendors, residents, and businesses located near the school.
- **Classical Education** at Eagle Ridge is further defined [here](#).
- **Truth, Beauty, and Goodness** - ERA acknowledges these exist and we aspire to the pursuit of truth, beauty, and goodness.

<u>Indicators of Alignment/Success</u> Completed by Administration; Approved by Board	<u>Goals</u> Completed by Administration; Approved by Board
<ul style="list-style-type: none"> • Eagle Ridge Academy will model the Pillars to the community • Traditions of Eagle Ridge Academy will be celebrated and communicated, while supporting the pursuit of truth, beauty, and goodness • Eagle Ridge Academy families will participate in community events • Community members will be recognized for their contributions 	<p>2015-2016</p> <ul style="list-style-type: none"> • Eagle Ridge Academy staff will participate in a community service project together • Three events per year will be planned and implemented by ERA Development Cord. that combine fundraising and community • Volunteer tracking program will be implemented • Interviews with alumni and veteran staff to record all long standing traditions <p>2016-2017</p> <ul style="list-style-type: none"> • ED and DC will interview diverse group of parents in order to get ideas of how to engage all representative cultures at ERA • ERA will incorporate activities and athletics as a way to add traditions and community events that will align with valued traditions • ERA facilities will be available for community use • Volunteer recognition celebration will be implemented • Wall of Fame- criteria will be developed



FINANCES

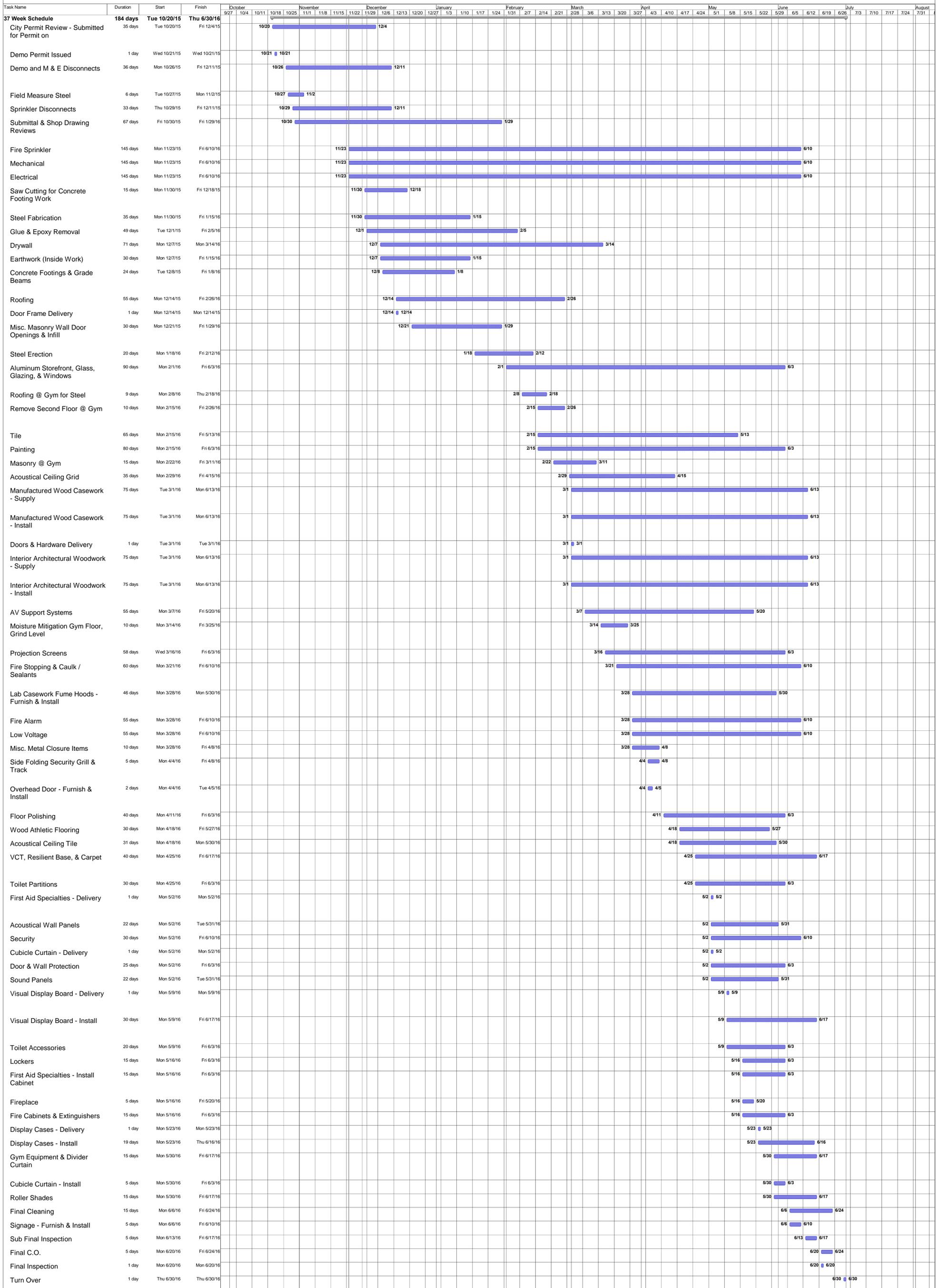
Eagle Ridge Academy will use financially sound practices in order to provide an effective learning environment and the ability to fund desirable programs.

Clarifying Definitions:

- **Financially sound** means programs that are sustainable by legal and ethical means.
- **An Effective learning environment** is one that has the resources necessary to teach effectively. **Desirable programs** are programs, either curricular or co/extra-curricular, that fit within and further supports the mission and vision.

<u>Indicators of Alignment/Success</u> Completed by Administration; Approved by Board	<u>Goals</u> Completed by Administration; Approved by Board
<ul style="list-style-type: none"> • A fund balance adequate to withstand increased holdbacks and significant emergency expenses • Five year budget will be in place • A strong development program 	2015-2016 <ul style="list-style-type: none"> • End of year net income not less than \$0 • Development program raise over \$100,000 • FERA Board handbook and policies in place • ABC develop five year capital improvement plan • Five year budget predicts 20% FB in FY21 2016-2017 <ul style="list-style-type: none"> • Increase of 2% to fund balance FY17 • FERA oversee development director and develop strategic plan • Monies in place for Phase II construction

**EAGLE RIDGE ACADEMY
1111 BREN ROAD WEST
MINNETONKA, MN 55345**





Meeting Information:

Meeting Name:	CISA Workgroup
Date & Time:	November 2, 2015 at 3:30PM to 4:30PM
Location:	Eagle Ridge Academy room 131
Invitees:	
Attendees:	Erica Higgins, Erica Powell, Susan Bloomgren, Annette Drieslein, Tiffany Goedjen, Maria Nikonova

Meeting Agenda / Objective(s):

Objective(s)	Upon Debrief: Objective Met?
1. Check in for Q-Comp Goals set	Yes
2. Check in for Smart Goals set	Yes
3. Check in on DDI Process	Yes
4. Check in on Teacher Evaluation Process	Yes

Meeting Minutes:

Susan Bloomgren gave an update on the Q-Comp goal for the 2015-2016 school year and the process taken to reach the goal. The Schools of Logic and Rhetoric decided to focus on all special populations (ELL, SPED, EB) and to increase students meeting high or medium growth on their MCA reading exam by 3%. The School of Grammar decided to continue their goal of increasing students receiving educational benefits meeting high or medium growth on the MCA reading exam by 3% and for grades K-3 student receiving educational benefits to grow 3 steps in step testing.

Susan Bloomgren gave us an update on teacher SMART Goals. Goals were due on Saturday, October 31st, and about 95% of goals have been finalized. Melissa Lego and Susan Bloomgren will be reviewing the goals for approval on November 4th. She also explained the process for setting SMART goals, and answered questions on SMART goal criteria .

Susan Bloomgren and Erica Powell gave an update on DDI in the Schools of Grammar, Logic, and Rhetoric. The School of Logic and Rhetoric will be finishing DDI testing and meetings by November 14th. The School of Grammar has finished DDI testing and will finish DDI meetings with Melanie Baeir by November 6th.

Erica Powell, in the Schools of Logic and Rhetoric, will finish the first round evaluation process by November 14th and will begin the second round of evaluations the third week of November. Melanie Baier, in the School of Grammar, will finish her first round evaluations by November 14th.



Decisions:

1.	
2.	
3.	

Assigned Action Items (What's Next?):

Task	Accountability	Due Date	Date Completed
Principals will bring curriculum proposals to the next meeting.	Erica Powell		
Erica Powell will bring any graduation requirement change information to the meeting.	Erica Powell		

What's Been Accomplished?

Task	Who Was Responsible?	Due Date	Date Completed
SMART Goals have been set	Susan Bloomgren	11/2	11/2
School Wide Goals have been set.	Susan Bloomgren	11/2	11/2

Parking Lot / Issues to be Resolved in Future Agendas:

Date	Issue	Priority	Risk	Notes

November 2nd	January 12th	February 9th	May 10th	August 9th
Q-Comp Goals Smart Goals DDI check in DDI Process and Teacher Eval Process	New Curriulum Review Graduation Standards review	DDI and Teacher Eval check in	DDI and Teacher Eval check in Check in on Reporting of Area of Strength and Area of Growth for PLC, currriculum overviews, Classical coordiantors, and Core Knoweldge. Review of annual budget	Review Test scores



Meeting Information:

Meeting Name:	Policy Working Group
Date & Time:	Tuesday, November 24, 2015 @ 7:00am
Location:	Conference Room
Invitees:	Jason Ulbrich, Erica Higgins, Michelle Mills, Mandi Hippe
Attendees:	Jason Ulbrich, Erica Higgins, Michelle Mills, Mandi Hippe

Meeting Agenda / Objective(s):

Objective(s)	Upon Debrief: Objective Met?
1. Review Policy 402 -Disability Nondiscrimination Policy (for Board review in December 2015 and approval January 2016)	Yes
2. Review Policy 413 – Harrassment and Violence (with Violency Report Form); (for Board review in December 2015 and approval January 2016)	Yes
3. Review Policy 101 Legal Status of the School District and 101-1 Name of the School District from the Gap Analysis list for board approval in December	No

Meeting Minutes:

Decisions:

1.	402 - Change in II D - the contact person from Director of Special Services to Human Resources Manager (also designated as Human Rights Officer) and throughout the document -Removed reference to each school building language -Change - grievances will go to first-line supervisor or Human Resources Manager and will reflect throughout -Change in section VIII B – periodic evaluation to annual evaluation
2.	413 -Section IV A Reporting Procedures – change Eagle Ridge Academy Office to Human Resources Manager or first-line supervisor -Need to locate form (Jason to locate on MSD website)
3.	101 – Update via e-mail
4.	101-1 – Update via e-mail
5.	Executive Director and Board Secretary to own updating the website and putting the approved policies onto the Public Network under Board Policies (and organize the folders).



Assigned Action Items (What's Next?):

Task	Accountability	Due Date	Date Completed
Send redline versions to Jason and Ann	Mandi Hippe		
Send meeting minutes to group and Ann Wantanabe	Michelle Mills	12/2/15	11/24/15
Send clean copies of Board approved policies to Marilyn	Jason Ulbrich		
Add clean copy to the Public Folder on network	Jason Ulbrich, Board Secretary		

What's Been Accomplished?

Task	Who Was Responsible?	Due Date	Date Completed
Send Redline of policies 402 and 413 for Board review in December and approval in January	Mandi Hippe	12/2/15	

Parking Lot / Issues to be Resolved in Future Agendas:

Date	Issue	Priority	Risk	Notes

EAGLE RIDGE ACADEMY

~~Adopted:~~

Revised: 10/2004, 6/2015, 11/2015

402 EMPLOYEE DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Human Resources Manager ~~Director of Special Services~~, ~~[INSERT WORK ADDRESS AND WORK PHONE NUMBER]~~ executive director. This individual is ~~the school's~~ Eagle Ridge Academy's appointed ADA/Section 504 coordinator (Human Rights Officer).

III. REPORTING GRIEVANCE PROCEDURES

- A. Any employee who believes he or she has been discriminated against in violation of this policy by a teacher, administrator, other school personnel, or agent of the school, including, but not limited to, volunteers, or any person with knowledge or belief of conduct which may constitute unlawful discrimination toward an employee should report the alleged acts immediately to an appropriate Eagle Ridge Academy official designated by this policy or may file a grievance. Eagle Ridge Academy encourages the reporting party or complainant to make a report or file a grievance within thirty (30) days of the alleged violation whenever possible. Eagle Ridge Academy encourages the reporting party or complainant to use the report form available from the principal ~~first line Supervisor of each building~~ or available from the Eagle Ridge Academy office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee directly to a school ~~human rights officer~~ Human Rights Officer or to the Executive Director.

- B. ~~In Each School Building.~~—The ~~building principal~~Supervisor Supervisor is the person responsible for receiving oral or written reports or grievances of unlawful discrimination toward an employee ~~at the building level~~. Any adult Eagle Ridge Academy personnel who receives a report of unlawful discrimination toward an employee shall inform the ~~building principal~~Supervisor immediately.
- C. Upon receipt of a report or grievance, the ~~principal~~Supervisor must notify the school ~~human rights officer~~Human Rights Officer immediately without screening or investigating the report. The ~~principal~~Supervisor may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the ~~principal~~Supervisor to the ~~human rights officer~~Human Rights Officer. If the report was given verbally, the ~~principal~~Supervisor shall personally reduce it to written form within 24 hours and forward it to the ~~human rights officer~~Human Rights Officer. Failure to forward any report or complaint of unlawful discrimination toward an employee as provided herein may result in disciplinary action against the ~~principal~~Supervisor. If the complaint involves the ~~building principal~~Supervisor, the complaint shall be made or filed directly with the Executive Director or the school ~~human rights officer~~Human Rights Officer by the reporting party or complainant.
- D. The school board hereby designates the ~~Operations Director, [INSERT WORK ADDRESS AND WORK TELEPHONE NUMBER],~~Human Resources Manager, as the Eagle Ridge Academy ~~human rights officer~~Human Rights Officer to receive reports, complaints or grievances of unlawful discrimination toward an employee. If the complaint involves a ~~human rights officer~~Human Rights Officer, the complaint shall be filed directly with the Executive Director.
- E. The school shall conspicuously post the name of the ADA/Section 504 Coordinator and ~~human rights officer~~Human Rights Officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful discrimination toward an employee will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Eagle Ridge Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Academy's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of Eagle Ridge Academy, the ~~human rights officer~~Human Rights Officer, upon receipt of a report, complaint or grievance alleging unlawful discrimination toward an employee shall promptly undertake or authorize an

investigation if deemed appropriate. The investigation may be conducted by Eagle Ridge Academy officials or by a third party designated by the Academy.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, Eagle Ridge Academy should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, Eagle Ridge Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful discrimination toward an employee.
- E. The investigation will be completed within thirty (30) days of receipt of the complaint, unless good cause exists for a longer period of time. The school ~~human rights officer~~Human Rights Officer or the individual designated to conduct the investigation shall make a written report upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.
- F. The result of the Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the Academy in accordance with state and federal law regarding data or records privacy.
- G. In the event the complainant does not believe that the complaint has been resolved to his or her satisfaction, he or she may appeal to the ~~human rights officer~~Human Rights Officer. If the ~~human rights officer~~Human Rights Officer (as opposed to some other individual designated by the Academy) conducted the investigation, the appeal may be filed directly with the Executive Director. An appeal must be made within ten (10) school days of receipt of the Academy's report in writing.
- H. The ~~human rights officer~~Human Rights Officer shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall investigate further if necessary and respond in writing to the complainant to the extent allowed by law. If the ~~human rights officer~~Human Rights Officer conducted the investigation, this review shall be conducted by the Executive Director. The decision of the ~~human rights officer~~Human Rights Officer (or of the Executive Director if that individual conducted the review) is final but does not prohibit a complainant from pursuing alternative complaint procedures as discussed in

Section VII below.

I. Nothing in this policy prohibits a complainant from pursuing alternative complaint procedures as discussed in Section VII below.

V. SCHOOL ACTION

Upon conclusion of the investigation and receipt of a report, the Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, transfer, remediation, termination or discharge. School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school policies.

VI. REPRISAL

Eagle Ridge Academy will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education or the Equal Employment Opportunity Commission.

<u>U.S. Department of Education</u>	<u>MN Department of Human Rights</u>
<u>Office for Civil Rights, Region V</u>	<u>Freeman Building</u>
<u>500 W. Madison Street – Suite 1475</u>	<u>625 Robert Street North</u>
<u>Chicago, IL 60661</u>	<u>St. Paul, MN 55155</u>
<u>Tel: 312-730-1560</u>	<u>Tel: 651-539-1100</u>
<u>Fax: 312-730-1576</u>	<u>Toll-free: 1-800-657-3704</u>
<u>Email: OCR.Chicago@ed.gov</u>	<u>Fax: 651-296-9042</u>
	<u>Email: Info.MDHR@state.mn.us</u>

Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 720
Minneapolis, MN 55401
Tel: 1-800-669-4000
Fax: 612-335-4044

VIII. DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available to all students, parents/guardians of students,

staff members, employee unions and organizations.

B. Eagle Ridge Academy shall review this policy and the Academy's operation for compliance with state and federal laws prohibiting discrimination on a ~~periodic~~ annual basis.

Legal References:

29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References:

Eagle Ridge Academy Policy 521 (Student Disability Nondiscrimination)

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy 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, and familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of Eagle Ridge Academy 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. Eagle Ridge Academy 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.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Eagle Ridge Academy harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school 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 personnel includes Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of Eagle Ridge Academy.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Eagle Ridge Academy inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school 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.
- D. Eagle Ridge Academy 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 pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

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1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

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

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, ~~sensory~~, or mental impairment which **materially substantially** limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

EE. Sexual Harassment: Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an

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individual is used as a factor in decisions affecting that individual's employment or education; or

- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

FG. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual

intercourse or a sexual act on another; or

- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

GH. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim 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 by a pupil, teacher, administrator, or other school personnel of Eagle Ridge Academy, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate Eagle Ridge Academy official designated by this policy. Eagle Ridge Academy encourages the reporting party or complainant to use the report form available from the ~~principal of each building~~ first line supervisor or available from the ~~Eagle Ridge Academy office~~ Human Resources Manager, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the ~~Operations Director~~ Human Resources Manager or to the Executive Director.

- B. ~~In Each School Building.~~ The ~~building principal, the principal's designee, or the building supervisor (hereinafter building report taker)~~ first line supervisor is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult Eagle Ridge Academy personnel who receives a report of harassment or violence prohibited by this policy shall inform the ~~building report taker~~ first line supervisor immediately. If the complaint involves the ~~building report taker~~ first line supervisor, the complaint shall be made or filed directly with the Executive Director or the ~~Operations Director~~ Human Resources Manager by the reporting party or complainant. Eagle Ridge Academy personnel who fail to inform the ~~building report taker~~ first line supervisor of a report of harassment or violence in a timely manner may be subject to disciplinary action.

- C. Upon receipt of a report, the ~~building report taker~~ first line supervisor must notify ~~the~~ Operations Director Human Resources Manager immediately, without screening or investigating the report. The ~~building report taker~~ first line supervisor may request, but may not insist upon, a written complaint. A written statement of

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the facts alleged will be forwarded as soon as practicable by the ~~building report taker~~first line supervisor to the ~~Operations Director~~Human Resources Manager. If the report was given verbally, the ~~building report taker~~first line supervisor shall personally reduce it to written form within 24 hours and forward it to the ~~Operations Director~~Human Resources Manager. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the ~~building report taker~~first line supervisor.

- D. ~~In the Academy.~~ The Eagle Ridge Academy Board of Directors hereby designates ~~the Operations Director~~Human Resources, ~~[INSERT WORK ADDRESS AND WORK PHONE], as~~Manager as the Eagle Ridge Academy ~~human rights officer~~Human Rights Officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a ~~human rights officer~~Human Rights Officer, the complaint shall be filed directly with the Executive Director.
 - E. Eagle Ridge Academy shall conspicuously post the name of the ~~human rights officer~~Human Rights Officer(s), including mailing addresses and telephone numbers.
 - F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
 - G. Use of formal reporting forms is not mandatory.
 - H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. Eagle Ridge Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Eagle Ridge Academy's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
 - I. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
 - J. False accusations or reports of violence or harassment against another person are prohibited.
 - K. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the Academy's policies and procedures.
- Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting

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may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or knowingly make a false report of violence or harassment may result in disciplinary action up to and including termination or discharge.

V. INVESTIGATION

- A. By authority of Eagle Ridge Academy, the ~~Operations Director~~ Human Resources Manager, within three (3) days of the ~~upon~~ receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by Eagle Ridge Academy officials or by a third party designated by Eagle Ridge Academy.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, Eagle Ridge Academy should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, Eagle Ridge Academy may take immediate steps, at its discretion, to protect the target or victim, the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- ~~E~~. The investigation will be completed as soon as practicable. The ~~Operations Director~~ Human Resources Manager shall make a written report to the Executive Director upon completion of the investigation. If the complaint involves the Executive Director, the report may be filed directly with the Board of Directors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

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VI. EAGLE RIDGE ACADEMY ACTION

- A. Upon completion of the investigation, Eagle Ridge Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Eagle Ridge Academy action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and Eagle Ridge Academy policies.
- B. The result of Eagle Ridge Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Eagle Ridge Academy in accordance with state and federal law regarding data or records privacy.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, Eagle Ridge Academy shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

Eagle Ridge Academy will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, ~~or any person~~ who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible

abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

- B. Nothing in this policy will prohibit Eagle Ridge Academy from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each Eagle Ridge Academy employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. Eagle Ridge Academy will develop a method of discussing this policy with students and employees.
- E. Eagle Ridge Academy may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as ~~citizenship, integrity, perseverance, honor, excellence,~~ attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
[Minn. Stat. § 121A.031 \(School Student Bullying Policy\)](#)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)