Student Handbook
School of Logic and School of Rhetoric
Grades 6-12
2018-2019

11111 Bren Road West
Minnetonka, MN 55343
952.746.7760
THE EAGLE RIDGE ACADEMY MISSION AND VISION

MISSION
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
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
- Fosters an appreciation for the United States of America and her unique role in the world

PILLARS

- **Citizenship**
  Defined: be a good citizen, contribute to the school, be a good student, be responsible

  In action: pick up after yourself, pay attention, don't vandalize the school or property, be helpful, recite the Pledge

- **Integrity**
  Defined: having a conscience, dignity, morals, academic honesty, being trustworthy, honorable, having common sense

  In action: admitting wrong-doing, standing up for what is right, completing homework on time

- **Perseverance**
  Defined: endure through hardships, focus, don't give up, and accomplish goals

  In action: do your best, don't get discouraged, get extra help if you need it, ask questions

- **Honor**
  Defined: honesty, take pride in yourself, recognize value, fairness

  In action: honor those even if you do not like them, show respect, stand up for others, say hello to other students and teachers (even if you don't know them)

- **Excellence**
  Defined: always doing your best, taking pride in your work, behaving and working above the average

  In action: care for what you are working on, excel at what you do, push yourself

- **Respect**
  Defined: kindness, appropriate speech, politeness, self-control, listening to authority figures

  In action: listening to and following directions, accepting responsibility for actions, standing up for yourself, take care of yourself/others/the environment
ACADEMICS

COURSE OF STUDY
Students at Eagle Ridge Academy follow a common, Classical, college preparatory course of study which emphasizes the liberal arts. Sixth through eighth grade students take English, mathematics, history, art, music, science, and Latin. Students in grades nine through twelve take eight credits of Humane Letters (history and literature), four credits of foreign language, two of which need to be Latin, four credits of science, four credits of mathematics, one credit of art history, one credit of fine arts, and one and a half credits of electives. Students also must complete logic, rhetoric, Eastern Thought, economics, and healthy living. Students earning an Eagle Ridge Academy graduation diploma will have completed a minimum of twenty six specified credits.

GRADUATION
Graduation ceremonies for twelfth grade are held at the end of the academic year. The ceremony includes music, a traditional sword ceremony, and speeches to the class from a guest speaker, a faculty member, a graduating class member, and the class valedictorian. The ceremony is formal as befits the occasion.

To receive a diploma, a student must attain all graduation credits prior to the day of graduation. Students will be recognized for their achievements at a commencement ceremony.

GRADING
Progress reports are available to parents/guardians at end of quarter and full report cards at the end of each semester regarding their children's academic standing. Parents and students have the ability to check their academic progress at any time via the online Infinite Campus portal (notification system the school utilizes for grading). For problems logging on to Infinite Campus, please contact the admissions coordinator.

Teachers assign letter grades according to the following scale:

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AP AND CIS GRADING SCALE
All students enrolled in an Advanced Placement (AP) or College in the Schools (CIS) course at Eagle Ridge Academy will receive a 0.25 GPA boost to the course. The boost in GPA will be added to each AP or CIS course at the end of each semester.

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An A is defined as excellent, B as above average, C as average, D as below average, F as failing.

If a student receives an incomplete (I), it needs to be reconciled within two weeks of the end of the quarter or semester. After that time, the recorded grade will be posted.

SCHEDULE CHANGES
Students in grades nine through twelve have five school days to withdraw from a course and be placed into an alternate course. Students need to fill out a Schedule Change Form available in the Academic Counselor’s office and on the website. The form is then submitted to the Academic Counselor to make schedule changes. All changes requested after the fifth school day will need to have administrative approval and may result in a "W" (Withdrawal) on the student’s report card.

Students in grades six through eight have five school days to change their selected music course. After the fifth school day, students will be in the course they have selected for the rest of the semester.

OLYMPUS CLUB
Students who achieve a grade-point average of 3.33 or higher in a given semester and have no detentions or suspensions are placed in Olympus Club. A special event is held for the students earning Olympus Club status.

NATIONAL HONOR SOCIETY
The National Honor Society was established to recognize and encourage academic achievement while developing service, leadership, and similar characteristics essential to citizens of a democracy.
Eagle Ridge Academy will allow a PSEO student reasonable access to the high school building, computers and/or other technology resources during regular school hours. For questions regarding this, please contact the school’s academic counselor.

CREDITS: Students are responsible for having transcripts sent from the post-secondary institution so that comparable credits can be awarded on the high school transcript. Questions about comparable courses should be referred to the Academic Counselor, before taking the course so as not to jeopardize graduation. The Academic Counselor and the student will fill out a PSEO form that is to be signed by parents regarding the student’s coursework to ensure the student is on track to meet graduation requirements. The PSEO form can be obtained from the Academic Counselor’s office. Students may take a combination of courses at Eagle Ridge Academy and the post-secondary institution. Students are responsible for making sure they know Eagle Ridge Academy’s graduation requirements and register for courses that will satisfy them.

ONLINE COURSES
Due to the Classical nature of Eagle Ridge Academy, online coursework is only used in circumstances that necessitate it. Online courses being used for graduation credit must be approved prior to registering for the course to earn credit. Online courses are typically approved for the following reasons:

1. Remediation credit: A credit that needs to be made up for the student to graduate on time.
2. Enrichment credit: A credit that is not offered at Eagle Ridge Academy but still fits the mission of the school.

All students must submit an online course registration form, which includes the guidelines for taking online courses. It can be found on the School of Rhetoric page of the website and should be submitted to the academic counselor.

All coursework is subject to the review of the Principal and Academic Counselor prior to being approved for credit. Students that have not followed the guidelines for taking online coursework will not be approved for future online classes. Students will be notified within a week if the course has been approved for Eagle Ridge Academy credit.

ASSESSMENT
Eagle Ridge Academy participates in both national and statewide assessments including but not limited to ACT, PSAT, and MCA. Parents are able to opt their child out of testing by contacting the school for national exams (ACT, PSAT) and are able to opt out of state testing (MCA) by filling out the Parent/Guardian Refusal form that is located both on the school website and at the back of the handbook.
ACADEMIC WARNING AND PROBATION
A student in grades six through eight is placed on academic probation for receiving two F’s or three or more grades of D+ or lower in a quarter.

Any student who is placed on academic probation for two consecutive quarters will be invited to attend an academic intervention meeting to discuss an academic improvement plan which may include summer school and/or retention.

CONFERENCES
Parent-teacher conferences are held two times a year. These meetings are designated for discussing the student’s academic progress, behavior, and attitude. In addition, parents and teachers are welcome to request conferences throughout the year.

HOMEWORK
Homework is an essential part of the Academy education and may be assigned Monday through Friday.

After-school study reinforces the day’s learning activities and emphasizes that the school day should not be the only time when the student’s task is to practice, review, or learn.

The Academy recognizes parents as the primary educators of their children. As such, the Academy stresses the crucial need for parents to establish and monitor homework time, free from distractions. Students may receive long-term assignments to help them learn how to plan ahead and budget their time.

Meaningful homework assignments are an important part of the Academy’s curriculum. Teachers assign quality homework for each school night within the following guidelines:

1. Students may receive homework in each course daily. Students, at times, can expect an increase of time needed to properly complete required homework assignments.

2. From Friday to Monday is considered two school nights for homework purposes.

3. Homework may be assigned during long weekends and vacations, but it will be equivalent to a normal weekend’s work. Longer assignments (essays) and projects will not be assigned the day of a vacation period to be due the day classes resume. It is the responsibility of the student to manage the time it takes to complete longer assignments. Vacations include fall break, Thanksgiving break, winter break, and spring break.

If a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework for this occasion and will then contact the parent to review the circumstances. The Principal should be brought into the conversation if these steps do not remedy the situation or if this is a repeated occurrence.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Failure to complete homework will be dealt with according to the individual teacher’s discretion. The Infinite Campus portal is the primary tool for parents to check for academic results.

COMMUNICATION
In order to pursue truth, beauty and goodness, Eagle Ridge Academy considers communication a vital part of its educational mission. Accordingly, Eagle Ridge Academy is committed to communication between parents, students, and teachers that is respectful, consistent, and kind. Proper communication avoids misunderstanding, confusion, and failure. Parents and teachers should stay in communication with one another regarding the quality of student attitude, behavior, and/or work. Teachers will reply to emails and voicemails received during regular school hours within one school day.

District-wide communication efforts include the Eagle Eye newsletter, Infinite Campus emails and messages, and social media updates (Facebook, Twitter, and Instagram). The Eagle Eye is a bi-monthly publication that includes updates from administration, teachers, and the PTO. It also highlights student accomplishments and upcoming events. Infinite Campus emails and messages are used to communicate both alerts and specific information such as upcoming event reminders. The Academy’s social media pages are used to communicate immediate information to families (events and deadlines) and to celebrate the daily happenings at the Academy through photos, videos, and stories.

Families can choose for their child(ren) to opt-out of the Academy’s external communications (newsletter, press releases, and social media) by emailing their child(ren)’s name and grade to the Communications Specialist.

DAILY ROUTINE
ARRIVAL PROCEDURES
Students are to arrive at school no earlier than 7:30 a.m. Students with drivers’ licenses and parking permits on file in the main entrance, door two may drive to campus. Vehicles must be parked in the designated student parking area.
Students meeting with a teacher prior to 7:45 a.m. should report to the main entrance, door two to meet the teacher prior to going to the classroom.

Upon arrival, students should proceed to the gym commons until they will be dismissed to their first hour class.

**LUNCH TIME**

At their designated times, students move to the Academy Commons for lunch. Students are extended the privilege of sitting with whomever they choose.

Though the students are encouraged to relax and chat freely during lunch, the requirements of etiquette and table manners maintain an atmosphere of order and civility throughout the lunch period.

Students must return trays, dishes, utensils, and clean up after themselves before being dismissed for a short recess period. Students will be dismissed to recess once their areas are clean, and they are ready to leave.

**END OF THE DAY**

The school day comes to an end in an organized manner. Students are released from school according to their class schedules. Juniors and seniors in good standing with early release must leave the school grounds at the end of their final class of the day and must sign out in the main office, door two.

Grades six through ten must remain in school until the end of the last class period.

**DEPARTURE PROCEDURES**

When the end of the day bell has rung, students should gather their materials and get ready to depart school. Students who ride the bus should report to the bus lot, and students who ride car pool should report to the designated area. Carpool students should go out the main entrance, door two and wait on the sidewalk until they are picked up. Students with parking permits may proceed to the student parking lot to depart. All students must be picked up from the school by 3:30 pm unless they have an appointment with a faculty member or scheduled activity. Any student who has not been picked up by 3:30 pm must wait in the Academy Forum until his/her transportation arrives.

**CLASSROOM DECORUM**

Classrooms at Eagle Ridge Academy are designed to foster curiosity and wonder in a respectful environment. Teachers define the environments in their individual classrooms with the goal of encouraging honorable and meaningful interactions and learning. Students and teachers contribute to these environments by being prepared, respecting teachers and peers, participating actively through SLANT and note taking, and positively collaborating in the classroom community.

**HALLWAY DECORUM**

When students need to leave class while it is in session, students must obtain teacher permission and utilize the passes in their planners.

Students must maintain an appropriate and respectful noise level in hallways and common areas during passing time and while class is in session.

Students must remain silent during all emergency drills.

In the spirit of citizenship, students must maintain clean and tidy hallways and lockers.

**SCHOOL UNIFORM**

Eagle Ridge Academy maintains an official standard of dress, via a school uniform that must be worn every day. The dress code: 1) underscores the Academy’s seriousness of purpose by encouraging students to think of their attire as an aspect of their work; 2) eliminates the self-consciousness and social competition which popular fashion tends to promote; and 3) fosters a sense of identity with the Academy.

The only authorized emblem on clothing is the Eagle Ridge Academy emblem. No other decoration or designation is allowed.

A full description of the school uniform may be obtained from the office and is available on the website. The uniform is to be worn at all times during the school day. Formal uniform is required on formal uniform days, on specified field trips, and on special occasions. Dress code infractions will require the student to change if possible and/or a parent is notified to bring the appropriate uniform item(s) to school and a consequence will be assigned. On occasion, student activities, sports, and clubs will be permitted to be out of uniform. These days need to be pre-approved by the coach/advisor and expectations will be communicated with students and staff in advance.

The full Eagle Ridge Academy student dress and appearance policy (Policy 504) is available on the website.

**JEWELRY, MAKEUP, AND HAIRSTYLE**

The wearing of jewelry should be modest in appearance and not be distracting. The guideline is one necklace, one set of earrings, and one bracelet. Neck chains and watches should be removed for P.E. and sports. Students may wear discrete facial makeup. Hair is to be neat and clean in natural colors. No standing mohawks will be allowed. Facial hair must be neatly groomed. No visible tattoos or henna will be permitted, unless for religious purpose. Girls’ and boys’ hair should be held off the face. If a question arises regarding the use of jewelry, makeup, or hairstyle, the Principal has final authority to decide what is appropriate.
Students are not to write or draw on themselves, keeping with the spirit of professionalism within the school.

**SPIRIT WEAR**
On designated Spirit Wear days, students may wear the official school uniform, spirit wear items, or a combination of both. Spirit Wear must not be altered. Spirit Wear must be purchased online, through various school fundraisers, or from Eagle Ridge Academy. Spirit Wear yoga pants must be worn with long shirts. See the Eagle Ridge Academy website for Spirit Wear vendors.

**FREE DRESS DAY**
All shoes must have backs and boots are permitted. Long and short sleeve shirts are permitted. No strapless, spaghetti straps or sleeveless tops are permitted. Jeans are permitted; however, jeans with immodest rips are not permitted. Sweat pants are permitted. Any logos on clothing must be school appropriate. Heel height should be no more than 1”. Skirt and shorts length should be modest and no more than 3” above the knee. Costumes and masks should not be worn. Pajamas should not be worn. No hats are permitted. Leggings and yoga pants can only be worn with modest shirts, tunics, shorts, and skirts.

**ATTENDANCE**
Regular school attendance is important to a student’s academic success and also promotes good work habits and self-discipline.

Parents are to report all unplanned absences by telephone 952-746-7760 ext. 1101 or via the attendance link online. Students are not to report their own absences. Students who are dismissed from school early, for any reason, must sign out from the main office, door two.

Students will be expected to turn in the homework that was due on the date of the absence on the day they return. Students will be expected to have homework they missed from the day of their absence, turned in the day after they return. Students with multiple days of absence should arrange a due date with their teachers.

A maximum of 10 excused absences will be excused per school year with the exception of prior approval from an administrator, absence accompanied with a doctor’s note, and/or special circumstances. All absences without prior approval from an administrator after the 10th excused absence will be considered unexcused.

For the complete Eagle Ridge Academy Attendance policy (Policy 503), please see the Eagle Ridge Academy website.

**PREARRANGED ABSENCES**
Students who know in advance that they will miss one or more of their classes are required to obtain from the main office door two a Request for Prearranged Absence form. The form must be filled out and signed by the student’s parent and then submitted to the main office, door two. Unless there are extenuating circumstances, prearranged absences must be requested a minimum of seven days in advance.

When deemed reasonable, the Principal will approve absences for short family trips and similar occurrences. Requests during examination periods are discouraged. Extended time missed from school is discouraged. If the Principal approves the absence, a confirmation will be sent to the parent/guardian and the teachers.

In the case of an approved prearranged absence, work may be made up by the student for full credit if it is turned in within 48 hours of the student returning or a date arranged by teacher and student prior to the student being absent.

The Minnesota Department of Education requires public schools to un-enroll a student who is absent from school for more than 14 consecutive days. Due to the fact that Eagle Ridge Academy is a charter school with waiting lists at many grades, the enrollment spot must be filled with the next student on the waiting list. On the 15th consecutive day of absence, the student will be unenrolled from Eagle Ridge Academy. Absences longer than 14 consecutive days will not be approved due to this reason. If a parent chooses to take their child from school for longer than 14 consecutive days, the student will no longer be enrolled at Eagle Ridge Academy upon their return.

**TARDIES**
It is important for students to arrive to class on time to benefit from the full instruction of class and to minimize disruption to instruction for other students. Three tardies in a semester will result in a detention. Further consequences will occur after the fourth tardy in a semester.

**ILLNESS**
Students who become ill in class are required to proceed to the front office, with assistance, for parental notification.

Guidelines for deciding if a child is too sick to attend school:

- If your child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If your child has had any rash that may be disease related or if you do not know the cause, check with your family physician before sending the child to school.
MEDICATION
The goal of these procedures is to ensure the safe, accurate and timely administration of medication to students.
Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours. When it becomes necessary for medication to be taken by students during the school day, these procedures must be followed.

Non-Prescription Medication:
- A student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received a written authorization from the student’s parent or guardian permitting the student to self-administer the medication. An Administration of Non-Prescription Medication in the School form must be on file for the student. The school is not able to administer non-prescription pain relievers to a student at any time. Students must have the form filled out and have provided their own non-prescription medication.

Prescription Medication:
- Medication must be brought to school in its original prescription bottle or container bearing the name of the child, the name of the medication, the times it is to be taken and the name of the physician. Two containers of the medication should be prepared by the pharmacist, one for home and one for school.
- Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions to this requirement are: prescription asthma medication and medications administered as noted in a written agreement between the school and the parent or as specified in an IEP.
- An Administration of Prescription Medication in the School Form must be on file for the student.

OFF-CAMPUS EDUCATIONAL FIELD TRIPS
Eagle Ridge Academy considers off-campus education an important aspect in the total development of each student. Off-campus educational field trips provide students with an opportunity to use previously acquired knowledge and skills, while gaining new knowledge and skills. Academy faculty and/or administrators are always included as chaperones on these trips. Whenever students are off-campus on school sponsored trips, they are subject to the Academy’s rules and are expected to observe the Academy’s standards of politeness and civility.

Formal dress code may be required for field trips.

CONDUCT AND DISCIPLINE
The role of discipline at Eagle Ridge Academy is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at the Academy ought always to uphold the essential virtues established in the school’s mission statement, vision, and pillars. The Academy recognizes that requiring good conduct in school promotes students’ education on campus, encourages good behavior off campus, and helps prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

DISCIPLINARY ACTION
Disciplinary action usually proceeds as follows:
1. Warning
2. Referral
3. Detention
4. Suspension

To ensure uninterrupted learning, Eagle Ridge Academy maintains a procedure of demerits and detentions with parental notification. The Academy’s goal is to work closely with parents to uphold standards of courtesy, respect, and helpful behavior.

Pillar referrals are issued for the following:
1. Improper classroom behavior
2. Being disrespectful
3. Teasing, roughhousing, or fighting
4. Lying or creating a false impression
5. Uniform violations
6. Displaying conduct deemed by a teacher or staff member to be unbecoming of an Eagle Ridge Academy student

A student serves a detention when a third pillar referral is issued. Students are relieved of all referrals at the conclusion of each semester. Any student who is subject to a fourth detention during the semester serves, instead, a one-day suspension.

Suspended students are required to submit all missed academic work at the beginning of the next school day.

The administration may give a detention or suspend any student when, in their judgment, circumstances necessitate it.

Any student who demonstrates a general unwillingness or inability to abide by classroom or Eagle Ridge Academy rules is subject to an escalated discipline cycle.

The full Eagle Ridge Academy Student Discipline and Notice of Suspension policy (Policy 506) is available on the website.
ACADEMIC HONESTY
Eagle Ridge Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one’s own: cheating on an assignment or test or plagiarizing will result in a zero on the assignment for the first occurrence and a pillar referral. Further occurrences may result in the failure of the course.

BUS CONDUCT
Riding the school bus is a privilege, not a right. Students who have the opportunity to ride Eagle Ridge Academy buses may do so as long as they display behavior that is reasonable and safe. Unacceptable behavior could result in loss of bus service. The bus fee will not be refunded. The Principals are available to give assistance to the driver and aid in the resolution of bus incidents. Any bus suspension applies to all buses unless otherwise designated by a school official. For the full transportation procedure, please see the Eagle Ridge Academy website.

PUBLIC DISPLAYS OF AFFECTION
Students should regard that public displays of romantic affection are not allowed during school hours, on school property, or at school events.

PROHIBITED ITEMS
Any introduction of a weapon, an illegal drug, tobacco, alcohol, or sexually explicit material will be treated as grounds for immediate discipline and will follow school policy.

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

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this.

Students who become aware of a weapon being brought to school or on school property must immediately notify a staff member and should NOT pick up or transport the weapon.

The school takes a serious position in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons may include: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the Executive Director of dismissal for a period of time not to exceed one year. The full School Weapons Policy (Policy 501) is available on the school website.

BULLYING
A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. A person who engages in an act of bullying, reprisal, retaliation, or false reporting bullying or permits, condones, or tolerates bullying shall be subject to discipline.

Eagle Ridge Academy 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 up to and including suspension and/or expulsion.

Eagle Ridge Academy will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Any person who believes he or she has been the target or victim of bullying or any person with knowledge of or belief of conduct that may constitute bullying or prohibited conduct shall report the alleged acts immediately to the school Principal. A person may report bullying anonymously.

Eagle Ridge Academy encourages the reporting party or complainant to use the report form available from the Principal or available in the school district office, but oral reports shall be considered complaints as well.

The full Bullying policy (Policy 514) and Bullying Reporting Form are available on the Eagle Ridge Academy website.

HARASSMENT/VIOLENCE/SEXUAL ABUSE
Physical, emotional or sexually abusive behavior including psychological intimidation (including threats) and harassment (derogatory name-calling and bullying may
apply) will not be tolerated. Sexual, racial and religious violence is a criminal activity and will be reported to the authorities. A written report of the incident should be given to the Principal within five days of the incident. All incidents will be investigated by the Principal or designated personnel. Disciplinary consequences will be determined by the Principal or designated. A parent conference will be required. Repeated offenses may lead to a recommendation for expulsion or referral to an alternative educational program.

SAFETY AND SECURITY

DRILLS
Eagle Ridge Academy abides by state law for schools to have 11 emergency drills each school year. This includes five fire drills, five lockdown drills, and one severe weather/tornado drill. School staff are trained on emergency procedures and then review the procedures with students. These procedures are practiced during each drill. During drills, staff will act immediately to assist students, visitors, and volunteers to a safe location.

VISITORS
Parents: we value and encourage parental involvement. We also encourage parent visits to school for special events such as concerts, conferences, open houses, and also for volunteering opportunities. Parents are welcome to visit the school, but appointments are advised if they wish to see a specific person.

Students: students who are considering enrolling at Eagle Ridge Academy and are participating in the shadow program are able to visit the school during the school day. The parent/guardian of the shadowing student must contact the main office one week in advance to schedule the visit.

The following procedures have been established to insure the safety of all children at all times. Parents are considered visitors during the school day.

1. All visitors are to report to either the main or district office to sign in. They are required to wear a nametag, while they are in the building, and should sign out when they leave.
2. Parents wishing to pick up their child from school prior to regular dismissal time must come to the main or district office to sign their child out.

MISCELLANEOUS

MESSAGES TO STUDENTS FROM PARENTS
Messages of an emergency nature only are delivered to students during the school day. All other messages are delivered after the school day ends. Please ensure all messages that need to be delivered during the school are given to the main entrance, door two. Teachers often are unable to check their phone and email during school hours.

DELIVERY OF ITEMS BY OUTSIDE VENDORS
Students are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors e.g. food, flowers, balloons, etc. Parents are asked to have such orders delivered to the students’ homes; otherwise, items delivered to the Academy will be kept at the main entrance until the end of the school day.

FOOD
Aside from the luncheon period, students are allowed to partake of food and drink during passing time. Students in grades 9-12 may bring drinks into their 1st hour classroom with teacher discretion. Students consuming food outside the lunchroom need to clean up after themselves. Chewing gum is not permitted on campus, unless there is a documented accommodation. Under no circumstances may students keep food or beverages at school overnight in their lockers. It is a privilege for students to have food in lockers and classrooms. They must treat it as that and keep their space clean.

LOST AND FOUND
Lost items should be reported to the main entrance, door two, and found items should be turned in to the main entrance, door two.

TELEPHONES
Students must obtain permission at the front office for using the Academy’s telephone. Outgoing calls should be of an urgent nature and should be kept brief. Cell phones should only be used at lunch.

ELECTRONIC EQUIPMENT
Cell phones and electronic devices are allowed during lunch, as long as they are being used respectfully. Speakers should not be hooked to their electronic device to play audio at any time, as this may be distracting to others. Students that have their cell phones out during non-approved times will have their cell phone confiscated and will follow the Academy’s regular disciplinary procedure. No headphones or earbuds will be allowed during the school day with the exception of recess or during special circumstances. Computers and other electronic devices may be used in the classroom at the teacher’s discretion. If at any time the electronic device is being used for anything other than academics, it can be taken away and not allowed back at school again.

INTERNET USE
Students are personally responsible for appropriate behavior using technology and while on the school network just as they are in a classroom or hallway. Access
to services is given to students who act in a considerate and responsible manner with the knowledge that access is a privilege not a right. Network storage systems may be reviewed by school staff to maintain system integrity and ensure responsible use. Students are expected to embody the pillars of the schools while using technology. The school will use appropriate staff and technology to help students follow this policy and help protect students from materials considered harmful to minors.

The full Eagle Ridge Academy Internet Acceptable Use and Safety policy (Policy 524) is available on the website.

**INCLEMENT WEATHER ANNOUNCEMENTS**

In the event of a school closing, information can be found on WCCO (830 AM) radio and WCCO on television. Parents can also find this information via the Internet at: www.wcco.com and www.eagleridgeacademy.org. The decision to close school will be made by 6:00 a.m. on the day in question. Please note that it is the parent's responsibility to monitor the television/radio for school announcements if weather is questionable. The school cannot be responsible for students who arrive at school or at bus stops in spite of these announcements.