



Student Handbook

School of Logic and School of Rhetoric

Grades 6-12

2021-2022

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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 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 Canvas LMS (Learning Management System) for day-to-day grades (notification system the school utilizes for grading). For official grades (i.e. semester grades, transcripts, etc.) students and parents will use Infinite Campus. For problems logging on to Infinite Campus, please contact the Admissions Specialist.

Teachers assign letter grades according to the following scale:

<u>Grade</u>	<u>GPA Point Value</u>	<u>Percentage</u>
A	4.0	93-100%
A-	3.7	90-92%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	63-66%
D-	0.7	60-62%
F	0	Below 60%

AP AND CIS GRADING SCALE

All students enrolled in an Advanced Placement (AP), Honors, 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.

<u>Grade</u>	<u>GPA Point Value</u>	<u>Percentage</u>
A	4.25	93-100%
A-	3.95	90-92%
B+	3.55	87-89%
B	3.25	83-86%
B-	2.95	80-82%
C+	2.55	77-79%
C	2.25	73-76%
C-	1.95	70-72%
D+	1.55	67-69%
D	1.25	63-66%
D-	0.95	60-62%
F	0	Below 60%

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 must 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 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.

Membership in Eagle Ridge Academy's chapter of the National Honor Society is an honor that the Academy bestows on selected students as early as their sophomore year. Members are expected to maintain high academic achievement and good character, which first earned them admittance into the chapter.

The application process, advisor contact information, and events will be available on the NHS link on the website.

POSTSECONDARY ENROLLMENT OPTION

Under the Postsecondary Enrollment Option (PSEO) program, qualified students may attend participating Minnesota post-secondary institutions. Eligible credits earned will be applied toward meeting Eagle Ridge Academy graduation requirements. The PSEO program is designed to promote rigorous educational pursuits and to provide a wide variety of options for students.

The emotional maturity and level of responsibility of the student are major considerations for success in this program. Careful attention should be given to the student's ability to work independently, as well as the student's self-discipline to get to the school, to get to classes, and to complete the assigned work without close supervision.

Postsecondary Enrollment Options is a program that allows 10th, 11th, and 12th grade students to earn both high school and college credit while still in high school through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If students earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books, or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, they may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1 of every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

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 per 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 in an official capacity (i.e. end of semester grades, transcripts, etc.); for day-to-day gradebook interactions, parents and students will use Canvas.

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 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 directly to their first hour class, to the cafeteria for breakfast, or to the gym commons until they are dismissed to their first hour class.

LUNCH TIME

At their designated times, students move to the Academy Forum for lunch. Due to Covid contact tracing, students will be assigned seats. Students must eat lunch in the Forum unless they receive permission from a teacher to eat in a classroom.

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. Students will also be dismissed for a short recess period. Students can choose to go outside for recess or remain in their assigned seats.

STUDY HALL

All students in grades 6-12 have a study hall scheduled at the end of the day. This will provide students with access to their teachers for additional communication and assistance, dedicated time to start homework for the day, and a time to work with the counseling team on Social/Emotional Learning and College Preparation. Students are expected to use this time appropriately and maintain an atmosphere of order and civility.

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 activities entrance, door three 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 p.m. unless they have an appointment with a faculty member or scheduled activity. Any student who has not been picked up by 3:30 p.m. 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 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 will be notified to bring the appropriate uniform item(s) to school and a consequence will be assigned. Eagle Ridge Academy has a Uniform Bank on-site to assist with uniform concerns, and may be used if needed. 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. 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 may 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. Sweatpants are permitted. Any logos on clothing must be school appropriate. Shirts are not to be tied back with elastic bands but may be untucked. 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 may not 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 or emailed to the Dean of Students. Unless there are extenuating circumstances, prearranged absences must be requested a minimum of seven days in advance.

When deemed reasonable, the Dean of Students 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 Dean of Students 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. Conference with Parents
4. Detention
5. Suspension

To ensure uninterrupted learning, Eagle Ridge Academy maintains its procedures 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 incidents such as 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, tobacco paraphernalia, 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 non-student, 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 of 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 personnel. 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 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 ensure 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 day 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 to use the Academy's telephone. Outgoing calls should be of an urgent nature and should be kept brief.

ELECTRONIC EQUIPMENT

Cell phones and electronic devices are allowed during lunch, as long as they are being used respectfully. All electronic devices, e.g. cell phones and laptops, etc., are not permitted in restrooms due to privacy, health, and safety concerns.

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. A text to a cellular device or call will also be made to parents/guardians with contact information in Infinite Campus. Parents can find this information posted on the day of closure at: www.wcco.com and www.eagleridgeacademy.org, as well as through social media posts. 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.

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student’s district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student’s school.

To best support school district planning, please submit this form to the student’s school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student’s Legal First Name _____ Student’s Legal Middle Initial _____

Student’s Legal Last Name _____ Student’s Date of Birth _____

Student’s District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state’s efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered “proficient.”

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____