



# Student/Parent Handbook

School of Grammar

Grades K-5

2022-2023

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, take care of the school property, be helpful, recite the Pledge, help others in need, follow school rules, hold the door for others, say hello to others - even if you don't know them

### ▪ ***Integrity***

Defined: have a conscience, dignity, morals, academic honesty, be trustworthy, honorable, have common sense

In action: admit when you make a mistake and apologize to anyone involved, stand up for what is right, complete homework on time, accept responsibility for your actions

### ▪ ***Perseverance***

Defined: endure through hardships, focus, stay positive, accomplish goals, be patient, and work hard at all times

In action: do your best, be courageous, get extra help if you need it, ask questions, handle difficult situations calmly and without complaint

### ▪ ***Honor***

Defined: honesty, take pride in yourself, recognize value in yourself and others, fairness

In action: show respect, stand up for yourself and others, give recognition to others, take pride in your appearance - wear your uniform correctly

### ▪ ***Excellence***

Defined: always do your best, take pride in your work, behave and work above the average

In action: care for what you are working on, excel at what you do, study for tests until you memorize the material, write and speak in complete sentences

### ▪ ***Respect***

Defined: kindness, appropriate speech, politeness, self-control, listen to adults

In action: listen to and follow directions; honor others' personal space; keep your hands and feet to yourself; take care of yourself, others, the school, and the environment

## ACADEMICS

### GRADING

Progress reports are available on the parent portal of Infinite Campus at the end of each quarter. Teachers give assignments and tests numerical designations, which then guide the teachers in assigning progress report card grades. Parents and students have the ability to check their grade progress at any time via the online portal. Teachers update the grades in Infinite Campus weekly. For problems logging on to Infinite Campus, please contact the Admissions Specialist.

Students in Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, and 3<sup>rd</sup> grade will receive grades according to the following scale. Students in all grades will receive grades according to this scale in specialist courses (Art, Latin; 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, Classical Enrichment; K-2, Music, and Physical Education).

Grade	Mastery Level (percentage)
E (exceeding basic requirements)	90+%
M (meeting basic requirements)	70-89%
P (progressing towards basic requirements)	60-69%
N (not meeting basic requirements)	<60%

Students in 4<sup>th</sup> and 5<sup>th</sup> grades will receive letter grades according to the following scale, except specialist classes (see above).

Grade	Mastery Level (percentage)
A	93+
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	<60

(No A+ grades can be earned at Eagle Ridge Academy)  
An A is defined as excellent; B as above average; C as average; D as below average; F as failing.

### SCHOOL OF GRAMMAR PROMOTION/RETENTION

Retention of an Eagle Ridge Academy School of Grammar student is considered when professional staff and parents feel that it is in the best interest of the student.

Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement.

A meeting will be scheduled between parents, teachers, and administration to address any promotion issues. Please see the Eagle Ridge Academy website for the complete promotion policy (Policy 513).

### ACADEMIC HONESTY

Eagle Ridge Academy seeks to nurture absolute respect for intellectual property. Cheating and plagiarism are not in accordance with the mission nor pillars of the school. Teachers in the School of Grammar seek to help students understand these concepts and will assign consequences for these actions based on the age and understanding of the student.

### CONFERENCES

Parent and teacher conferences are held two times per year. These meetings are designated for discussing the student's academic achievement and citizenship. In addition, parents and teachers are welcome to request conferences throughout the year.

### HOMEWORK

Homework is an essential part of an Academy education and may be assigned throughout the week.

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 television, video games, and other distractions. Older students often 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 average guidelines:

Kindergarten	15 to 25 minutes
1 <sup>st</sup> and 2 <sup>nd</sup> Grade	20 to 35 minutes
3 <sup>rd</sup> and 4 <sup>th</sup> Grade	30 to 45 minutes
5 <sup>th</sup> Grade	40 to 60 minutes

Under ideal circumstances, this formula would show the maximum time spent on homework at a particular grade level. Keep in mind, however, that there will be times when a "twenty-minute assignment" may take a given student longer to complete. Anxiety, distractions, uncertainty about the assignment, and other factors can have an impact on these guidelines. If, however,

homework assignments routinely take your child longer than recommended to complete, please notify the teacher immediately. Together, you can examine the problem and make necessary adjustments. These homework guidelines do not include nightly reading in grades K-5. 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.

Homework may be assigned during long weekends, but it is not assigned the day of a vacation period to be due the day classes resume. Vacations would include Fall break, Thanksgiving break, Winter break, and Spring break.

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. Teachers are asked to contact parents if three or more homework assignments are not turned in on time during any marking period.

## **ASSESSMENT**

Eagle Ridge Academy participates in statewide assessments including but not limited to the MCA. Parents 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 in the back of this handbook.

## **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 published approximately every two weeks and 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 to opt out of the Academy's external communications (newsletter, press releases, and social media) by emailing their child's name and grade to the Communications Manager.

## **DAILY ROUTINE**

### **ARRIVAL PROCEDURES**

School of Grammar students are to arrive at school no earlier than 7:30 a.m. Upon arrival, students should proceed to the designated area until 7:45 a.m. when they can move to their homeroom class.

### **LUNCH TIME**

At their designated times, students are taken to the Academy Forum for lunch. School of Grammar students must sit at assigned tables during lunch.

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, and utensils and clean up after themselves before being dismissed to return to class or to recess. Each table will be dismissed once their table is clean and they are ready to leave.

### **END OF THE DAY AND DEPARTURE PROCEDURES**

The school day comes to an end in an organized manner. Students in K-5 will be released from classrooms via the Silent Dismissal system. Students riding the bus will be released first. All other students will be released after their assigned carpool number has been entered by the parent or designee picking them up. Students will also be released to After School Clubs and Activities, including the afterschool program *TEL* utilizing Silent Dismissal.

All students should be picked up from the school by 3:25 p.m. School of Grammar students who are not picked up by 3:25 will be escorted to *TEL*, the after-school program. Parents will need to pick up their children from the program and will be responsible for any fees for the program.

### **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 and the Assistant 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.

## **CLASSROOM DECORUM**

Students must maintain a respectful attitude in class and respond to teachers with politeness and deference. They must also remain quiet and attentive during lessons and individual work. This includes the raising of hands and waiting quietly for permission to speak, except for when a different structure has been outlined by the teacher. Classes are structured to ensure that students interact with one another in honorable and respectful ways.

## **HALLWAY DECORUM**

Students should regard that public displays of romantic affection are not allowed in school.

When students need to leave class while it is in session, students must obtain teacher permission.

Students must maintain an appropriate and respectful noise level during passing time.

Students must remain silent in hallways and common areas when class is in session and during all emergency drills.

## **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 of all school-sponsored field trips, unless otherwise designated by the school/teacher. Formal dress shoes are at teacher discretion, based on the type of field trip.

## **SCHOOL UNIFORM**

The Eagle Ridge Academy uniform seeks to achieve a handsome, business-like appearance for students and to free them from fashion trends and peer pressure.

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

A full description of the school uniform and the complete dress code 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 unless parents are otherwise notified in writing by the Academy. Formal uniform is required on formal uniform days, on specified field trips, and on special occasions. The uniform is to be clean and free from large holes and/or rips. Dress code infractions

may require that a parent is notified to attempt to bring the appropriate uniform item(s) to school and a uniform fix-it will be issued. The full Eagle Ridge Academy Student Dress and Appearance policy (Policy 504) is available on the school website.

## **JEWELRY, MAKEUP, AND HAIRSTYLE**

The wearing of jewelry should be modest in appearance and not be distracting. The guideline is one necklace, one bracelet, and one set of earrings. Neck chains and watches should be removed for Physical Education and sports. There is to be no make-up on School of Grammar students. Hair is to be neat and clean. No standing mohawks will be allowed. No facial hair is allowed. No visible tattoos or henna will be permitted, unless for religious purposes. Girls' and boys' hair should be held off the face. If a question arises regarding the use of jewelry, makeup, or hairstyle, the School of Grammar 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 yoga pants must be worn with long shirts. Spirit Wear must not be altered. Spirit Wear may be purchased online, through various school fundraisers, or from Eagle Ridge Academy. See the Eagle Ridge Academy homepage for the Spirit Wear link.

## **FREE DRESS DAY**

All shoes must have backs, 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 in them are not. 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. Heels should be no more than 1". Skirt and shorts length should be modest, and no more than 2" above the knee. Costumes and masks may not be worn. Pajamas may 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. Likewise, a student who has had a proper night's rest is better prepared to learn than one who is tired due to a late night.

Parents are to report all unplanned absences to the front office by telephone (952-746-7760 ext. 1101) or by using the online attendance link. Students are not to report their own absences. Students who are dismissed from school

early, for any reason, must be signed out from the main office at Door 2.

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 from their day of 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 Attendance policy (Policy 503) please see the Eagle Ridge Academy website. Attendance information is subject to change, pending School Board decision.

### **PREARRANGED ABSENCES**

Families of School of Grammar students who know in advance that they will miss one or more of their classes are required to complete a Request for Prearranged Absence form. This form can be found on the Eagle Ridge Academy website under Attendance or at the main office (Door 2). The form must be filled out and signed by the student's parent and then submitted to the main office. Unless there are extenuating circumstances, prearranged absences must be requested a minimum of one week in advance.

Extended time absences taking a student away from his/her studies are discouraged. However, when deemed reasonable, the Assistant Principal will approve absences for short family trips or other similar occurrences. No requests for extended absences should be made during assessment periods. If the Assistant Principal approves an extended absence, a confirmation email will be sent to parents.

The Minnesota Department of Education requires public schools to withdraw 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 15<sup>th</sup> 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. Seven tardies for School of Grammar students is equal to one full day of absence for truancy reporting purposes. For more detail, see the Attendance Procedure on the Eagle Ridge Academy website.

### **ILLNESS**

Students who become ill in class are required to proceed to the health 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.

Nonprescription 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 Nonprescription Medication in the School form must be on file for the student. This includes cough drops and throat lozenges.
- The School Nurse will not dispense nonprescription medication without a physician's directive and a supply of medication provided by the parent or guardian.

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.

## **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 and professed in its curriculum. 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 at the discretion of the teacher and/or principal:

1. Oral Reminders of Expectations
2. Behavior Fix-It
3. Visit with Principal or Assistant Principal
4. Detention and/or In-School Suspension
5. Suspension (Out of School)
6. Expulsion

The Academy's goal is to work closely with parents to uphold standards of courtesy, respect, and helpful behavior.

Suspended students are required to submit all missed academic work at the beginning of the next school day. The administration may 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 further discipline. The full Student Discipline and Notice of Suspension policy (Policy 506) is available on the school website.

## **PROHIBITED ITEMS**

Any introduction of a weapon, an illegal drug, tobacco, alcohol, or sexually explicit material will be treated as grounds for immediate discipline in accordance to 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 nor transport the weapon.

The school takes a position of *Zero Tolerance* in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police, parent, or guardian; 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 or belief of conduct that may constitute bullying or prohibited conduct shall report the alleged acts immediately to the School of Grammar Principal or Assistant 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 Assistant Principal or available in the school District Office, but oral reports shall be considered complaints as well. The full Bullying Prohibition policy (Policy 514) and Bullying Report 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 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 in accordance with the school discipline policy. 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 you wish to see a specific person.

The following procedures have been established to ensure the safety of all children at all times. The full Visitor policy is available on the website (Policy 903). Parents are considered visitors during the school day.

1. All visitors are to report to either the main office (Door 2) or district office to sign in. They are required to wear a name tag 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 office (Door 2) 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 office. Teachers often are unable to check their phone and email during school hours.

### **DELIVERY OF ITEMS BY OUTSIDE VENDORS**

Parents and 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 office (Door 2) until the end of the school day.

### **FOOD**

Aside from the lunch period, students are allowed to partake in food and drink only during specified times to be determined by the student's teacher(s). Otherwise, personal consumption of food and beverages, including candy and chewing gum, is never permitted on campus (without a documented 504 or IEP accommodations).

### **SPECIAL OCCASIONS**

Students may bring in non-food/non-toy items to celebrate a birthday. Items such as bookmarks and pencils would be fine, or you may get suggestions from your student's teacher. Students do not need to bring in anything; it is up to the discretion of the family. Please do not send birthday party invitations to school unless your child's entire classroom is invited to the party. Teachers are not able to provide addresses for families for birthday party invitations due to data privacy laws. Please use the PTO directory or contact your classroom parent to find out that information.



There is no formal observation of Halloween at Eagle Ridge Academy.

PTO classroom parents will work with teachers to plan a winter party and an end-of-the-year party.

Students in grades K-3 are permitted to exchange valentines with their classmates. Class lists may be provided by the teachers. Students who choose to participate in this must include everyone on the list. There will be no organized Valentine's Day parties.

Students in grades 4 and 5 will make valentines in class to share with children at local hospitals, senior citizens, or members of the armed services. There will be no organized Valentine's Day parties.

## **LOST AND FOUND**

Lost items should be reported to the main office and found items should be turned in to the main office.

## **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.

## **ELECTRONIC EQUIPMENT**

Students are not to bring electronic equipment to campus, except for class use as authorized by the teacher. Cell phones for School of Grammar students must be kept in backpacks and may only be checked after school. Electronic book readers are allowed in the classrooms at the discretion of the teacher. Electronic games are permitted for the bus rides to and from school. They must be kept in backpacks until students are on the bus and the school does not take responsibility for any personal electronic items.

## **INTERNET USE**

Through technology, Eagle Ridge Academy provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom and provides tremendous opportunities for enhancing, extending, and rethinking the learning process. This new capability, however, requires guidance for student and staff use.

### The Opportunities and Risks of Technology Use

Eagle Ridge Academy believes that the value of information and the opportunity for interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that could be considered controversial or inappropriate. Because information on networks is ever-changing and diverse, Eagle Ridge Academy cannot

completely predict or control what users may or may not locate when online. Technology provides a conduit to information; the users must be wary of the sources and content and be responsible in choosing information to be accessed.

No technology is guaranteed to be error free or totally dependable, nor is it safe when used irresponsibly. Among other matters, Eagle Ridge Academy is not liable or responsible for:

1. any information that may be lost, damaged, or unavailable due to technical or other difficulties;
2. the accuracy or suitability of any information that is retrieved through technology;
3. breaches of confidentiality;
4. defamatory material; or
5. the consequences that may come from failure to follow Eagle Ridge Academy policy and procedures governing the use of technology.

### Privileges of User

Users may access technology only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their resources when appropriate.

The actions of users accessing networks through Eagle Ridge Academy reflect on the school. Users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines.

### Definition of Acceptable Use

Users will:

- adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled *freeware* or *public domain*);
- adhere to the licensing agreements governing the use of shareware: note that email is not guaranteed to be private;
- be responsible at all times for the proper use of their access privileges and for complying with all required system security identification codes, including not sharing such codes;
- maintain the integrity of technological resources from potentially damaging messages, physical abuse, or computer viruses;
- respect the right of others to use equipment and, therefore, use it only for school-related activities;
- treat all computers, printers, cameras, and other electronic hardware and software with great care;

- abide by the policies and procedures of networks and systems linked by technology; and
- protect the privacy of other users and the integrity of the system by avoiding misuse of others' files, equipment, and programs.

Users will not:

- use offensive, obscene, inflammatory, or defamatory language;
- harass other users;
- misrepresent themselves or others;
- violate the rights of others, including their privacy;
- access, download, and/or create obscene or inappropriate material;
- use the network for personal business or financial gain;
- vandalize data, programs, and/or networks;
- degrade or disrupt systems and/or equipment;
- damage technology hardware and/or software;
- spread computer viruses;
- gain unauthorized access to resources or entities;
- violate copyright laws;
- damage computers, printers, cameras, or other hardware;
- use technology for illegal activities; nor
- reveal their name, personal address, or phone number, or those of other users, without parental permission.

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

#### Right to Monitor

Eagle Ridge Academy, as the provider of the technology, email, and Internet access, has the right to monitor any and all use of its system. Any individual right of privacy is superseded by the school's need to maintain its system.

### **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](http://www.wcco.com) and [www.eagleridgeacademy.org](http://www.eagleridgeacademy.org) and on the Eagle Ridge Academy Facebook page. 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 or 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.

### **RECESS**

Children need and want a time during the day to engage in self-directed activity. Recess is provided for exercise, games, and conversation. When playing games, students are required to include everyone who wants to participate.

Students are not permitted to leave the designated area during recess.

Adults always oversee recess. Accordingly, students are not permitted to use playground equipment without some type of adult supervision.

Students should come to school prepared to attend recess in any type of weather. In the winter, students should have coats, snow boots, snow pants, and other winter accessories to keep them warm. Students will go outside for recess until the wind chill reaches 0 degrees Fahrenheit.

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

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

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.



([education.mn.gov](http://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

Check with your local school or district to see if there are any other consequences for not participating.

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



### Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Contact your school or district for more information on how to opt out of local assessments.