



Minnesota Public Charter School
District #4227

'Where learning takes on new meaning'

2020-2021
Student/Parent
Handbook

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WELCOME!

A Message for Parents and Guardians,

Why attend ASA? The main reason to attend ASA is because you identify with creativity in the arts and sciences. To see the beauty in the world and to understand the underpinnings of how that world works. Coming to ASA means engaging in a standard MN curriculum with emphasis on the arts and sciences. ASA is not a large comprehensive school, rather it's a smaller environment that focuses our programs towards a particular area with the goal of encouraging students towards careers with an artistic and/or scientific background. We see this as a strong motivator for students and it is backed by educational research into arts integration.

Families and staff working together produce the best outcomes for students and by joining the ASA family, we look forward to working with you during the school year. Welcome to ASA, we're looking forward to a great year!

SCHOOL WEBSITE, CAMPUSES, AND CONTACT NUMBERS

WEBSITE

<http://www.artandscienceacademy.k12.mn.us/>

ELEMENTARY CAMPUS (KINDERGARTEN THROUGH 4TH GRADE)

Art and Science Academy Elementary
903 6th Ave Ct NE
Isanti, MN 55040

Front Desk, School Building	763.444.0342
Attendance Line	763.444.0342
FAX Number (School Building)	763.444.0331

MIDDLE SCHOOL CAMPUS (5TH THROUGH 8TH GRADE)

Art and Science Academy Middle School
1005 7th Ave NE
Isanti, MN 55040

Front Desk, School Building	763.444.0039
Attendance Line	763.444.0039
FAX Number (School Building)	763.444.0337



Art and Science Academy is authorized by the Minnesota Guild of Public Charter Schools

ART AND SCIENCE ACADEMY MISSION AND VISION STATEMENTS

Mission: ASA will provide high quality art and science integration opportunities in an innovative small school community.

Vision: The mission of ASA is to provide outstanding artistic and scientific programs.

WHAT IF A STUDENT BECOMES ILL DURING THE SCHOOL DAY?

Students who become ill during the day must first get a pass from the appropriate teacher and then report to the Health Office or Front Desk Receptionist in order to be excused from class. If a student is too ill to return to class, a parent/guardian will be contacted and appropriate arrangements made to care for the student.

Reasons Students will be sent home include, but are not limited to:

- Temperature of 100 degrees or higher
- Vomiting
- Diarrhea
- Undiagnosed rash (must have note from health care provider to return to school with rash)

Students sent home for any of the above reasons must be symptom free for at least 24 hours before returning to school.

Please follow your child's health care provider's recommendation for returning to school after beginning an antibiotic.

IMMUNIZATIONS

Minnesota's School Immunization Law Minnesota Statutes Section 121A.15 requires children enrolled in Minnesota schools to be immunized against certain diseases, allowing for specified exceptions. *Enrollment will be delayed should ASA not receive the required documentation in accordance with this law.*

For further information:

<https://www.health.state.mn.us/people/immunize/basics/kids.html>

MEDICATIONS

In order to protect the health and safety of all ASA students, student use, handling and storage of prescribed and over the counter medications must comply with all aspects of this policy and the accompanying procedures.

A Physician's Order is required for all prescription medications brought to the ASA Campus. All medications both prescribed and over the counter, must be checked in with the school health aide.

No medication may be carried or taken in the classroom without explicit written authorization from the Health Office or health aide. Some students (with asthma or allergy for example) may be directed to keep medication with them at all times.

The administration will prepare and disseminate the rules and procedures necessary to implement this policy and ensure the safety of students.

Misuse of medications or other failure to comply with the Medication Policy and procedures may be considered a violation of the Chemical Use Policy. Strict adherence to the Medication Policy and procedures is required.

MEDICATION PROCEDURES

1. All medications should be brought to school by parent/guardian and must be checked in at the Health Office/Front Desk.
2. Prescription medications, such as narcotics/analgesics, stimulants, anti-psychotics, miscellaneous medications for central nervous system drugs, antidepressants, and antitussives (with codeine), will be stored in the nurse office at all times and dispersed to students as prescribed. Students must see the nurse or designated staff when medications are needed.

- a. Medication to be taken at any time while on the ASA campus must be checked in at the Health office
 - b. A Medication Administration Log will be kept for each medication retained in the Nurse's office.
 - c. Asthmatic students are required to keep their inhaler with them at all times while on campus. Students with certain allergies that may require use of an Epipen are required to keep an Epipen with them at all times also. 911 will likely be called if a student has an allergy or asthma attack and does not have the respective Epipen or inhaler readily available. Although inhalers and Epipens are allowed at ASA and on most school campuses, medications for asthma or severe allergies must also be checked in with the nurse. It is recommended that an extra inhaler or asthma medications and Epipen be kept in the nurse's office for back up.
3. If the student's prescription medication has been changed or discontinued, the parent or student must contact the Health Office. Parent/Guardian confirmation is required on all medication changes.
 4. The ultimate decision for self-administration of any medication, prescription or over-the-counter while on the ASA campus, is at the Health Office's discretion.
 5. All prescription medications must be brought to the Health Office office in the original pharmacy container.

Student compliance with the Medication Procedures will be monitored. Misuse of medications or non-compliance with the medication policy may be considered a violation of the Chemical Use Policy.

LUNCH AND CAFETERIA SERVICES

ASA sponsors a free and reduced lunch program in accordance with the National School Lunch and Breakfast Program guidelines. Student applications for participation in this program may be obtained from and returned to the front desk receptionist. This program reimburses the school for providing free and reduced breakfasts and lunches to students who qualify according to federal income guidelines. To be counted for reimbursement, a meal must meet criteria for portion size and meal components.

STUDENTS WITH DISABILITIES

Art and Science Academy's Special Education Design is the philosophy, mission, and implementation of support services to qualified students, designed to promote a child's social, emotional, physical and cognitive development. The Special Education Design provides a rich environment in which children in need of special education support services are learning with and from their non-disabled peers in an inclusive setting.

Art and Science Academy firmly supports the belief that all students can learn. We support our students participating fully in their education in the least restrictive and the most inclusive environment. As a result, it is our daily practice to provide students with the highest level of standards based, best practice instruction and support centered in the general education classroom and supported by their Individual Educational Programs. The foundations of the Special Education Design include highly qualified and licensed special education case managers and teachers, speech pathology, DAPE, occupational therapy, physical therapy and behavior specialists.

The Special Education Design offers an individual educational program, in the least restrictive environment to best support each student. The Design system supports academic learning, positive behavior reinforcement, and social interactions to guide growth within the framework of standard based instruction.

Contact the appropriate building principal for specific questions concerning your student.

SECTION 504

A Section 504 Plan is offered for those students who may have a disability, health concern or injury that requires accommodations or modifications beyond what students typically receive at school. A Section 504 Plan is a tool for students who do not receive supported services through Special Education programming. Please contact the appropriate building principal with specific questions regarding your student.

WEATHER RELATED SCHOOL INFORMATION

ASA School Delay and Closure Policy School Closure

ASA is aligned with the Cambridge-Isanti School District and will follow C-I's decision to close or delay school due to weather. When school is closed, ASA will not provide morning care or after school care. There would also be no after school activities. ASA may choose to close school on occasion when C-I has not chosen to do so after considering all the factors. Some of the factors considered are ASA families reside in various districts and the students who walk. ASA will make every effort to notify families at the earliest times possible. ASA will notify families in the following ways:

- A Remind text will be sent out to families
- An email from the school will be sent out to families
- School website will post the information
- School Facebook page will display

- Local news station ABC, Channel 5 will post. The scroll will say “Art and Science Academy”

When ASA is closed, there will be NO STAFF on campus. It is imperative students not come to school when the school is closed. Begin monitoring for a warning/announcement when poor weather is predicted or occurs.

It is always a parent’s choice to send a student to school in inclement weather. If your student will miss school due to weather, ASA will excuse this absence. Notify the office if your student will not be in attendance.

Delayed Openings

In the event of poor road or weather conditions, school may be delayed. Delays could be either 1 or 2 hours. As ASA is aligned with Cambridge Isanti for busing, when they announce a delay, ASA will follow the delay schedule. Families will be notified by email, Remind, Facebook, web page and Channel 5 news.

During a 2-hour opening delay, ASA will not provide before school child care.

Early Closing

In the rare event that school will be closed early, families will be notified by email, Remind, Facebook, Web page and on Channel 5 news.

Busses will be provided for bus riders and will follow their normal routes. Care will be provided until all students are picked up. No student will be allowed to walk home in inclement weather. Be prepared to pick up your student or have a secondary plan in case of this event.

After school cancellations

After school cancellations may not align with Cambridge-Isanti schools. In the event of after school cancellations, families will be notified by email, Remind, Facebook, web page and Channel 5 news. Begin monitoring for a warning/announcement when poor weather is predicted or occurs.

After School care may close depending on the circumstances.

Outside Recess

Students at the elementary school will participate in outdoor recess when the weather is above 0 degrees. Students will need to have appropriate outerwear for the weather. Students at the middle school will not have outside recess if the weather is poor or if there is snow on the ground.

DISTRIBUTION OF MATERIALS

ASA is committed to the free exchange of ideas. However, certain materials are not appropriate in the educational setting of a public school and may not be distributed on campus. Prohibited materials include those that are libelous, obscene or vulgar, materials that are disruptive to the educational setting, and advertisements for products or services illegal for minors.

ASA will determine the time, manner and place in which appropriate materials may be made available to the student body. Guidelines include:

Bulletin Boards: There are a number of bulletin boards throughout the school building where students are permitted to post materials. All postings must be pre-approved and signed by the administration. Materials not pre-approved will be removed.

Individuals who do not follow school guidelines for distributing materials will be disciplined for "Disregard of Authority" as outlined in the school's Behavior Policy.

UNRETURNED MATERIALS AND FINES

The responsible student and/or their parent/guardian must pay for books, materials and equipment that are lost or not returned.

A *Parent/Student Library Use Agreement* must be completed and returned before students may check out items from the school library. Students are responsible for material checked out from the library.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited weekly per MN statute. Persons who do not wish to participate in the pledge may refrain from participation.

EQUAL ACCESS POLICY

As long as the rights of others are not violated, the ASA Board supports the students' right of free speech and will provide a limited open forum in which students may meet in school facilities during non-instructional time.

In accordance with the Federal Equal Access Act and Administrative Rules and Regulations, students desiring to conduct meetings within the limited open forum for the purpose of engaging in free exchange of religious, political or philosophical speech and thoughts will be afforded fair, equal and nondiscriminatory access to facilities within the school, provided that such meetings conform to the requirements of the Equal Access Act spelled out in the procedures below.

The policy protects the rights of students to express opinions, post written materials and distribute literature so long as it does not disrupt the normal operations of the school and follows all the procedures listed for this policy.

Nothing in the Equal Access Policy or Procedures shall:

- Authorize or require expenditure of public funds beyond the incidental cost of providing the space for the student-initiated meetings.
- Compel any school agent or employee to attend a student-initiated meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee.
- Sanction meetings that are otherwise unlawful.
- Limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.

ACCESS TO STUDENT RECORDS AND INFORMATION

In accordance with the federal “No Child Left Behind” Act of 2001 (NCLB), the Family Educational Rights and Privacy Act of 1974, and the Minnesota Government Data Practices Act; students’ permanent educational records are located at the front office with the office manager. These records contain the current transcript, transcripts from past schools, correspondence relating to application and admission to ASA and correspondence relating to credits, assessments, etc.

The permanent student records and other educational records are available to school officials, students and parents as allowed by law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (both as defined by FERPA) certain rights with respect to the student’s educational records.

1. The right to inspect and review the student’s educational records within 45 days of the date ASA receives a request for access. Parents and eligible students should send requests to the Administrator and should specify the record(s) they wish to inspect. A written response to the request will be sent and will outline the time and place the records may be inspected. A fee for copying records is permitted by law, except for providing copies of educational history records.

2. The right to request the amendment of the student's educational records which the parent or eligible student believes is inaccurate. Requests must be sent in writing to the Administrator and must specify the record they want changed, the portion of the record they want changed and the reason it is considered inaccurate. If Art & Science Academy decides not to amend the record as requested, ASA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Art & Science Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom ASA has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, ASA discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents with legal rights, including non-custodial parents, may view and request access to student's information. This includes but may not be limited to: attendance, achievement scores, report cards, teacher conferences, parent correspondence, special education documentation, assessments. Identification and documentation may be required before information is released.

Parents with legal rights are first contacts for all students. Either parent may be notified in an emergency situation as needed by the school. Parents with legal rights may authorize emergency persons as a secondary contact in the event parents can not be reached.

A court issued order is required to remove a parent from the contact list.

Parents may allow other people access to student information. This must be done in writing and list the access allowed. This must be on record in the student's file. This permission must be renewed each school year. Ask the front desk for assistance if needed.

ATTENDANCE POLICY

Students are expected to attend every scheduled class, activity and field trip. Field trips are not considered optional attendance days for students.

Attendance is an essential part of ASA's commitment to providing an outstanding educational experience for students.

TARDY AND EARLY DISMISSAL

Students who arrive to school after the start time must be signed in by a parent. Parents must enter the school building and sign students in at the front desk.

Students who are tardy to a class must obtain an admit slip from the front office prior to going to class. The front office administrator determines the status of late arriving students and will identify the tardy as excused or unexcused.

Contact the front desk either by note or phone call if your student will be leaving school early. Let the front desk know if someone other than a parent/guardian will be picking up your student. ASA requires a photo ID to pick up a student.

DAILY ATTENDANCE

ASA follows all Minnesota laws and statutes concerning consistent attendance.

ASA's goal is a student attendance of 95%. ASA supports attendance as an important predictor of academic success. Students who attend school consistently are more likely to have higher achievement, stronger social connections, graduate high school and succeed in their careers, college experience, or both after high school.

Parents with students with chronic absenteeism will be notified in writing and asked to work with both the school and their student to improve attendance. ASA may require a doctor note in order to excuse chronic absenteeism. MDE defines habitual truancy as 7 or more unexcused days in a school year. Any truant cases will be referred to the county so it is important that parents monitor attendance via Skyward and contact the appropriate front office if there is an error recorded.

EXCUSED ABSENCES

Acceptable reasons for absence include:

1. Sickness of student
2. Medical & Dental Appointments
3. Religious holidays
4. Funerals of family members and friends
5. Vacation (up to five (5) days per school year)
6. Severe weather conditions

UNEXCUSED ABSENCES

An unexcused absence is one recorded and counted on a student's record. Teachers will determine the nature of make-up work required due to the absence. Unexcused absences are one of the following:

1. Any absence for which proper procedures are not followed
2. Truancy from class or school
3. Baby-sitting
4. Oversleeping or missing the bus
5. Vacation days (Once the maximum of five (5) days excused has been met)
6. Transportation problems

Early Release

Contact the front desk, either in writing, by phone or in person to have your student released early. Early release must meet excused absence requirements. If a note is sent in, the front desk may call to verify. If a person other than a parent/guardian is picking up your student, the school will need written permission. An ID is required to pick up a student.

Attendance Line

All absences should be phoned in by 10am by calling 763.444.0342 for elementary students, and 763.444.0039 for middle schoolers. Please provide the following information when calling in an absence:

1. Name of child
2. Date and reason for absence
3. Grade or teacher's name
4. Telephone number where you can be reached for verification if needed.

PRE-ARRANGED ABSENCE

If a child will be absent or tardy due to medical appointments or other excused reasons, contact the front desk in advance if possible. If a child will be out for an extended absence exceeding one day (pre-arranged) it is in the best interest of the student for parents to also contact teachers and inform them of the absence. This advanced notice will allow teachers to provide missing assignments in some cases or provide the student with instructions for completing work.

PICK-UP AND DROP-OFF OF STUDENTS

Elementary School Family Pick-Up and Drop-Off Procedures

The school parking lot has one clearly marked entry point, and one exit. All traffic should enter and exit the parking lot accordingly and drop off all students at the front of the building in the designated drop off/pick up zones which are numbered. Pull as far forward as you are able in order to allow as many cars as possible into the lane. All traffic must flow slowly and in a single file manner to ensure complete student safety. As busses arrive in the morning, they will pull into the designated “student drop off / pick up area” and release students as directed by school staff. Vehicles must be clear of the bus lane when buses are present.

At the end of the day, students’ names will be radioed inside for the student to be brought out to the designated pick up number and helped inside the car. If you need to buckle students in or need extra time, please pull forward out of the pick-up lane.

Students who ride the bus will walk outside of the building and immediately get on the appropriate bus, monitored by teachers and other staff.

Students who are being picked up by a parent or guardian will be in the designated parent/guardian pick up area of the building accompanied by staff until that family arrives and staff releases the student.

Any student not picked up by 3:20 pm will be placed in After Care. The family will be contacted and may be charged according to the After Care fee schedule.

Middle School Family Pick-Up and Drop-Off Procedures

- Follow the signage to use the second entry into the parking lot and line up along the sidewalk if you are dropping off or picking up students (east side of building)
- Do not use the front driveway to drop off students before 8:15 am or to park in for pick up after 2:30 pm. This is the bus lane.
- Students may only enter or exit the car on the sidewalk side as cars are passing on the left side. This may mean climbing over car seats, but it is worth it for the safety factor.

- Students will not be permitted to cross into the parking lot or out to the main road. If the pickup person is parked in either place, they must walk to the building to get their student.
- Continue to pull up as far as you can once the car in front of you pulls forward. Students must wait until the car has pulled up as far as possible and has stopped before approaching the car. This allows for more cars to enter the pickup lane.
- Students may enter the car if the car has passed, or is in front of, the brick outbuilding, but they may not approach cars that have not reached this point.
- Once your student is in your car, you may pull around the car in front of you to exit the parking lot.
- If you need to enter the building, park in the east lot (next to the pick-up lane). Do not park in the front driveway during drop off or pick up times.
- Middle school students are released all together at 3:00 and exit the building to locate their pick up or to board busses. There is staff supervision, however the students are responsible to locate their pickup.
- Students are directed to exit the school building in a timely manner and to pay close attention to the cars in order to speed up the process.

Please be very mindful in the parking lot to ensure the safety of all our students.

Any student not picked up by 3:20pm will be placed in After Care. The family will be contacted and may be charged according to the After Care fee schedule.

Students participating in approved after school activities will need a parent/guardian to pick them up by 4:00 pm. The students will be accompanied and released by staff. Students not picked up by 4:15pm will be placed in After Care. The family will be contacted and may be charged according to the aftercare fee schedule.

After Care students will be walked to the elementary building by a staff member.

VISITORS

Visitors to ASA include everyone who is not a current ASA student or current employee of Art & Science Academy. All visitors must register with the front desk and wear a visitor badge. Identification will be required prior to the issuance of the badge. Visits determined to be disruptive to staff and students will be denied and rescheduled when convenient to all parties. Violations of this procedure may result in the misdemeanor charges under Minnesota Statutes 609.606 (Criminal Code), Trespasses and Other Acts.

Former students **may not** visit during the regular school day, this includes during lunch or recess periods. Former students may only visit following a prearranged time after school.

Former students should make arrangements through the front desk, sign in when they arrive and must follow the guidelines of their approved visit.

CAMPUS BEHAVIOR POLICY

ASA values respect, teamwork, community, appreciation, trust, diversity, communication, responsibility, and motivation in all members of the community. In keeping with these values, ASA has worked to establish a safe, respectful and creative learning environment by establishing the standards of behavior outlined throughout the Student Handbook and listed in the Campus Behavior Policy. Behavior expectations are based on the belief that to function successfully within the ASA community, students must show respect for themselves, for others, for property and for school values. By being informed of what behavior is acceptable and unacceptable, students are expected to make appropriate decisions about their actions.

Offenses and Consequences

Administration reserves the right to assign consequences to students that engage in conduct which disrupts the rights of others or which endangers the student and/or other students on campus. The lists of offenses and consequences outlined throughout the Student Handbook and chart below are not intended to be all-inclusive. Administration reserves the right to assign consequences, which seem warranted under the circumstances and add or alter violations and/or their consequences throughout the school year. Students would be notified of additions or alterations to policies that may not be outlined in this Student Handbook.

The standards of behavior and consequences for violation of rules outlined in this policy govern student behavior wherever and whenever the school has a duty to care for the student; this includes, but is not limited to, when the student is on campus, on a field trip, at an off-campus performance, at bus transportation pick up locations, or during van transportation to school. In cases where violation of rules or behavior off campus results in substantial disruption to the school, appropriate disciplinary action in school will be taken.

As appropriate, depending on the nature and degree of the offense and the number of prior offenses, any one or combination of consequences may be assigned by Administration.

POSSIBLE CONSEQUENCES

1. Verbal and/or written notice to student and/or student and parent/guardian.
2. Administrative conference involving the student, and any other person deemed appropriate by the Administrator. Parents/guardians may be required to attend.
3. Referral to support staff.
4. Restitution: a plan agreed upon by the administrator, or designee and the student to

- compensate for the misbehavior.
5. Mediation: an agreement facilitated by an adult and/or peer mediator in lieu of other discipline.
 6. Fine/bill to student and parent/guardian.
 7. Confiscation of any unauthorized item, object or substance is automatic in any situation.
 8. Referral to police.
 9. Removal from class for 1 to 5 days (see School Due Process).
 10. Behavior contract: a contract is created outlining specific expectations of the student's behavior and consequences for failure to meet those expectations.
 11. Barred from participation in school activities and ceremonies.
 12. Community service: clean up assistance on campus or in the neighborhood.
 13. Sent home: a student is removed from school for less than one school day.
 14. School suspension: (see School Due Process).
 15. Expulsion.

BULLYING, DISCRIMINATION & OFFENSIVE BEHAVIOR

All ASA students have the right to feel safe from ridicule, discrimination, violence, and offensive or degrading remarks or behavior of any kind. ASA will not tolerate any offensive behavior related to student group affiliation, including but not limited to race, color, creed, religion, national origin, gender, status with regard to public assistance, disability or age. ASA will respond to all allegations quickly and appropriately. Discrimination and offensive behavior/bullying may include any words or actions that make others feel uncomfortable, degraded, fearful or discriminated against. Some examples include name calling, unwelcome touch of person or clothing, posting or circulation of written material, sexual jokes. Administrators take every reported incident of behavior seriously. All reported incidences are fully investigated, and appropriate action is taken.

Definitions

- **Discrimination:** Unwelcome behavior of any form when based on race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age. This behavior has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities, or creating an intimidating, hostile or offensive working or educational environment.
- **Offensive Behavior:** Behavior of any form for any reason that has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities, or creating an intimidating, hostile or offensive working or educational environment.
- **Harassment:** A pattern of offensive behaviors that continue even after the recipient of the behaviors have indicated they want the behaviors to stop.

- **Sexual Harassment:** Such behavior is one form of illegal discrimination and offensive behavior. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
- **Violence:** Some acts of violence can be considered discrimination and offensive behavior. Such acts would be physical aggression, assault, force or threat thereof upon another because of, or in a manner reasonably related to, race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age.
- **Bullying (including cyber-bullying):** unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. This can occur either in person or over cyber methods, including but not limited to cell phones, computers, social media sites or apps.
- **Sexual Misconduct:** Involves the touching of another's intimate parts, or forcing a person to touch another's intimate parts. Intimate parts, as defined by Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. State law mandates the reporting of physical abuse, sexual abuse (including sexual violence) and neglect against minors by persons responsible for a child's care, pursuant to Minnesota Statutes 626.556.

In addition to the reporting procedures outlined in this policy, individuals may directly report discrimination and offensive behavior to the Minnesota Department of Human Rights, 190 East 5th Street, St. Paul, MN 55101 (telephone: 651-296-5663; TTY at 651-296-1283).

Stopping the Behavior

Incidents of offensive behavior are often best resolved at the lowest and most direct level. Accordingly, a student may choose to deal personally with the individual she/he believes committed the offensive behavior and try to resolve the situation using clear communication. In these instances, the student is encouraged to document his/her efforts to resolve the situation in case the problem continues. The student is also encouraged to report the behavior, with the help of any ASA adult if necessary, to the administrator or designee. Once notified a behavior is offensive, the offender should refrain from repeating the same or similar behavior.

While a student may choose to resolve a situation without assistance from others, this is not necessary. At any time, the student may report the discrimination or offensive behavior directly to the administrator or designee. The individual may ask any trusted ASA adult or his/her supervisor for help making the report. Students are encouraged to report the behavior as soon as possible after the behavior occurs. In all cases, the administrator or designee may wish for the report to be put in writing. Information related to any report is shared only with those who have a "need to know" and as required by the circumstances.

Procedures for reporting offenses:

1. To end the discrimination or offensive behavior, a student can confront the situation with or without assistance, depending on the severity of the offense and the comfort level of the student in confronting the situation. The student may also make a report to the teacher, school director or designee. Any trusted school adult can assist in making such a report. If any words or actions make an individual feel uncomfortable, degraded, fearful or discriminated against, the individual should tell a teacher or other school adult, administrator or designee.
2. The privacy of all involved will be respected as much as possible. ASA will investigate all reports of discrimination or offensive behavior and take action to resolve the situation. In addition to educational efforts, disciplinary measures may be appropriate. Depending on the nature and degree of the violation and the number of prior violations, any one or combination of consequences will be assigned. Consequences range from informal meetings to suspension and police notification at the discretion of the administrator.
3. ASA will take action if anyone tries to retaliate against another for reporting discrimination or offensive behavior or for participating in any way in the investigation of a report.

Mandatory reporting: Knowledge of discrimination or offensive behavior by an employee, contractor or volunteer toward a student must be reported to the administrator, or designee for review and action. Such behavior may constitute a criminal violation. Incidents involving sexual or physical abuse must be reported directly by the employee to the local police department pursuant to M.S. 626.556, subd. 3. However, after reporting the incident to one of the authorities listed above, an administrator or designee must also be notified of the violation.

Investigation of Report and Resolution

When appropriate, the administrator will designate an individual(s) to help resolve the situation or to investigate the report. This investigation may include interviews with or statements from all involved parties, including witnesses, supervisors, and ASA officials, as well as a review of all relevant documentation or records relating to the complaint.

As soon as possible or within five working days after the report is made, an administrator, or a designated individual will give a verbal or written response to the individual who made the report. The response will include appropriate information regarding the status of the report and efforts to resolve the situation.

Retaliation

This policy prohibits retaliation against any person who has reported discrimination or offensive behavior or participated in any way in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, imposition of unwarranted discipline, reprisal or harassment. Any ASA adult or student who feels he/she has been the target of retaliation should contact a trusted school adult or administrator.

Consequences for Violations of ASA Behavior Policy

The list of consequences presented here is not intended to be all-inclusive. It is presented as a guideline for ASA adults and students. Depending on the nature, frequency, intensity, location, context, and duration of the reported behavior, any or all of these consequences may be assigned: meetings mediated by staff, assignments designed to increase awareness and sensitivity to the issue in question, referral for mental health assessment at family expense, administrative conferences, suspension, expulsion or exclusion from school.

Removal from Class

"Removal from class" and "removal" means any actions taken by a teacher or administrator to prohibit a pupil from attending a class or activity for a period of time not to exceed five days, pursuant to procedures established in the school district discipline policy adopted by the school board pursuant to MN Stat. section 121A.61.

Cause for Removal from Class

A student may be removed from class for the following reasons:

- Willful conduct which materially and substantially disrupts the rights of others to an education.
- Willful conduct which endangers school employees, the student or other students, or the property of the school.
- Willful violation of any rule of conduct specified in ASA's behavior policy.

Informing Students and Parent/Guardians

Student rights and responsibilities governing student conduct and appropriate procedures outlined in this regulation shall be included as part of information presented to each student and parent/guardian at the beginning of each school year. Classroom teachers and administration have the authority to remove students from the classroom pursuant to the procedures and rules here set forth. The period of time for which the student may be removed from a class may not exceed five class periods for a violation of a rule of conduct.

The procedures for notifying students and parents/guardians of violations of the rules of conduct and of resulting disciplinary action are the responsibility of ASA's administration and staff.

Removal of a Student from Class

The right to remove a student from class is granted to the teacher responsible for classroom instruction and the administration. Upon reasonable cause, the teacher and administration may decide to remove the student:

- When circumstances permit, a student shall be removed from class upon agreement of the individual responsible for removing the student and the administration after a conference with the student.

- The removal from class may be imposed without a conference when it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and no conference has been held, the individual responsible for removing the student will notify the school directors immediately of the action taken.
- The length of time of the removal from class shall be at the discretion of the administration after consultation with the individual responsible for removing the student but shall not exceed five class periods.
- A student removed from class shall be the responsibility of the administration or designee.
- A student removed from class must report directly to the administration
- The student will receive excused absences for the class periods from which he/she is removed.

Reporting Procedures When a Student is Removed from Class

The individual removing the student shall communicate with the legal parent/guardian in two ways:

1. By telephone, preferably on the day of the removal, or within 24 hours, and:
2. In the event a parent/guardian cannot be reached by phone, after three attempts the parent/guardian will be sent a written communication.

Daily Class Work

Students who are removed from class will complete assignments outside of class in a timely manner as determined by the classroom teacher.

Return to Class

Before a student returns to class, he/she must attend a conference with administration or designee and the teacher, in which conditions for return to class will be enumerated verbally and/or in writing. ASA support staff may also be asked to attend this conference.

Special Education Provision

For students who have IEPs where behavior is a concern, any established behavior contracts or behavior plans will be followed. If a disabled student has a pattern of being removed from class, the need for further assessment and the adequacy of the IEP will be considered by the IEP team.

All students may be suspended, excluded or expelled from school in accordance with the "THE PUPIL FAIR DISMISSAL ACT"

PROHIBITED INCIDENTS

Illegal substances use is detrimental to individuals and their development, the learning process, and to a school community. ASA administration will not assume responsibility or liability for students who make irresponsible decisions to use drugs, vape chemicals, tobacco products or alcohol. Possession of drugs or drug paraphernalia, vaporizers, e-cigs, tobacco products and selling or supplying said items (including prescription drugs), to others are also violations of criminal statute and will be treated as such. Any chemical use, possession of chemicals or paraphernalia, and/or supplying of said items on campus is prohibited under any circumstances and will result in disciplinary action. Disciplinary action could be, but not limited to, suspension, notification of authorities, and expulsion.

Zero Tolerance

ASA has adopted a zero-tolerance approach to drug, tobacco, vaping and alcohol use and/or possession or supply. Zero tolerance defined by the Administration means disciplinary action WILL be taken for any possession, use, supplying of any drugs or drug paraphernalia on the Art & Science Academy campus as outlined in this Chemical Use Policy.

Prohibited Objects

Prohibited objects include, but are not limited to, alcoholic beverages or containers, drug paraphernalia, cigarettes, lighters, vaporizing materials or items, weapons and look alike weapons (including toy weapons), knives and pocket knives of any length.

When working on school projects, students sometimes need to bring to campus objects, which are prohibited by school policy. Prior written permission is required to bring these objects onto campus. Regardless of a student's intent, failure to receive authorization and failure to follow procedures for possessing prohibited objects on campus will result in consequences as determined by the school administration. Because of the safety issues involved, weapons are of a special concern. Equipment that is used in the visual arts department such as exacto-knives, staple guns, etc. are considered weapons outside the visual arts classroom. This type of equipment must be stored in the visual arts classroom and is not permitted on key chains, in lockers, backpacks, etc. Weapons include firearms and look-alikes, ammunition, knives and look-alikes, toys that look like weapons and any objects or substances that could reasonably be considered weapons given the circumstances. Weapons and look-alike weapons, ammunition and substances are not permitted on school property. Regardless of intent, possessing, storing or keeping a weapon or look-alike weapon or substance on school property is a violation of law and of school policy. Disciplinary action will be taken for all violations of Prohibited Objects. Actions could include, but are not limited to, suspension, notification of authorities and expulsion.

Searches of Property and Person, School Property, and Personal Property

The school staff have the right and responsibility to search school property (including, but not limited to, storage areas, desks, bathrooms, and personal property (including, but not limited to, pockets, purses, backpacks, tool boxes, cell phones including both images and messages) when there are reasonable grounds to suspect students are breaking the law or school policies. Lockers are school property and may be searched at any time and for any reason. Searches may legally occur without notice, without student consent, and without a search warrant. However, whenever possible, at least two school staff and the student will be present at any search of personal property or school property. If a student refuses to cooperate with a search, the student will be suspended for 1-5 days and other disciplinary actions may also be taken.

TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY

Philosophy

The purpose of offering individuals at ASA access to computer technology and the Internet is to promote excellence in research and education consistent with the school's mission and policies. Computer technology skills are now fundamental to the preparation of citizens and future employees. Students will develop these skills as they interact with the unique resources available through computer technology. With access to some computer technology like the Internet comes a danger of encountering materials and participating in activities inappropriate for students at our school.

We believe, however, that with education, acceptable use by students and with parent/guardian involvement, the benefits of responsible use exceed potential risks. Access to computer technology is a privilege provided by the school, and it carries with it the responsibility to use resources appropriately. Failure to adhere to school policy regarding acceptable use of computer technology and the Internet will result in restrictions or loss of school sponsored access to computer technology and other appropriate disciplinary action.

Computer Use

Students are expected to abide by the following rules when using ASA computers:

- No negligent behavior or misuse of school computers; no rough play is allowed while using technology.
- No beverages or food are allowed next to technology.
- Respect the work of others.
- Do not add or delete programs from the computers.
- Log out when you are finished using the computer.

Acceptable Use

Individuals are expected to use their access to computer technologies to further educational and personal goals consistent with the ASA mission and school policies. The guidelines of responsible, considerate, and ethical behavior expected of students at ASA extend to the use of all campus computers, campus network resources, and networks throughout the world to which the school provides access. The following are some examples of acceptable use of school sponsored computer technology:

1. Complete class work and personal projects.
2. Locate information needed to complete class required research or personal research.
3. Participate in distance learning projects.
4. Download appropriate information from the Internet to personal network folders provided by the school.

Unacceptable Use

The examples of unacceptable use and possible consequences listed on the following page are not intended to be all-inclusive. They are presented as guidelines for administrators, teachers, students, and parents.

Vandalism	<ul style="list-style-type: none">● Intentionally degrading or disrupting equipment, software or software performance● Unauthorized monitoring, accessing, editing or changing of data belonging to others
Hacking	<ul style="list-style-type: none">● Tampering, modification, or additions to network software, hardware or wiring● Willful violation of computer system security
Inappropriate Use	<ul style="list-style-type: none">● Wasting of finite resources (i.e. generation of excessive network traffic, excess printing)● Transmitting or requesting, reviewing, downloading, storing, printing, editing or posting materials that are profane, obscene, or uses language or images that are disruptive to the educational process, including actions which could constitute harassment or discrimination● Posting personal information about a student or staff, including telephone numbers and addresses as well as information regarding the specific location of any student or staff● Using network for financial gain, political or religious promotion, or commercial purposes unrelated to the mission of the school● Plagiarism● Setting up web pages or private email accounts through external servers● Posting personal ads on external servers

	<ul style="list-style-type: none"> ● Joining inappropriate chat rooms ● Posing as another person (student, staff, faculty, etc) in any manner
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Technology Damage/Repair

ASA does not currently have an insurance policy option for chromebooks that are checked out from the building. Families are responsible for any damage caused to ASA technology that is outside normal wear and tear. The repair schedule is as follows:

Computer Fees:

- LCD Screen: \$80
- Keyboard: \$30
- Broken/Bent/Loose Hinges: \$25
- Significant case damage: \$25
- Power Supply (any part): \$50
- Bags/Covers: \$30
- Missing Screws: \$2 per screw
- Broken Ports (mic, headset, usb, etc): \$15 per port broken
- Missing/Destroyed Chromebook: \$250

ASA IT techs will diagnose damage and issue a repair letter to families detailing what was found and what charges are assessed. Checks can be made out to ASA.

Cell Phones

ASA understands that in modern society cell phones are commonplace and many families are busy with shifting schedules so students having phones might be needed. However, at ASA we have found that cell phones in the classroom are more of a distraction to learning than a benefit. Students are allowed to bring phones to school but are required to keep them in their lockers during the school day. For emergency contact, the front office at each building is able to relay messages to students as appropriate. Students found with phones during the day will be required to hand over their phone and a parent/guardian will need to come in to claim it. Our goal is to maximize the learning time during the day.

Disclaimer - ASA is not responsible for lost or damaged cell phones and personal devices that students choose to bring to school.

MISCELLANEOUS

BULLETIN BOARDS/ELECTRONIC MESSAGE BOARDS

Bulletin boards are located at various locations throughout the school building. They are one way to communicate important information to the school community. Students who wish to put up postings in the school must have materials approved and initialed by the building principal prior to posting. Postings must be removed by the individual or group after the meeting or event is completed. For security and safety purposes, posters may not be placed on the front entrance doors. Postings will be removed if the proper procedure is not followed.

CHANGE OF ADDRESS, CHANGE OF TELEPHONE NUMBERS, CHANGE IN CUSTODY, MOVING OUT OF MINNESOTA

Parents/guardians should notify the Front Office by phone when addresses and telephone numbers and custody stipulations change.

Elementary: 763.444.0342

Middle School: 763.444.0039

PETS

Students are not allowed to have pets in the buildings or on campus. Pets include, but are not limited to, the following: dogs, cats, rats, mice, reptiles.

For service animal accommodations, please contact the district office for the service animal policy/forms.

RECYCLING

ASA recycles paper, glass, plastic and metal products. All recyclable items should be placed in blue recycling bins located at convenient locations throughout the school.

LOST AND FOUND

Students should put names on their possessions and use lockers and locks. Any items that have been found and turned in will be placed in the lost and found area. Unclaimed items are donated to charity at the end of each trimester.

BICYCLES

ASA is not responsible for stolen or damaged bicycles. All bicycles should be locked on the outdoor bike racks. Bicycles are not allowed in school buildings.

PESTICIDE APPLICATION POLICY

ASA leases property from a commercial owner. Nonetheless, efforts will be made to notify students, staff, and parents/guardians about any intention of the leasing party or school to apply a category I, II, or III pesticide product at the school sites. The long-term health effects on children from the application of the pesticides or the class of chemicals to which they belong may not be fully understood. Staff, students, and parents/guardians may request to be notified by ASA before any application of pesticides listed above.

STATEWIDE TESTING INFORMATION

Following information taken from: <https://education.mn.gov/MDE/fam/tests/>



Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

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 academic 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)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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 _____

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