



2025-2026

Student/Parent/Family Handbook

Minnesota Public Charter School

District #4227

Board Adopted 8/21/2025

Amended 6/24/2025

Revised 7/15/2025

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 are working together to 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!

ART AND SCIENCE ACADEMY MISSION AND VISION STATEMENTS

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

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

Handbook Purpose and Organization

The purpose of this handbook is to share the expectations, processes and procedures for Art and Science Academy with its stakeholders. The information is not all inclusive, and any additional information can be accessed by contacting the building principal. For organizational purposes, the handbook is organized in alphabetical order with the dark blue banners serving as headers for content sections, and the light blue banners being supporting information for the content section.

SCHOOL CONTACT INFORMATION: WEBSITE, CAMPUSES, CONTACT NUMBERS and AUTHORIZER INFORMATION

WEBSITE

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

ELEMENTARY CAMPUS (KG-4th)

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-8th)

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

AUTHORIZER INFORMATION

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Minneapolis, MN 55401



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

TABLE OF CONTENTS

WELCOME	1
ART AND SCIENCE ACADEMY MISSION AND VISION STATEMENTS	1
SCHOOL CONTACT INFORMATION: WEBSITE, CAMPUSES, CONTACT NUMBERS and AUTHORIZER INFORMATION	2
WEBSITE	2
ELEMENTARY CAMPUS (KG-4th)	2
MIDDLE SCHOOL CAMPUS (5th-8th)	2
ACCESS TO STUDENT RECORDS AND INFORMATION	4
ATTENDANCE POLICY	5
BEHAVIOR POLICY - CAMPUS AND STUDENT TRANSPORTATION	6
POSSIBLE CONSEQUENCES	7
BULLYING, DISCRIMINATION & OFFENSIVE BEHAVIOR	7
DAILY ATTENDANCE	12
EXCUSED ABSENCES	12
UNEXCUSED ABSENCES	13
PRE-ARRANGED ABSENCES	13
DISTRIBUTION OF MATERIALS	13
UNRETURNED MATERIALS AND FINES	14
EQUAL ACCESS POLICY	14
ILLNESS DURING THE SCHOOL DAY	15
IMMUNIZATIONS	15
LUNCH AND CAFETERIA SERVICES	16
MEDICATIONS	16
MEDICATION PROCEDURES	16
PICK-UP AND DROP-OFF OF STUDENTS	17
PLEDGE OF ALLEGIANCE	19
PROHIBITED INCIDENTS	19
SECTION 504	20
STUDENTS WITH DISABILITIES	21
TARDY AND STUDENT EARLY DISMISSAL	21
TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY	21
VISITORS	24
WEATHER RELATED SCHOOL INFORMATION	24
ASA/PARENT COMMUNICATION FLOWCHART	26
BULLETIN BOARDS/ELECTRONIC MESSAGE BOARDS	26
CHANGE OF ADDRESS, CHANGE OF PHONE NUMBERS, and CHANGE IN CUSTODY	27
LOST AND FOUND	27

MINNESOTA STATE TESTING INFORMATION	27
PESTICIDE APPLICATION POLICY	27
PETS	27
RECYCLING	28
REPORT CARDS	
STUDENT DRESS CODE	29

ACCESS TO STUDENT RECORDS AND INFORMATION

[Reference: Policy 515 - Protection and Privacy of Student Records \(link\)](#)

In accordance with the federal *Every Student Succeeds Act of 2015* (ESSA), the *Family Educational Rights and Privacy Act of 1974* (FERPA), 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 grades, attendance, discipline, 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. (See Policy 515 for more information)

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

[Reference: Policy 503 - Student Attendance \(link\)](#)

ASA students should be in school every day; a missed school day is a lost opportunity for students to learn. The primary rationale for student attendance is the relationship between student attendance and student achievement.

A child under the age of 17 is considered “habitually truant” if they are absent from school without a lawful excuse for seven (7) school days per school year. Parental notification is required by Minnesota statute and schools may report habitual truancy to Child in Need of Protection Services through the county.

Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child’s attendance. Between the ages of 12 through the 17th year, it is primarily the student’s responsibility to get to school on a daily basis. A student is required to attend school each and every day and each and every class period. If a student misses a school day or part of a day, for legitimate reasons, a parent or guardian must notify the school.

Examples of excused absence/tardy include: illness, family emergency, suspension, religious holiday, dental, medical or mental health appointment, vacation, school-sponsored activity. We encourage you to schedule necessary appointments after school hours, if possible.

Unexcused absences for any other reason than listed above, are also considered an unexcused absence if the school is not notified of the reason for a student’s absence. Examples of unexcused absences include: missed the bus, overslept, bus suspension. **If a student is absent without lawful excuse on three or more days, or any part of the school day, they are considered “continuing truant”. Truancy is a violation of Minnesota State Law.**

The parents, school, and community are all partners in working towards the goal of school attendance and educational success. The Law is “designed to provide a continuum of intervention and services to support families and children in school and combating truancy and educational neglect.”

When a student has had three unexcused absences, the school will begin the initial interventions. The school is legally required to notify the parent or guardian that the child is a “continuing truant” under the law after three unexcused absences. A letter will be sent outlining potential legal consequences as well as recommended action for the parent. At this point, parents are strongly encouraged to attend a school conference with their child. If the student has seven unexcused absences, he/she is considered “habitually truant”. The school is required to report to Isanti County Family Services or Isanti County Court Services that the student is in violation of the compulsory attendance laws. If a child’s absences reach 10 or more days for any reason the school reserves the right to require a note from a physician specifically stating that the child is too ill to attend school for that day. After 15 consecutive days of absenteeism, a student may be withdrawn from ASA.

[Minnesota Statutes](#)

[Truancy/Neglect](#)

BEHAVIOR POLICY - CAMPUS AND STUDENT TRANSPORTATION

[Reference: Policy 506 - Student Discipline and Campus Behavior \(link\)](#)

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.

- At no time is “play fighting” or the excuse of “just kidding” acceptable in regard to saying unkind things, bullying or picking on other students.
- Inappropriate demonstrations of affection, including, but not limited to romantic hugging, kissing or any other sexual behaviors will not be tolerated.
- Comments that are racial, sexual, or inappropriate are not tolerated.
- ASA has cameras in the school and on buses that may be consulted for fact finding purposes. 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 or the bus. The list 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, on the bus, 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 (Behavior Interventionist, Mental Health Support Specialist, Dean of Students)
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 property damage 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

[Reference: Policy 514 - Bullying Prohibition \(link\)](#)

[Reference: Policy 514-1 - Prohibition of Malicious and Sadistic Conduct \(link\)](#)

[Reference: Policy 413 - Harassment and Violence \(link\)](#)

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, appearance, 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, inappropriate 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 done verbally, physically, or through use of technology. 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 he/she 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.

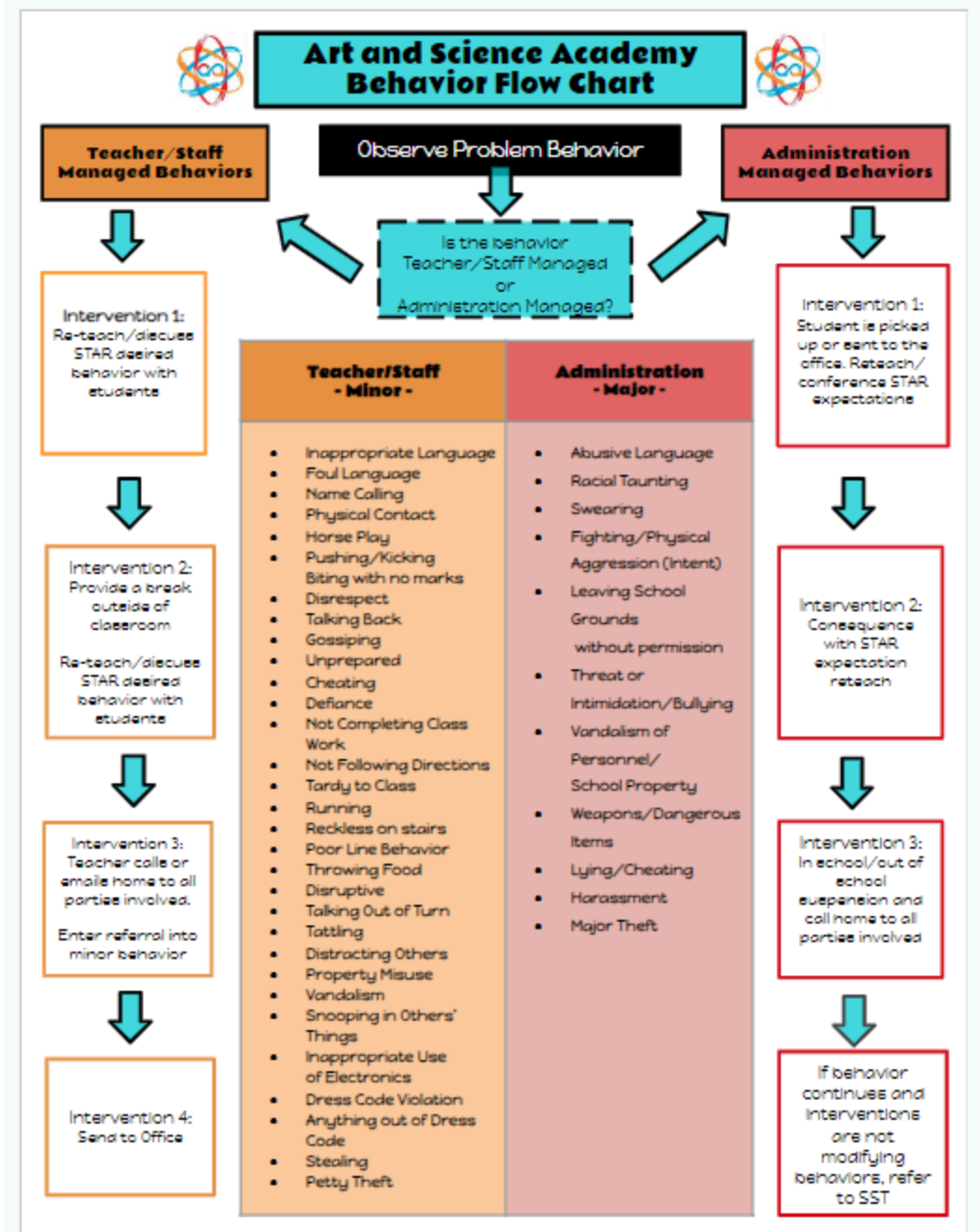
As soon as possible or within five working days after the report is made, an administrator or a designated individual will give a verbal or written response to the individual who made the report. The response will include appropriate information regarding the status of the report and efforts to resolve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



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 student receiving IEP services 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"

DAILY ATTENDANCE

[Reference: Policy 503 - Student Attendance \(link\)](#)

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's 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, but are not limited to:

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. Extenuating severe weather conditions (i.e. student road not plowed)

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

Attendance Line

All absences should be phoned in by 10:00 am 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 ABSENCES

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.

DISTRIBUTION OF MATERIALS

[Reference: Policy 505 - Distribution on Non-School Sponsored Materials \(link\)](#)

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 "Insubordination" 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, equipment, and technology that are lost, not returned or damaged.

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.

EQUAL ACCESS POLICY

[Reference: Policy 505 - Distribution on Non-School Sponsored Materials \(link\)](#)

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.

ILLNESS 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 without the help of fever reducing medications.

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>

LUNCH AND CAFETERIA SERVICES

In the 2025-2026 school year, Minnesota will continue to offer free school breakfast and lunch to all students in participating schools, regardless of income. The program ensures that all students can access nutritious meals at school without any cost to families.

It is still important for families to complete the Application for Educational Benefits. Applications for Educational Benefits determine how much funding our school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits, such as: WIC benefits, athletics programs, etc.

MEDICATIONS

[Reference: Policy 516 - Student Medication \(link\)](#)

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 completed Student Medication Form with the Prescriber/Physician's information & signature is required for all prescription AND over the counter (OTC) medications brought to the ASA Campus.

In lieu of the Prescriber/Physician signature on the Student Medication Form, a signed Action/ Emergency Plan or alternate written orders are accepted.

All medications both prescribed and over the counter, must be checked in with the school's Health Services Assistant.

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 with a prescriber's note.

The administration will prepare and disseminate the rules and procedures necessary to implement this policy and ensure the safety of students that are appropriate for the age and maturity of the 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

[Reference: Policy 516 - Student Medication \(link\)](#)

1. All medications should be brought to school by parent/guardian and must be checked in at the Health Office/Front Desk with completed forms. All controlled medications must be counted with parent/guardian and trained health services assistants and signed for.
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 health room at all times and dispersed to students as prescribed. Students must see the school's health services assistant 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
 - All medications are maintained by the Health Office. Students must see the Health Services Assistant/designated staff when medications are needed.
 - Medication/s MAY be carried by a student with proper documentation for the prescriber. Documentation is kept in the health office. Students with documented permission to carry their epipen or inhaler, will administer as needed. All other medications are dispersed by the nurse/designated staff as needed.
 - b. A Medication Administration Log will be kept for each medication retained in the Health Office.
 - c. 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 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.

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 buses 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’ will be radioed inside for the student to be brought out to the designated pick up area. 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 3:30pm 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 8:00 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' day ends at 3:15. Students will be excused via announcements and exit the building to locate their pick up or to board buses. 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 12 years or younger, not picked up by 3:15pm will be placed in After Care. The family will be contacted and may be charged according to the After Care fee schedule.

Any student 13 years or older may wait in the entryway near the main office until 4:00pm. After 4:00 pm, students will be asked to wait outside the building or attend after care at the elementary school.

Students participating in approved after school activities will need a parent/guardian to pick them up within 15 minutes of the end of the activity. The same guidelines will be followed as end of day protocol for activities.

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

PLEDGE OF ALLEGIANCE

[Reference: Policy 531 - The Pledge of Allegiance \(link\)](#)

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

PROHIBITED INCIDENTS

[Reference: Policy 417 - Chemical Use and Abuse \(link\)](#)

[Reference: Policy 418 - Drug Free Workplace/Drug Free School \(link\)](#)

[Reference: Policy 419 - Tobacco Free Environment \(link\)](#)

[Reference: Policy 501 - School Weapons \(link\)](#)

[Reference: Policy 502 – Search of Student Lockers, Desks, Possessions and Student's Person \(link\)](#)

Illegal substance 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. The only exception to this policy is a religious tobacco pouch kept by some native students. It is expected that such cases are respectful and kept in the student's possession at all practical times.

Prohibited Objects

Prohibited objects include, but are not limited to, alcoholic beverages or containers, drug paraphernalia, cigarettes, lighters, mace, 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 ASA classroom. This type of equipment must be stored in the ASA 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.

SECTION 504

[Reference: Policy 521 - Student Disability Non-Discrimination \(link\)](#)

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.

STUDENTS WITH DISABILITIES

[Reference: Policy 521 - Student Disability Non-Discrimination \(link\)](#)

Art and Science Academy's special education program is designed to promote a child's social, emotional, physical and cognitive development. We provide 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 ASA special education programming includes highly qualified and licensed special education case managers and teachers, speech pathology, DAPE, occupational therapy, physical therapy and behavior specialists.

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

TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY

[Reference: Policy 524 - Internet Acceptable Use and Safety Policy \(link\)](#)

Philosophy

The integration of computer technology and Internet access at ASA is designed to foster excellence in research and education, aligning with the school's mission and policies. In the contemporary landscape, proficiency in computer technology is indispensable for both civic engagement and future career endeavors. Students will hone these essential skills through engagement with the diverse resources facilitated by computer technology. Nevertheless, the broad spectrum of online content poses a potential risk of exposure to inappropriate materials and activities for our student body.

We firmly assert that, through education, responsible use by students, and active involvement of parents/guardians, the advantages of technology use far outweigh potential drawbacks. The school views access to computer technology as a privilege granted to students, and with this privilege comes the imperative to wield these resources responsibly. Non-compliance with school policies concerning the acceptable use of computer technology and the Internet may result in sanctions such as restrictions or forfeiture of school-sponsored access, accompanied by appropriate disciplinary measures. It is crucial for all to recognize and uphold their roles in maintaining a conducive and secure digital learning environment.

Acceptable Use

Students in Art and Science Academy Schools (the District) must develop the research, information fluency, and technology skills that will allow them to be successful in this digital world, as well as the skills necessary to live safely and ethically. The correct utilization of district technology resources is of paramount importance, and failure to adhere to established policies may result in consequences such as access restriction, disciplinary action, and communication with parents/guardians or law enforcement in cases of network misuse or engagement in illegal activities. Students will be provided with a Technology Use Form for thorough review and subsequent signature.

Chromebook Agreement

Art and Science Academy Schools empower students with the opportunity to receive Chromebooks, facilitating seamless integration of technology both within the school premises and at home. This section aims to equip students and their parents/guardians with essential insights into effectively managing the devices, completing assignments, and cultivating responsible digital citizenship.

It's crucial for students and their parents/guardians to recognize that the utilization of technology is a privilege, not an inherent right. The school emphasizes that all actions performed on any device, network, or electronic communication tool may be subject to monitoring by school administration. Emphasizing the significance of responsible use, any inappropriate handling of the technology may result in consequences such as restricted or revoked computer privileges, disciplinary measures, course removal, academic setbacks, and potential legal ramifications. Students, alongside their parents/guardians, bear the responsibility of thoroughly reviewing the Chromebook Agreement to ensure a collective understanding of the expectations and guidelines set forth.

1. Ownership and Responsibility:

- The school emphasizes that Chromebooks are loaned for educational purposes, and students must follow the Chromebook Agreement and the school's Acceptable Use Policy.
- Students are made aware that misuse can lead to consequences such as limited computer use, disciplinary actions, course removal, failing grades, and even legal action.
- The responsibility lies with both students and parents to review and understand the Chromebook Agreement.

2. Taking Care of the Chromebook:

- Students are expected to bring their Chromebooks to school every day, fully charged. Failure to do so may result in disciplinary action.
- General precautions include avoiding food and drinks near the Chromebook, careful handling of cords, shutting down when not in use, and protecting it from extreme temperatures.
- Proper care during transportation, including the use of a protective case, is emphasized.

3. Screen Care:

- Detailed guidelines are provided to ensure the longevity of the Chromebook screen.
- Students are instructed not to apply excessive pressure, lean on the device, place items that could damage the screen, or expose the Chromebook to extreme temperatures or direct sunlight.
- Cleaning instructions specify the use of approved materials and avoiding liquids.

4. Using the Chromebook:

- The Chromebook is designated for daily use at school, and students are expected to adhere to teacher expectations and use it for accessing various school-related information.
- Students are required to take the Chromebook home each night for charging and are responsible for ensuring it is fully charged for school each day.
- Options for working offline are provided for students without internet access at home.

5. Connecting to the Internet:

- Students are allowed to connect to wireless networks at home and other venues where connectivity is offered.

- It's important to note that the district account is utilized, and website monitoring remains active even when accessing off-site networks.
- 6. Sound, Printing, and File Management:**
- Sound must be muted unless permission is obtained for instructional purposes, and headphones may be used with permission.
 - Printing functionality is not available at school, and students are directed to use Google Cloud Print for printing at home.
 - Students are encouraged to save documents to Google Drive for accessibility from any computer and are responsible for proper file management.
- 7. Software and Inspection:**
- Students are restricted from installing additional software without school approval.
 - Periodic inspections may occur to ensure proper care, maintenance, and identify any inappropriate material on the Chromebook.
- 8. Monitoring of Use and Privacy:**
- The school complies with state and federal regulations, using CIPA-compliant filtering and third-party solutions to monitor content.
 - Students are reminded that there should be no expectation of privacy when using the district network or equipment.
- 9. Procedure for Restoring Chrome OS:**
- If technical difficulties persist, the Chromebook may be restored to factory defaults after a troubleshooting attempt.
 - Data on external drives or Google Drive remains intact, but other data stored on internal memory may be lost unless the student requests an attempt to salvage it.
- 10. Protecting & Storing Chromebook:**
- Chromebooks will be labeled according to the school's guidelines, ensuring clear identification through the following means: Recording the serial number and affixing the Art and Science Academy School asset tag or associating with the individual's Google Account username.
 - Leaving Chromebooks in unsupervised areas may lead to confiscation and disciplinary action.
- 11. Repairing or Replacing Chromebook:**
- Loaner Chromebooks may be issued during repairs, but students may be refused a loaner in cases of malicious damage.
 - Students and parents are responsible for charges related to Chromebook damage resulting from misuse.
- 12. Responsibility for Electronic Data and Copyright:**
- Students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff.
 - Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

- Compliance with copyright laws is mandatory, and students are reminded that illegal file sharing is against the Acceptable Use Policy.

13. Damage and Repair:

- The school will repair or replace equipment damaged from normal use, while other damages are the responsibility of the student.
- Loss or theft of the device will result in the student being charged the full replacement cost. Students are encouraged to keep personal information on external storage devices.

14. Chromebook Replacement Cost

- LCD Screen: \$50
- Keyboard: \$50
- Broken/Bent/Loose Hinges: \$50
- Significant Case Damage: \$250
- Power Supply (any part): \$25
- Broken Ports (Mic, Headset, USB, etc): \$50 per broken port
- Missing/Destroyed Chromebook: \$250

These detailed guidelines aim to ensure responsible and effective use of Chromebooks, fostering a positive digital learning environment.

Chromebook Student Pledge

- I pledge to diligently care for my assigned Chromebook, understanding that it remains the consistent device issued to me each academic year.
- I commit to never leaving my Chromebook unattended in unsecure or unsupervised areas, ensuring its safety at all times.
- I will refrain from loaning out my Chromebook to others, recognizing the individual responsibility I hold for its safekeeping.
- I will maintain constant awareness of the whereabouts of my Chromebook, ensuring its presence and security.
- Each evening, I will charge my Chromebook to its full capacity, ensuring its readiness for educational use.
- I will keep food and beverages away from my Chromebook, understanding the potential damage they may cause to the device.
- I commit to not disassembling or attempting any repairs on my Chromebook, preserving its integrity and functionality.
- I will securely carry my Chromebook at all times to prevent any accidental damage, safeguarding its condition.
- I will utilize my Chromebook solely for educational purposes, ensuring its appropriate and beneficial use in academic settings.
- I will refrain from decorating my Chromebook with stickers, markers, or any other alterations that may compromise its appearance or functionality.
- I acknowledge that my Chromebook is subject to inspection at any time without prior notice and remains the property of Art & Science Academy Schools.

- I will adhere strictly to the guidelines outlined in the District Acceptable Use Policy both during school hours and beyond.
- In case of theft or damage caused by unforeseen events such as fire, I will promptly file a police report.
- I understand that I am accountable for any damage or loss due to neglect or abuse, assuming responsibility for necessary repairs or replacements.
- I agree to cover the full replacement cost of my Chromebook, power cord/charger if lost or intentionally damaged.
- I commit to returning the Chromebook, power cord/charger in good working condition at the end of each school year.

THE CHROMEBOOK USER AGREEMENT FORM IS AVAILABLE [HERE](#), IN OUR SCHOOL OFFICES, and AT OPEN HOUSE. PLEASE RETURN BY SEPTEMBER 30th.

Technology Damage/Repair

At present, ASA does not offer an insurance policy option for Chromebooks that are borrowed from the institution. It is imperative for families to acknowledge and accept responsibility for any damage incurred by ASA technology beyond the scope of normal wear and tear. Comprehensive information regarding repair costs can be found on the school website.

Upon identification of damage, ASA's IT technicians will conduct a thorough diagnosis and subsequently furnish families with a detailed repair letter outlining the nature of the damage and the corresponding charges. It is essential for all to be well-informed about these policies to ensure a smooth and transparent handling of any necessary repairs or assessments.

Cell Phones/Mobile Devices

ASA recognizes the prevalence of cell phones and mobile devices in today's society, understanding that families often have dynamic schedules where students might need access to these devices. However, our experience at ASA indicates that the presence of cell phones and mobile devices in the classroom tends to be more disruptive than beneficial to the learning environment. While students are permitted to bring phones and devices to school, it is mandatory for them to store these in their lockers throughout the school day.

To ensure a smooth start to each day for our elementary students, we kindly request that all electronic devices be checked in at the front desk in the morning. They can be securely retrieved at the end of the day.

In case of emergencies, parents can utilize the front office at each building to relay messages to students as necessary. Students discovered with phones or devices during the school day will be required to surrender them, and a parent or guardian must personally retrieve the item. This policy is in place to optimize learning time and minimize potential distractions.

It is essential to note that ASA cannot be held responsible for any lost or damaged cell phones or personal devices that students choose to bring onto school premises. We appreciate your cooperation in ensuring a focused and productive educational environment for all students.

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 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.

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. 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 residing 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:

- An email from the school will be sent out to families/Skyward Info blast, as well as posting to our social media platforms.
- The school website will post the information and Local news stations WCCO 4, KSTP 5, FOX 9 and KARE 11 will post.

The scroll will say "Art and Science Academy"

ASA will send the notification of a delayed start, closure, or early closure and will highlight one of the following plans for the day:

Remote Learning Day

The ASA Board of Directors approves an annual Remote Learning Plan which is found on the ASA website. The plan allows for (per Statute) up to five remote/online learning days per school year. If ASA is going to be closed for a Remote Learning Day - it will be stated in the school closing announcements. Student attendance is based on the completion of a parent information sheet at the elementary school and by assignment completion at the middle school. Parents can excuse students if they wish to do so. The building is closed on Remote Learning Days, as all employees and students work from home.

School Closed

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

There will be no before and after school care when school is closed or delayed. There are no evening activities.

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, Facebook, web page and local news channels WCCO 4, KSTP 5, FOX 9 and KARE 11.

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

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.

Early Closing

In the rare event that school will be closing early, families will be notified by email, Facebook, Web page and on local news channels WCCO 4, KSTP 5, FOX 9 and KARE 11.

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.

Before and After school cancellations

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

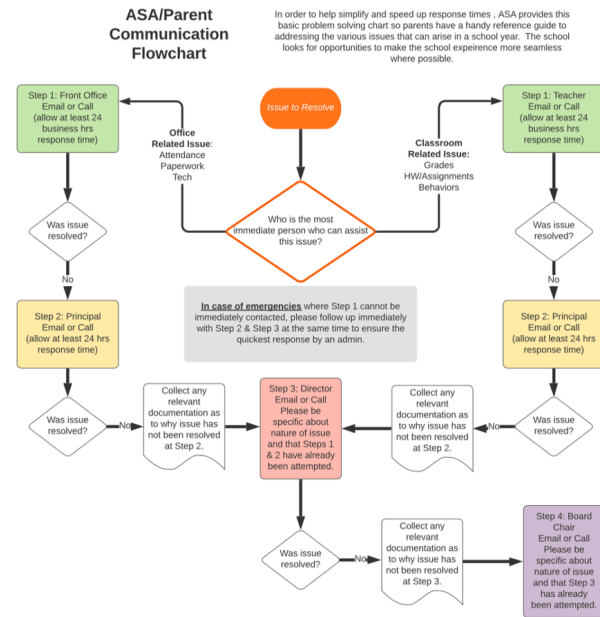
Before/After School care may close depending on the circumstances. Safety will be the determining factor. If school is closed, in Remote Learning or dismissed early, there are no evening activities.

Outside Recess

Students at the elementary school will participate in outdoor recess when the temperature/feels like temperature is above 0 degrees per a reputable weather service. Students will need to have appropriate outerwear for the weather. Students without proper attire will not be allowed to go outside and a reminder will be sent home.

Students at the middle school will not have outside recess if the weather is poor.

ASA/Parent Communication Flowchart



BULLETIN BOARDS/ELECTRONIC MESSAGE BOARDS

[Reference: Policy 505 - Distribution on Non-School Sponsored Materials \(link\)](#)

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 by administration. 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 PHONE NUMBERS, and CHANGE IN CUSTODY

Please submit address, telephone, and email changes through your [Skyward](#) account and/or via email. If you need assistance with this or if you have a change in custody please contact the appropriate front office.

Elementary: 763.444.0342

Middle School: 763.444.0039

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.

MINNESOTA STATE TESTING INFORMATION

Please visit the [ASA Website](#) or [Minnesota Department of Education](#) for more information.

Parents have the right to deny their student's participation in MCA testing. Parents must meet the timeline and have the necessary paperwork on file in the school office. The needed paperwork is available on the ASA website.

PESTICIDE APPLICATION POLICY

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.

PETS

[Reference: Policy 899 - Service Animals \(link\)](#)

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. It is the responsibility of the pet owner to provide insurance documentation prior to bringing an animal to campus.

RECYCLING

ASA recycles paper, glass, plastic and metal products. All recyclable items should be placed in designated areas conveniently located throughout the school.

Report Cards

ASA Elementary and Middle School will post report cards via Skyward and send an email notification to all families/guardians at the end of each trimester.

Student Dress Code

[Reference: Policy 504 Student Dress and Appearance \(link\)](#)

2025-2026 Art and Science Academy Student Dress Code

The following items meet the ASA school dress code:

Tops

- Any solid color polo shirt (short sleeve or long sleeve).
 - Non ASA logos on polo shirts must be small in size (less than 1 inch tall by 2 inches wide).
- All shirts underneath sweaters or sweatshirts must be solid color polo shirts.
- Long sleeve shirts worn under short sleeve polos must also be solid colors.
 - If students would like to layer, they need to have ASA uniform approved sweaters or sweatshirts. Solid **non-hooded** sweater or solid **non-hooded** sweatshirt with a uniform polo shirt underneath.
- Jackets or outerwear shall not be worn in the classroom. Jackets worn for outdoor recess can be any jacket, but then must be removed for classroom time.
- Any solid color polo dress (short sleeve or long sleeve) or jumper with a solid color polo shirt (short sleeve or long sleeve) worn underneath.
- **On Friday or the last day of the school week**, ASA spirit wear t-shirt with an ASA logo (short sleeve or long sleeve), ASA **non-hooded** sweatshirt or any shirt with an ASA logo is permitted.

Bottoms

- Navy, black or khaki colored pants (cannot have no more than 4 pockets), shorts or skirts.
 - Athletic wear is prohibited. This includes sweatpants, sport shorts, spandex pants, or leggings.

- Leggings are **ONLY** allowed under skirts, polo dresses or jumpers and may not have a design or fishnet style.
- No holes, rips, or tears permitted.
- Skirts and shorts must be modest in length, 3” above the knee or longer.
- Skirts must have built-in shorts or be worn with shorts or leggings in uniform colors.
- **On Friday or the last day of the school week**, blue jeans may be worn with no holes, rips, or tears.

Shoes

- Must wear closed toe and closed heel shoes (no crocs, sandals, flip flops, or slippers).
- Shoe heels/platforms must be less than 1” in height.
- Roller shoes are prohibited.

Accessories - the following will be allowed

- Discreet earrings, rings, bracelets, necklaces, and watches.
- Headbands, barrettes, binders and bows under 4”.
- Hats, scarves or other headwear for outdoor activities and religious purposes only.
- Belts - solid brown, navy, black or khaki color; oversized or buckles with graphics/logos are not allowed.
- Students will be asked to remove any accessories that become a distraction.

Fridays - Students can dress up (ties, dress shirts, blouses, dresses) or dress down (ASA spirit wear and blue jeans).

