



Parent and Student Handbook

2021-2022

Introduction

The purpose of this student and parent handbook is as a summary of procedures and practices for the AIM Academy of Science and Technology (AAST). Use this handbook as a reference throughout the year to help answer questions related to procedures and practices.

The handbook is by no means exhaustive. It will not cover all aspects of our professional obligations and responsibilities; it will be revised as the educational program changes and conversations with teams and individuals improve our understanding of how to best support students and our community.

A complete copy of all educational and professional policies that have been adopted by our school board is available on our website, and employees, parents, and students are encouraged to suggest additional information to include in the handbook and to offer suggestions for improvement of the current contents.

As a community school, we will continually look at how consequences identified in this handbook and in our policies reflect the mission and vision of the school in these times of unprecedented academic and personal needs.

Students and parents are asked to read and then acknowledge they have read this handbook.

AAST Mission

AAST provides youth a successful path to college and STEM careers through culturally responsive mentorship, integrated STEM education, and curricular connections with technology-based businesses and industries.

AAST Vision

AAST will be a vibrant asset to its students and the community by creating engaging learning opportunities that empower students to discover, create and apply knowledge to real needs resulting in life-long learners, global citizens, and world leaders.

AAST is an Affirmative Action/Equal Opportunity Employer. All employees of AAST will be treated equally without regard to race, color, creed, age, physical or mental disability, religion, sex, sexual orientation, national origin, marital status, or status with regard to public assistance. Harassment of any sort, including sexual harassment, will not be tolerated.

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AAST Leadership Team and the AAST Staff

The leaders of AAST welcome you on staff.

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School Operations: Day-to-Day

Code of Ethics for Minnesota Teachers

First and foremost, the AIM Academy of Science and Technology has adopted the Code of Ethics for Minnesota Teachers. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles that defines professional conduct. The principles are reflected in the code of ethics, which is sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. The code applies to all individuals licensed under the rules established by the Professional Educator Licensing and Standards Board.

Minn. Rule 8710.2100, Subp. 2. Standards of professional conduct. The standards of professional conduct are as follows:

- a) A teacher shall provide professional education services in a nondiscriminatory manner.
- b) A teacher shall make a reasonable effort to protect the student from conditions harmful to health and safety.
- c) In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- d) A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- e) A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- f) A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- g) A teacher shall not deliberately suppress or distort subject matter.
- h) A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- i) A teacher shall not knowingly make false or malicious statements about students or colleagues.
- j) A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

School day

During distance learning, students will have access to teachers (licensed instructional staff) from 7:00 a.m. – 2:15 p.m. Monday through Friday. Licensed staff are expected to be in their respective classes or online resources and available for student support during these hours.

Schedule:

Monday-Thursday

Schedule	Time	Grade 6a	Grade 6b	Grade7	Grade8	Grade 9a	Grade 9b
Advisory	7:30-0745	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
Class 1	7:50-8:35	English	Social Studies	Stem	PE	Science	Math
Class 2	8:40-9:25	Social studies	English	Somali	Stem	PE	Science
Class 3	0930-1015	Stem	Somali	PE	Math	English	Social Studies
Class 4	1020-1105	Somali	Stem	Math	Science	Social Studies	English
Class 5/ Lunch A	11:10-11:35	Lunch A	Lunch A	Lunch A	Somali to 11:55	Stem To 1155	PE To 11:55
Class 5/ Lunch B	11:40-12:25	Math	PE	Science	12:00-12:25 lunch B	1155-1225 lunch B	12:00-12:25 lunch
Class 6	12:30-1:20	PE	Science	Social Studies	English 1230-1320	Math 1230-1320	Somali 1230-1320
Class 7	1:25-2:15	Science	Math	English	Social Studies	Somali	Stem

Attendance

We believe that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.

Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. Parents can use their AAST accounts to confirm student attendance, and our staff will contact you if your child's attendance is getting in the way of his or her success.

Grading

AAST grades students on the state standards set forth for each course. Teachers are responsible to develop and manage objective, student course grading practices that reflect students' understanding of the standards taught during that grading period. Our grading and reporting policy and procedures system have the following purposes:

1. Reflect academic achievement.

2. Contain meaningful feedback.
3. Be honest, fair, transparent, credible, useful, and user-friendly.
4. Be criterion-referenced.
5. Align with AAST'S curriculum.
6. Reflect consistency within and among courses, grade levels, departments, and/or schools.
7. Teachers are responsible for updating JMC grade books at a minimum every two weeks

Refer to the AAST Grading Policy for more specific guidance.

The Executive Director and administrative staff appointed by the Executive Director have the authority to oversee, monitor, and adjust grades. Any adjustments to grades will happen only after informing the teacher of the record of the change, and the student's records will show documentation of any adjustments in grading.

It is the expectation that teachers communicate with students on their progress in their classes and update grades at least every two weeks. Grades should reflect the following:

1. Small **formative assessments** (assessments during the unit that the teacher uses to modify the pace and delivery of instruction. These include classwork that the teacher can use for immediate feedback and instruction)
2. Large formative assessments (quizzes, writing samples)
3. large **summative assessments** (tests, end of unit assessments, project grades, presentations)
4. at least one writing sample from the literacy framework:
 - a. **English** - 2 in-class, 5-paragraph essays per quarter assessed with writing rubric, at least two essays meet a goal of 80% out of 3 essays per semester.
 - b. **Social Studies** - 2 in-class 5-paragraph essays per quarter, at least one essay meets the goal of 80% out of 3 per semester.
 - c. **Science** - 2 in class 5-paragraph essays per quarter using current events science news or other resources.

Grading Scale

Use this scale when assessing all formative and summative work identified above:

- A. 90% or greater
- B. 80% -- 89%
- C. 70% -- 79%
- D. 60% -- 69% average
- E. Less than 50% (May be listed as an 'I' for incomplete until the end of the term).

A 'missing' or un-submitted grade will be available for credit until the end of the quarter. If no work is submitted for an assessment by the end of the quarter, all missing grades will be changed to a 50%.

Literacy Framework

As part of our school improvement plan, AAST, students will learn and practice explicit literacy strategies that will help strengthen their understanding and response to a variety of fiction and non-fiction texts.

English Writing - 2 in-class 5-paragraph essays per quarter assessed with writing rubric, at least two essays meet our goal of 80% of students reaching proficiency per semester.

Social Studies - 2 in-class 5-paragraph essays per quarter, and at least one essay meet the goal of 80% of students reaching proficiency per semester.

Science - 2 in class 5-paragraph essays per quarter using current events science news or other resources.

STEM – formative assessment using AAST rubric.

Please see our website for more information and resources regarding the literacy framework.

School Operations

Security

Surveillance cameras, and armed and unarmed security guards.

Security procedures have been established for the safety and security of those who use the facility.

- Enter and leave by doors controlled by the security access system only. All exterior doors will remain locked during the school day, and all doors except the main entrance will be alarmed during school hours.
- Students should secure any personal items in a designated place. This will be clarified when you first start school by the school administration. Keep items on your person. Do not leave personal items anywhere else.

Cancellation of in-person Classes / Late Arrival / Early Dismissal

We value the in-person instructional time that we have with our students, and we will make every effort to ensure that transportation and instructional opportunities are uninterrupted by weather or social situations. Here are our goals:

- To the best of our ability, we will follow Minneapolis Public School cancellation and late arrival decisions, as most of our community lives in Minneapolis and their cancellation decisions most directly impact our bussing and families.
- If it becomes necessary to announce late arrival due to weather, we will strive to notify families and staff at least two hours prior to regular bus pick-up times. Staff will still be expected to arrive as soon as they are able, and we will continue with the regular school schedule. When students arrive, they will transition into the regular bell schedule.
- If we have early dismissal, we will also work to ensure that students receive lunch before dismissal when possible or receive a bag lunch to eat at home.

Process for Early Dismissal:

- Administrators make the decision to dismiss.
- Administrators will inform students of the decision over the public address system (PA).
- Families will receive notification through the JMC Student Information System (SIS).

Severe Weather Plan/Procedures

The procedures in case of severe weather warnings have been posted in each room of the building. Please familiarize yourself and your students with these procedures. Severe weather shelter signs have been posted throughout the building. Please review these areas with your students in the event we have an emergency involving severe weather.

AAST Religious Accommodation

AAST provides religious accommodations in the AAST Religious Accommodations Policy that accords equal treatment of and access to all religions. A release time is granted on an

individual request basis. This release time in no way is an endorsement of religious expression over non-religious expression or of one particular religious faith over another.

Students, staff, and visiting community members have the right to ask for a religious accommodation in groups during the school day when they are not engaged in school activities and instruction, subject to the same rules of order as applying to other student speech. AAST provides release time for religious accommodations in accordance with Minn. Stat. §124D.10 subd. 8(d) as it incorporates Minn. Stat. §120A.22 subd. 12(3).

Likewise, we provide equal treatment of and access to all religions, safeguards the protections afforded to individuals under the Free Exercise Clause of the United States Constitution, Art. I sec. 16 of the Minnesota Constitution, the Minnesota Human Rights Act (Minn. Stat. §363A et. seq.) and case law, statutes, rules, and regulations applicable to the free exercise of religion (“free exercise rights”).

While AAST’s officials shall neither encourage nor discourage students or staff from utilizing the provisions of this release time policy, students and staff have the right to ask for religious accommodation during the school day so long as those activities do not interfere with the rights of others and so long as students conform to the rules that normally apply to any given setting. During school lunch, students will be granted release time and a space near the cafeteria where they can exercise their religious accommodation.

Safety Drills

Minnesota schools are required to conduct a total of 11 safety drills per year:

- 5 fire drills,
- 5 lock-down drills, and
- 1 tornado drill

At least one of these drills must be an obstructed exit fire drill. Fire drills will be conducted on a regular basis as per the State Fire Marshal regulations. In each room, an emergency escape map has been posted. Please refer to this map when leaving the building. You may want to practice with your students before we have an actual fire drill. In addition, please close all doors as you pass through them.

The following is a list of expectations for fire drills at AAST School:

- When the fire alarm sounds, all students and staff members are to immediately leave the building without stopping. Follow specific instructions to protect any vulnerable people in all evacuation and student movements.
- Follow the designated exit routes that are posted in each classroom.
- If your designated exit is blocked, go to the other nearest exit.
- If the alarm sounds when you are outside your classroom, use the nearest exit.
- Move in a brisk, quiet, and orderly way to file out of the building. The instructor will redirect the group if the exit is blocked.
- Stay assembled as a group with your teacher while outside.
- Do not re-enter the building until the administrator in charge or fire officials give approval.
- Physically handicapped students will be assigned to an adult to accompany them according to their individual Fire Drill Plans.

Safety Tornado Drills and Tornado Emergencies

Every spring we have a statewide Tornado Drill. During the tornado season, we are alert to the emergency weather report, which we monitor from a special radio in the office. When tornado/severe storm alarm sounds, you will:

- Be familiar with the emergency map and protocols;
- All students and staff move to the appropriate locations: exterior classrooms move across hall to the interior classroom, gym, or cafeteria;
- Make sure that the classroom is empty, lights off, door closed;
- Ensure that students are in the sitting position until the all-clear signal is given;
- Students are then directed to their classrooms once the drill or emergency has ended;
- Handicapped students will be assigned to an adult that will assist them and look out for their safety.

Weapons Possession/Zero Tolerance

In accordance with state and federal laws, weapons of any kind are strictly forbidden on all school grounds and buses.

Under this policy, look-a-likes (including toy guns, squirt guns, toy knives, etc.) may be considered to be weapons. Students must be counseled not to bring any form of these objects to school or on a school bus, or any activities related to schools such as field trips, sports tournaments, and events.

Discipline: A student in possession of a firearm on school grounds, school bus, or at a school function, shall be immediately suspended and further consequences will be determined by the Executive Director.

School Operations: Miscellaneous

Dress Code

Employees are expected to model appropriate professional attire for our students. It should be remembered that our students are impressionable and look to us as role models. Every employee is a reflection of AAST to our students and to the public. Please also keep in mind that parents and the public have access to the school and we want to reflect our profession in the best light.

- General attire should be clean, neat, and moderate in style.
- The appearance of both male and female employees should be businesslike and within the limits of common sense, whether you encounter students or not.
- Casual and unkempt appearance and/or extremes of dress, hairstyles, make-up, or accessories are not acceptable.
- Clothes should be moderate and should not distract students from learning or other employees from conducting their job.
- Avoid the following items as they are not appropriate in the workplace:
 - Fancy gowns,
 - extremely long or short dresses,

- extremely tight pants, see-through blouses, and see-through muscle shirts, exercise clothes, pajamas, and clothes showing midriffs or underwear/undergarments
- clothing that promotes products or services
- Shoes must provide safe, secure footing. Inappropriate footwear will not be permitted
- Please cover tattoos and other body markings

If you have any questions about the appropriateness of your appearance or dress, please contact your school dean or administrator.

Technology

Internet Access for instructional purposes

Students and Staff are expected to use the Internet to further educational and personal goals consistent with the mission of AAST and its policies. Uses which might be acceptable on a user's private, personal account on another system may not be acceptable on AAST's limited-purpose network. Appropriate uses include, but are not limited to the following:

1. participating in distance learning activities;
2. using resources for classroom activities;
3. communicating with other students and teachers about educational matters;
4. conducting the business of AAST;
5. locating resources to meet their educational and personal information needs, and

The use of AAST systems and access to the use of the Internet in school privileges, not a right. Misuse of the system will subject the actor to discipline which will depend on the nature and degree of the violation and the number of previous violations. The discipline of employees for misuse shall follow district processes for progressive employee discipline, up to and including termination. The discipline of students for misuse shall be in accordance with the AAST Internet Acceptable Use & Safety Policy and AAST Student Conduct and Discipline Policy and school rules and may include:

1. suspension or cancellation of use or access privileges;
2. suspension or removal from instruction;
3. requiring payment for damages or repairs

AAST expects that faculty will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use of these tools.

Social Media

AAST asks all employees to be careful when using personal social media with other employees and students.

AAST's employees should not become associated with students through social media or form any online relationship unless the student is over the age of 18 and has graduated from high school.

If you would like to use social media to instruct or communicate with students for academic purposes, please set up a school account. School accounts must be designed for educational or communication purposes only, and should not contain any nonpublic personal information, photos, or anything else you would not want to be viewed by our information technology contractors. Accounts must be approved by your immediate supervisor.

Parent/Teacher Conferences

All parents will be given options and be accommodated to meet with teachers at scheduled conference times. Parents also are encouraged to communicate with their child's teacher to discuss any matter relevant to the student's classes, assignments, or behaviors. During the parent/teacher conferences, teachers will review:

Parents have the right to request a meeting with a teacher of their child for academic or behavioral matters

- The student's progress report card
- Example of student's work or portfolio
- A summary of the student's common formative assessment scores (NWEA, writing sample, etc.)
- And other appropriate details.

Field Trips and Off-Campus Activity Procedures

AAST will plan and schedule a variety of field trips and off-campus activities each year. Students and parents will be informed of these plans ahead of time. Parent permission is required for all students under 18 years old and advised for students 18 years and older. Notice of these plans and their schedules will be sent at least a week before the field trip. Parents, please complete and sign the appropriate form by X days before the event or activity. If students will not or cannot attend the field trip or other off-campus learning activities, they will be given appropriate and corresponding learning activities in another class. The whereabouts of all students will be monitored.

Student Expectations and Support: Academic

Advisory/Homeroom

AAST is committed to education through personal attention and close mentoring. Our advisory program is a crucial way of providing consistent and sustained attention to every student's academic, social, and emotional needs. The advisory program is administered through Student Services, and questions about the program should be directed to our School mentorship program.

How does the advisory work? Every student is placed in an advisory group with students in the same grade level. Each advisory group is assigned two of AAST's full-time administrators or teachers.

What does my child's advisor know about my child? • Mentors are kept informed about their mentee's academic progress, as well as about any difficulties or issues relevant to a student's academic performance or social wellbeing at school. • Mentors have access to their mentees' files and regularly receive copies of their mentees' report cards, and they are able to access their grades online, and are kept informed of any detentions or other disciplinary actions, and are invited to Child Study meetings.

What happens in advisory meetings? • Mentors develop mentoring relationships with their mentees and try to know them not only as students but also as whole persons. • Mentors do many kinds of things in advisories: they keep mentees informed of school events, special schedules, upcoming deadlines, and opportunities such as school outings and other programs. • Advisories often focus on a school-wide agenda: for example, during class registration periods, mentors work closely with mentees to choose and register for courses consistent with the student's Personal Learning Plan (PLP).

What contact will I have with my child's Mentor? • Your child's mentor will contact you if concerns arise around your child's academic performance. • During scheduled parent-teacher conferences, you may sign up to talk with your child's mentor, as well as with his or her classroom teachers. • You should feel free to e-mail or telephone your child's advisor with any concerns you have about your child's academic performance or social wellbeing.

We believe that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. AAST Attendance Policy details these expectations.

General Statement of the Policy:

Student's Responsibility - It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility - It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

AAST Planned Absence Form – In order for a student to be granted approval from the administration (or designee) to miss three or more school days during the school year, the student's parent or guardian must fill out and file a planned absence form. The form is included in the appendix at the end of this handbook.

Student IDs.

AAST uses a school-wide identification (ID) badge system for our students. These badges are important for safety and security, and it is a quick way for staff who may not be familiar with all of our students to know who is who in an emergency situation. We want to provide a safe and orderly environment to foster student learning, and the ID badges will assist in the security of everyone on campus.

1. Each student will be issued an I.D. card after fall pictures are taken.
2. Students must carry their photo ID badge at all times while in high school or middle school. ID badges must be carried every day during the school day.
3. The IDs may not be changed or altered in any way.
4. Only the first ID and one (1) replacement are free. Replacement costs thereafter will be charged.
5. Students are to adhere to the following guidelines, procedures, and consequences:
 - a. Damaged or defaced ID cards will be confiscated and must be replaced at the student's expense.
 - b. Students are responsible for their I.D. cards. A student who has lost his/her identification card should apply for a replacement in the Main Office.
 - c. ID badges shall not be duplicated.
 - d. Any student with unauthorized possession of an I.D. card not belonging to him or her will be subject to disciplinary action.

- e. A student must surrender his or her I.D. card to any staff member upon the staff member's request.
6. You will not have *any* pass privileges if you do not show your ID.

Student Absences and make-up work:

Students are expected to be in school, attending class, each school day. Accordingly, teachers should plan to provide academic instruction and activities for each class period, every school day.

1. Excused absences and absences due to suspension
 - Students and their families should avoid missing school and academic instruction time. Planned absences should avoid testing and should be communicated using the "Planned Absence" form.
 - Make-up work must be allowed.
 - Generally, students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, they would have to turn in make-up work by the second day they are back.
2. Unexcused absences
 - Make-up work will be given. It is up to the student to make arrangements to make up missed instruction, activities, and work in a timely manner.
3. Attendance Entry: Teachers will take attendance every class period. Teachers will follow appropriate procedures when it comes to grading and attendance.

School Electronics

AAST continues to have high expectations for student behavior in the use of such devices permitted under the AAST Internet use Policy, AAST Student Personal Electronic Policy, and AAST Student School Electronics Policy. Personal electronic devices can be a powerful educational tool, but possession and use of personally owned devices at school is a privilege, not a right.

- A. AAST students may check out and operate school-owned electronic devices, such as but not limited to Chromebooks, laptops, or other electronic devices for the explicit purpose of learning and communication.
- B. Student use of personal electronic devices is limited to:
 1. During the scheduled class period as part of an assignment;
 2. After the scheduled class period in a commons area, such as the cafeteria or in the hall, with the explicit consent of the classroom teacher or administrator;
 3. After the scheduled school day with the explicit consent of the classroom teacher or administrator;
- C. Expectations:
 1. Students who bring personal electronic devices to school do so at their own risk. AAST assumes no liability for loss, theft, damage, nor liability for any unauthorized use of an electronic device. If a device is confiscated under this policy no responsibility for the safety or security of the device is guaranteed.
 2. Students are expected to follow the school computer check-in and check-out practices. Failure to follow these procedures may lead to the temporary suspension of privileges, a fee to repair the damage that is not part of the general 'wear and tear', and other consequences.

Student Homework

Homework is an essential part of our school program. The purpose of homework is to

1. provide additional time to complete assignments given during class;
2. reinforce what is learned in class;
3. promote independent work habits;
4. develop organizational and time management skills;
5. get ready for activities that will occur in the classroom.

Parents/guardians and teachers must work to help students develop good study habits and a responsible attitude towards homework. Students should have a quiet place to work and a regular timetable that allows adequate time to complete all homework assignments. Well-designed homework assignments are age-appropriate and directly related to classwork and extend students beyond the classroom. The amount of homework may vary from class to class and may also differ according to the learning needs of individual students.

Athletics and Academic Eligibility

In an effort to maintain high academic expectations and credible academic standards while assuring that students are making progress toward graduation, the following criteria must be met for a student to remain academically eligible.

Students who participate in school-sponsored Minnesota State High School League (MSHSL) athletics and activities are expected to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school athletics and activities. More specific information related to student-athlete expectations can be found in the Athletics' and Activities' Policy (200).

A. Academic Criteria Policy for Athletic Participation in Grades 6-12

1. Students in grades 6-12 must make satisfactory progress toward graduation through the accumulation of credits.
 - a. Credit Accumulation "Good Standing" Students in grades 6-12 must meet the following criterion:
 - i. Must be enrolled full time during the season of eligibility,
 - ii. Must be earning satisfactory grades,
 - iii. Must have attendance and tardy rate above 85% during the regular season

The student will be given information pertaining to their current academic status and options that are available to remedy the situation.

During the period following the administrative conference, the student will be allowed to participate, provided they are making satisfactory progress toward earning the credit for each course they are enrolled in. During this period, the student's progress will be reviewed on a weekly basis. The student may be ruled ineligible for participation if they fail to show effort and progress in any of the weekly reviews. The period of ineligibility will be Monday through Saturday of the following week.

During the period of academic ineligibility, the student will not be allowed to participate in practices, scrimmages, or games. There is no weekly review during this period. The student will need to accumulate credits and meet the minimum threshold before they will be considered for reinstatement.

Personal Electronics:

AAST continues to have high expectations for student behavior in the use of such devices permitted under the AAST Student Personal Electronic Policy. Personal electronic devices can be a powerful educational tool, but possession and use of personally owned devices at school is a privilege, not a right.

- A. AAST students may possess personal electronic devices at school, or at non-public school events off-campus. Unless the device is being appropriately used under paragraph “B” below, the student shall secure the personal electronic device either out of sight or holstered and turned off.
- B. Student use of personal electronic devices is limited to:
 1. Before and after the regularly scheduled school day;
 2. During the student’s scheduled lunch period;
 3. During passing time between classes;
 4. During class time when the classroom teacher permits the use for educational purposes only; and
 5. During the school day by permission from the school administration or administration’s designee for personal purposes.
- C. Students bring personal electronic devices to school at their own risk. AAST assumes no liability for loss, theft, damage, nor liability for any unauthorized use of an electronic device. If a device is confiscated under these policies, no responsibility for the safety or security of the device is guaranteed.
 - A. *Inappropriate use of a device.*
 1. The school administrator shall confiscate the device, turn it into the office, inform the parent or guardian of the infraction, and re-educate the student on appropriate use. The phone will be returned at the end of the day, and the student may be subject to other disciplinary actions based on the circumstances of the infraction.
 2. Additional infractions may result in the student forfeiting the right to possess or use a personal educational device at school without the express permission of the administration. The student may be subject to other disciplinary actions based on the circumstances of the infraction.
 3. If any infraction is a violation of law, school authorities will notify the appropriate law enforcement agency.

Student Expectations and Support

Classroom Procedures:

- **Entering & Leaving Classroom** – To ensure that students enter class ready to learn, please be at the threshold (entry) so you can see the classroom and the hallway. Students should enter the classroom in a quiet and respectful manner.
- **Start of class** – Upon entering, students should have clear classroom practices and procedures, such as beginning a bell activity (do now), putting homework in the trays, and starting your morning work, etc. Teachers should establish and enforce these practices within the first days of class.

- **Homework** – When assigned homework students are expected to do this to the best of their ability. In most cases, homework is given to provide practice in order to reinforce learning. Students should do their own homework. A specific area will be assigned to turn in homework.
- **Movement in the class** – Movement should be purposeful and non-disruptive to the teaching/learning process. You are free to move in order to get the supplies you need for learning activities.
- **Restroom** - Students must wait for an available pass as only 1 student may leave at a time unless there is a real emergency. Ideally, students should not leave the first 10-15 minutes and the last 10-15 minutes of class. This will help eliminate reintroducing the lesson because the student was gone and wrapping up your lesson part. Please have a clear system for students to leave class with permission.
- **Keeping the Classroom Tidy** - We are all responsible for cleaning up after ourselves. We are a community and we must keep our community clean. Please keep your desks, the supplies area, and the floor neat and clean.
- **Noise Level** – Please be considerate of your classmates and neighboring classes by keeping your voices at a level that is conducive to learning.
- **Student possessions** – Students should keep coats, scarves, hats, backpacks, food, and drinks, in their lockers. Students may choose to keep their phones on them, but they should be kept on them. They should not be out during class and should not be charging in the classroom.

Classroom Expectations

We will explicitly help students learn and develop the following skills.

- Respect for yourself as well as others.
- Respect each other’s opinions, space, and belongings.
- Be seated with all materials and supplies when class begins.
- Complete all assignments on time.
- Listen while others are speaking.
- Electronics will be used only with the permission and used appropriately (see electronics procedure).

Remember, with discipline our goal is to:

Decrease

- Behaviors that lead to office discipline referrals
- Behaviors that lead to Suspensions and detentions
- Disruptive classroom behavior

Increase

- Student autonomy and self-control
- Academic Performance
- On-Task behavior
- Parent, student, and staff satisfaction
- Staff retention

Discipline Procedures:

Level 1

- Teacher positive redirect
- Talk to students privately

Level 2

- Contact administration for additional support
- Student reflection and reentry into class

Level 3

- Student works through the problem, comes up with a solution, and communicates the solution with the classroom teacher upon re-entry

Level 4 (one or more of these)

- After-School detention
- Student meets with teacher, parents, and administration
- Out of school suspension
- Behavioral contract signed by all parties

What happens when a teacher sends a student out of the classroom?

The student will explain what happened and the staff member will seek out the teacher to hear his/her version and the perspective(s) of other witnesses. We will try to do the following:

1. Identify the root of the problem.
2. Help the student see and address the root of the problem.
3. Help the student recognize the negative impact of his/her choices on him/her, the teacher, and the rest of the class.
4. Help the student think of ways to correct his/her mistake or make up for it and develop a plan with him/her for how to do that which the dean or administrator will follow up on later.
5. If the student is with a dean or administrator, we will inform the student of whether or not he/she lost opportunity points, how many he/she has lost, what the consequences of that are, and where he/she stands now on the opportunity point scale.
6. If the student is with a staff member and the circumstances seem appropriate, the dean or administrator will initiate a behavior contract with the student.
7. In most instances, we will keep the student out of class for the remainder of the period. In some cases, if the situation seems appropriate, we might facilitate the student's reintroduction into the classroom.

Student Hallway Behavior

All students must be responsible for their own behavior. Before and after school and between classes, teachers or other staff members will monitor hallways and bathrooms. Their presence goes a long way to support self-accountability. During class time, a student is being disruptive or displaying inappropriate behavior in the hallway or bathrooms, the student will be escorted to his/her classroom or the behavior office and the staff member will be notified.

Smoking and Tobacco Use

AAST has prohibited the use of tobacco products including cigarettes, e-cigarettes, vapes, or other nicotine transmission devices. Students found in possession or in use of such products will have consequences up to and including detention, suspension, and recommendation for transfer.

Health Services

Our guidelines follow those set for the administration of medication:

- Giving medication in unmarked bottles or envelopes violates any medical code of ethics.

- The administration of medication to students shall be done only in exceptional circumstances wherein the student's health may be jeopardized without it.
- Prescription medication may be given at school. Medications must come in the original container correctly labeled by the pharmacist or doctor. The pharmacist will typically provide the family with two prescription bottles upon request. Medication authorization forms are available in the nurse's office.
- Medications given one or two times per day should be given at home. We will dispense medications only with specific instructions from a doctor.
- Over-the-counter medication, including Tylenol and aspirin, may be given when accompanied by a note from the parent/guardian and the physician. Over-the-counter medication must be in the original container with printed instructions on the bottle or box.
- Medications are stored securely on campus.

Medication Policy

If a student comes in with medication, she or he will be sent to the office to consult with the nurse or other office personnel. If a student needs medication every day, parents please contact the nurse (or in her absence, the office) to make the proper procedural arrangements and submit signed forms. Refer to the AAST Health services policy.

Accidents

All accidents will be referred to the office and the person witnessing or receiving the first report of the accident will fill out an Accident Report. Parents or guardians will be notified as quickly as is feasible. Staff on duty will seek to minimize any further harm and support the health needs of the student. Emergency medical care may be requested. Support your student's awareness to prevent accidents.

Early Dismissal of a Student

When parents come and pick up their children early, they must sign the student out in the front office on our computer system.

After-School Detention

The purpose of detention is to impress upon students the fact they are responsible for getting to class on time, with appropriate materials, and assignments. While in class they need to exhibit behaviors that support their learning and the learning of others while completing assignments. While in school, at school events, or on the bus, a student's behavior needs to comply with AAST'S standards and expectations. Our staff is responsible for the supervision of these detentions.

Reasons for After-school Detention include but are not limited to:

Students will have the necessary bathroom breaks during the school day. Teachers will keep track of how many bathroom breaks students get per class period in the week. Students will be discouraged to have a bathroom pass during the first hour or last hour of the day.

Late homework or incomplete work: Teachers may assign detention when a student has his or her fourth incomplete or late assignment. Teachers are responsible for keeping track of late or incomplete work.

Students will be assigned after-school detention each time they are tardy to class 3 times during the week. The school dean or administration will notify families and students if after-school detention is warranted.

Any disruptive behavior that interferes with school purposes or educational processes may result in assigned detention.

Skipping **any** part of a class will automatically result in a detention.

With the exception of health passes, students who exceed their weekly hallway passes will automatically be assigned detention by the dean or an administrator.

Detention Procedures:

1. Families will be notified by phone to inform them of a problem.
2. 30-minute detentions will take place immediately following bus dismissal on Thursday afternoons. If a student skips an assigned detention period for any reason other than illness, additional detention will be assigned. After two skipped detentions, an out-of-school suspension may be assigned.
3. All students must pre-arrange transportation home.
4. Students are to report to detention with assignments and/or study materials. Students who are late may receive additional detention.
5. Students are to be quiet and on task during the entire hour.
6. Students are not allowed to go to their classrooms during detention.
7. Students are allowed one bathroom and water break during detention. No outside snacks or beverages are allowed in detention.
8. Misbehaving during detention may result in an out-of-school suspension.

Closed campus

AAST's campus is considered a "closed" campus. Under no circumstances may any student leave school property after arriving without parent/guardian permission and signing out in the office.

Students who use bus transportation will enter the building immediately. Leaving the campus for any reason without permission will result in a suspension for the day.

Students who provide their own transportation will not be allowed to bring food from outside. They will need to finish or dispose of the materials in the main lobby before entering the building.

Because we are a closed campus and for security reasons, students are not allowed to order food or other items delivered to the school. With the exception of food delivered by a parent/legal guardian, any food delivery for a student will be refused at the front office or will be confiscated.

If a student has an appointment off-campus during the school day, the student must show proof of that appointment. His/her absences will be marked as **unexcused** until he/she shows proof of that appointment. A note from a parent/guardian or from the agency where the appointment is acceptable proof.

If a student leaves the school building during the day without permission, he or she will be considered suspended for the day. We will notify the family of their child's absence.

Upon return to school, it is the student's responsibility to request homework assignments from each teacher.

Appointments/late arrivals/release procedures.

- All students arriving late must sign in at the front office and receive a tardy slip.

- If the tardy results in 20 minutes or more of missed class time, the tardy results in an absence.
- If the student arrives at school late due to an appointment, he or she must present a note in the office.
- If a student leaves school during the day, we ask that parents send a note to the front office explaining the reason and the time the student needs to leave. The student must present the note to the office in the morning when arriving at school to receive a pass to be excused at the appropriate time. Parents need to pick up the student.
- Exceptions for health reasons will be considered on an individual basis

Lunchroom expectations

Rules:

- Food and drink stays in the cafeteria
- Appropriate conversation voices in the cafeteria
- Classrooms are to be used for student work or quiet reading.

Transportation

Bus Dismissal

Students will be dismissed from their classrooms by an administrator once the majority of the busses have arrived. Students should only board their assigned busses. If students leave their last class prior to being officially dismissed, he or she will receive a bus incident report, which may result in a bus suspension in accordance with the AAST Transportation Policy (see 'Transportation (Bus) Incident Report').

Transportation (Bus) Incident Report

AAST provides bus and van transportation to and from school to students. This free transportation is a privilege and not a right, and students may lose this privilege if there is a violation of school bus safety or conduct rules. AAST Transportation Policy identifies that a student may lose his or her access to school transportation (both to and from school as well as extra-curricular activities) if they receive bus behavior referrals. Each referral will be communicated to families via a phone call (first referral) and a letter (subsequent referrals).

- A second bus referral will trigger a letter and phone call home reminding the family of the incident.
- A third bus referral will trigger a **one-day bus suspension**. AAST may require a parent/guardian meeting to resolve the issue(s) surrounding the student's behaviors.
- A fourth bus referral will trigger a **three-day bus suspension**. AAST may require a parent/guardian meeting to resolve the issue(s) surrounding the student's behaviors.
- a fifth bus referral will trigger a **five-day bus suspension**. AAST may require a parent/guardian meeting to resolve the issue(s) surrounding the student's behaviors.
- a sixth bus referral will trigger a **bus suspension for the remainder of the semester** for all school activities for the remainder of the semester

Such suspensions or revocations from transportation services do not constitute an exclusion, expulsion, or suspension from school. It is each student's parent/guardian's responsibility to find adequate transportation for their child to get to AAST.

Miscellaneous:

Student Lockers and Personal Possessions within a Locker

Students will be issued lockers at the beginning of the year or once the student enrolls at AAST. Students should keep all coats, outside apparel (hats, gloves, boots, etc.), and personal items in their lockers. Student backpacks are to be left in the locker during the school day and no backpacks will be allowed into the classrooms. Teachers will ask students to go back and put their backpacks in the locker if they have not already done so.

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students.

Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Release of Private Information to Non-Custodial Parents

Non-custodial parents have a right to information about their child unless there is a court order to the contrary or there is sufficient reason to believe that the health/welfare of the child or custodial parent is in jeopardy (i.e., child/spouse abuse). Contact the Executive Director about any matter relating to non-custodial parents.

Appendix

Advisory Information Letter

A complete letter is available in the office.

Dear Parent/Guardian of _____

AAST is committed to education through personal attention and close mentoring. Our advisory program is a crucial way of providing consistent and sustained attention to every student's academic, social, and emotional needs. The advisory program is administered through Student Services, and questions about the program should be directed to the administration.

How does the advisory work? Every student is placed in an advisory group with students in the same grade level. • Each advisory group is assigned two of AAST's full-time administrators or teachers.

What does my child's advisor know about my child? • Advisors are kept informed by the Dean of Students about their advisees' academic progress, as well as about any difficulties or issues relevant to a student's academic performance or social wellbeing at school. • Advisors have access to their advisees' files. Advisors regularly receive copies of their advisees' report cards, can access their grades online, and are kept informed of any detentions or other disciplinary actions, and are invited to Child Study meetings.

What happens in advisory meetings? • Advisors develop mentoring relationships with their advisees and try to know them not only as students but also as whole persons. • Advisors do many kinds of things in advisories: they keep advisees informed of school events, special schedules, upcoming deadlines, and opportunities such as school outings and other programs. • Advisories often focus on a school-wide agenda: for example, during class registration periods, advisors work closely with advisees to choose and register for courses consistent with the student's Personal Learning Plan (PLP).

What contact will I have with my child's advisor? • You will meet your child's advisor during Back to School Night on _____. • Your child's advisor will contact you if concerns arise around your child's academic performance. • During scheduled parent-teacher conferences (_____), you may sign up to talk with your child's advisor, as well as with his or her classroom teachers. • You should feel free to e-mail or telephone your child's advisor with any concerns you have about your child's academic performance or social wellbeing.

We look forward to working with you and your child this year. Please contact us if you have any questions or concerns regarding «First_Name»'s progress.

Sincerely,

Advisors: «advisor» E-mail: «advisor_email»

«advisor» E-mail: «advisor_email»

Field Trip Permission Form

A complete Form is available in the office.

Dear Parent or Guardian,

AIM Academy of Science and Technology (AAST) strives to provide students with field trips that enrich and expand the curriculum, strengthen observation skills by immersing children into sensory activities, increase children's knowledge in a particular subject, area and expand children's awareness of their own community.

Our teachers may choose sites for real-world experiences to encourage students to apply what they've learned to something relevant in their life. A well-designed field trip can bring it all together: combine two or more subjects while offering a variety of learning styles and intelligence, integrate the arts, and encourage students to make connections between community resources and opportunities and their family and culture. While attending this field trip is not a requirement of the class, it is strongly encouraged. If you do not wish for your child to attend this trip, please let me know.

On _____, AAST is providing an opportunity for your child to participate in a field trip to _____ as an extension of our academic work in _____.

Please read the information included in this form, then sign and return the permission slip at the bottom of this form by _____.

Field Trip Information:

Date _____

Location: _____

Purpose:

Leave school: _____ AM Arrive back at school: _____ PM.

Special Instructions:

Save this part of the form for future reference.

Cut here-----Cut here

Sign this part of the form and return it to your child's teacher.

_____ has permission to attend a field trip
to

Student Name

on from : AM to PM

I give my permission for _____ to receive emergency
medical.

Student Name

treatment. In an emergency, please contact:

Name: _____ Phone:

Emergency Contact Name

Emergency Contact Phone Number

Parent/Guardian Signature: _____ Date:

Bus Suspension Letter

A complete Form is available in the office.

Date _____

Dear parent/guardian of _____

AAST provides bus and van transportation to and from school to students. This free transportation is a privilege and not a right, and students may lose this privilege if there is a violation of school bus safety or conduct rules. The AAST Board adopted a policy where a student may lose his or her access to school transportation if they receive bus behavior referrals.

On _____, 20__, _____ received a bus referral for

_____.

In addition to an administrator speaking with _____ to go over bus safety and respect expectations, this letter serves to inform you that for creating an unsafe bus environment, _____ will receive a _____-day bus suspension. AAST will require a parent/guardian meeting to resolve the issue(s) surrounding the student's behaviors.

_____ will be suspended from the bus from _____ through _____ .

_____ may resume riding the bus on _____, 20__.

Such suspensions or revocations from transportation services do not constitute an exclusion, expulsion, or suspension from school. _____'s parent/guardian, it is your responsibility to find adequate transportation for _____ to get to AAST and to any extra-curricular activities that _____ may wish to attend during the bus suspension.

If you have any questions or concerns regarding this policy, please contact me directly. This policy will be reflected in our parent handbook, which is available online and in paper form at our front office.

Sincerely,

Executive Director - AAST

2830 13th Ave South, Minneapolis, MN 55407

612-383-5011

612-383-5744

admin@aimacademymn.com

Behavior Letter

A complete Form is available in the office.

Parent/Guardian of _____,

This letter is to inform you that _____ has been temporarily suspended for a period of school day(s) for behaviors that occurred on _____. _____ will be suspended From _____ to _____.

To ensure that I had a clear understanding of what happened, the school's behavior specialist and I met with _____ and other students and staff involved in the incident to make sure that everyone had an opportunity to be heard and understood. Based on my conversations and investigation into the matter, I concluded that _____

The school behavior specialist and the school director have discussed these findings with _____ and other student and staff involved in the incident, and

We will welcome _____ back to school on _____ 20____, and we appreciate being able to partner with you on resolving this matter.

Just a reminder that during this suspension, _____ is not permitted to report to school or any school-related events.

Sincerely,

On behalf of AIM Academy of Science and Technology - (district 4131)

2830 13th Street, Minneapolis, MN 55407

612-383-5011

612-383-5744

admin@aimacademymn.com

Enclosures:

student discipline report,

copy of the Minnesota Pupil Fair Dismissal Act

Dukumintigaan waxaa kuu soo diray AAST SCHOOL. Hadi aadan fahmin dukumintigaan ama warqadaan fadlan waad nala soo xiriirikartaa hadii aad u baahato caawimaad ama in lagu tarjumeyno. fadlan soo wac talefanka warqada ku qoran

On-Track to Graduate Letter

A complete Form is available in the office.

Dear Parent/Guardian of <<student first>> <<student last>>,

AAST strives to ensure that all of our students have access to the support that they need to graduate on time from high school so they are free to pursue either post-secondary education, a career, or both.

This report comes with _____'s semester report card, which reflects her proficiency in core subjects such as English, Mathematics, Science, Social Studies, and other elective courses available at AAST. This report reflects whether _____ is 'on track', whether _____ is currently earning credits that will ensure graduate on time by the end of _____s senior year. This reflects the credits required by the state of Minnesota and our school board.

Required Credits	Subject	Current Credits	On track to Graduate?
4 Credits	English/Language Arts	<<>>	<<>>
3 Credits	Mathematics (three math credits including algebra II, geometry and statistics, and probability ;)	<<>>	<<>>
3 Credits	Science (1 credit of Biology, Chemistry, and Physics)	<<>>	<<>>
3.5 Credits	Social Studies (including U.S. History, Geography, World History, Government/Citizenship, and Economics)	<<>>	<<>>
1 Credit	Art	<<>>	<<>>
7 Credits	Electives	<<>>	<<>>

According to our records _____ is currently _____ to graduate on time.

If you have any questions or concerns regarding this policy, please contact me directly. This policy will be reflected in our parent handbook, which is available online and in paper form at our front office.

Sincerely,

Abdirashid Abdi

Executive Director - AAST

2830 13th Ave South, Minneapolis, MN 55407

612-383-5011

612-383-5744

admin@aimacademymn.com

AAST Planned Absence Form (sample)

Form 100

A complete Form is available in the office.

Name of Student: _____ Grade _____ Advisory: _____ Date:

Reason for Planned
Absence _____

Dates of Trip: _____ Date departing school: _____ Date returning to school:

In order for a student to be granted approval from the administration (or designee) to go on a family activity during school time, the following steps must be completed before a decision is made. ***If an interpreter is used, be sure the interpreter also initials and dates Step One and Five.***

Step One: The family initiated their request 10 school days prior to departure.

The parent is to return a copy of this form to the office for sign-off and a copy of the form.

The parent/guardian agrees to the following:

“I understand that the administration will not make a decision to grant permission until this form is completed. I understand that my child is only allowed to miss five or fewer days of school for a family activity. I also understand that if permission is granted, my child’s homework assignments are due in their entirety on the first day she or he returns to school. Failure to provide the assigned homework on the first day back to school will result in all of my child’s absences being counted as “unexcused”. It is the responsibility of my child to turn in their homework on the first day. I will contact the school the day following my child’s return to verify that all of the homework was received.”

Signature of Parent

Date

Step Two: A copy of the student’s current and/or previous semester attendance record is attached.
Due to the main office

Signature of Office Staff

Date

Step Three: This student is making adequate academic progress and I do not believe her or his academic performance will suffer as a result of family activity.
Due to the main office

This student is not making adequate academic progress and I believe her or his academic performance will suffer as a result of family activity.

I gave homework to the student to complete during the student's absence from school.

Signature of Teacher Date

Step Four
Due to main office _____ I have received the student's attendance and academic performance.

_____ The family requested permission 10 school days prior to departure.

_____ The teacher(s) have assigned homework.

_____ The parent/guardian agrees that their child will miss five or fewer days of school.

_____ The parent/guardian agrees that their child will return homework on the first day back to school.

_____ The student will not be gone during MCA, NALT, or MBST testing.

Step Five

Permission for this family activity is granted/is denied for this individual child.

Signature of administration or Designee Date

Step Six

I understand that permission was granted and I will comply with the terms of this agreement.

I understand that permission was denied and that if my child misses school during this planned absence, his or her absences will be unexcused.

his or her absences will be unexcused.