

STMA Online



Student Handbook

2024-2025

60 Central Ave West, St. Michael, MN 55376

763-497-6575

STMA Online

STMA Online is a flexible learning solution that offers interactive online courses for students in grades 7-12. Courses are delivered using online platforms available to students 24/7. Students are actively engaged in online discussions and learn to track messages, submit documents electronically, and meet online with teachers. STMA Online is open to all grade 7-12 students in Minnesota and offers an exceptional learning experience with more than 50 courses taught by STMA teachers. We offer a future-focused online education combined with the tradition of excellence the district is known for!

The STMA supplemental program allows students to take up to half of their classes online while staying in their home district or program. The STMA comprehensive program allows students to take 100% of their classes online. All students in Minnesota can take advantage of STMA Online whether they are enrolled in the St. Michael-Albertville Public School District, attend another public or private school, or are home-schooled.

STMA Online Staff

Principal:

Mark Jansen markja@mystma.org 763-497-6575 ext. 95214

Dean of Students:

Melissa Miller melissami@mystma.org 763-497-6575 ext. 5339

Art:

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Business:

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Laura Lundberg laural@mystma.org

Health/Phy Ed:

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Mitch Harmoning mitchellh@mystma.org

Math:

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Physical Education:

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Science:

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Social Studies

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Matthew Rooker matthewr@mystma.org

Spanish:

Teresa James teresaj@mystma.org

Work Based Learning:

Melissa Miller melissami@mystma.org

STMA Online Contact Information

Address 60 Central Avenue West, St. Michael, MN 55376

Phone : (763) 497-6575 Fax: (763) 497-6581

ATTENDANCE

At STMA Online we follow the same attendance guidelines as the High School. **If a student has not logged in, or completed any work for 15 consecutive school days they will be dropped from their course(s).**

ABSENCES

An excused absence is considered something that is beyond a student's control. Illness is considered an excused absence only if a parent calls the STMA Online office (763-497-6575) on the day of the absence to verify. Excessive absences due to illness may require a doctor's verification. STMA Online reserves the right to determine whether absences are excused or unexcused.

ABSENCE LINE: 763-497-6575

Students are expected to verify all absences with the principal, Mark Jansen. Parents must contact STMA Online the day of the absence. An absence will be considered unexcused until it is verified by a parent. Please schedule appointments outside the school day.

PARENT EXPECTATIONS

- Ensure that your student has necessary access to technology
- Notify STMA Online staff immediately of any special needs, extenuating circumstances, or technical difficulties
- Respond to communications by phone or email within 24-48 hours
- Ensure that the student is completing assignments and participating in courses

CONFERENCES

Conferences are available per parent request.

CREDIT REQUIREMENTS

Students must earn 55 credits in order to graduate with an STMA diploma

English	8	Fine Arts	2
Social Studies	8	Physical Education	2
Math	6	Health	2
Science	6	Electives	21

*Students must have 16 hours of Community Service (4 per year).

Credit Earning Potential per tri : 1-5th hour= 5 credits

Trimesters:

Trimester 1: September 3rd- November 26th

Trimester 2: December 2nd- March 6th

Trimester 3: March 17th- June 5th

NON-SCHOOL DAYS

Non-School Days:

- October 17-18 (MEA)
- November 5
- November 27-29
- December 23-January 1
- January 20
- February 14-17
- March 7-14
- April 18
- May 26

COMPUTER/ INTERNET USAGE

Students receive a copy of the computer and internet usage agreement upon entrance to the program. Inappropriate Internet use will result in loss of computer privileges. Please review student and parent expectations [here](#).

STUDENT GUIDELINES

Originality Requirement: Submissions must be original work. Any content that is identified as plagiarized or generated by AI tools will not be accepted for credit, ensuring that all work reflects the student's own understanding and effort.

Detection and Accountability: Advanced detection methods will be used to identify non-original responses. Students are expected to produce their own insights and analyses, as reliance on AI or copied material will result in the work being disqualified for grading.

In order to maintain an environment that is safe and inviting for everyone, we do not allow plagiarism or any form of cheating.*

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***CHEATING & PLAGIARISM**

Students who have been determined to have plagiarized or cheated on either their daily work or tests may be given a zero for the work involved. Classroom teachers directly involved with the violation will notify the parent/guardian of the violation as soon as possible. Teachers will also report the situation to an administrator.

Plagiarism is the intentional or unintentional use of another person's words or ideas without giving proper credit to that person. When students complete writing assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student didn't actually write (often downloaded from the internet)
- Using smaller bits of information from the internet (cutting and pasting) without giving credit
- Copying another student's paper
- Writing a paper that uses other outside sources without giving credit to those sources

If the student is deemed guilty of plagiarism, the student may not receive credit for the assignment. Depending on the scope of the assignment, this may put the student in danger of failing the course. It is the student's responsibility to be aware of plagiarism issues.

- a. STMA has a practice of using the website www.turnitin.com or other similar websites to check for student originality. Students may be expected to submit their work to one of these sites for credit.

CELL PHONE POLICY

APPROPRIATE USE OF CELL PHONES INCLUDES:

At no time are students to record pictures or videos of students or adults without consent. If an electronic device is being used in a way that may be potentially breaking a school policy, administration may look at the pictures, messages or other content (see District Policy 502).

CHEMICAL HEALTH POLICY

Students are expected to participate in their courses free from the influences of drugs, alcohol, or other controlled substances. The use, possession, or transference of any controlled substance or paraphernalia associated with the use of controlled substances is a violation of school policy. Students may not engage in discussion about drug use unless it is part of a discussion led by a teacher. Students may not use tobacco or nicotine of any kind in the school building, on school grounds, or at school functions. This includes cigarettes, chewing tobacco, e-cigarettes, or any other product containing tobacco or nicotine.

SUPPORT TEAM

At STMA Online we want you to have a meaningful educational experience. If you find yourself in need of support, please reach out to your teacher, Dean of Students- Ms. Miller or STMA Online Principal Mr. Jansen.

ACADEMIC PROGRESS

Maintaining academic progress is the responsibility of each STMA Online student. A student is expected to earn a minimum of 2 credits each term. If a student fails to maintain academic progress at STMA Online, earning fewer than 2 credits in a term, he/she may be placed on academic probation for the next term. Academic probation may result in dismissal from the program if a student fails to meet expected academic progress for two consecutive terms. Students must maintain a daily average grade of 60% or higher to receive credit for a class.

LATE WORK POLICY

Please turn your assignments in on time. Upon teacher discretion, late work will be deducted 20%. Further deductions for significantly late work is at the teacher's discretion. Since we have a much lighter homework load than the high school, and we give you time in class to complete most assignments, our expectation is that you turn your work in on time.

CLOSING OF SCHOOL

Please watch local news stations in the morning if the weather is questionable. If the St. Michael/Albertville Schools are closed, it will be posted on local stations.



Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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



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

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

Additional Information

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

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



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

Statewide Assessment: Parent/Guardian Decision Not to Participate

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

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