



# **st. croix** preparatory academy

ACADEMICS • CHARACTER • LEADERSHIP

St. Croix Preparatory Academy will develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content-rich educational program grounded in the classical tradition.

## Family Handbook

### 2016-2017

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| July 2016                         |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| M                                 | T                                 | W                                 | TH                                | F                                 |
|                                   |                                   |                                   |                                   | 1                                 |
| 4<br><small>Office Closed</small> | 5<br><small>Office Closed</small> | 6<br><small>Office Closed</small> | 7<br><small>Office Closed</small> | 8<br><small>Office Closed</small> |
| 11                                | 12                                | 13                                | 14                                | 15                                |
| 18                                | 19                                | 20                                | 21                                | 22                                |
| 25                                | 26                                | 27                                | 28                                | 29                                |

| August 2016                              |    |    |    |    |
|--|----|----|----|----|
| M  | T  | W  | TH | F  |
| 1  | 2  | 3  | 4  | 5  |
| 8  | 9  | 10 | 11 | 12 |
| 15                                       | 16 | 17 | 18 | 19 |
| 22                                       | 23 | 24 | 25 | 26 |
| 29<br><small>Final Day of School</small> | 30 | 31 |    |    |

| September 2016                                  |    |    |    |    |
|---|----|----|----|----|
| M   | T  | W  | TH | F  |
|   |    |    | 1  | 2  |
| 5<br><small>No School<br/>Office Closed</small> | 6  | 7  | 8  | 9  |
| 12  | 13 | 14 | 15 | 16 |
| 19  | 20 | 21 | 22 | 23 |
| 26  | 27 | 28 | 29 | 30 |

| October 2016                   |                                |    |                                |                                |
|--------------------------------|--------------------------------|----|--------------------------------|--------------------------------|
| M                              | T                              | W  | TH                             | F                              |
| 3                              | 4                              | 5  | 6                              | 7                              |
| 10                             | 11                             | 12 | 13                             | 14                             |
| 17                             | 18                             | 19 | 20<br><small>No School</small> | 21<br><small>No School</small> |
| 24<br><small>No School</small> | 25<br><small>No School</small> | 26 | 27                             | 28                             |
| 31                             |                                |    |                                |                                |

| November 2016 |    |  |  |  |
|---------------|----|--|--|--|
| M             | T  | W  | TH   | F  |
|               | 1  | 2  | 3<br><small>End of Quarter</small>               | 4<br><small>No School</small>                      |
| 7             | 8  | 9<br><small>LAST OF<br/>PM Conf.</small> | 10<br><small>LEARNER<br/>PM Conf.</small>        | 11<br><small>No School (only<br/>LE Conf.)</small> |
| 14            | 15 | 16                                       | 17   | 18   |
| 21            | 22 | 23                                       | 24<br><small>No School<br/>Office Closed</small> | 25<br><small>No School<br/>Office Closed</small>   |
| 28            | 29 | 30                                       |  |  |

| December 2016                                    |  |  |  |  |
|--|--|--|--|--|
| M  | T  | W  | TH   | F  |
|  |  |  | 1  | 2  |
| 5  | 6  | 7  | 8  | 9  |
| 12   | 13   | 14   | 15   | 16   |
| 19   | 20   | 21   | 22   | 23<br><small>No School<br/>Office Closed</small> |
| 26<br><small>No School<br/>Office Closed</small> | 27<br><small>No School<br/>Office Closed</small> | 28<br><small>No School<br/>Office Closed</small> | 29<br><small>No School<br/>Office Closed</small> | 30<br><small>No School<br/>Office Closed</small> |

| January 2017                                     |                                |    |    |                                     |
|--|--------------------------------|----|----|-------------------------------------|
| M  | T                              | W  | TH | F                                   |
| 2<br><small>No School<br/>Office Closed</small>  | 3                              | 4  | 5  | 6                                   |
| 9  | 10                             | 11 | 12 | 13<br><small>End of Quarter</small> |
| 16<br><small>No School<br/>Office Closed</small> | 17<br><small>No School</small> | 18 | 19 | 20                                  |
| 23   | 24                             | 25 | 26 | 27                                  |
| 30   | 31                             |    |    |                                     |

| February 2017                                    |    |    |                                      |  |
|--|----|----|--------------------------------------|--|
| M  | T  | W  | TH                                   | F  |
|  |    | 1  | 2                                    | 3  |
| 6  | 7  | 8  | 9                                    | 10   |
| 13   | 14 | 15 | 16<br><small>LE<br/>PM Conf.</small> | 17<br><small>No School (only<br/>LE Conf.)</small> |
| 20<br><small>No School<br/>Office Closed</small> | 21 | 22 | 23                                   | 24   |
| 27   | 28 |    |                                      |  |

| March 2017                     |                                |                                |                                |                                     |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------------|
| M                              | T                              | W                              | TH                             | F                                   |
|                                |                                | 1                              | 2                              | 3                                   |
| 6                              | 7                              | 8                              | 9                              | 10                                  |
| 13                             | 14                             | 15                             | 16                             | 17<br><small>End of Quarter</small> |
| 20<br><small>No School</small> | 21<br><small>No School</small> | 22<br><small>No School</small> | 23<br><small>No School</small> | 24<br><small>No School</small>      |
| 27<br><small>No School</small> | 28                             | 29                             | 30                             | 31                                  |

| April 2017 |    |    |    |                                |
|------------|----|----|----|--------------------------------|
| M          | T  | W  | TH | F                              |
| 3          | 4  | 5  | 6  | 7                              |
| 10         | 11 | 12 | 13 | 14<br><small>No School</small> |
| 17         | 18 | 19 | 20 |                                |
| 24         | 25 | 26 | 27 | 28                             |
|            |    |    |    |                                |

| May 2017   |    |    |    |    |
|--|----|----|----|----|
| M  | T  | W  | TH | F  |
| 1  | 2  | 3  | 4  | 5  |
| 8  | 9  | 10 | 11 | 12 |
| 15   | 16 | 17 | 18 | 19 |
| 22<br><small>No School</small>                   | 23 | 24 | 25 | 26 |
| 29<br><small>No School<br/>Office Closed</small> | 30 | 31 |    |    |

| June 2017 |    |    |  |    |
|-----------|----|----|--|----|
| M         | T  | W  | TH   | F  |
|           |    |    | 1<br><small>Last Day<br/>of School</small> | 2  |
| 5         | 6  | 7  | 8  | 9  |
| 12        | 13 | 14 | 15   | 16 |
| 19        | 20 | 21 | 22   | 23 |
| 26        | 27 | 28 | 29   | 30 |

  School Day     
   No School Day for LS Only     
   No School Day (Students)     
   No School Day and Offices Closed



## **Welcome Letter**

Dear Parents and Students:

Welcome to St. Croix Prep! We are glad to have you as a part of our school community. We are very excited to begin our 13th year of operations. We operate under the credo of establishing community, working hard, making good decisions, exhibiting character/leadership, and doing what is best for kids. The purpose of this handbook is to provide information which will make your interaction with St. Croix Prep pleasant and easy to understand.

Have a terrific year. I look forward to working with you and celebrating your many successes throughout this upcoming year!

Sincerely,

Jon Gutierrez  
Executive Director

## **GENERAL OVERVIEW**

St. Croix Preparatory Academy is a K-12 charter school that opened in the Stillwater area in the fall of 2004. The school opened with grades K-7. The 200 students that actually enrolled surpassed the projected enrollment of 120 students. The School has experienced tremendous growth and will serve nearly 1,200 students in grades K-12 during the 2016-2017 school year. Located on 59 acres of land, St. Croix Preparatory Academy's educational philosophy is based on the classical methodology of grammar, logic, and rhetoric, an educational philosophy proven to achieve outstanding academic results.

### **Mission**

St. Croix Preparatory Academy will develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content rich educational program grounded in a classical tradition.

### **Academics**

The School is based on a classical model of education. A classical model focuses on providing students with the lifelong educational tools to learn and think for themselves. The classical tradition is grounded in the time-tested methodology of learning called the "Trivium", which recognizes that critical learning skills must precede critical thinking skills. The Trivium methodology is organized into the three stages of learning -- grammar, logic, and rhetoric -- which correspond to the general stages of a student's cognitive development.

### **Character**

Plato believed that children should be raised to fall in love with virtue. At St. Croix Preparatory Academy, the values of citizenship, courage, honesty, integrity, perseverance, respect, responsibility, compassion, self-control, and service will be identified, modeled and clearly conveyed. Administrators and faculty will encourage and promote these traits so that all students might practice and develop them. Upper School students are required to document at least 10 hours of community service during their freshman, sophomore, and junior year; and 20 hours of community service is required during a student's senior year. The community service requirement emphasizes the importance of giving to one's community.

### **Leadership**

John F. Kennedy said, "Leadership and learning are indispensable to each other." St. Croix Preparatory Academy views leadership as the ability to first think and reason, then act with integrity and responsibility. 'Leadership' is one of the most overused and least understood terms in our society, often conjuring up images of power, success, titles and possessions. By contrast, the founders of St. Croix Preparatory Academy view leadership as the product of education and character development. Real leadership entails knowledge, understanding and the ability to communicate--in conjunction with citizenship, courage, honesty, integrity, perseverance, respect, responsibility, compassion, self-control, and service. Students will examine various models and styles of leadership from American and world history. In addition, students will analyze their own unique leadership style, character attributes, and personal strengths.

### **Achievements**

St. Croix Prep is one of Minnesota's highest performing schools. Since opening in 2004, the School has maintained parent satisfaction of 93%, student retention of 93%, and a faculty retention of 91%. In addition, St. Croix Prep continues to attain some of the highest Minnesota Comprehensive Assessment (MCA) scores in the state. St. Croix Prep was recently recognized as the most challenging high school in the state of Minnesota.

## EDUCATIONAL PHILOSOPHY

The School is based on a classical model of education. A classical model focuses on providing students with the lifelong educational tools to learn and think for themselves. The classical tradition is grounded in the time-tested methodology of learning called the “Trivium”, which recognizes that critical learning skills must precede critical thinking skills. The Trivium methodology is organized into the following three stages corresponding to the general stages of a student’s cognitive development:

**Grammar.** The first phase of the Trivium is Grammar (grade level K – 4). Grammar emphasizes the facts and rules of each subject that later learning is built upon. This stage focuses on the accumulation of knowledge and the rules related to each particular subject. This mirrors the stage of development where children love to mimic, recite, chant, and memorize. The objective of this phase is to provide each student with a strong foundation of subject matter **KNOWLEDGE**.

**Logic.** The second phase is Logic (grade level 5 – 8). Logic focuses on a students’ ability to analyze and interact with the knowledge acquired in the Grammar stage. The Logic stage is the phase where understanding is grasped. This corresponds with the student’s curiosity and desire to ask questions. The objective of the Logic phase is **UNDERSTANDING**.

**Rhetoric.** The final phase is Rhetoric (grade level 9 – 12). Rhetoric teaches a student how to express and discuss a subject. Rhetoric is the communication stage, where students defend and refute opinions based on their understanding and knowledge of subject matter. This fits nicely with the students’ affinity for contradiction and argumentation. The objective of the Rhetoric phase is **COMMUNICATION**.

| GRAMMAR                   |                 |                 |                 | LOGIC                  |                 |                 |                 | RHETORIC               |                  |                  |                  |
|---------------------------|-----------------|-----------------|-----------------|------------------------|-----------------|-----------------|-----------------|------------------------|------------------|------------------|------------------|
| K/1 <sup>st</sup>         | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup>        | 6 <sup>th</sup> | 7 <sup>th</sup> | 8 <sup>th</sup> | 9 <sup>th</sup>        | 10 <sup>th</sup> | 11 <sup>th</sup> | 12 <sup>th</sup> |
| KNOWLEDGE                 |                 |                 |                 | UNDERSTANDING          |                 |                 |                 | COMMUNICATION          |                  |                  |                  |
| Knowledge – Comprehension |                 |                 |                 | Application – Analysis |                 |                 |                 | Synthesis – Evaluation |                  |                  |                  |

## ORGANIZATIONAL STRUCTURE

St. Croix Preparatory Academy is organized into three schools—Lower School for students in grades K - 4; Middle School for students in grades 5-8; and Upper School for students in grades 9 - 12. Overseeing the operations is an administrative staff (contact information noted below.) For answers to specific questions, please see the contact information noted below.

### School Address

St. Croix Preparatory Academy  
 4260 Stagecoach Trail North  
 Stillwater, MN 55082  
 Phone: 651-395-5900  
 Fax: 651-395-5901

### K - 4 Lower School

| Title          | Name          | Phone        | Email                    |
|----------------|---------------|--------------|--------------------------|
| Principal      | Joann Karetov | 651-395-5921 | jkaretov@stcroixprep.org |
| Office Manager | Sara Bodin    | 651-395-5920 | sbodin@stcroixprep.org   |

## 5-8 Middle School

| Title          | Name         | Phone        | Email                   |
|----------------|--------------|--------------|-------------------------|
| Principal      | Wanda Renner | 651-395-5951 | wrenner@stcroixprep.org |
| Office Manager | Kelly Vossen | 651-395-5950 | kvossen@stcroixprep.org |

## 9-12 Upper School

| Title             | Name               | Phone        | Email                        |
|-------------------|--------------------|--------------|------------------------------|
| Principal         | Andrew Sachariason | 651-395-5971 | asachariason@stcroixprep.org |
| Office Manager    | Diane Anderson     | 651-395-5970 | danderson@stcroixprep.org    |
| College Counselor | Mathew Williams    | 651-395-5926 | mwilliams@stcroixprep.org    |

## Administrative Personnel

| Name             | Responsibility                    | Phone         | Email                       |
|------------------|-----------------------------------|---------------|-----------------------------|
| Bill Blotske     | Facility Director                 | 651-395-5907  | bblotske@stcroixprep.org    |
| Rich Dippel      | Activities Director               | 651- 395-5904 | rdippel@stcroixprep.org     |
| Beth Grubisch    | Accountant                        | 651-395-5706  | bgrubisch@stcroixprep.org   |
| Jon Gutierrez    | Executive Director                | 651- 395-5905 | jpgutierrez@stcroixprep.org |
| Kelly Gutierrez  | Chief Financial Officer           | 651-395-5902  | kgutierrez@stcroixprep.org  |
| Carrie Hamm      | Receptionist                      | 651-395-5900  | chamm@stcroixprep.org       |
| Amanda Jamison   | Communications & Event Manager    | 651-395-5918  | ajamison@stcroixprep.org    |
| Chad Olson       | Technology Manager                | 651-395-5926  | colson@stcroixprep.org      |
| Nancy Reistad    | District Administrative Assistant | 651-395-5994  | nreistad@stcroixprep.org    |
| Keven Seim       | Assistant Activities Director     | 651-395-5944  | kseim@stcroixprep.org       |
| Terri Smith      | HR Manager                        | 651-395-5903  | tsmith@stcroixprep.org      |
| Marianne Thole   | Food Service Coordinator          | 651-395-5945  | lunch@stcroixprep.org       |
| Cori Wahl        | Special Education Director        | 651-395-5707  | cwahl@stcroixprep.org       |
| Candace Westlund | Nurse                             | 651-395-5906  | nurse@stcroixprep.org       |

## Facility Rental Information

Contact Rich Dippel at 651-395-5904 or rdippel@stcroixprep.org

## General Inquiries

Contact Nancy Reistad at 651-395-5994 or nreistad@stcroixprep.org

## Authorizer Information

St. Croix Preparatory Academy is authorized by Friends of Education, EX0-01-A, 200 East Lake Street, Wayzata, MN 55391

## SCHOOL BOARD

The School Board provides governance to St. Croix Preparatory Academy. The Board's primary responsibilities are fiscal oversight, student achievement, and strategic direction. The Board consists of parents, faculty, and community members voted into office by the St. Croix Prep community. Members serve staggering three year terms with annual elections determining new membership.

### 2016-2017 School Board Schedule

**Note:** All meetings are at 6:00 p.m. in the St. Croix Preparatory Academy Cafeteria Annex. The meetings are open to the public. If required, closed board meetings will be conducted after the regular meeting has concluded. 2016-2017 Meeting dates are noted below.

|                   |                   |                    |                   |
|-------------------|-------------------|--------------------|-------------------|
| July 19, 2016     | August 23, 2016   | September 20, 2016 | October 18, 2016  |
| November 15, 2016 | December 20, 2016 | January 24, 2017   | February 21, 2017 |
| March 28, 2017    | April 18, 2017    | May 16, 2017       | June 27, 2017     |

## GOVERNANCE MODEL

Since its inception, St. Croix Preparatory Academy has followed the Carver governance model. This model is designed to empower boards of directors to fulfill their obligations of accountability for the organizations they govern. The model enables the board to focus on the larger issues (e.g. fiscal accountability, student achievement, and strategic initiatives), delegate operational responsibility with clarity (e.g. hiring, curriculum, student discipline, programming, etc.), to oversee management's job without meddling, and to rigorously evaluate the accomplishment of the organization. The Board of St. Croix Prep demands accomplishment of purpose and only limits the staff's means to those which do not violate the board's understood standards of prudence and ethics.

### Board Members

| Name           | Officer    | Email Address              | Affiliation      |
|----------------|------------|----------------------------|------------------|
| Nicole Donnay  |            | ndonnay@stcroixprep.org    | Faculty          |
| Jon Gutierrez  |            | jgutierrez@stcroixprep.org | Ex-officio       |
| Beth Harrison  |            | beth@blueboat.net          | Parent           |
| Deb Keyes      |            | dkeyes@stcroixprep.org     | Faculty          |
| Jim Markoe     | Chair      | manitousland@comcast.net   | Community Member |
| Shane Mueller  | Vice Chair | shane.mueller@comcast.net  | Parent           |
| Susan Peterson |            | sjpeterson005@gmail.com    | Parent           |
| Peggy Rosell   |            | prosell@stcroixprep.org    | Faculty          |

## Advisory Board Members

| Name                 | Role                    | Email Address                |
|----------------------|-------------------------|------------------------------|
| Kelly Gutierrez      | Chief Financial Officer | kgutierrez@stcroixprep.org   |
| Joann Karetov        | Lower School Principal  | jkaretov@stcroixprep.org     |
| Wanda Renner         | Middle School Principal | wrenner@stcroixprep.org      |
| Andrew Sachariason   | Upper School Principal  | asachariason@stcroixprep.org |
| Cori Wahl            | Special Ed Director     | cwahl@stcroixprep.org        |
| SCPA Student Council |                         |                              |

## ACADEMIC INFORMATION

### Equal Opportunity

All students shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated or discriminated against in the school's educational environment for reasons of race, color, national origin, gender, economic status, disability, religion or religious affiliation or sexual orientation.

### Academic Objectives

St. Croix Prep is a college prep K-12 school. By design and intention it is meant to be a more academically rigorous educational choice available to parents. This is reflected in the School's expectations, curriculum, and homework. We believe this college preparatory work begins in Lower School where it is essential that students begin to exhibit reading and math proficiency. In Middle School, the efforts continue through students' further mastery of reading and math content, as well as their transition to become a responsible student without their parents' assistance. In Upper School, we offer curriculum and extracurricular activities which allow students to pursue admission to traditional, selective, and highly selective colleges and universities.

Prior to discussing the details of homework expectations, it is important to highlight the following information. Depending on the research you read, this information may vary, but it only varies slightly.

In 2009, the Program for International Students Assessment ranked the United States 14<sup>th</sup> in reading, 17<sup>th</sup> in science, and 25<sup>th</sup> in math. The ranking was based on the testing done in 34 countries.

According to the Kaiser Family Foundation, children between the ages of 8-18 spend, on average, 45 hours of screen time per week (e.g. watching TV, texting, playing video games, social media, etc.). This is more time than children spend in the classroom.

According to the U.S. Department of Education, as published in The Condition of Education 2011, approximately 36% of undergraduate students considered to be in their first year of study during 2007-2008 reported taking a remedial class. These remedial classes, usually in mathematics, writing, or English, provide basic knowledge and skills within a subject and develop studying and social habits related to academic success at the college level.

St. Croix Prep intends to offer an educational program that does not contribute to these statistics, which appear to indicate a decline in our country's educational standards. SCPA offers curriculum and extracurricular activities which allow students to pursue admission to traditional, selective, and highly selective colleges and universities. Our goal is that our graduates are not a part of the pool of students who require remedial classes upon entering their postsecondary institution. The foundational skills and habits required to achieve this goal begin developing in Kindergarten.

## Importance of High School Curriculum

The course a student takes and the grades he or she receives represent the most important criteria considered by college and university admission personnel. In general, colleges prefer a traditional and classical college preparatory curriculum, including English (literature and composition courses), mathematics, science (laboratory courses), social studies, and foreign languages. Colleges also look favorably on enrichment courses that supplement a strong academic program. Colleges and universities have general requirements unique to their institution. The Upper School Curriculum Guide is posted on our website and available through the Upper School office.

## Academic Homework

All St. Croix Prep students, with the exception of Kindergarten students, should expect daily homework. St. Croix Prep intends to make homework purposeful and aligned with the goals of a delivering a college preparatory education. General homework guidelines are:

- Lower School (K-4) – from 20 minutes to 1 hour per night
- Middle School (5-8) – from 1.5 hours to 2.0 hours per night
- Upper School (9-12) – from 2 to 3 hours per night

These are only guidelines. Homework should be completed in a quiet environment, free from technology distractions. In addition, these estimates do not take into consideration critical times of the year (e.g. mid or end of quarter) when additional time may be needed for project completion or test preparation. These average estimates do not consider individual student learning styles, needs, efficiencies, or family educational goals (e.g. grades, college/university aspirations, etc.). In the event a student is experiencing more homework than these guidelines, please contact the School Principal for a homework log.

These guidelines, especially as they relate to Upper School, are for those students hoping to receive B's and seeking admission to a traditional or selective college/university. Those students seeking A's and admission to a highly selective college/university can expect higher workloads.

Aside from the intellectual benefits gained through homework, students learn the benefits of hard work, discipline, failure, success, time management, organizational skills, confidence, and perseverance. These skills have lifelong benefits. For these reasons, and for the items previously noted, we respectfully disagree with literature and national campaigns that endorse a homework philosophy that differs from our mission. For detailed information on our homework philosophy, visit our website or contact one of the principals or office managers.

## Lower School (K – 4)

### Academic Probation Policy for Students in Grades K-4

A student will be considered for grade retention if his/her quarterly report cards show D or F grades in core classes. Core classes consist of reading/language arts, writing, mathematics, science, and history/geography. Students, parents, and teacher will engage in conferences regarding academic progress throughout the year, and will be notified by May 15 if the student is a candidate for retention. A meeting with the teacher and principal will occur to discuss retention. Final decisions will be made prior to the end of the calendar school year.

## Middle School (5 – 8)

### Academic Probation Policy for Students in Grades 5-8

A student will be placed on Academic Probation if his/her quarterly or cumulative GPA is below 1.7, or if he/she is earning a grade of an "F" at the midterm (as measured at the end of the fifth week of a quarter), or earns an "F" for the quarter or semester in one or more Core Classes. Core Classes include required courses in the areas of English, Reading/Language Arts, Math, Social Studies, Science, and Latin/Logic. A student on probation is ineligible to participate in all co-curricular and extracurricular events and activities for at least two weeks from the date of the midterm or end date of the quarter in which the "F" was earned. At the discretion of the Activities Department and the Middle School faculty, students on academic probation may be able to continue practicing with their activity if such practice does not hinder the student's ability to make progress toward earning their way out of academic probation.

A student's conduct, as well as their grades, will be reviewed by the Middle School faculty and Activities Department to determine a student's eligibility to regain participation in the co-curricular or extracurricular activity following the two week probation. Eligibility will not be automatically regained at the end of the two week probationary period. Sufficient academic progress and appropriate student conduct will need to be evident for participation to be regained. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

#### Additional Academic Considerations:

- A student who has a cumulative GPA below 1.7 will not be eligible to participate in SCPA co-curricular and extracurricular activities until such time that the cumulative GPA is brought up to a level no lower than 1.8. If a student receives a “D” or an “F” in Math for two or more quarters, the student will be required to retake the course the following year. Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or and Individual Education Plan for a student.
- A student who receives a “D” or an “F” in two or more of the Core Classes for two or more quarters will be required to repeat the grade level in the following year. Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or and Individual Education Plan for a student.

St. Croix Prep reserves the right to recommend whether a student subject to academic probation should participate in educational travel opportunities

### **Upper School (9 - 12)**

#### Academic Probation Policy for Students in Grades 9-12

A student will be placed on Academic Probation if his/her quarterly or cumulative GPA is below 1.7, or if he/she is earning a grade of an “F” at the midterm (as measured at the end of the fifth week of a quarter), or earns an “F” for the quarter or semester in one or more Core Classes. Core Classes include required courses in the areas of English, Reading/Language Arts, Math, Social Studies, Science, and Foreign Language. A student on probation is ineligible to participate in all co-curricular and extracurricular events and activities for at least two weeks from the date of the midterm or end date of the quarter in which the “F” was earned. At the discretion of the Activities Department and the Upper School faculty, students on academic probation may be able to continue practicing with their activity if such practice does not hinder the student’s ability to make progress toward earning their way out of academic probation.

A student’s conduct, as well as their grades, will be reviewed by the Upper School faculty and Activities Department to determine a student’s eligibility to regain participation in the co-curricular or extracurricular activity following the two week probation. Eligibility will not be automatically regained at the end of the two week probationary period. Sufficient academic progress and appropriate student conduct will need to be evident for participation to be regained. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

#### Additional Academic Considerations:

- A student who has a cumulative GPA below 1.7 will not be eligible to participate in SCPA co-curricular and extracurricular activities until such time that the cumulative GPA is brought up to a level no lower than 1.8. If a student receives an “F” in one of the Core Classes for a semester grade, the student will be required to retake the course the following year or through an approved credit recovery program. Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or and Individual Education Plan for a student.
- Students who fail to earn credits may fall behind their grade level and graduate at a later than expected date.

St. Croix Prep reserves the right to recommend whether a student subject to academic probation should participate in educational travel opportunities

#### Curriculum Opt-Out Policy

St. Croix Prep recognizes the right of students to opt-out of curriculum and/or an instructional resource when it is deemed objectionable or if the curriculum/resource prescribes or describes behavior or beliefs that contradict a sincerely held religious belief. Students electing to opt-out of assigned material must complete alternative work within the timeframe of instruction as determined by the teacher and may be held responsible for key ideas, themes or terminology integral to the classroom instruction that was missed. Please contact the School Principal for the Curriculum Opt-out Policy and Procedures.

#### Academic Integrity Policy

St. Croix Prep is committed to providing an atmosphere which values academics, character, and leadership. St. Croix Prep intends to cultivate an academically honest environment and therefore prohibits academic dishonesty.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own through acts of cheating or plagiarism.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by expectations established by the teacher. Teachers will guide students in understanding when collaborative efforts are not appropriate. In addition, parents or tutors may dialogue with a student about an assignment, but may not do the assignment for the student.

Plagiarism is the act of taking and using, as one's own work, another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work that are not one's own. Types of plagiarism includes word-for-word, mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to the following:

- Failing to cite, with quotation marks, the written words or symbols of another author;
- Failing to footnote the author and sources of materials used in a composition;
- Failing to cite research materials in a bibliography;
- Failing to name a person quoted in an oral report;
- Failing to cite an author whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects; or copying or paraphrasing ideas from literary criticism or study aids without documentation.

The consequences for academic dishonesty may include, but not be limited to the following:

- The teacher will communicate the violation with the student, the student's parent(s)/guardian(s), and St. Croix Prep administration;
- The teacher may request a meeting with the student, the student's parent(s)/guardian(s) and St. Croix Prep administration;
- The teacher may assign an appropriate academic penalty (e.g. the student receiving no credit for the academic work or examination involved).

## **SPECIAL SERVICES**

### **Special Education**

St. Croix Preparatory Academy provides special education services to students who qualify through an evaluation process. Special education is a continuum of services available to eligible students with disabilities. Services are specially designed instruction based on the needs of an individual student.

SCPA follows the federal, Individuals with Disabilities Education Act (IDEA) and Minnesota Rules and Statutes. SCPA ensures that all special education students receive a free and appropriate public education. (FAPE). Services are delivered following the student's Individualized Education Plan (IEP) developed after a comprehensive evaluation that identifies individual student needs.

### **504 Plans**

St. Croix Preparatory Academy provides 504 Plans for students eligible to receive these services. Students are evaluated by a team of individuals who are familiar with the student. If it is determined that a student has a disability under Section 504 (a part of the Rehabilitation Act of 1973), SCPA will develop and implement the needed services and accommodations.

### **English Language Learners (ELL)**

The English Learner Program at SCPA is a comprehensive program that focuses on English language development for students whose first language is not English. The program supports the growth and development of reading, writing, speaking and listening in English. Each student's English language proficiency is assessed annually with the WIDA ACCESS test, which monitors the student's progress in the EL program.

### **Title 1 Service**

Title 1 is a federal program that provides funds to supplement educational services in schools based on percentages of students receiving Free or Reduced Price Lunch assistance. The purpose of the program is to ensure that all children meet challenging academic standards.

SCPA Lower and Middle School provide Targeted Assistance with additional instruction and interventions for students most at risk of not meeting state standards in reading. This instruction takes place during the school day. Building staff administer district and state grade level assessments to determine student eligibility. Students do not have to participate in the free and reduced lunch program to qualify for services.

For more information about Title 1 programs, contact your division principal.

## **ENROLLMENT**

St. Croix Preparatory Academy seeks to enroll a diverse and representative student body, welcoming applicants regardless of race, ethnicity, socio-economic status, gender, special needs or English as a second language status. The enrollment and lottery procedures for charter schools are governed by Minnesota statutes.

### **Enrollment for the 2016-2017 School Year**

SCPA currently has openings in grades 8-12.

For more information about grade 5 - 8, please contact Kelly Vossen at [kvossen@stcroixprep.org](mailto:kvossen@stcroixprep.org) or 651-395-5950. For more information about grades 9 - 12, please contact Diane Anderson at [danderson@stcroixprep.org](mailto:danderson@stcroixprep.org) or 651-395-5970.

### **Enrollment for the 2017-2018 School Year**

St. Croix Preparatory Academy will be accepting applications for the 2017-2018 school year beginning on August 29, 2016. The open enrollment period ends on January 7, 2016. All applications received by the January 5, 2017 deadline will be equally considered. For any grade level where we have more applicants than spaces available, we will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Applicants will be notified as to the status of their applications as early as possible.

Students who submit applications after the January 5, 2017 deadline will be admitted if there are any remaining openings, or added to a waiting list. Applicant priority will be based on the order the applications are received.

Any Minnesota child in the offered grades is eligible to enroll, but parents/guardians must complete the SCPA Enrollment Form to register their children. In addition, to accept a placement we suggest that all families attend a welcoming orientation session and participate in informal student testing to ensure proper academic placement. We will send information about these activities to all students who are admitted.

### **Sibling Preference**

Siblings of currently enrolled students who submit an application by the on-time application deadline will receive preference for admission. In the event we have more sibling applicants than open spaces at any grade level, we will conduct a lottery among all of the sibling applicants who met the deadline to determine admission for that grade. Siblings who are not chosen in the lottery will be placed on a sibling waiting list and notified promptly if a space becomes available. Per Minnesota statute, each year is considered a separate enrollment year; therefore sibling waiting lists are not "rolled over" each year, but a sibling lottery is conducted at the conclusion of the school year (near the end of the fiscal year, June 30, 2016).

### **Intent to Return Forms and Request for Records**

Each spring, SCPA sends out Intent to Return Forms to currently enrolled students. This form is only used for planning purposes to ensure vacant class spots are quickly filled by students who are on the waiting list.

### **Withdrawal from St. Croix Preparatory Academy**

Per Minnesota statute a student's withdrawal from school must be done via a written request. Record requests from other schools indicate that a student has been enrolled in another school. Upon receipt of record requests from other schools, SCPA will attempt to obtain a written request of withdrawal from the parent/guardian. If a

written withdrawal cannot be obtained within a reasonable timeframe, such record requests will be fulfilled and any openings created by these transfers will be promptly filled.

## **ATTENDANCE**

### **Attendance Requirements**

Minnesota state statute requires that children attend school from age 7, or upon enrollment in school, until age 18. A student is required to attend school every day and every class period, and to be on time for class. Students are not to leave campus during any part of the school day except when authorized to do so. We believe that regular class attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline and responsibility.

### **Excused Absences**

Excused absences include illness; medical, dental, mental health appointments; religious holidays; and family emergency/funeral. When there are excused absences, it is important for students (especially those in grades 5-12) to find out what work they have missed. For every day of excused absence a student will have one extra day to make up the work. Some curriculum, such as class discussion and experiments, cannot be replicated. When the student returns to school it is the student's responsibility to ask the teacher when is the best time to make up a test, quiz or to get help with missed work. The teacher should ensure the student has all the necessary materials to make up the work. Any illness beyond three consecutive days may need a doctor's note upon return in order to be excused. Multiple excused absences for illness may require a meeting to determine an attendance plan. A blank Excused Medical/Dental Absence form may be obtained from the Nurses Office or the School offices.

### **Unexcused Absences**

Unexcused absences include: need for rest/sleep, work, no clean uniform, did not want to go to school, babysitting, missing the bus and family vacation. Unexcused absences that occur during days when SCPA is in session mean important material covered in class, discussions and labs cannot be made up. The student will still be responsible for the information covered during this time. While we realize there may be times a family feels it must take a vacation during our scheduled school time because of the educational value of the trip and/or because of a conflict with a sibling(s) different school calendar, missing school for vacation should be a rare occurrence. Each division may have additional attendance parameters and process for homework completion. Any absence not excused by the end of the next school day is considered unexcused.

### **Release During School Hours**

Teachers may not release students from school at other than the regular dismissal times without prior approval of the parent and office manager. No student will be released from school to any person other than the custodial parent/guardian without the written or oral permission of the custodial parent/ guardian. The parent/guardian must go to the Main Office and have the receptionist call the appropriate office manager to retrieve their student from class. If a student is 18 years of age they may leave campus without parental permission, but must check out with the Upper School office manager.

### **Habitual Truant**

A student who is absent without lawful excuse for one or more class periods on seven or more days during the school year is legally considered to be a "habitual truant." When a child is habitually truant, court action may result. Schools are required to report students to the County Attorney's Office after the student has been absent without lawful excuse for one or more class periods on ten or more days.

### **Absence Procedures**

On the day of the absence the parent/guardian should leave a message on the attendance line of the specific division office (Lower School Attendance Line is 651-395-5991; Middle School Attendance Line is 651-395-5992; Upper School Attendance Line is 651-395-5993) or e-mail the specific division office manager by 9:00 a.m. This message should include: student's name, grade and homeroom teacher (if applicable); the specific reason for the absence including symptoms if the student is ill; and if the absence is only a partial day, the expected time of the student's arrival at school. If the absence is for an illness that is communicable (strep, lice, influenza, etc.) please contact the health office at 651-395-5906 or [nurse@stcroixprep.org](mailto:nurse@stcroixprep.org).

### Tardy Procedures

K-8 students who arrive tardy must be brought to the Main Office by a parent/guardian for sign in procedures. Upper school students do not need to be checked in by their parent/guardian. They will go directly to the Upper School office to check themselves in. Upper School students must have a note, a phone call or e-mail to the Main Office Receptionist, Carrie Hamm ([chamm@stcroixprep.org](mailto:chamm@stcroixprep.org) or 651-395-5900) from their parents explaining the reason for their tardiness.

### Physical Education Attendance

Any student needing to miss PE for more than three consecutive days must have a written note signed by a health care provider indicating the reason for excuse and expected return to participation date. Depending on the reason, a signed statement for return to participation by the healthcare provider may be required. All notes should be given to the school nurse who will keep them in the student's health care file and will provide copies to necessary staff.

### Inclement Weather and School Closing

Because St. Croix Prep is dependent upon ISD 834 for bus transportation, St. Croix Prep will close or delay the start of school when the Stillwater School District closes or delays the start of their schools. SCPA (and Stillwater) currently provide WCCO-4, KSTP-5 and KARE-11 with their school closing information. We recommend tuning to these TV stations and their websites ([www.wcco.com](http://www.wcco.com); [www.kstp.com](http://www.kstp.com); [www.kare11.com](http://www.kare11.com)) for school alert information. Remember the basic rule –St. Croix Prep follows Stillwater's decisions in these matters.

## TRANSPORTATION

### Bus Transportation

Bus transportation registration is required for all students. Please submit these registration forms to Stillwater Area Public Schools. Do NOT return these forms to St. Croix Prep. Failure to submit a transportation form constitutes voluntary waiver of the right to transportation and students will not be assigned to a bus. For questions about transportation policies, please call Stillwater School District Transportation Department at 651-351-8377. The Transportation Policies and Procedures may also be viewed at [www.stillwater.k12.mn.us](http://www.stillwater.k12.mn.us).

### Bus Conduct

Disobedience or misconduct providing grounds for suspension from riding the school bus include:

- student conduct as defined in the Student Discipline section;
- willful injury or threat of injury to a bus driver or to another rider;
- willful and/or repeated defacement of the bus; repeated use of profanity;
- repeated willful disobedience of the bus driver's directives and such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

In addition to contacting St. Croix Prep, MN Central School Bus, (ph. 651-430-3311) will be able to address concerns about specific bus incidents.

### Student Drivers

Students may drive personal vehicles only in the mornings to and from school each day. No students are allowed to be in vehicles during the noon hour or at any another time during the school day without a pass to leave the building.

High school drivers may only drive him or herself to or from an event or activity with parental permission. They are not allowed to transport other SCPA students.



# Transportation Registration Form

New Heights Charter, Salem Lutheran, St. Croix Catholic, St. Croix Preparatory Academy

All eligible\* District 834 Charter and Non-Public students **MUST REGISTER** in order to receive bus service for the 2016-2017 school year. Failure to submit a transportation form constitutes "voluntary waiver" of transportation and students will not be assigned a bus.

If your student will require transportation for the coming year to/from an alternate address (i.e. daycare), please complete the entire form (including the Alternate Address box) and return it to the Transportation Department.

Any student registered for a bus who does not ride for 10 consecutive school days (2 weeks) will have their stop removed from routing. A 24 hour notice is required to reassign the stop.

If you do not register for transportation at this time, you may establish bus service at any time by contacting the Transportation Department at 651-351-8377 during the year. Please allow 3-5 business days for any changes to occur.

**A letter with bus information will be mailed out to all registered riders in late August.**

\*Eligible Students: Grades K-6 reside more than 1/2 mile from school. Grades 7-12 reside more than 1 mile from school.

**This form is due June 15, 2016**

**One student per form please**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ X-When student will ride  
 AM  PM

Home Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(House #) (Street Name) (Apt)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ School Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

(Fill out this section only if your student will be transported to/from a place other than home.)

Picked up at:  Home  Alternate      Dropped off at:  Home  Alternate

**Alternate Address Information:**

Daycare/Alternate Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daycare/Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Comments/Concerns/Questions:**



Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail or Drop Off:**  
 Stillwater Area Public Schools  
 Transportation Department  
 1875 S Greeley St  
 Stillwater, MN 55082

**E-Mail:** davisb@stillwater.k12.mn.us  
**Fax To:** 651-351-8375

**This Area for District Use Only**

New  Change      MARSS \_\_\_\_\_

**Stu #** \_\_\_\_\_

## HEALTH SERVICES

### Health Examinations and Immunization Records

Student health records are required in compliance with Minnesota law. Students transferring to St. Croix Prep from another Minnesota school must provide a copy of appropriate health information. Students also must have immunizations completed as specified by the Minnesota Department of Public Health. Should vaccine shortages occur, the Minnesota Department of Public Health requires a written note from the healthcare provider stating that the “vaccine is deferred” until the supply is again available. **(No specific immunization record form is required; a print out from your clinic is acceptable.)**

St. Croix Prep’s policy requires that health records including immunizations be provided prior to the first day of school. To assure that all students are adequately protected from preventable communicable diseases, Minnesota law states that students who are not in compliance with these health requirements must be excluded from school. New students entering school in September should provide the records by August 1. All students, including transfer students, must provide such health records prior to attending classes. Please bring the record to the Main Office or have your clinic fax it to the Health Office at 651-395-5901

### Conscientious or Medical Objection to Health Examination/Immunization

If a student’s parent/guardian objects to any or all of the health examination, or to immunizations on religious grounds, the parent must present a signed and notarized statement detailing the grounds for the objection. If a student is exempted from the health examination or immunizations on medical grounds, the examining healthcare provider shall provide written documentation regarding the contradiction.

### Ill or Injured Students

Students exhibiting signs of illness (fever, vomiting, etc.) should be cared for at home to enhance their own recovery and to prevent the spread of illness to other students. Students who become ill or injured at school will not be sent home without prior contact with a family member or authorized adult. While Health Services provides interim care, the responsibility for the treatment and care of the student rests with the family once notification has been provided.

### Health Standards When Your Child Is Ill

A student should stay at home and remain there until symptom free for 24 hours without medication such as Tylenol or ibuprofen if any of these symptoms are present:

- Has a fever of 100 degrees or more
- Has vomited or has diarrhea
- Has a rash that is unidentified (Please contact your family healthcare provider)
- Has an open or draining sore (Please contact your family healthcare provider)

When deemed necessary by school authorities, local paramedics will be called in case of a medical emergency.

### Special Health Needs

A student with a special health need (e.g., asthma, ADHD, concussion, diabetes, migraines, perceptual defects, personal problems, seizure disorders, or on daily medications) should be known to school Health Services prior to the student entering school. To provide for safe daily care and emergency procedures, such health information gathered from the family and health records, will be sensitively shared with faculty and staff members with whom the student has contact. Health forms for certain special needs can be found on SCPA website under About Us/Health Services and look for link to your student’s specific concern.

### Allergies

We are an “allergy aware” building, not allergy free. Every effort is made to make your student with allergies safe at school. Due to this, pets and latex products are rarely allowed in the building.

### Healthy Food Initiative

SCPA does not allow student use of pop, coffee or energy drinks in the school building during regular school hours. Gum and candy are also not allowed during the school day in the building. Please do not send your child with these items. Exceptions may be granted for special school events. Please communicate with your child’s teacher or the division office for approval.

### School Medication Policy

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications to be performed during the regular school day. In those situations, the following procedure will be followed:

- Parent/Guardian needs to bring the medication to school.
- A current school year healthcare provider signed order and written parent/guardian permission is required for all prescription medications ("Consent for Administration of Medication" form). Over-the-counter, non-prescription medications, if given according to the manufacturer's directions for the child's age, may be given with parent/guardian signed permission. If dosage exceeds manufacturer's directions, a healthcare provider's signature is required. There is a separate authorization for those who qualify for self-carry of medications. (grades 7-12)
- Prescription medications must be provided in an original pharmacy container with a current label. Questions regarding dosage and administration will be directed to the prescribing healthcare provider and/or the parent/guardian. Medications will be administered after questions have been resolved.
- Over-the-counter medications must be provided in the original LABELED container. Over-the-counter preparations will only be administered to a student according to the label directions, unless contrary written directions from a health care provider are provided.
- Medications, prescription or over-the-counter, will not be given past the expiration date.
- New medication orders are required **annually** AND when changes are made from the original orders (medication, dosage or frequency). Parent/guardian is responsible for notifying the health office immediately of any change in medication.
- Students may not share prescription or over-the-counter medications with other students.
- Prescription asthma medications can be self-administered by a student with an asthma inhaler if 1) the health office has received a written authorization from the parent/guardian ("Consent for Administration of Self-Carry/Self-Administer Medication/Treatment" form), 2) inhaler is properly labeled for that student, 3) the Licensed School Nurse has assessed and documented the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting, and 4) the student and parent have signed off on the Student Agreement form.
- Students in grades 7-12 may possess and use nonprescription pain relief in a manner consistent with the labeling, if the health office has received written authorization from the parent/guardian. This privilege may be revoked if the school determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
- A student who is prescribed non-syringe injectors of epinephrine may possess such medication once an individualized written health plan is developed and signed by the parent/guardian, prescribing health care professional, and the licensed school nurse. This plan will include instructions on self-carry/self-administration and plans if student is unable to self-carry and/or self-administer.
- Legally, a parent/guardian may refuse to sign any medication form. If you refuse, it may affect our ability to provide the services.
- The information provided will be shared only with staff in the school whose jobs require access to this information to ensure the child's safety and school success.
- A photocopy/fax of any medication consent form which has not been altered will be treated in the same manner as the original.
- Health records received by the school district may no longer be protected by HIPPA, but they will become education records protected by the Family Educational Rights and Privacy Act (FERPA).
- When use of medication has ceased, or is no longer needed by the student, or the school year is ending, it is the parent/guardian's responsibility to retrieve unused medications from the school. No medications are kept in the health office over the summer and the school is not authorized to destroy medications.

## **DRESS CODE**

### **Dress Code**

The Dress code and uniforms of St. Croix Prep builds community. St. Croix Prep faculty and students are expected to dress in a way that aligns with our mission of maintaining a learning environment focused on the development of each student's academic potential. All St. Croix Prep students are expected to be in school uniform each day. Neatness, cleanliness and modesty should be observed at all times. SCPA reserves the right to determine appropriateness of student dress.

The Dress Code for concert performances (grades 5-12) is white top, black dress slacks or skirt, and black shoes. Boys must wear a collared shirt (polos are acceptable, but no t-shirts). Girls' skirts must be longer than the knees while sitting. Concert clothing must adhere to the Modesty Guidelines as outlined in the SCPA Uniform Policy. If concert attire is a financial hardship, or if you have any questions, please contact your child's music director directly.

The Dress Code may be found on the website under each School's Homepage. Any changes made by will be communicated via Parent Update and reflected in revised Dress Code documents.

### Non Uniform Days

Each year, St. Croix Prep has non-uniform days. Students must demonstrate neatness, cleanliness, and modesty in their appearance on non-uniform days. Hats and sunglasses are not allowed. Non Uniform Days for the 2016-2017 school year are noted below. Any changes to this will be communicated via Parent Updates and School Newsletters.

|                           |                         |                         |
|---------------------------|-------------------------|-------------------------|
| *Wednesday, Nov. 23, 2016 | Thursday, Dec. 22, 2016 | *Tuesday, Jan. 31, 2017 |
| Friday, March 17, 2017    | *Friday, April 28, 2017 |                         |

\* These are Coupon Non-Uniform days and require a student to have earned a coupon, which may be redeemed on this day. Coupons may be obtained by donating gently used uniforms to the Go-Green Uniform Sale.

### Spirit Wear Days

St. Croix Prep will have days when students may wear Spirit Wear in lieu of their uniform. These days enhance school spirit and build a closer community. Items that may be worn include all previously issued St. Croix Prep Spirit Wear shirts, athletic participation shirts, event shirts, and all items available in the Spirit Wear school store (link located on the website) with the exception of hats, flannel pants and gym shorts. Blue or black jeans may be worn, otherwise uniform pants, shorts, skirts, or skorts are to accompany the spirit wear attire. Spirit Wear Days for the 2016-2017 school year are noted below. Any changes to this will be communicated via Parent Updates and School Newsletters.

***Spirit Wear may be purchased via [stcroixprep.org](http://stcroixprep.org), or by visiting Heritage Embroidery, 1655 Market Drive, Stillwater, Minnesota.***

|                        |                            |                        |
|------------------------|----------------------------|------------------------|
| Friday, Sept. 23, 2016 | **Wednesday, Oct. 19, 2016 | Tuesday, Dec.6, 2016   |
| Friday, Feb. 10, 2017  | Friday, May 19, 2017       | Thursday, June 1, 2017 |

### \*\*Marathon Day

Wednesday, October 19, 2016, Marathon Day, appropriate athletic bottoms may be worn. (sweats, basketball shorts, etc.)

## STUDENT DISCIPLINE

### Delegation of Authority

Each teacher and school personnel are authorized to impose any disciplinary measure, other than suspension, expulsion, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior. The Principal is authorized to impose the same disciplinary measures as teachers and may suspend students from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period.

### Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

- using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon or a replica of such an object;
- involvement in gangs or gang-related activities, including the display of gang symbols and paraphernalia;
- engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive;
- engaging in unsportsmanlike conduct.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- on school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event traveling to or from school or a school activity, function, or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

### Tennessee Warning

A Tennessee warning will be issued by individuals collecting private or confidential data related to potential disciplinary situations, unless applicable law provides an exception to the need to provide this warning.

### Disciplinary Measures

Disciplinary measures include:

- Golden Rule form
- personal counseling;
- withholding of privileges;
- seizure of contraband;
- Removal from classroom;
- in-school suspension;
- detention
- suspension from school and all school-sponsored events for up to 10 school days;
- suspension of bus riding privileges;
- expulsion from school and all school-sponsored events
- notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look alike drugs, alcohol, or weapons.

### Substance Abuse

The use of alcohol and other non-prescribed drugs is illegal. Prohibited substances include unlawful drugs, prescription drugs not used or intended to be used in accordance with the prescription and over-the-counter drugs not used or intended to be used as directed. Students are prohibited from possessing, using, being under the influence of or distributing alcohol or other prohibited drug related substances in school buildings, on school grounds, in school vehicles or at any school event or activity. Possession or distribution of look-alike drugs or drug paraphernalia in these locations is also prohibited. In addition to instituting disciplinary proceedings, school officials will also deny attendance at any school program or function to students who appear to be under the influence of, or who are in possession of, alcohol or other prohibited substances. A student who violates this policy will normally be suspended for a period of 7 to 10 days, with the School then initiating expulsion procedures. Parents/guardians and law enforcement authorities shall be notified promptly of such misconduct.

The use or possession of tobacco by students is strictly prohibited in school buildings, on school buses or on any school property when that property is being used for any school purpose. The term "school purpose" shall include, but is not limited to, all interscholastic or extracurricular, social, athletic, academic or other events sponsored by St. Croix Prep. The term "tobacco" shall include cigarettes, e-cigarettes, cigars and tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed and leaf tobacco that is intended to be placed in the mouth without being smoked.

Use or possession as a first offense will mean suspension (1-3 days) and a parent conference. Further incidents or selling or giving tobacco to another student will lead to expulsion.

### Worked Missed During Suspension

A suspended student is not entitled to work extra time for work missed;

- All work must be completed in compliance with the teachers' expectations. It is the student's (parent/guardian) responsibility to be in contact with his or her teachers by phone or e-mail;
- All tests and quizzes must be scheduled in compliance with teachers' expectations;
- A suspended student is not entitled to extra supervision or aid;
- Students missing labs of any kind are not entitled to make-up labs;
- Students missing field trips or in-class activities are not entitled to earn credit for these activities;
- Students missing field trips due to a suspension are not entitled to refunds of field trip fees.

Usually, before a student returns to school following a suspension, a re-entrance meeting will be held with the school director.

## Expulsion

The St. Croix Prep Board is authorized to expel students guilty of gross disobedience or misconduct. During expulsion proceedings, the student and/or parents/guardians shall be afforded the following procedural protections.

- Prior to expulsion, the student shall be provided with notice of the charges and the time and place of a hearing to be conducted by the Board or a Board appointed hearing officer.
- The Board or its designee shall provide written notice by registered or certified mail to the parents/guardians of the time, place and purpose of the hearing and shall request the appearance of the parents/guardians at the expulsion hearing.
- During the expulsion hearing, the student and parents/guardians may be represented by counsel, present witnesses and other evidence, and cross-examine any witnesses presented by the St. Croix Prep. If the Board conducts the expulsion hearing, it shall be a bifurcated proceeding. First, the Board shall hear evidence on the issue of whether the student is guilty of gross disobedience or misconduct as charged. After presentation of the evidence, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student. If a hearing officer conducts the hearing, the hearing officer shall summarize the evidence regarding guilt and level of discipline separately and present them to the Board, which will consider them separately and take such further action as it deems appropriate.

## USE OF TECHNOLOGY

### Student Use of School Technology

In order to expand and facilitate teaching and learning, St. Croix Preparatory Academy (SCPA) supports the use of school-provided technology assets and services, including but not limited to computers, mobile labs, laptops as well as access to the Internet and other electronic information, programs, textbooks, services, and networks (collectively, the "SCPA Technology Assets and Services"). SCPA's goals in providing the SCPA Technology Assets and Services to students are to stimulate creativity and innovation; encourage communication and collaboration; promote research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship.

Access to the SCPA Technology Assets and Services is a privilege and not a right. In making decisions regarding student access to the SCPA Technology Assets and Services, SCPA will consider its educational mission, goals and objectives. Any inappropriate, unauthorized or illegal use of the SCPA Technology Assets and Services may result in cancellation of some or all privileges and will result in appropriate disciplinary action, up to and including expulsion and possible referral to law enforcement.

### Access to SCPA Technology Assets and Services

At school, students utilizing SCPA Technology Assets and Services must first have the permission of and be supervised by SCPA's professional staff. Students utilizing SCPA Technology Assets and Services are responsible for appropriate behavior, just as they are in a classroom or any other area of the school.

### Student Use of Personal Technology - Cellular Phones, iPods & Other Technology Devices

St. Croix Prep allows students to have cell phones, iPods and other technology devices, but they are not to be visible, turned on, or in use during regular school hours. Students may use their phones/devices before/after regular school hours. We understand that on occasion a student may need to communicate transportation needs with a parent or family member. This communication should go through the Office Manager. The use of headphones is prohibited unless authorized by SCPA faculty. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to confiscation of their

phones/devices. St. Croix Prep shall not assume responsibility for theft, loss, damage or unauthorized use of a cell phone or other technology devices. **Use of camera features on cell phones and other devices is prohibited without administrative approval.**

#### **First Offense**

The cell phone or other technology device being used without permission will be confiscated and turned into the Principal's office. The student must come in person at the end of the day in order to retrieve the phone.

#### **Second Offense**

The cell phone or other technology device being used without permission will be confiscated and turned into the Principal's office. The student must come in person at the end of the day in order to retrieve the phone. In addition, a detention will be issued to the student.

#### **Third Offense**

On a third offense the student and parent(s)/guardian(s) will meet with the School Principal. Appropriate consequences will be determined.

## **SCHOOL SECURITY**

### **Visitors at St. Croix Prep**

St. Croix Prep receives many visitors throughout the school day. These visitors include, but are not limited to, parents, special guests, vendors, and sales people. Although St. Croix Prep embraces our parent volunteers and visitors, we need to ensure the safety of our students. For this reason all visitors to our school must sign in and out at the front office. Visitors are also required to visibly wear a VOLUNTEER/VISITOR badge at all times. Students should not bring student guests to school without prior permission from the division director.

### **Search and Seizure**

The Board recognizes its responsibility to maintain order and security in St. Croix Prep. Accordingly, administrators or their designees are authorized to conduct searches of students and their personal effects, as well as the property of the St. Croix Prep, in accordance with this policy.

### **School Property**

School property, including but not limited to desks and lockers, is owned and controlled by St. Croix Prep and students should have no expectation of privacy in them or in any personal effects left in such areas. St. Croix Prep may make reasonable regulations regarding the use of such areas and may search them or any personal effects of students found in those areas without prior notice to students and without consent.

### **Students and Their Personal Effects**

Administrators or their designees may search a student and/or the student's personal effects (e.g., purses, wallets, backpacks, book bags, lunch boxes, etc.) when they are being carried by the student when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by specific suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. When feasible, the search should be conducted outside the view of others, including students; in the presence of a school administrator or adult witness; and by a certified employee or administrator of the same gender. If any improper items are found, immediately following the search of a student, the school authority that conducted the search shall take appropriate measures.

### **Patrols, Inspections and Searches**

It is the position of the school that a fair and equitable student motor vehicle policy will contribute to the quality of the student's education experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. School officials may conduct routine patrols of school locations and routine inspections of exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

“Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules and/ or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent of staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context or other reliable sources of information.

“School property” is owned, rented, leased or borrowed by the school for school purposes as well as property immediately adjacent to such property that may be sued for parking or gaining access to such property. A school location also shall include off school property at any school-sponsored or school- approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school.

## **HARASSMENT, BULLYING & HAZING**

### **Minnesota Safe and Supportive Schools Act**

On April 9, 2014, Governor Dayton signed the Minnesota Safe and Supportive Schools Act. The law provides schools, educators, parents, and students with tools and resources for bullying prevention and intervention. St. Croix Prep’s Anti-Bullying Policy, in accordance with the Minnesota Safe and Supportive Schools Act is published under separate cover. Please contact one of the Principals or Office Manager for additional information.

## **OTHER INFORMATION**

### **Activities Department**

St. Croix Prep offers 16 athletic programs and over 12 co-curricular programs within its club and competitive leagues. These programs offer a well-rounded educational experience to all of our students and provide them practical experience in their character and leadership development. For additional information visit the Activities Department Homepage at <http://www.stcroixprepactivities.org>. If you have questions, contact Activities Director, Rich Dippel at [rdippel@stcroixprep.org](mailto:rdippel@stcroixprep.org) or 651-395-5904.

### **Additional Parent Resources**

On the each of the School’s Homepages (Lower School - <http://www.stcroixprep.org/lower-school-homepage>; Middle School - <http://www.stcroixprep.org/middle-school-homepage>; and Upper School - <http://www.stcroixprep.org/upper-school-homepage>), there are links to additional Parent Resources. These include but are not limited to information related to Background Check Procedures, Calendars, Before & After school care, Dress Code, Field Trip Procedures, Health Services, Hot Lunch Program, Parent Pick-Up Procedures, Synergy (Student Information System) Instructions, Spirit Wear and the On-line Store.

### **Authorizer Information**

St. Croix Preparatory Academy is authorized by Friends of Education, EX0-01-A, 200 East Lake Street, Wayzata, MN 55391.

### **Development Department**

St. Croix Prep hosts three annual events that provide families the opportunity to financially support school programming. These events are a great way to cultivate friendships and business relationships while raising money for school programs.

**St. Croix Prep Marathon.** The 6<sup>th</sup> St. Croix Prep Marathon will be held on Wednesday, October 19, 2016 at the school. The Event raises funds for Academics. Students will raise donated funds in the weeks leading up to the event. On event day, students will participate in opening ceremonies, run in the school marathon, play indoor and outdoor games, enjoy a picnic lunch and end the day with a pep fest. Sponsorships are available.

**Heart of the Arts.** The 5<sup>th</sup> annual Heart of the Arts will be held on February 18, 2016 at JX Venue. The event raises funds for the Arts programs. The evening will include savory hors d’oeuvres, delicious sweets, fine wines and beer, live entertainment, silent and live auctions, raffles, and a fund-a-need appeal. Parents and community members are welcome to attend. Sponsorships are available.

**Lions Open.** The 7<sup>th</sup> annual Lions Open will be held on June 14, 2017 at Stone Ridge Golf Course. The event raises funds for the Athletics department. The day includes a golf tournament, wine and food pairing, dinner, silent and live auctions and a fund-a-need appeal. Sponsorships are available.

If you would like more information regarding these events, please contact Amanda Jamison, Communications and Events Manager at 651-395-5918 or [ajamison@stcroixprep.org](mailto:ajamison@stcroixprep.org)

### Parent Group

The St. Croix Prep Parent Group promotes communication and educational opportunities throughout the school, building community and strengthening relationships between families, administration, and faculty through events and initiatives. To view a schedule of meeting dates and events please view the website at <http://stcroixprep.org/parent-group/>.

If you would like more information regarding Parent group, please contact Parent Group at [parentgroup@stcroixprep.org](mailto:parentgroup@stcroixprep.org)

### Extended Day Program

St. Croix Prep partners with YMCA of Greater St. Paul to offer on-site extended day programming for students in grades kindergarten through sixth. The program is operated through the YMCA. Program information, including registration, programming, rates, and hours are available at [www.twincities.org](http://www.twincities.org) or contact Jon Spry, YMCA Child Care District Supervisor, at 651-490-4886 or [jon.spry@YMCAtwincities.org](mailto:jon.spry@YMCAtwincities.org)

### Food Service and Lunch Program

St. Croix Prep offers hot lunch, milk and supplemental a la carte offerings daily. Current price and menus are posted on school website at: <http://www.stcroixprep.org/foodservices/>. The school participates in the National School Lunch Program and offers free and reduced lunch according to federal guidelines. Additional information including free and reduced meal applications are located at: <http://stcroixprep.org/our-hot-lunch-program/>. Please direct questions regarding the free and reduced lunch program to the school business office (651-395-5903).

To purchase lunch, milk or a la carte offerings, a student must have a sufficient balance in his/her lunch account, or be approved for free lunch by the school's business office. St. Croix Prep's Negative Lunch Balance Policy is as follows:

- Hot Lunch
  - Lower School students are allowed to purchase one hot lunch meal after they have reached a negative lunch account balance. Lower School students who are not served hot lunch due to a negative lunch account balance will be offered a grape jelly sandwich as a courtesy.
  - Middle and Upper School students are not allowed to purchase a hot lunch meal if they go below a negative lunch account balance.
- A La Carte
  - Lower, Middle, or Upper School students will not be allowed to purchase items from the a la carte line, including milk, if they have a negative lunch account balance.

Parent should check their student's lunch account balance frequently. Parents will be notified by email when their student's meal balance falls below an established limit. This limit is defaulted to \$5 by the school business office; however, parents may adjust the balance alert level to accommodate their needs in FeePay.

Deposits to student's lunch accounts may be made on-line via FeePay. Deposit made on-line will be credited to the student's lunch account within 72 hours. Deposit may also be made via cash or check and delivered to the school business office, either directly or via the student's classroom teacher. Cash or check deposits will be posted to the students account within 48 hours of the business office's receipt of the deposit.

### Media in the Classroom

The following guidelines will be used for viewing of movies: Parental permission must be received before showing any movies with the rating of PG [lower school], and PG-13 [middle school], and R [Upper School]. We will provide alternative learning experiences for the students who have not received parental permission.

### Communication Protocol

The communication procedure for issues and concerns with teachers, homework, and classroom activities is as follows:

- Direct communication with the teacher. This shows respect for the teacher and also for the parent communicating the information.
- Direct communication with the Principal if the matter remains unresolved. The Principal will coordinate a meeting between the parents, teacher, and Principal.

- Direct communication with the Executive Director if the matter remains unresolved. The Executive Director will coordinate a meeting with the appropriate parties.
- Direct communication with the Board of Directors. The Executive Director will coordinate a meeting with the appropriate parties.

The general rule is to communicate with the person closest to the situation and best able to address the issue quickly and effectively. This communication protocol has been in effect since the beginning of the school. Attempts to circumvent the communication process will be directed back to the process outlined in the protocol.

### Picture Day

Student pictures will be taken on Monday, October 3, 2016. Picture retake day is on Tuesday, November 1, 2016. All students are required to wear their student uniform for the pictures.

### School Hours

Classes operate from 9:30 am to 4:00 pm. School doors will open its doors at 9:00 am. Students will be allowed to enter the building at that time. Earlier arrivals will need to sign in and will need permission from their teacher or organization leader to access hallways prior to this time. Lower School students arriving prior to 8:50 am must sign in within the before school programming area; students may not be unattended in the atrium. Unless students have after school activities, they will not be allowed in the building after 4:30 pm. Each division may have additional procedures that enhance their effectiveness.

### Teacher Request and Classroom Assignment

At St. Croix Prep, scheduling students into classes is a complicated and time-consuming process that involves both computer and hand scheduling. Many factors are taken into consideration when balancing class enrollment, including class size, gender, academics, and social composition. We believe our faculty are skilled educators and, additionally, that students need to learn the important life skill of working with many different types of teachers and students. If a parent feels his/her student has a particular learning concern which needs to be considered, please fill out a parent input form and return to the appropriate office manager. Parents may not request a teacher. Our goal is to create the best possible learning environment for all students.

The 2016-2017 Family Handbook was approved by the St. Croix Preparatory Academy School Board on August 2, 2016.