



St. Croix Preparatory Academy  
Board Meeting Agenda  
July 16, 2024

1. Public Hearing on 2024-2025 Student Fees
2. Call to Order
3. Open Forum
4. Board Calendar 2
5. Consent Agenda (Board Minutes)
  - A. Board Minutes 5
  - B. Governance -- Policy Approval 9
6. Agenda
  - A. Student Fees 2024-2025 - Approval
  - B. 2024-2025 Employee Handbook Approval 11
  - C. 2024-2025 Student & Family Handbook Approval 34
  - D. Succession Planning Committee 71
  - E. Governance Committee 75
7. Adjourn Meeting



# st.croixprep

## ANNUAL BOARD CALENDAR 2024-2025

July	Responsible	Notes/Status
Public Hearing on Student Fees		

August	Responsible	Notes/Status
Change Management Training	S. Morrell (Rebar)	
Seat New Board Members	B. Hajlo	
Family Handbook Approval	J. Gutierrez	
Emergency Operations Plan Approval	J. Gutierrez	
Q Comp Plan Approval	D. Thompson	

September	Responsible	Notes/Status
Status of School Opening	Principals	
Review of MCA Test Scores	J. Gutierrez	
Development Update	K. Gutierrez	
Q Comp Site Goals	D. Thompson	
Financial Statement Review – Unaudited	K. Gutierrez	
School Bylaws Training		
Board Governance Manual Training		

October	Responsible	Notes/Status
File Charter Assurances with Friends	J. Gutierrez	
Board Retreat	N. Donnay	
MDE Assurance of Compliance	J. Gutierrez	

November	Responsible	Notes/Status
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Financial Statement Review	K. Gutierrez	
Development Update	K. Gutierrez	
Annual Report Approval – 2022-2023	J. Gutierrez	
World's Best Workforce Approval	J. Gutierrez	
Activities – Fall Overview, Winter Plan	K. Seim	
Minn Stat 124E Training	J. Gutierrez	

<b>December</b>	<b>Responsible</b>	<b>Notes/Status</b>
Audit Acceptance	K. Gutierrez	

<b>January</b>	<b>Responsible</b>	<b>Notes/Status</b>
Board Election Timeframe Discussion	N. Donnay	

<b>February</b>	<b>Responsible</b>	<b>Notes/Status</b>
Financial Statement Review	K. Gutierrez	
Board Election Timeframe Discussion	N. Donnay	
Approve School Calendar	J. Gutierrez	

<b>March</b>	<b>Responsible</b>	<b>Notes/Status</b>
Approve Open Enrollment Period for Next Year	J. Gutierrez	
Approve Board Calendar for Next Year <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Election</li> <li>• Retreat</li> </ul>	Board	

<b>April</b>	<b>Responsible</b>	<b>Notes/Status</b>
Annual Budget Introduction		
Compensation Plan Introduction		

<b>May</b>	<b>3 Responsible</b>	<b>Notes/Status</b>
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Q Comp Report Presentation/Approval	D. Thompson	
Financial Statement Review	K. Gutierrez	
Compensation Plan Approval	T. Smith	
Board Election Update	N. Donnay	
Approve Annual Budget	K. Gutierrez	
Approve Employee Handbook	T. Smith	
Introduction of Family Handbook	J. Gutierrez	
MSHSL Membership Resolution	J. Gutierrez	
Conflict of Interest Form Disclosure	K. Gutierrez	

June	Responsible	Notes/Status
Public Hearing on Fees - 2024	K. Gutierrez	
New Board Member Training	N. Donnay	
Read Well by Third Grade Approval	J. Karetov	
Approval of Family Handbook	J. Gutierrez	
Annual Finance Designations for Next Year <ul style="list-style-type: none"> <li>● Identified Official with Authority</li> <li>● Official Newspaper</li> <li>● Designation of Depository</li> <li>● Account Signatories</li> <li>● Collateralize Funds in Excess of FDIC Insurance</li> <li>● Delegation of Authority to Make Electronic Funds Transfers</li> </ul>		

Members Present: R. Hajlo, D. Keyes, J. Johnson, N. Donnay, R. Thorson, T. Gulbransen, A. Galati, M. Stiles

Members Absent: K. Denzer

Ex-officio Members Present: K. Gutierrez, J. Gutierrez

Guests: None

## 1. Call to order

- a. R. Hajlo called the meeting to order at 6:05 PM.

## 2. Open Forum

## 3. 2024-2025 Board Calendar

- a. Link:  
<https://drive.google.com/file/d/19otMmJkgkHLEP77j1pIf3csNptVKOosv/view?usp=sharing>

## 4. Consent Agenda

- a. [June 7, 2024 Board Minutes](#)
- b. [Executive Director's Report - June, 2024](#)
  - i. Motion to Approve: A. Galati
  - ii. Second: M. Stiles
  - iii. Approved: All
- c. Governance - 1st reading: [Election of Board Members Draft 1](#)

## 5. Agenda

- a. Adjusted 2023-2024 Budget: [SCPA May 2024 Financial Report and Revised](#)
- K. Gutierrez: Motion - I propose to adopt the amended 2023-2024 original budget as presented:
  - General Fund Revenues of \$16,533,287 and Expenditures of \$16,515,742
  - Food Service Fund Revenues of \$758,883 and Expenditures of \$650,067
  - Community Service Fund Revenues of \$ 193,000 and Expenditures of \$181,500
  - i. Motion to Approve: T. Gulbransen

- ii. Second: M. Stiles
- iii. Approved: All
  
- b. Approval of Funds Transfer from the Building Company to the School for various Facilities Costs - K. Gutierrez

- 1. SCPA Due from Building Company:

- <https://drive.google.com/file/d/1AhxyG9HTheW0dvHLh9i8yBiRELpiMuR-/view?usp=sharing>

K. Gutierrez Motion: Transfer \$584,788.86 from SCPA Building Company to the school.

- ii. Motion to Approve: M. Stiles
- iii. Second: R. Thorson
- iv. Approved: All
  
- c. [2024-2025 IOwA Resolution](#)
  - i. Motion to Approve: M. Stiles
  - ii. Second: J. Johnson
  - iii. Approved: All
  
- d. [SCPA FY 25 Annual Designations](#)
  - i. Motion to Approve: J. Johnson
  - ii. Second: D. Keyes
  - iii. Approved: All
  
- e. MSHSL Video
  
- f. Board Officers for 2024-2025 School Year
  - i. Officers Nominated for:
    - 1. Chair: B. Hajlo
      - a. Motion to Approve: N. Donnay
      - b. Second: D. Keyes
      - c. Approve: All
    - 2. Vice-Chair: B. Hajlo Nominated: T. Gulbransen
      - a. Motion: B. Hajlo

- b. Second: D. Keyes
    - c. Approve: All
  - 3. Vice Chair: M. Stiles nominated N. Donnay; N. Donnay declined the nomination
  - 4. Treasurer: B. Hajlo nominated K. Gutierrez
    - a. Motion to Approve: M. Stiles
    - b. Second: T. Gulbransen
    - c. Approve: All
  - 5. Clerk: A. Galati
    - a. Motion to Approve: N. Donnay
    - b. Second: D. Keyes
    - c. Approve: All
- g. Governance Committee: [June 13, 2024 Governance Meeting Minutes](#)
  - i. Motion: Modify the Bylaws to state that each director may hold office for up to ten, three year terms, or until a successor has been duly elected and qualified or until the director dies, resigns, is removed, or the term otherwise expires.
    - 1. Motion to Approve: B. Hajlo
    - 2. Second: D. Keyes
    - 3. Approve: All
  - ii. M. Stiles: Would like the board to discuss the following recommendation: In order to change/modify SCPA's Bylaws, there must be a 2/3 majority vote of board members. Discussion: B. Hajlo disagrees and would like to keep at a simple majority. N. Donnay - would like more time to consider this idea. B. Hajlo pointed out that there rarely has been a dissenting vote over the many years he has served. K. Gutierrez suggests asking the school attorney for feedback.
  - iii. Part D: Chair and Vice Chair language - preferred vs. required; will probably keep preferred.
  - iv. Expand the capacity of the Executive Committee: Expanding the capacity of the Executive Committee to include a teacher when parents fill Chair and Vice

Chair positions. Therefore, the Executive Committee would be composed of the Chair, Vice-Chair, a parent board member, and a teacher. **The Governance Manual** would need to be modified for this adjustment and would need to be approved by the board.

1. Motion to Approve: B. Hajlo
  2. Second: M. Stiles
  3. Approve: All
- v. N. Donnay: Suggestion: Have a mentor for new board members to help answer questions, etc., after board meetings. Perhaps develop an onboarding system.
- vi. J. Johnson: Suggested having existing board members attend conferences/trainings once a year.
- h. Succession Planning Committee:
- i. [June 7, 2024 - SPC Minutes](#)
  - ii. [June 12, 2024 - SPC Minutes](#) - Particular discussion around the following topics:
    1. Board will need to direct the professional development of the Executive Director when the director does not have an administrative license.
    2. Think about: Language for upcoming job description: Administrative License preferred vs required.
    3. Change in approval of consulting hours of administrators. Board must approve the number of hours.
  - iii. [Executive Director Search Process Working Document](#)
  - iv. [Ex. Director Search Process Simplified WEB Version](#)

**Adjournment: 7:43 PM**

- Motion to adjourn: A. Galati
- Second: M. Stiles
- Approved: All

Respectfully Submitted by A. Galati, St. Croix Preparatory Academy Board Clerk





## ST. CROIX PREPARATORY ACADEMY

### Policy #

#### I. PURPOSE:

To create a formal process for the yearly election of SCPA Board Officers.

#### II. DEFINITIONS

This policy applies to the SCPA Board Officer positions of Chair, Vice-Chair, Treasurer, and Board Clerk (SCPA Bylaws Article V Section 1).

#### III. GENERAL STATEMENT OF POLICY

- A. Every year at the June meeting, nominations will be given for each Board Officer position, Chair, Vice-Chair, Treasurer, and Board Clerk.
- B. Voting will follow each of the nominations and Board Officer positions will be determined by a majority vote.
- C. SCPA Board Officer positions are one year terms and will run from June to June.
- D. The Chair and Vice-Chair positions: It is preferred that the Chair and Vice-Chair have one year of previous experience serving on the SCPA Board.

#### ***Legal References:***

#### **Cross References:**

**DOCUMENT #** *Revision*  
**ADOPTED BY THE BOARD:**  
**REVISED BY THE BOARD:**



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**EFFECTIVE DATE:**



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**St. Croix Preparatory Academy  
Employee Handbook Summary  
July 16, 2024**

The following updates have been made to 2024-2025 Employee Handbook:

- Year has been updated to 2024-25.
- The paid sick day policy has been updated to align with MN's Earned Safe and Sick Time law that went into effect January 1, 2024.
- Holiday dates (p. 17) have been updated to align with the approved FY25 school calendar.

**Action requested:** Approve Employee Handbook for FY25.



**st. croix** preparatory academy

EMPLOYEE HANDBOOK

2024-2025

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# st. croix preparatory academy

ACADEMICS • CHARACTER • LEADERSHIP

## MISSION STATEMENT

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.

## GENERAL

### Employment-At-Will

St. Croix Preparatory Academy (SCPA) maintains an employment-at-will relationship with all of its employees. Under this relationship, an employee is free to terminate employment with SCPA at any time with or without cause and with or without notice. When possible, SCPA requests a two-week notice from the employee regarding their intent to terminate the employment relationship. In addition, SCPA may terminate the employee's employment at any time with or without cause and with or without notice. Under normal circumstances, termination of employment is preceded by verbal and written communication between the employee and appropriate SCPA personnel (e.g. Director/Principal, Human Resources, etc.) In cases of egregious behavior by an employee, SCPA may determine to terminate an employee on a more accelerated timetable. Upon termination, the employee will be paid for all amounts earned up to the termination and will be notified of any benefits, which the employee may continue at the employee's expense after termination. The employee must return all school owned and provided items on or before their final day of employment.

### Equal Employment Opportunity

SCPA provides equal employment opportunities to all employees and applicants for employment. SCPA does not unlawfully discriminate on the basis of race, color, creed, religion, sexual orientation, national origin, age, disability, genetic information, marital status, status as a covered veteran, familial status, sex, status with regard to public assistance, family care leave status, or membership or activity in a local commission in accordance with applicable federal, state and local laws. SCPA complies with applicable federal, state and local laws governing nondiscrimination in employment. SCPA also makes reasonable accommodations for disabled employees. For reporting procedures for complaints, see SCPA's policy on Harassment and Violence or its Anti-Nepotism policy. If the complaint is one of disability or sex discrimination, however, see SCPA's Employee Disability Nondiscrimination policy or its Employee Sex Nondiscrimination policy.

SCPA expressly prohibits any form of unlawful employee harassment based on any of the categories listed above. Improper interference with the ability of SCPA employees to perform their expected job duties is absolutely not tolerated. For information about the types of conduct that constitute impermissible harassment and SCPA's internal procedures for addressing complaints of harassment, see SCPA's policy on Harassment and Violence.

This policy applies to all areas of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training, facilities, and privileges of employment.

Every SCPA employee shall be responsible for following this policy.

Any person having a question regarding this policy should discuss it with Human Resources.

## **Americans With Disabilities Act**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of SCPA to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

SCPA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so would impose an undue hardship on SCPA. Contact Human Resources with any questions or requests for accommodation. SCPA may refuse to hire an applicant or may discharge an employee who poses a direct threat to the health or safety of himself/herself or others that cannot be eliminated or reduced by reasonable accommodation.

For more specific details regarding this policy and the reporting procedures, see SCPA's Employee Disability Nondiscrimination policy.

## **Safe Work Environment**

SCPA strives to maintain an environment free from intimidation, threats or violent acts. Threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, and/or carrying weapons of any kind on to school property is inappropriate. The school reserves the right to call the police if persons and/or an employee's possessions are thought to be illegal or potentially dangerous. Any employee carrying, possessing or concealing a firearm or any dangerous or hazardous device or substance on school grounds may be terminated immediately.

The school expects all employees to practice common sense, sound judgment and to act in a respectful, responsible manner. The following examples illustrate unacceptable behavior that may result in disciplinary action, up to and including termination:

- Personal relationships with students, other than a teacher/student relationship
- Theft or inappropriate removal of school or another employee's property.
- Violence or threatening violence.
- Inappropriate use of any school property, including computers.
- Illegal drugs and smoking anywhere in the school buildings or on the grounds



Minnesota State Law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any employee, who knows of or has reason to believe a child is being abused or neglected, must report this to the appropriate authorities. SCPA also requests that the reporter alert school administration of the report.

Any violation of the preceding should be reported immediately to a supervisor. If it involves the executive director of the school, it should be reported immediately to a member of the Executive Committee of the Board or Board of Directors. Resolution of the situation will follow the grievance policy procedures. There will be no retaliation against an employee for raising a complaint or concern. For complaints of violence based on a protected classification, see SCPA's Harassment and Violence policy.

### **Criminal Background Screening**

All new employees and volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with SCPA. St. Croix Preparatory Academy will re-run background checks on all employees periodically. An individual will be disqualified and prohibited from serving as an employee or volunteer if that individual has been found guilty or entered a plea of non-contender (no contest), regardless of the adjudication for any of the following disqualifying offenses:

1. Sex Offenses
  - a. All Sex Offenses – Regardless of the amount of time since the offense.
    - i. Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
2. Felonies
  - a. All Violent Felony Offenses – Regardless of the amount of time since the offense.
    - i. Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
  - b. All Felony Offenses, other than violent or sex within the past ten (10) years.
    - i. Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.
3. Misdemeanors
  - a. All Violent Misdemeanor offenses within the past five (5) years, or multiple offenses within the past seven (7) years.
    - i. Examples: Driving under the influence, simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia, etc.
  - b. Any other Misdemeanor offense within the past five (5) years that would be considered a potential danger to children, or is directly related to the functions of that employee or volunteer.
    - i. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies), etc.

SCPA reserves the discretion to consider additional factors and information, including whether the nature of the offense implicates a behavior that is contradictory to an individual's job description, when making employment decisions.

## **Data Privacy and Personnel Records**

The school maintains essential information on its employees such as address, phone number, items effecting benefit status, beneficiary designation, dependents, emergency contact information, etc. It is the responsibility of each employee to notify Human Resources when changes occur. Additionally, SCPA creates and maintains personnel files for each employee. The file contains information that is used to administer employment activities and information that is required by law. Personnel files belong to SCPA; however, an employee has a right to review his/her personnel records once every six months and at least once per year following termination. Legal remedies are available to employees if SCPA does not provide legally required access to personnel files to employees. SCPA will not use information that is not included in the personnel record reviewed by the employee in any civil or administrative proceeding. An employee may ask to have information removed from the personnel file and can include an explanation of up to five pages in the personnel file if the disputed information is not removed. Finally, SCPA will not retaliate against an employee who properly requests to view his/her personnel file, and legal remedies may be available to employees if such retaliation occurs.

With the exception as those contents designated as “public data” by the Minnesota Data Practices Act, no one else will have access to employee’s personnel files except for administrators with a need to know.

### Confidentiality

As an employee of St. Croix Preparatory Academy, you share the responsibility to maintaining the confidentiality of any employee or student information that may be available to you. It is your responsibility to ensure the rights and confidentiality of any information both written and verbal is maintained. Employees are not to discuss academic or other confidential information regarding student or employees. Any breach of confidentiality will be carefully reviewed and if substantiated could result in termination of employment, and may result in legal action.

### Board of Directors

The Board of Directors is responsible for the strategic initiatives that align with the mission of the School. These include maintaining fiscal oversight, reviewing student achievement, planning for long term initiatives, ensuring legal and financial integrity, and enhancing the school’s public standing. The Board consists of parents, faculty, and community members. Please refer to the School Board page of our website for a current listing of parent, faculty and community board members.

## **GENERAL POLICIES AND GUIDELINES**

### **School Hours**

The student hours at SCPA are from 9:30 a.m. to 4:00 p.m. It is expected that full time staff be here during the school day, as well as times outside of student hours for meetings, professional development, and other school events. SCPA views our staff as professionals and know faculty spend numerous hours outside of the school day performing duties related to their job responsibilities. SCPA does not monitor your arrival or departure time; only requests that faculty members are present to ensure students have an organized start to the school day and a safe departure at the end of the day. Administration reserves the right to enforce a start/end time for those employees who do not honor the professional standards previously noted. For staff other than faculty, the work year and hours will depend on your job description.

## **Duties**

All staff will be expected to follow the duties of their job descriptions. Additionally, staff may be expected to perform various duties (e.g., lunch, recess, before and after school duty, etc.), which will be equitably assigned. Attendance at committee meetings, staff development workshops, all-school and division meetings, and school community events is also expected.

## **Dress Code**

The employee dress code is “business casual”. Employee attire should be comfortable but neat and professional – such as collared shirts, sweaters, casual skirts, khaki pants, and slacks. On Thursdays, employees may wear jeans and SCPA spirit wear or Prep for Life wear. On Fridays, employees may wear jeans and a sweatshirt or t-shirt from a college or university. Inappropriate “business casual” attire includes jeans, shorts, flip-flops, t-shirts, and athletic wear. Neatness, cleanliness and modesty should be observed at all times. Managers are responsible for enforcing the policy, and may send home an employee who is improperly dressed. SCPA recognizes there may be some days or jobs where casual attire may be more appropriate.

## **Communication**

St. Croix Prep attempts to maintain a communication process that facilitates efficiently resolving an issue. The guidelines below are intended to improve communication, respect responsibilities, and maintain efficiency. It is important to direct your communication to the person most directly responsible for the issue. If the issue is unresolved, then escalation procedures include bringing the issue to the School Principal, then the Executive Director, and finally the Board of Directors (via a Board member). Depending on the issue, Human Resources may be involved in the escalation communication.

## **Non-Harassment**

SCPA is committed to providing an environment free from discrimination or harassment based on a person’s race, color, religion, sexual orientation, national origin, age, disability or other classification protected by law. Unlawful harassment in any form is prohibited. SCPA intends to provide a safe work environment free from unreasonable interference, intimidation, hostility or offensive behavior. Each employee has a responsibility to keep the workplace free of any form of harassing behavior. SCPA expects the full cooperation of every employee in making this policy effective. Harassment, sexual or otherwise, is against the law and will not be tolerated.

Examples of inappropriate behavior that are violations of this policy include, but are not limited to verbal harassment (e.g. indecent or belittling comments, jokes or references, and offensive personal references), unwanted physical contact of any kind, the display in the workplace of derogatory gestures, posters, cartoons, drawings or calendars, harassing electronic communication (e.g. email, texting of demeaning, insulting, intimidating or suggestive messages, and threatening adverse employment actions if sexual favors are not granted or promising preferential treatment in return of sexual favors). Employees should promptly report any incidents in accordance with the procedures outlined below.

Any person who feels that he or she has been subject to or witnessed unwelcome harassing behavior should report this conduct immediately to the principal of his or her school. If the complaint involves the principal of your school, please report the incident directly to Human Resources.

When an individual submits a complaint, he or she will be asked to provide information regarding the incident(s), including the identity of the harasser, the date(s) of the incident (s), the conduct giving rise to the complaint, and witnesses, if any, to the alleged conduct. All complaints will be investigated

promptly, impartially, and with respect for the privacy of those involved, consistent with SCPA's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations. The complaint and investigation will be thoroughly documented and only those who need to know about such a complaint or those who are authorized by law will be advised of its existence and resolution. If it is determined that the person charged has violated the Non-Harassment Policy, such person will be subject to appropriate disciplinary action, up to and including termination of employment. Action will be determined at the sole discretion of SCPA. SCPA reserves the right in each case to differentiate between violations and situations on whatever basis it considers appropriate and to take such action as it believes to be in the best interests of the parties and the school based on all the facts and circumstances of the case. Retaliation in any form against an employee who exercises the right to make a complaint is strictly prohibited, and will in itself constitute a basis for disciplinary action up to and including termination. Any employee, in the judgment of SCPA, who intentionally makes a false allegation of harassment, may be subject to discipline up to and including termination.

For more specific details regarding this policy and the reporting procedures, see SCPA's Harassment and Violence policy and its Equal Employment Opportunity section of this Handbook. For specific policies and reporting procedures for complaints of sex or disability discrimination, see SCPA's Employee Disability Nondiscrimination policy of SCPA's Employee Sex Nondiscrimination policy.

## Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

SCPA supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed to be consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. SCPA reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines SCPA's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the serious nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to

perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

SCPA reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

## **Grievance**

SCPA aims to resolve problems and grievances promptly and as close to the source of conflict as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. For specific grievance and reporting procedures for complaints of harassment or violence on the basis of a protected classification, complaints of discrimination on the basis of disability or sex, or complaints of discrimination on the basis of other protected classifications, see SCPA's Harassment and Violence policy, Equal Employment Opportunity policy, Employee Disability Nondiscrimination policy, or Employee Sex Nondiscrimination policy.

### **Statement of General Principles**

- Complaints must be fully described by the person with the grievance
- The person(s) should be given the full details of the allegation(s) against them
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to communicate their version of the facts before resolution is attempted
- Proceedings should be conducted honestly, fairly and without bias
- Proceedings should not be unduly delayed.

### **PROCEDURES**

The following is a three step process for grievance resolution:

1. The employee attempts to resolve the complaint as close to the source of conflict as possible. This step is quite informal and verbal.
2. If the matter is not resolved, the employee notifies the supervisor (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussion should only be held between employee and the other relevant person(s). This step will usually be informal, but either party may request written statements and agreements.
3. If the matter is not resolved, the supervisor refers the matter to Human Resources and/or the Executive Director (or Board of Directors if applicable). A grievance taken to this level must be in writing from the employee. The supervisor will forward any additional information thought relevant. HR will investigate/communicate with any other parties involved or deemed relevant. HR will provide a written response to the employee.

## **Office Intimate Relationships**

SCPA believes that an environment where employees maintain clear boundaries between their personal and business interactions is the most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships are conducted during working hours and on company premises. During working hours and at work locations, employees are expected to keep personal

exchanges limited so that others are not distracted or offended by such exchanges. During non-working time hours, such as lunches, breaks, and before and after work periods, while on SCPA property, employees' conversations and other behaviors should be expressed in a manner not perceived as offensive or uncomfortable to a reasonable person. The provisions of this policy apply regardless of the sexual orientations of the parties involved.

Individuals in supervisory/management or other influential roles are subject to more stringent performance under this policy due to their access to sensitive information and their ability to influence others, promotions, and terms and conditions of employment of their subordinates. An employee in a management or supervisory position over another employee, who has developed a relationship with an employee that a reasonable person would determine is beyond a normal friendship should inform his/her manager or Human Resources of the relationship. Failure to report such relationships is a violation of the SCPA Harassment Prevention Policy. Employees who allow personal relationships with coworkers to adversely affect the working environment will be subject to transfers or disciplinary action up to and including termination of employment.

### **Teacher Relicensure**

Each faculty member is responsible for maintaining the licensure required for him or her to assume his or her teaching duties. The relicensure committee will assist you in recording and submitting clock hours for your continuing education credit. In the event licensure is not maintained, the School (by law) will post the open position and proceed with a hiring process. A renewed copy of your license must be filed with the school principal and Human Resources by April 1 of each year.

### **Building Access**

The staffed building hours are from 7:30 a.m. to 4:30 p.m. Except for general student arrival time from 9:00 am to 9:30 a.m. the front entrance will be the only point to enter and exit the building during normal school day operations. A reception area staff are positioned with an unimpeded view of the front entrance. The reception staff will have the responsibility for screening and granting access to all building entrants. The buildings bathrooms, service spaces, stairwells, or other amenities will not be accessible without passing this front desk. Please see security details below. Any students participating in activities before general student arrival time begins must adhere to their division's policy for building access which may include providing a pass by the supervising staff member for building admittance. The division principal will outline the process for each division.

- **All Exterior Doors Locked During School Hours and Non-Student Contact Days**  
All exterior doors will be locked from 9:30 am to 4:00 pm (school hours). Visitors may gain access through an intercom system located on the exterior wall to the left of the main entrance. The only doors that will be unlocked before and after school hours on student contact days are the main entrance doors.
- **Building Attendant On-Duty After School Hours on Weekdays**  
This position enhances facility safety and security after school hours when the building is used by many in our school community. This position will maintain a presence in the front atrium when not patrolling the building, ensure interior and exterior doors are locked as scheduled, be a facility resource for those using the facility and monitor the facility for unsanctioned use and perform light maintenance duties.
- **SCPA Building Hours and Supervisory Coverage:**

Student Contact School Days:  
7:30-9:30 am - Main doors open  
8:30-4:30 pm - Main office open  
9:30-4:00 pm - All exterior doors locked  
4:00-9:30 pm - Main doors open

- Non-Student Contact Weekdays Except for Holidays:  
Main doors remain locked for entire day  
8:30-4:30 pm - Main office open and visitors access through use of intercom system

Please refrain from propping a door open for convenient reentry into the building. Routine inspections by the Facility Director will ensure that exterior doors are not propped open for any reason which may allow outsiders access into the building.

### **Guest Building Access**

Any building occupant expecting a guest should notify the front desk and provide the guest's information before the guest's arrival. The receptionist will contact the staff person being visited to confirm the appointment before permitting the guest access to the premises. Before being permitted access to the premises all guests/visitors must sign-in. This includes parents who may be dropping off lunches or signing their students in/out. Each division has specific procedures for students signing in/out which will be outlined by the division principal. Generally, if a student is being dropped off late the parent must come to the front office to sign their student in. Likewise, if a student is being picked up early the parent should sign the student out at the front office and wait until the division office manager sends the student to the front. A visitor should not be granted access to the rest of the building unless they have an appointment. All guests must sign out with the front desk when leaving.

### **General Student Arrival**

Students arrive at school from 9:00 am to 9:30 am. During this time, the following doors will be open for student access: Main doors, K-4 main entrance, south entrance near stairs to upper school, and north cafeteria doors. All doors will be re-locked at 9:30 am.

### **Master Key Control System**

The Facility Director is responsible for monitoring the distribution of keys, fobs, and duplicates of these. Only authorized employees will have keys that offer access to specified areas of the building. Accordingly, staff will only obtain keys that are relevant to their position (e.g. teachers do not need keys for mechanical rooms). When an employee terminates their employment with SCPA, they must return their keys.

### **Social Media**

SCPA views social networks, web based discussion, and other emerging forms of social media as means of public communication. Employees who engage in social networking should ensure that their public communication is responsible and consistent with SCPA's mission, purpose and values.

Only a select group of employees are authorized to publicly speak on behalf of SCPA, therefore, employees must have prior authorization to be a spokesperson to the extent their social networking communications represent, or appear to represent SCPA's official view or perspective on any particular topic.

General guidelines and examples of prohibited communications are noted below. For purposes of this discussion, social media is any usage of Web 2.0 technologies and sites such as blogging, micro blogging (Twitter, WordPress, Tumblr), photo sharing (Flickr, Shutterfly, Instagram), video sharing (YouTube, Vimeo, Snapchat), live casting/streaming (Facebook Live, Periscope, Justin.TV), networking (Facebook, LinkedIn), and so forth. Please note that this list shows examples and is not intended to be an exhaustive list of social media sites or applications.

General Guidelines:

- When appropriate, personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and does not represent the views of SCPA. When appropriate, we recommend not including any SCPA reference to your social media site profile, blogs, etc.
- Communication in social media networks should comply with the school's confidentiality and data privacy statutes and policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- In your on-line communication, be respectful to the school, other employees, parents, students, partners, and competitors. Do not reference or site school employees, parents, students, or partners without their express consent.
- Photos of students and staff are not permitted.
- Social media activities should not interfere with work commitments.
- School logos and trademarks may not be used without written consent.
- It is strongly recommended that, outside of your school responsibilities, staff and students not "friend" or "follow" each other on any social networking sites while the student is enrolled at SCPA. Communication is acceptable once a student has become an alumnus and is over the age of 18.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and act appropriately. Consult with your manager or supervisor if you are uncertain.

No SCPA policy limits employees' rights under Minnesota and other applicable law, to disclose and discuss their wages with others. SCPA will not take any adverse employment action against an employee for disclosing their wages or discussing another employee's wages which have been disclosed voluntarily. SCPA will not retaliate against an employee for disclosing their wages or discussing other SCPA employees' wages as provided in this paragraph. Minnesota law allows an employee to bring a civil action against an employer who violates the rights described in this paragraph, and a court may award reinstatement, back pay, restoration of lost service credit if appropriate and the expungement of any related adverse records of an employee whose rights have been violated.

### **Inclement Weather and School Closing**

Because St. Croix Prep is dependent upon ISD 834 for bus transportation, St. Croix Prep will close when the Stillwater School District closes school. Staff members will be notified via School Messenger and email for any school closings or delays. SCPA (and Stillwater) currently provide WCCO-4, KSTP-5 and KARE-11 with their school closing information. SCPA recommends 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 closes when Stillwater closes school.



## **Pet Policy\***

St. Croix Preparatory Academy has students enrolled in school that have significant allergies to pets. To support the health needs of our students, pets are not allowed on school grounds. This includes both inside and outside of the building. SCPA realizes that pets bring a host of joy to kids and families and acknowledges that it is exciting for kids to walk to school with their pets. That said, SCPA must place the health needs of our students at the highest priority. Let's work together in this effort to keep all students healthy at school.

The goal of SCPA is to decrease student and staff exposure to potentially harmful animal allergens. If animals are to be allowed in the classroom, the protocol will be as follows:

1. Before bringing an animal into the building, the teacher will notify the principal, the Facilities Director, and the students of the type and location of the animal. The principal must approve all classroom pets. All animals will be properly vaccinated.
2. The location of the habitat for the animal will include consideration of heating, ventilation, and air conditioning (HVAC) components. Animal habitats will not be placed near air supply or return air vents and will not be kept near unit ventilators. The habitat will be placed on a hard floor surface. The animal will not be allowed to wander around the room (especially on carpet.)
3. A cleaning schedule will be implemented for the habitat and surrounding area. The classroom teacher is responsible for regularly cleaning the cage, as well as the table or floor the cage rests upon. Students will not be allowed to clean cages or equipment.
4. The teacher will ALWAYS be present when animals are handled by a student.
5. All staff and students will wash their hands before and after handling animals, cage debris, or animal supplies.
6. The pet will be removed from the classroom if it is deemed to be a distraction or causes interruptions in learning.
7. Concerns regarding the health issues or care of the animals should be brought to the principal for immediate consideration.

\*This policy does not apply to service animals.

## **Tobacco Free Environment**

St. Croix Preparatory Academy is a tobacco free environment. For specific policy and reporting procedures see SCPA's Tobacco Free Policy.

## **Drug Free Environment**

St. Croix Preparatory Academy is a drug free environment. For specific policy and reporting procedures see SCPA's Drug Free Workplace Policy.

## **Mandated Reporting**

Any employee who knows or has reasonable cause to believe that a child or vulnerable adult is being maltreated, or has been maltreated in the past three (3) years, is required under Minnesota law to report such information to the local welfare agency, law enforcement or other agencies responsible for assisting or investigating maltreatment. For specific policy and reporting procedures see SCPA's Mandated Reporting policy.

## **Whistleblower**

Any employee who suspects or knows of unethical or illegal activity should report that activity to appropriate school officials. For specific policy and reporting procedures see SCPA's Whistleblower Policy.

## **Work-Related Injuries**

St. Croix Preparatory Academy provides a comprehensive workers' compensation insurance at no cost for employees. Workers' compensation insurance covers most injuries or illnesses sustained in the course of employment that require medical, surgical or hospital treatment.

An employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor a work-related injury may appear, it is important that it be reported, and that all required paperwork be completed, immediately. This will enable an eligible employee to qualify for coverage. Injury reporting forms may be obtained in the health office.

# **COMPENSATION**

## **Categories of Employees**

St. Croix Prep Academy has several "categories" of employees. These include exempt, non-exempt and those contracted for services. All employees are under at-will agreements.

## **Required-Work Days**

Licensed staff salaries are earned per required-work day, although payment is made in equal amounts over 24 pay periods to exempt staff (see "Pay Periods" below). A required-work day is an 8-hour work day. Required-work days consist of student contact days and non-student contact days, such as staff workshops and parent teacher conference days. Annual required-work days are identified in the annual school calendar and vary from year to year. An exempt staff's daily rate may be calculated by dividing his/her annual salary by total annual required-work days per the annual school calendar. If a staff member is absent from work on a required-work day and has no vacation, sick or personal days accrued, his/her paycheck will be deducted in the amount of his/her daily rate for each required-work day missed. If a licensed exempt staff member resigns employment prior to the end of the school year, he/she shall be liable to repay to SCPA any compensation paid to him/her in excess of the amount earned for the number of required-work days actually worked prior to the end of his/her employment during that school year.

## **Time Tracking for Payroll**

Non-exempt employees will record their time in Skyward by clocking in when they are ready for work and clocking out when they have finished work. Non-exempt employees must also record their time in/out for lunch breaks per FLSA regulations. The employee submits each week recorded time in the Skyward system for their supervisor's approval and subsequent payroll processing. In the event a non-exempt employee must record their time manually, a paper time sheet must be used and submitted. These submissions need to occur on or before, the 15th and the end of every month. Non-exempt documentation starts with the first hour worked.

## **Pay Periods**

Exempt employees will have their annual compensation spread over 12 months and receive 24 equal payments. The start of payment will be delineated in the offer letter. For non-exempt employees under the Fair Labor Standards Act are eligible for overtime for all hours worked in excess of 40 in any work week. SCPA will try to give you as much notice as possible when overtime will be mandated. All overtime designated by your manager is approved overtime. If an employee determines overtime is necessary, approval from your manager is required. If an employee works overtime without approval, the overtime must be paid, however the employee may be subject to disciplinary action. Overtime is paid at the rate of one-and-one-half times (1.5x) your regular hourly rate of pay. Non-worked lunches, sick, holiday or vacation time will be included in calculating overtime. Please see SCPA's Compensation Plan for further compensation information.

## **Fair Labor Standards Act Compliance**

SCPA acts in good faith in an effort to comply fully with the Fair Labor Standards Act's prohibition on improper pay deductions. An employee who believes that improper deductions have been made from his or her pay should notify Human Resources, describing the error they believe they have found. SCPA will review the situation and correct errors by reimbursing the affected employee or taking other appropriate action as necessary.

## **BENEFITS**

### **Medical, Dental, Vision, Life, Disability Insurance**

St. Croix Preparatory Academy offers a comprehensive benefits suite to eligible employees. Full time employees working 30+ hours are eligible for benefits on the 1st of the month following 30 days of employment. For a complete overview of medical and dental benefits see Human Resources for an SCPA Employee Benefits Guide.

## **PAID AND UNPAID TIME OFF FROM WORK**

### **Sick Days**

In accordance with Minnesota's Earned Sick and Safe Time (ESST) law, all paid sick time will be earned on an accrual basis. The accrual calculation varies for each position and meets or exceeds ESST requirements. The exempt teaching faculty accrual calculation equates to six sick days of paid time off. The twelve-month exempt and non-exempt employee accrual calculation equates to 10 sick days of paid time off. The school-year non-exempt employee accrual calculation equates to 5 sick days of paid time off. For payroll purposes, employees may only record a half a day and a full day of sick time. Exempt and non-exempt employees' length of day may vary from 3-8 hours with their position. Paid sick days may be used for purposes as defined by the ESST policy and state statute; they are not intended for additional vacation time or personal time. Sick days, if not used by the end of the year, may be accrued each year up to 30 days and used when needed. Employees may also take a "buy-out" of the unused days at their base hourly rate for the current school year for each unused day. Rolled-over sick days cannot be accrued to be paid out later. Sick days can only be paid out for the current year.

## Personal Days

Each exempt faculty member has three paid personal days. The exempt administrative positions of Executive Director, Executive Director of Finance and Operations, and Principal receive three paid personal days. Twelve-month exempt and non-exempt employees receive two paid personal days. School-year non-exempt employees receive two paid personal days. Unused personal days will be paid out at the daily sub rate and may not be accrued. Holidays may not be extended by personal days.

## Holidays

Exempt employees who work year around (12-month) will have 21 paid holidays for the 2024-25 school year plus additional paid vacation days per their individual employment agreement. Paid holidays include:

- Independence Day, July 1, 2, 3, 4, 5
- Labor Day, September 2
- Thanksgiving, November 28, 29
- December 23, 24, 25, 26, 27, 30, 31
- January 1, 2, 3
- Memorial Day, May 26
- June 19, 30

St. Croix Prep does not pay out unused sick, personal or vacation days when an employee's employment is terminated.

## FACULTY ABSENCES

### Absence from Class

Every time you miss work, for whatever reason, it will be your responsibility to obtain a substitute if necessary and record your time off in Absence Management (Frontline/Aesop). All appropriate personnel should then be notified of your absence. The Absence Management system enables subs to select jobs if entered in advance of the absence and will call subs on your behalf to fill your absence. If you are unable to secure a substitute by 6:00 am on the day that you are going to be absent please notify your division manager and Human Resources as soon as possible.

To ensure quality instruction during absences, teachers are required to have an emergency substitute folder with lesson plans with their administrator/principal. This folder should include the following: class schedule, class list(s) and seating chart where appropriate, classroom guidelines and procedures, names of two staff members that the substitute can depend on for emergency information, special instructions regarding individual students, bus information if applicable, and before/after school duties, lunch schedule and preparation times, attendance procedures, and a map of the school.

Specific lesson plans for the day should be left in the classroom or emailed to the office manager or division principal by 8:30 a.m. with the name of the substitute, if available.

# LEAVES

## **Bereavement Leave**

All employees are allowed paid time off in the event of a death in the family. The purpose of this is to provide employees with time to arrange and attend a funeral. For spouse, child, parent, siblings, step or in-laws the leave is up to two days. For grandparent, grandchild, step or in-laws of those listed, one day is granted. Additional unpaid leave may be granted with the approval of the Executive Director.

## **Jury Duty**

All exempt and non-exempt staff called to serve jury duty or subpoenaed as a court witness, must notify their division administrator immediately and provide a copy of the notice or subpoena to Human Resources. Your pay will not be reduced by the amount of jury duty or court witness pay that you receive.

## **Leave of Absence**

You may request general leaves of absence without pay. If granted, these leaves may not exceed 120 working days. You may not use paid vacation days to extend the length of the leave beyond 120 days. However, vacation days may be used during the leave to receive pay. Any such arrangements must be approved by the division administrator. To initiate a request for an unpaid leave, you must first discuss the reasons for requesting a leave with your division administrator. The division administrator will discuss the circumstances with Human Resources. If it is determined that a leave is warranted, you will be notified by your division administrator. SCPA may, when appropriate, designate a leave as a Family and Medical Leave Act (FMLA) leave. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy.

## **Military Leave**

SCPA grants military leave and re-employment rights to eligible staff, pursuant to applicable federal and state law.

## **Family and Medical Leave Act (FMLA)**

In accordance with the requirements of the Family and Medical Leave Act, SCPA provides up to 12 weeks of unpaid, job-protected leave to eligible staff members. Eligible staff members may use paid sick, personal, or vacation time to receive pay during leave, but may not use paid time off to extend FMLA leave. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy.

## **Military Family Leave Entitlements**

Eligible staff members with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible staff members to take up to 26 weeks of leave of leave to care for a covered service member during a single 12-month period. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy. Staff members must make reasonable efforts to schedule leave for planned medical treatment so as not to

unduly disrupt SCPA operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## **EMPLOYEE SERVICES**

### **Computers, Phones and Email**

SCPA communication systems and the equipment used to operate the communication system are owned and provided by SCPA to assist in conducting business. Communications systems including email are to be used for work purposes only. Email is retained for a period one year. For more information on acceptable usage and limitations, see SCPA's Internet Acceptable Use and Safety policy.

Unacceptable use of the computer or phone lines is likely to result in disciplinary action up to and including termination of employment.

### **Supplies**

All academic supplies should be ordered through your office manager. All other items should be ordered through the business office. When ordering, please use the appropriate form. There is a different form for expense reimbursement. The sales receipts must accompany this reimbursement form. The school is tax exempt; therefore, your reimbursements should not include sales tax. You may obtain the tax exempt number and/or an ST3 Form from your office manager, which should be presented to vendor at time of purchase in order to not incur sales tax on your reimbursable purchases. St. Croix Prep reserves the right to not reimburse employees for sales tax.

## STAFF HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

By signing below I acknowledge receipt of the policies and procedures set forth in the St. Croix Preparatory Academy employee handbook. Failure to comply and adhere to these policies and procedures could lead to disciplinary actions.

I will keep this handbook available and I acknowledge that these policies and procedures may be changed at any time. I agree to update it whenever provided with materials to do so. I understand this handbook replaces and supersedes any previous policies, written or oral. I acknowledge that this handbook is for reference purposes and is not a legal document nor is it an employment contract with the school and me

I understand the handbook is the property of SCPA and I agree to return it upon terminating my employment with SCPA.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is: fiscal year, July 1-June 30.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

## Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform their division principal or human resources by email or entering time off in Frontline as far in advance as possible, but at least three days in advance. In situations where an employee cannot provide advance notice, the employee should contact their division principal or human resources by email or entering time off in Frontline as soon as they know they will be unable to work.

## Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the



law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

## For more information

Contact the Minnesota Department of Labor and Industry’s Labor Standards Division at 651-284-5075 or [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or visit the department’s earned sick and safe time webpage at [dli.mn.gov/sick-leave](http://dli.mn.gov/sick-leave).

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauj ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ອອກຂອງນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສານີ້.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለአገልግሎት ሰጪዎች ለሰጪ ሰራተኛ የያዘ ነው። ይህንን ደብዳቤ በስተጻፈ በኩል ባለው ቋንቋ ተተርጉሞ ለንዲሰጡት ከፈለጉ በዛው በስተጻፈ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လၢ်တၢ်လၢ်ဖိတၢ်ခါအံၤလၢ်ယုၢ်တၢ်ဂ့ၢ်တၢ်ကျိၤအကျိၤတၢ်လၢ်အတၢ်ယးဒီးနတၢ်ဖဲတၢ်မၤန့ၣ်လီၤ. တၢ်နီၣ်တၢ်ခါလၢ်အတၢ်တကၤလၢ်တၢ်ကဒီးနတၢ်ဂ့ၢ်တၢ်ကျိၤလၢ်ကျိၤတၢ်ခါအံၤအကျိၤတၢ်ဂ့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.



**st. croix** preparatory academy

STUDENT & FAMILY HANDBOOK

2024-2025

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**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 have completed our 20<sup>th</sup> year of operations. We are looking forward to our next 20 years. 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  
Founder, Executive Director

## 2024-2025 CALENDAR

(board approved 02/06/24)

July 1-5	Holiday
Aug 12-15	New Teachers Workshop
Aug 19-23	PD Day
<b>Aug 26</b>	<b>First Day of School (Grades 5-12)</b>
Aug 26-29	Prep for Success Conferences K-4
Aug 30	Teacher Non-Duty Day
Sept 2	Holiday
<b>Sept 3</b>	<b>First Day of School (Grades K-4)</b>
Sept 30	PD Day
Oct 16	PD Day
Oct 17	MN Classical Conference
Oct 18	Teacher Non-Duty Day
Oct 31	End of Quarter 1
Nov 1	PD/Grading Day
Nov 14	LS/MS/US PM Conferences
Nov 15	LS Conferences
Nov 27	PD Day
Nov 28-29	Holiday
Dec 23-Jan 3	Holiday
Jan 16	End of Quarter 2/Semester 1
Jan 17	PD/Grading Day
Jan 20	PD Day
Jan 31	LS Conferences
Feb 17	PD Day
Mar 20	End of Quarter 3
Mar 21	PD/Grading Day
Mar 24-28	Spring Break - Teacher Non-Duty
Mar 31	PD Day
April 18	Teacher Non-Duty Day
May 26	Holiday
June 3	Last Day of School/ End of Semester 2
June 4	PD/Grading Day
June 6	Graduation
June 19	Holiday
June 30	Holiday

July 2024				
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	30	31		

T0/S0

August 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T9/S4

September 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

T20/S19

October 2024				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31*	

T21/S20

November 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

T19/S17

December 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

T15/S15

January 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16*	17
20	21	22	23	24
27	28	29	30	31

T20/S18

February 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

T20/S19

March 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20*	21
24	25	26	27	28
31				

T16/S14

April 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

T21/S21

May 2025				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T21/S21

June 2025				
M	T	W	Th	F
2	3*	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

T3/S2

 School Day	 No School Day for LS Only
--	---

 No School Day/ No Students Day/ OFFICES CLOSED
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Quarter 1 = 43	Quarter 2 = 41	Semester 1 = 84	Quarter 3 = 42	Quarter 4 = 44	Semester 2 = 86
189 New Staff Days	185 Returning Staff Days	170 MS/US Student Days	164 LS Student Days		

## 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 over 1,200 students in grades K-12 during the 2024-2025 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.

## 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	joannkaretov@stcroixprep.org
Office Manager	Christine Mehlhorn	651-395-5920	christinemehlhorn@stcroixprep.org

## 5-8 Middle School

Title	Name	Phone	Email
Principal	Amy Kleinboehl	651-395-5951	amykleinboehl@stcroixprep.org
Office Manager	Kelly Vossen	651-395-5950	kellyvossen@stcroixprep.org

## 9-12 Upper School

Title	Name	Phone	Email
Principal	Andrew Sachariason	651-395-5971	andrewsachariason@stcroixprep.org
Office Manager	Angela Lee	651-395-5970	angelalee@stcroixprep.org
College Counselor	Mathew Williams	651-395-5926	mathewwilliams@stcroixprep.org



### Administrative Personnel

<b>Name</b>	<b>Responsibility</b>	<b>Phone</b>	<b>Email</b>
Medora Benson	Activities Coordinator	651-209-7375	medorabenson@stcroixprep.org
Bill Blotske	Facility Director	651-395-5907	billblotske@stcroixprep.org
Beth Grubisch	Senior Accountant	651-395-5706	bethgrubisch@stcroixprep.org
Jon Gutierrez	Executive Director	651-395-5905	jongutierrez@stcroixprep.org
Kelly Gutierrez	Executive Director of Finance & Operations	651-395-5902	kellygutierrez@stcroixprep.org
Patrick Kerrigan	Dean of Students	651-395-5953	patrickkerrigan@stcroixprep.org
Theresa Seichter	District Office Manager	651-395-5900	therasaseichter@stcroixprep.org
Chad Olson	Technology Director	651-395-5926	chadolson@stcroixprep.org
Susan Peterson	Events & Communications Manager	651-395-5994	susanpeterson@stcroixprep.org
Keven Seim	Activities Director	651-395-5944	kevenseim@stcroixprep.org
Terri Smith	Human Resources Director	651-395-5903	terrismith@stcroixprep.org
Marianne Thole	Food Service Director	651-395-5915	lunch@stcroixprep.org
Rita Thorson	Dean of Students	651-395-5983	ritathorson@stcroixprep.org
Peggy Rosell	Director of Student Support Services	651-395-5707	peggyrosell@stcroixprep.org
Terri Ellingson	Student Support Services Office Manager	651-395-5997	terriellingson@stcroixprep.org

Name	Responsibility	Phone	Email
Medora Benson	Activities Coordinator	651-209-7375	medorabenson@stcroixprep.org
Bill Blotske	Facility Director	651-395-5907	billblotske@stcroixprep.org
Beth Grubisch	Senior Accountant	651-395-5706	bethgrubisch@stcroixprep.org
Jon Gutierrez	Executive Director	651-395-5905	jongutierrez@stcroixprep.org
Kelly Gutierrez	Executive Director of Finance & Operations	651-395-5902	kellygutierrez@stcroixprep.org
Patrick Kerrigan	Dean of Students	651-395-5953	patrickkerrigan@stcroixprep.org
Carrie Hamm	District Administrative Assistant	651-395-5951	carriehamm@stcroixprep.org
Dave Ogura	Facilities Assistant	651-3646710	davidogura@stcroixprep.org
Jessica Skilling	Licensed School Nurse	651-395-5906	jessicaskilling@stcroixprep.org

## Facility Rental Information

Keven Seim at 651-395-5944 or [kevenseim@stcroixprep.org](mailto:kevenseim@stcroixprep.org)

## General Inquiries

### Lower School

Christine Mehlhorn at 651-395-5920 or [christinemehlhorn@stcroixprep.org](mailto:christinemehlhorn@stcroixprep.org)

### Middle School

Kelly Vossen at 651-395-5950 or [kellyvossen@stcroixprep.org](mailto:kellyvossen@stcroixprep.org)

### Upper School

Angela Lee at 651-395-5970 or [angelalee@stcroixprep.org](mailto:angelalee@stcroixprep.org)

## Authorizer Information

St. Croix Preparatory Academy is authorized by Friends of Education, 11100 Wayzata Blvd; Suite 800, Minnetonka, MN 55305

## 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.

## 2024-2025 School Board Schedule

**Note:** All meetings are at 6:00 p.m. in the St. Croix Preparatory Academy Orchestra room or Performing Arts Center. The meetings are open to the public. 2024-2025 Meeting dates are noted below.

July 16, 2024	August 20, 2024	September 17, 2024	October 12, 2024 - Retreat
November 19, 2024	December 17, 2024	January 21, 2025	February 18, 2025
March 18, 2025	April 22, 2025	May 20, 2025	June 24, 2025

## 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		<a href="mailto:nicoledonnay@stcroixprep.org">nicoledonnay@stcroixprep.org</a>	Faculty
Bob Hajlo	Chair	<a href="mailto:bobhajlo@stcroixprep.org">bobhajlo@stcroixprep.org</a>	Community Member
Danielle Smith		<a href="mailto:daniellesmith@stcroixprep.org">daniellesmith@stcroixprep.org</a>	Parent
Deb Keyes		<a href="mailto:debkeyes@stcroixprep.org">debkeyes@stcroixprep.org</a>	Faculty
Rita Thorson		<a href="mailto:ritathorson@stcroixprep.org">ritathorson@stcroixprep.org</a>	Faculty
Terri Gulbransen	Vice Chair	<a href="mailto:terrigulbransen@stcroixprep.org">terrigulbransen@stcroixprep.org</a>	Parent
Jeff Johnson		<a href="mailto:jeffjohnson@stcroixprep.org">jeffjohnson@stcroixprep.org</a>	Parent

Matt Stiles		<a href="mailto:matthewstiles@stcroixprep.org">matthewstiles@stcroixprep.org</a>	Parent
Angela Galati	Clerk	<a href="mailto:angelagalati@stcroixprep.org">angelagalati@stcroixprep.org</a>	Faculty

## Advisory and ex-officio Board Members

Name	Role	Email Address
Jon Gutierrez	Executive Director, ex-officio member	<a href="mailto:jongutierrez@stcroixprep.org">jongutierrez@stcroixprep.org</a>
Kelly Gutierrez	Executive Director of Finance & Operations, ex-officio member	<a href="mailto:kellygutierrez@stcroixprep.org">kellygutierrez@stcroixprep.org</a>
Joann Karetov	Lower School Principal	<a href="mailto:joannkaretov@stcroixprep.org">joannkaretov@stcroixprep.org</a>
Amy Kleinboehl	Middle School Principal	<a href="mailto:amykleinboehl@stcroixprep.org">amykleinboehl@stcroixprep.org</a>
Andrew Sachariason	Upper School Principal	<a href="mailto:andrewsachariason@stcroixprep.org">andrewsachariason@stcroixprep.org</a>
Peggy Rosell	Director of Student Support Services	<a href="mailto:peggyrosell@stcroixprep.org">peggyrosell@stcroixprep.org</a>

## 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. See Board Policy #102, Equal Educational Opportunity.

### 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, based on their preference, to pursue admission to traditional, selective, and highly selective colleges and universities.

### 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 introduction later for Kindergarten students, should expect daily homework. St. Croix Prep intends to make homework purposeful and aligned with the goals of delivering a college preparatory education. Homework should be completed in a quiet environment, free from technology distractions.

St. Croix Prep offers a college preparatory educational program and students should expect to have nightly homework. Upper School students' homework will vary, but students seeking admission to a traditional college/university should complete homework to receive B's and C's at a minimum; those who seek admission to a selective or highly selective college/university should complete their coursework at an A and B level. Homework loads will be based on each student's educational objective.

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, contact one of the principals or office managers. In addition, see Board Policy #513, Student Promotion and Retention.

## **Academic Probation Policy for Students**

### **Lower School (K – 4)**

To be promoted to the next grade, successfully complete the required work with a passing grade of 3/C- or better, as reflected on quarter report cards. D, F, 2, or 1 on more than 2 quarter report cards in the same core subject (reading/language arts, writing, math, science, and history/geography) may result in grade retention, especially if at the end of a school year (but not limited to final quarter). Decisions are made on a case-by-case basis following the above guidelines. Final decisions will be made prior to the end of the year or when final grades are completed by the principal. See Retention Section for more details regarding timelines.

### **Middle School (5 – 8)**

In order to be promoted to the next grade, students need to successfully complete the required work.

- A student who receives a "D" or an "F" in two or more of the core classes for two or more quarters may result in repeating the grade level. Core classes include courses in the areas of English, reading/language arts, math, social studies, science, and Latin/logic.
- Students will receive an academic probation letter at the end of each quarter if they do not have a C- or better in identified core classes.
- A student who receives a "D" or an "F" in Math for two or more quarters may be required to repeat the math course.

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. "Student grade reports are run throughout the school year. Middle school students who are in athletics and activities are expected to have grades of a C- or higher. Students will be notified by their coaches regarding their ineligibility to participate in their activity until their grades have improved. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

St. Croix Prep reserves the right to recommend whether a student on academic probation should participate in middle school events and activities such as field trips, Valley Fair, and educational travel opportunities including Washington, D.C., and Wolf Ridge.

Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or an extenuating circumstance.

## **Upper School (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 fourth 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, the Upper School Principal, 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.

## **STUDENT ELIGIBILITY AND CONDUCT REQUIREMENTS FOR NON-ACADEMIC ACTIVITIES**

To qualify for involvement in non-academic activities, students are required to maintain good standing. A student not in “Good Standing” includes discipline, grades, and attendance issues. This would signify the eligibility for complete participation in various non-academic events within the school environment. These activities encompass a range of events such as field trips, club participation, spirit-wear days, dances, assemblies, and educational travel, among others. It’s important to note that participation in Minnesota State High School League (MSHSL) activities adheres to the guidelines outlined in the MSHSL bylaws.

## **STUDENT CODE OF RESPONSIBILITIES**

Participation in non-academic activities is considered a privilege, accompanied by specific responsibilities. Students at St. Croix Prep will acknowledge and commit to the following:

1. Show respect for the rights and beliefs of others, treating everyone with courtesy and consideration.
2. Take full responsibility for their actions and accept the consequences that may arise.
3. Adhere to the rules outlined in the School’s Family Handbook, as well as the laws at the community, state, and national levels.
4. Demonstrate respect towards those responsible for enforcing school rules and upholding community, state, and national laws.

## **PENALTIES FOR VIOLATION**

Any student found in violation of the Student Code of Responsibilities will be considered not in good standing and may be ineligible to participate in non-academic activities for a specified period of time. This will be determined by the school principal based on the severity of the violation. The student may resume participation in non-academic activities upon returning to a student in good standing. Return to good standing will be contingent upon meeting specified conditions as determined by the school principal.

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. 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 2.5 will not be eligible to participate in St. Croix Prep co-curricular and extracurricular activities until such time that the cumulative GPA is brought up to a level no lower than 2.5. 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 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.

## Promotion, Acceleration, and Retention Practices

### Promotion:

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

### Acceleration:

Due to the rigorous programming at St. Croix Prep, full grade-level acceleration will not occur.

### Retention:

Retention of a student may be considered when professional staff and/or parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement (LS).

#### **Lower School (Grades K-4):**

Retention is to remain in the same grade based on unsatisfactory performance, lack of readiness for the material in the grade, level of rigor of the expected grade, and/or social/emotional/physical readiness. This can include having grades below 3/C- in core academic coursework (reading, math, social studies, and/or science) for 2 or more quarters (not limited to the final quarter). If this is the case, the timeline would not be decided until the grades are final. Decisions are made on a case-by-case basis.

Following is the approximate timeline procedures for grade-level retention:

<u>Timeline:</u>	<u>Procedures:</u>
Spring Conferences	Teacher considering recommending retention identifies the student; notifies the principal and parent (unless grades in Quarter 3 are below a 3/C-, due to the quarter ending in the spring).
After Quarter 3	Academic team, consisting of principal, teacher, and child study team will convene to discuss the retention referral.  Academic team studies and secures data of academic progress and social/emotional/physical readiness. Teacher will communicate with parents the results of the discussion.
During Quarter 4	Academic team reconvenes for a final data review. A recommendation is made to the principal.
By End of Year	The principal makes the final decision. The teacher and/or principal

communicate with the parents.

If the parents/guardians do not agree with the principal's decision, the parents may appeal in writing to the Executive Director within 5 days after the school year ends.

**\*\*Exceptions may be made to this timeline based on individual student growth/data\*\***

#### Decision Making Process:

1. Recommendation – Teacher
2. Recommendation – Academic Team
  - a. Teacher
  - b. Principal
  - c. Child study team may include dean, reading specialist, math specialist, EL specialist, occupational therapist, speech and language pathologist, counselor, and/or special education teacher.
3. Decision – Principal
4. Approval – Executive Director

#### **Middle School (Grades 5-8):**

If a student has not received a C- or better in two or more classes and has not made adequate progress throughout the year, the student may be retained. Families will be notified throughout the school year at the end of each quarter regarding if a student is on academic probation. Families and educational staff (child study team) will be in communication regarding areas of improvement along with suggestions for students and families to support students moving forward. If there is the possibility of a student being retained, the middle school principal will communicate with students and families during quarter 3. The decision for retention will be made by the student's teachers and administration during quarter 4. This will be communicated to parents by the time final report cards are posted. If the parents/guardians do not agree with the principal's decision, the parents may appeal in writing to the Executive Director within 5 days after the school year ends.

**\*\*Exceptions may be made to this timeline based on individual student growth/data\*\***

#### **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.

Plagiarism is the act of taking and using as one's own work, another's published or unpublished thoughts, ideas and/or writings without appropriate reference or documentation. This definition includes computer programs, drawings, artwork, and all other types of work that are not one's own, such as ChatGPT, that do not reflect an individual's thoughts and ideas in line with assigned work. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation), indirect (paraphrasing of a passage without documentation),



and use of artificial intelligence applications (e.g. ChatGPT, BingAI, Google Bard, etc).. 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).

## **Communication Protocol**

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

1. Direct communication with the teacher is required as this often clears up misunderstandings. This shows respect for the teacher and the parent communicating the information.
2. Direct communication with the principal if the matter remains unresolved. The Principal may coordinate a meeting between the parents, teacher, and Principal.
3. Direct communication with the Executive Director if the matter remains unresolved. The Executive Director will coordinate a meeting with the appropriate parties.
4. 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.

## **STUDENT 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.

St. Croix Prep follows the federal, Individuals with Disabilities Education Act (IDEA) and Minnesota Rules and Statutes. St. Croix Prep 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. If it is determined

that a student has a disability and qualifies under Section 504 (a part of the Rehabilitation Act of 1973), St. Croix Prep will develop and implement the needed services and accommodations.

## **English Learners (EL)**

The English Learner Program at St. Croix Prep 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 acquiring English.

## **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. See Board Policy, Admission and Lottery Procedures; see Board Policy #302, Kindergarten Admission.

### **Enrollment for the 2024-2025 School Year**

There are wait lists for most grade levels. Please connect with the division office manager for more information.

### **Enrollment for the 2025-2026 School Year**

St. Croix Preparatory Academy will be accepting applications for the 2025-2026 school year beginning on August 26, 2024. The open enrollment period ends on January 10, 2025. All applications received by the January 10, 2025 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 10, 2025 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 St. Croix Prep 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 in the spring of the school year.

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

Each spring, St. Croix Prep 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. Students will continue enrollment at Prep, regardless of the form, until official notification from a parent or another school district has requested records.

### **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, St. Croix Prep 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. Students are expected to attend classes 90% of the time in order to earn credit.

Student Athletes are expected to be in school on time. Any absence may disqualify the student from participation in any school related competition or event.

### Excused Absences

Excused absences include illness; appointments for medical, dental, and/or mental health (multiple appointments may require a doctor's note); religious holidays; funerals, etc. 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 connect with teachers, communicate, and understand course late work policies per the syllabus. This includes scheduling make-up tests, quizzes, or additional missed 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 and/or require doctor's notes for absences.

Any upper school student missing **10 excused** class periods/portions of the day may be at risk of losing academic credit in any specific course.

### 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, and non-St. Croix Prep sponsored athletics and activities.

Unexcused absences that occur during the day when St. Croix Prep is in session result in no make-up work available.

Any upper school student missing **5 unexcused** class periods may be at risk of losing academic credit in any specific course. This student may also be reported for Truancy to Washington County. This student may be withheld from activities/athletic events.

**Any student missing classes due to a family vacation would be considered unexcused.**

### 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." Schools are required to report students to the County Attorney's Office after the student has been absent without lawful excuse for three or more class periods on ten or more days. Attendance letters are sent quarterly.

### Absence Procedures

On the day of the absence, the parent/guardian must complete the Attendance Reporting Form (posted on website) or leave a message on the appropriate attendance line. Any message should include the student's name, grade,

homeroom teacher (if applicable), the specific reason for the absence (include symptoms and/or diagnosis if the student is ill). If the absence is only a partial day absence, see Late Arrival or Early Dismissal procedure below.

LS (651) 395-5991

MS (651) 395-5992

US (651) 395-5993

## Late Arrival/Early Dismissal Procedures

**LATE (AFTER 9:30 AM) ARRIVAL PROCEDURES:** ENTER THROUGH DOOR 1 Students will enter through the main entrance (DOOR 1). Note: Parents/guardians must accompany their student into the school building for grades K-8.

- Lower School - Student must be accompanied by a parent/guardian and will go to the Main Office to be signed in and then the student will be sent to their classroom (Kindergarteners will be escorted).
- Middle School - Student must be accompanied by a parent/guardian and will go to the Main Office to be signed in. The student will then go to their appropriate classroom.
- Upper School - Student does not need a parent/guardian to sign them in (however parent must complete the online absence form with the reason for late arrival). Student will sign themselves in, go to the US Office to have the pass signed and will then go to their appropriate classroom.

**EARLY DISMISSAL – ILLNESSES PROCEDURES** • Students must FIRST go to the Health Office for any illness, symptoms of illness, etc.

- Health Office will follow Health Office protocols.
- If students are leaving due to illness, the health office will send the student to the main office to be signed out.
- Lower School - Parent or approved guardian MUST come into the main office to sign out their student. Parent will meet their student in the Main Office to sign them out.
- Middle School - Parent or approved guardian MUST come into the main office to sign out their student. Parent will meet their student in the Main Office to sign them out.
- Upper School - Upper School students are permitted to meet their parent or approved guardian outside ONLY AFTER they have signed out through the Main Office. If the student is driving themselves, they are still required to sign out through the Main Office.

## EARLY DISMISSAL - NON-ILLNESS PROCEDURES

- Lower School - Parent must complete the Attendance Reporting Form online detailing the student's early dismissal and the reason. Parent or approved guardian MUST come into the main office to sign out their Lower School student. Parent will meet their student in the Main Office to sign them out. The student will not be pulled from class for early dismissal until the parent or approved guardian arrives in the school office. Please time student pick-up and appointments accordingly to allow for this process.
- Middle School – Parent must complete the Attendance Reporting Form online detailing the student's early dismissal and the reason. The form will notify the office to create a pass for your student to be dismissed from class at the requested time. If school staff is not notified of your student's early departure via form, the student will be pulled when parent or approved guardian arrives at school. Parent or approved guardian MUST come into the main office to sign out their Middle School student. Parent will meet their student in the Main Office. The student will not be pulled from class for early dismissal until the parent or approved guardian arrives in the school office. Please time student pick-up and appointments accordingly to allow for this process.
- Upper School – Parent must complete the Attendance Reporting Form online detailing the student's early dismissal and the reason. The form will notify the office to create a pass for your student to be dismissed from class at the requested time. The student will sign out at the designated time with the Main Office and will leave through the main entrance (DOOR 1). Upper School students are permitted to meet their parent or approved guardian outside ONLY AFTER they have signed out through the Main Office. If the student is driving themselves, they are still required to sign out through the Main Office. o Note: even if your student is 18, the student will need to have an approved absence form completed from their parent for permission to leave school early.

## **Tardy Procedures**

K-8 students who arrive tardy must enter the building with their parent/guardian to the Main Office for sign in procedures. Students will receive a pass through the kiosk, which requires a smartphone.

Upper school students will sign in at the main office and include a note from parents explaining the reason for their tardiness. Students without a note or email from a parent will be considered unexcused tardy. Parents must identify the specifics of the tardy/absence (dr. appointment, ill, dentist, activities practice, etc.).

## **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. St. Croix Prep (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.

## **E-Learning Days**

"E-Learning days" means a school day where a school offers full access to online instruction provided by a students' individual teachers due to inclement weather. St. Croix Prep has approved five e-learning days for the 2024-2025 school year. St. Croix Prep will notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

## **TRANSPORTATION**

Any transportation during school hours, not authorized by St. Croix Prep, must be coordinated by the parent(s) or guardian(s) of the student. Examples of this transportation include but are not limited to taxis, Uber, other family members, etc. Upper school students may sign themselves out of the building with parental permission by calling in to the attendance line or reporting on our website for attendance; Lower and Middle School students do not have this privilege. Therefore, parent(s) or guardian(s) utilizing non-authorized transportation need to coordinate student release with the appropriate division. Use of these transportation services releases St. Croix Prep from any liability.

### **Bus Transportation**

Bus transportation registration is required for all students. Please submit these registration forms online. 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). See Board Policy #709, Student Transportation Safety.

### **Bus Conduct**

Disobedience or misconduct may provide grounds for bus removal and include, but are not limited to the following:

- inappropriate 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
- Any behavior that threatens the safe operation of the bus and/or its occupants may result in a disciplinary action.

In addition to contacting St. Croix Prep, Schmitt & Sons, (ph. 651- 309-4601) will be able to address concerns about specific bus incidents.

## **Student Drivers**

Students may drive personal vehicles to and from school each day. No students are allowed to be in vehicles during lunch or at any other time during the school day without appropriate permission from the Upper School Principal.

Consequences for speeding or dangerous driving in the parking lot may include suspension or revocation of the student parking permit without a refund. Additional measures may be considered, such as reporting to law enforcement, depending on the nature of the violation.

On school days, students must have parental permission to drive themselves from school to St. Croix Prep-sanctioned events or activities in which they are registered participants.

On school days, students may not transport other students from school to St. Croix Prep-sanctioned events or activities, unless the other students are siblings and have parental permission.

## **HEALTH SERVICES**

### **Health and Dental Examinations**

It is strongly recommended that children have a complete physical exam before entering kindergarten and grade 7. Students participating in athletics must have had a physical exam within three years. A dental exam is recommended at least once a year.

### **Immunizations**

Students must have immunizations completed, a notarized conscientious objection or a signed medical exemption as specified by the Minnesota Immunization law. 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. **(Please use the Student Immunization Form found on our website; a print out of immunizations 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 on August 26 should provide the records by August 1. All students, including transfer students, must provide such health records prior to attending classes. Please bring the completed Student Immunization form to the Main Office or have your clinic fax the immunization record 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, the parent must present a signed and notarized Student Immunization form. If a student is exempted from the health examination or immunizations on medical grounds, the examining healthcare provider shall provide written documentation regarding the contraindication and a section for this is provided on the Student Immunization form.

### **Ill or Injured Students**

Students exhibiting any signs of illness (fever, vomiting, fatigue, cough, etc.) must 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. Please work with your family, employer, and close contacts to assure your student who is ill can be picked up within 30 minutes of Health Services notifying you.

### **Health Standards When Your Child Is Ill**



We will continue to follow guidance from the Minnesota Department of Health in regards to Infectious Diseases. If advised by a Governor's Executive Order or guidance from the Minnesota Department of Health or Minnesota Department of Education we adjust our illness protocols accordingly.

We hope that your child never has to miss school because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child washes his or her hands often, receives immunizations, has a healthy diet and gets plenty of sleep.

Questions to Consider When Your Child is Ill:

1. Does your child's illness keep him/her from comfortably taking part in all activities, including recess and PE?
2. Does your ill child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

If the answer to any of these questions is "Yes," please keep your child out of school.

What about minor illnesses? Minor illnesses such as common colds, runny nose, "pink" eye without fever, and or ear infections (otitis) do not need to be excluded if they feel well enough to participate. If you have questions or concerns, please contact your doctor, clinic, or school health office.

A student with a temperature of 100.4 F or higher and no other illness symptoms must stay home until no fever without medication for a full 24 hours, unless a health care provider provides a written statement allowing the student to return to school earlier.

A student must stay at home and remain there until symptom free for 24-48 hours, without medication, if any of these symptoms are present:

- 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 health staff, local paramedics will be called in case of a medical emergency.

## **Procedure for Ill Student Going Home**

For the health and safety of all involved, students who feel ill must visit the health office. Health office staff will contact parents when appropriate, or if a child requests parent contact. If the parent decides, or the health office staff determines, that the student should go home the student will wait in the appropriate designated area based on their current symptoms, which may include a supervised isolation room.

**Students who contact their parents directly should be directed by the parent to go to the health office, as the school does not want ill students remaining in undesignated areas for the health of all staff and students.**

Parents, or their designee, should make every effort to arrive within 30 minutes of being notified of an ill student.

Parent/designee will need to come to the Main Office and sign the student out. Health office staff will escort the student to the Main Office upon parent/designee arrival. If this procedure is not followed (student leaves ill without going through the health office) the absence may be unexcused.

Parents are not allowed in the Health Office directly for confidentiality reasons, unless Health Office staff determine it is necessary and safe to do so.

## **Special Health Concerns**

A student with a special health concern (e.g., asthma, allergies, concussion, diabetes, migraines, depression/anxiety, personal problems, brain health/mental health issues, 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 health concerns can be found on the Health Service page of St. Croix Prep website.

## Allergies

We are an “allergy aware” building, not allergy free. Every effort is made to make your student with allergies safe at school. Pets and latex products are rarely allowed in the building. Notify the Health Office if your student has any allergies, even if they are not life threatening.

## Healthy Food Initiative - See Wellness Policy

Gum and candy are also not allowed during the school day in the building. Please do not send your child with these items. Students may not distribute food items to other students. 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 should bring the medication to school; if this is not possible, the parent/guardian must communicate to the health office the name, dose and amount of medication being sent with the student, preferably via email to [jessicaskilling@stcroixprep.org](mailto:jessicaskilling@stcroixprep.org).
- A current school year written healthcare provider order and written parent/guardian permission (“Consent for Administration of Medication” form) must be on file with the Health Office. This form must be Prep’s designated form, forms from other schools/districts cannot be accepted. This includes permission for both over-the-counter/non-prescription medications AND prescription medications. There are separate authorizations for those who qualify for self-carry of specific medications.
- 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 if the parent has signed a Release of Information form. Medications will be administered after questions have been resolved.
- Nonprescription medications must be provided in the original LABELED container and will only be administered to a student according to the label directions, unless contrary written directions from a healthcare provider are provided.
- Medications, prescription or over-the-counter, will not be given past the expiration date.
- New medication orders are required at the start of each school year 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-carried/administered by a student when 1) the health office has received a completed Asthma Action Plan from the healthcare provider and a parent signed “Self-Carry/Administration of Asthma Medication Authorization” 2) inhaler is properly labeled for that student, and 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
- For the health and safety of health services staff, and other students in the building, Prep Health Services will not administer nebulized medication. Health Services staff will help families work with their provider to assure care of student’s asthma using a MDI (metered dose inhaler) and spacer.
- Secondary students, 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 a non-syringe injector of epinephrine may possess such medication once 1) the health office has received a completed Anaphylactic Action Plan from the health care provider and a parent signed “Self-Carry/Administration of Emergency Anaphylactic Medication” authorization 2) medication is properly labeled for that student and 3) the Licensed School Nurse has assessed and



- documented the student's knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting
- Self-carry/administration of other non-pain relief or emergency medications will be handled on a case-by-case basis and at the discretion of the licensed school nurse. For the safety of all students the majority of medications will be safely and properly stored in the health office.
  - 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, it is the parent/guardian's responsibility to retrieve unused medications from the school. Currently abandoned medications cannot be disposed of by the school, so every effort will be made to have the parent pick up the medication. Arrangements with local law enforcement will be made to dispose of any abandoned medication that is a controlled substance. No medications are kept in the health office over the summer.

## DRESS CODE

The Dress Code and uniforms of St. Croix Preparatory Academy (St. Croix Prep) build community and diminish the importance of external factors related to clothing. Implementing a dress code at St. Croix Prep promotes professionalism, cultivates a focused learning environment, and prepares students for the future. Uniforms promote a sense of equality and unity among students. This fosters an inclusive environment where students can focus on their education rather than their appearance.

All St. Croix Prep students are expected to be in school uniform each day, except for the designated dress-up days or spirit wear days. Neatness, cleanliness, and modesty guidelines should be observed at all times. St. Croix Prep reserves the right to determine dress code violations.

### Uniform Provider

Uniform clothing must be ordered through Tommy Hilfiger School Uniform or Donald's Uniform (with the exception of shoes, socks, coats and other accessories).

Families who are eligible for educational benefits are eligible to receive benefits for school uniforms. Please contact the main office.

### Ordering Information:

#### Tommy Hilfiger School Uniform – Online Only

Website: <https://www.globalschoolwear.com/>

School Code: STCR01

Phone: 1-877-825-2860 (Customer Service)

#### Donald's Uniform – Online & Retail Storefront

Address: 972 Payne Ave

St. Paul, MN 55130

Website: <https://www.donaldsuniform.com>

School Code: STCR01

## **Modesty Guidelines - These guidelines apply to all school dress**

Modesty is appearance intended to avoid impropriety or indecency. It is recognized that there are varied opinions as to what constitutes modesty, therefore the following guidelines help define the expectations for St. Croix Prep students.

**Inappropriate school attire will be considered a violation and will require correction. Parents may be contacted to assist in managing inappropriate school attire.**

- No undergarments may be showing
- The latest fashion or fad may not fit the dress code.
  - K-4 any colored/patterned leggings.
  - Grades 5-12: solid colors only in navy, black, gray or white.

## **School Uniform Guidelines**

### *Shirts, Tops, & Sweaters*

- All visible shirts must have a St. Croix Prep logo
- On uniform days no letter jackets, SCPA hooded sweatshirts, or spirit wear may be worn
- Collared shirts must be collars buttoned and only the top button may be undone
- Polo shirts may only have the top button undone.
- Undershirts may not be worn under polo shirts.
- Undershirts may be worn under collared shirts, must be solid white, and must not be worn lower than the sleeve of the shirt. No long sleeve undershirts under short sleeve collared shirts.
- Undershirts must not hang below the uniform shirt unless it is also a uniform shirt
- All tops must be of an appropriate size and fit that allows for freedom of movement and maintains a professional appearance

### *Pants, Shorts, Skirts, & Jumpers*

- **Kindergarten - 4th grade**
  - Pants and shorts must be navy and have no more than 4 pockets – they may be purchased from any vendor but must be similar in style, color, and fabric to Tommy Hilfiger or Donald's Uniform options (no banded bottom cargo pants, joggers, no spandex pants or leggings unless under a skirt/jumper). Shorts must have an inseam of 6" or greater.
  - Skirts may be purchased from any vendor but must be similar in style and fabric and must be navy (no plaid or khaki allowed for K-4th grade).
  - Jumpers must be purchased from the uniform vendor and must be navy or plaid.
  - Skorts and shorts must be purchased from the uniform vendor and be navy in color (a skort is a skirt with a pair of integral shorts hidden underneath)
  - Leggings, capri leggings, tights (may be footed or footless and must be opaque), or bike shorts must be worn under skirts and jumpers, and may be any print and color (no fishnets, full-lace, or pajama pants). They must be form-fitting. No sweats, athletic-wear, or pants are allowed under the skirts or jumpers.
  
- **Middle School 5th - 8th grade**

- Pants and shorts must be navy and have no more than 4 pockets – they may be purchased from any vendor but must be similar in style, color, and fabric to Tommy Hilfiger or Donald’s Uniform options (no banded bottom cargo pants aka “joggers”, no spandex pants or leggings unless under a skirt/jumper, shorts must have an inseam of 6’ or greater).
  - Skirts (not including plaid skirts) may be purchased from any vendor but must be similar in style and fabric and must be navy (no khaki allowed for 5-8).
  - Plaid skirts and Jumpers must be purchased from the uniform vendor and need to be plaid.
  - Skorts are not allowed in grades 5-12.
- **Upper School 9th - 12th grade**
    - Pants and shorts must be navy or khaki and have no more than 4 pockets - they may be purchased from any vendor but must be similar in style, color, and fabric to Tommy Hilfiger or Donald’s uniform options (no banded bottom cargo pants, joggers, no spandex pants or leggings unless under a skirt/jumper, shorts must have an inseam of 6” of greater)
    - Skirts (not including plaid skirts) may be purchased from any vendor but must be similar in style and fabric and must be navy or khaki.
    - Plaid skirts need to be purchased from the uniform vendor and need to be plaid
    - Skorts are not allowed in grades 5-12.
    - Only Grades 9<sup>th</sup> -12<sup>th</sup> can wear navy shirts & khaki bottoms.

### *Shoes*

- Shoes should be neat, safe, modest and not draw undue attention. Administration reserves the right to determine appropriate footwear for a safe learning environment.

### *Additional Notes:*

- Worn, damaged, faded or outgrown uniforms should be repaired and/or replaced.
- Hats and sunglasses are not allowed to be worn in school unless permission is granted by St. Croix Prep staff.
- All clothing, jewelry, make-up, hairstyles and accessories should be neat, modest and not draw undue attention.
- No coats and non-St. Croix Prep sweaters/sweatshirts may be worn during school hours except for recess.
- No writing on arms, legs, faces or uniforms.
- Backpacks should be put away before the opening bell. Students may not carry backpacks to class.

### **Physical Education Guidelines**

Students in 5<sup>th</sup>-12<sup>th</sup> are required to wear a ST. CROIX PREP gym uniform. The uniform consists of a t-shirt and mesh shorts. The gym uniform is available at **Tommy Hilfiger and Donald’s Uniform**. Students are required to have tennis shoes for class in all grade levels.

### **Concert Attire Guidelines**

- **Lower School:** Dress-up attire is suggested. No jeans, t-shirts or short skirts. For safety purposes, flat shoes should be worn.
- **7<sup>th</sup>/8<sup>th</sup> Grade Choir:**

- Black top, black dress slacks or skirt (black dress is acceptable), and black shoes (NO jeans or leggings).
- Shirts/tops must have sleeves or be worn with a sweater/jacket.
- Boys must wear a collared shirt (polos are acceptable, but **no** t-shirts).
- Girls' skirts must be **longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.**
- **All Other Middle School Ensembles (Including 7<sup>th</sup>/8<sup>th</sup> Orchestra & Band)**
  - White top, black dress slacks or skirt, and black shoes (NO jeans or leggings).
  - Shirts/tops must have sleeves or be worn with a sweater/jacket.
  - Boys must wear a collared shirt (polos are acceptable, but **no** t-shirts).
  - Girls' skirts must be **longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.**
- **Upper School: Concert Attire** measured for and purchased at the start of each school year.
  - Women must provide their own black tights and close-toed shoes. Minimal jewelry and hair accessories. Dress Price: approximately \$60.
  - Men must provide their own black socks and dress shoes.
  - Tuxedo Price: approximately \$100 (includes jacket, shirt, pants, tie, and cummerbund).
- **Financial Assistance for Concert Attire:** If concert attire is a financial hardship or if you have any questions, please contact your child's music director directly.

## Dress Code Violations

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which vary by division (Lower, Middle or Upper School). Specific dress code violation consequences are listed in each division level handbook. Handbooks are posted on the school website ([www.stcroixprep.org](http://www.stcroixprep.org)).

## Opt-Out Provision

Parents or guardians may apply to the Division Principal for full or partial exemption from the dress code in the following situations:

- A student's disability or medical condition which would substantially interfere with a student's ability to comply with the dress code.
- A student's religious observation which would be substantially hindered by compliance with the dress code.

## Non-Uniform & Spirit Wear Days

Non-Uniform days will be scheduled throughout the course of the year. Students must demonstrate neatness, cleanliness, and modesty in their appearance on non-uniform days. Clothing on a non-uniform day should not be a distraction to teaching and learning. St. Croix Prep reserves the right to determine appropriateness of attire. Questions related to the appropriateness of a student's dress will be determined by the administration of St. Croix Prep.

## Non-Uniform Guidelines

- Shirts must have sleeves or have another shirt over the top and must be modestly buttoned. Only the top button may be undone. No tank tops or spaghetti straps. No undergarments, cleavage, or midriff may be showing.
- Skirts, shorts, dresses must be no shorter than 2" above the knees (shorts must have at least a 6" inseam, which include bermuda shorts, trouser shorts, and athletic/basketball shorts.).

- Jeans, sweats, joggers/athletic pants (no holes or fraying). No spandex pants or shorts of any kind - i.e. yoga pants, leggings, and/or biker shorts may be worn alone.
- All other general ST. CROIX PREP dress code guidelines should be followed.

**Coupon Non-Uniform Days are as Follows:**

Coupons obtained during the Go-Green collections must be presented upon arrival in non-uniform or a violation will occur. Uniforms must be worn if you do not have a coupon.

Tuesday, November 26, 2024		Friday, February 21, 2025	
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**Spirit Wear Guidelines**

To enhance school spirit and build a closer community, St. Croix Prep will have days when students may wear spirit wear in lieu of their uniform. Spirit wear days will be scheduled throughout the year. The following guidelines apply:

- All previously issued St. Croix Prep spirit wear attire, athletic participation shirts and event clothing may be worn. This includes St. Croix Prep branded or issued athletic uniform shorts and warm-up pants.
- Jeans (solid blue or black) may be worn; otherwise uniform pants, shorts, or skirts are to accompany the Spirit Wear attire. Jeans may not have holes, frays, etc.
- Athletic wear that is not Prep branded is not allowed.

**Spirit Wear Days are as follows:**

Friday, September 27, 2024 (marathon) **		Friday, October 4, 2024		Friday, November 8, 2024
Friday, December 20, 2024		Friday, January 24, 2025		Thursday, March 4, 2025
Friday, April 11, 2025		Friday, May 16, 2025 (field day) **		Tuesday, June 3, 2025

**For all spirit wear days, students must wear uniform bottoms, vendor approved spirit wear bottoms, or blue/black long denim jeans only (no holes/fraying).**

\*\*Marathon/Field Day ONLY may include any athletic wear bottom.

**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:

- Character Notice;
- 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.

### **Vandalism**

In the event a student vandalizes school property, the administration may assess a fine for repair or replacement cost to restore the property to its previous state.

<b>Cost of Repair</b>	<b>Student Fine</b>
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\$0 to \$250	\$50
\$251 to \$500	\$100
\$501 to \$1,000	\$200
Replacement	Replacement Cost

**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. See Board Policy #419, Tobacco Free Environment.

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.

**Work Missed During Suspension**

A suspended student is not entitled to 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 principal.

**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 – See Board Policy #524, Internet Acceptable Use and Safety Policy.**

In order to expand and facilitate teaching and learning, St. Croix Preparatory Academy (St. Croix Prep) 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 “St. Croix Prep Technology Assets and Services”). St. Croix Prep’s goals in providing the St. Croix Prep 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 St. Croix Prep Technology Assets and Services is a privilege and not a right. In making decisions regarding student access to the St. Croix Prep Technology Assets and Services, St. Croix Prep will consider its educational mission, goals and objectives. Any inappropriate, unauthorized or illegal use of the St. Croix Prep 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 St. Croix Prep Technology Assets and Services**

At school, students utilizing St. Croix Prep Technology Assets and Services must first have the permission of and be supervised by St. Croix Prep’s professional staff. Students utilizing St. Croix Prep 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**

**Lower school students may not have technology at Prep. This includes phones, smart watches, earphones, video games, or other technology devices.**

**Middle School and Upper School allows students to have cell phones, smartwatches, earphones, 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 earphones is prohibited unless authorized by St. Croix Prep faculty. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and may receive a technology violation. .

All technology violations will result in disciplinary action. Possible consequences may include confiscation, detention, or parental meeting. 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 and/or recording features on cell phones and other devices are prohibited without administrative approval.



## 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 principal.

### **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. See Board Policy #502, Search of Student 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, vehicles, 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 administration 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. See Board Policy #514, Bullying Prohibition Policy. Please contact one of the Principals or Office Managers for additional information.

## OTHER INFORMATION

### Activities Department

St. Croix Prep offers 19 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. If you have questions, contact Activities Director, Keven Seim at [kevenseim@stcroixprep.org](mailto:kevenseim@stcroixprep.org) or 651-395-5944.

### Additional Parent Resources

On the each of the School's Homepages (Lower School - <https://www.stcroixprep.org/lower-school>; Middle School - <https://www.stcroixprep.org/middle-school>; and Upper School - <https://www.stcroixprep.org/upper-school>; there are links to additional Parent Resources. These include but are not limited to information related to School Supply Lists, 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.

### 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 St. Croix Prep Marathon will be held on September 27, 2024. 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.

**Charting the Course Gala.** Charting the Course Gala will be held at The Royal Golf Club on Saturday, February 8, 2025. The event raises funds for **the Arts & Athletics programs**. The evening will include a seated dinner and desserts, cash bar, silent and live auctions, raffles, a brief program, and a fund-a-need appeal. Parents and community members are welcome to attend. Sponsorships are available.

**Prep Open.** The Prep Open will be held at The Royal Golf Club in June 2025 - Date TBD.. The event raises funds for the Arts & 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 Susan Peterson, Events Coordinator at 651-395-5994 or [susanpeterson@stcroixprep.org](mailto:susanpeterson@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 them 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 fifth. 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)

## **Picture Day**

Student pictures will be taken on Tuesday, September 10, 2024. Picture retake day will be held on Wednesday, October 9, 2024. All students are required to wear their student uniform for the pictures.

## **Food Service and Breakfast/Lunch Programs – See Board Wellness Policy**

St. Croix Prep offers breakfast, lunch, milk and supplemental a la carte offerings daily. Current prices and menus are posted on the school website at: <https://www.stcroixprep.org/food-service/> The school participates in the National School Breakfast and Lunch Programs and offers free and reduced breakfast and lunch according to federal guidelines. Additional information including free and reduced meal applications are located at:

<https://stcroixprep.org/wp-content/uploads/2019/07/2019-20-Application-for-Educational-Benefits-Packet.pdf>

There is an online application available on SchoolPay. Please direct questions regarding the free and reduced program to St. Croix Prep's Food Service Director, Marianne Thole at [mthole@stcroixprep.org](mailto:mthole@stcroixprep.org).

**School breakfast and lunch are free to all students for the 2024-2025 school year due to state funding.**

**Breakfast is served until 9:25 am. Students will be marked tardy if they are not in their classroom by 9:30 am.**

To purchase milk or a la carte offerings, a student must have a sufficient balance in his/her lunch account. St. Croix Prep's Negative Lunch Balance Policy is as follows:

### **Lunch and Breakfast**

- **All students will be served a reimbursable lunch or breakfast regardless of fund availability.** Negative balances that are incurred are the responsibility of the student's parent/guardian, and are expected to be paid in full by the end of the school year.
- **If parents DO NOT want their child (5-12) to purchase items in a la carte, please email [mthole@stcroixprep.org](mailto:mthole@stcroixprep.org) to request a block on their account.**

### **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.**

Parents should check their student's lunch account balance frequently. Parents will be notified by School Messenger when their student's meal balance falls below an established limit. This limit is defaulted to \$0.00 by the school business office; however, parents may adjust the balance alert level to accommodate their needs in SchoolPay.

Deposits to student's lunch accounts may be made online via SchoolPay. Deposits made online will be credited to the student's lunch account within 72 hours. Deposits 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 student's account within 24 hours of the business office's receipt of the deposit. Credit card payments are accepted in the main office and posted to the lunch account(s) immediately.

## **Snack**

Snacks served during the school day or in YMCA care will make a positive contribution to children's diets and health, with an emphasis on fruits and vegetables as the primary snacks and water as the primary beverage. St. Croix Prep will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages and other considerations.

## **Rewards**

St. Croix Prep will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

## **Celebrations**

St. Croix Prep will limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually.

## **School Hours**

Classes operate from 9:30 am to 4:00 pm. School doors will open 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 9:00 am must attend the before school programming area, and parents will be assessed appropriate fees; 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.

Middle school students may not be upstairs until 9:15 unless they have a scheduled meeting with their teacher.

## **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. Parents may not request a teacher. Our goal is to create the best possible learning environment for all students.

## **Statewide Assessments**

Each year, St. Croix Preparatory Academy administers state assessments to measure a student's proficiency in math, reading, and science. These assessments are just one measure of a student's achievement, as well as benefiting the school in evaluating curriculum, alignment with state standards, resources and support, and potentially reducing Minnesota State College and University requirements. On our website, a two-page guide to Statewide Testing is listed under the Additional Resources link.

Parents/guardians have a right to not have their student participate in state-required standardized assessments. The Statewide Assessment Opt-Out Form is located on the following page: it is also included on the website with the Parent/Guardian Guide to Statewide Testing.

Need new Form inserted

The 2024-2025 Family Handbook was approved by the St. Croix Preparatory Academy School Board August 20, 2024.



### 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.

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



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

### 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.)



## Statewide Assessment: Parent/Guardian Decision Not to Participate

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.

Student Name: \_\_\_\_\_

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.



Members Present: K. Gutierrez, T. Smith, C. Olson, P. Rosell, R. Thorson, N. Donnay, A. Sachariason, T. Gulbransen, J. Gutierrez

Members Absent: B. Hajlo,

Ex-officio Members Present:

Guests:

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Meeting began at 8:35 am

**Charter administrators consulting MN State Statute Update:** Discussion included:

- The committee recommends that the ED and EDFO be pre-approved for 10 hours of paid consulting work per week before needing Board approval. Over 10 hours will need Board approval by a  $\frac{2}{3}$  vote per the statute. If approved by the Board, the Board will then inform our authorizer, Friends of Education.
- The committee recommends that all other administrators need approval from their supervisor (ED or EDFO) to do any paid consulting work. Once approved, the Board will then need to approve by a  $\frac{2}{3}$  vote per the statute. If approved by the Board, the Board will then inform our authorizer, Friends of Education.

**Hiring Criteria and Job Description:** Discussion around the timeline included:

- Scott Morrell will support Jon Gutierrez and Terri Smith to refine the job description using the time study.
- Committee members will be reaching out to charter, comparable, and neighboring schools regarding their hiring criteria and job descriptions for their executive director.

**Communication:** Discussion around the timeline and website included:

- Committee members will prepare an announcement from the Board to the school community regarding the succession plan and announce Jon Gutierrez's retirement. We will review it at the July meeting.

**Compensation and Benefits:**

- Committee members will review charter, comparable, and neighboring schools' executive director compensation and benefits packages. We will review their findings at the August meeting.

The meeting ended at 9:33 am

Submitted by N. Donnay, St. Croix Preparatory Academy



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Planning					
July 2023	ED Position Study		Commission a committee to study the executive director position.	Time study in progress	
October 2023	Stakeholder Input		October Retreat, Staff and Parent Focus Groups	October Retreat, Staff and Parent Focus Groups	
	Board Training			View Sartell Training	
	Communicate Process to Stakeholders			Ongoing throughout the process	
March 2024	Board Effectiveness Survey		To measure the board's self-evaluation and readiness for the next chapter of SCPA. Facilitate discussion at March board meeting.		
April/May 2024	Communicate Process to Stakeholders			Ongoing throughout the process	
June 2024	Search Timeline	Conduct an initial planning meeting with the Board of Directors to establish the search timeline,		Identify timelines for search.	
June 7, 2024	Change Cycle Training Part 1		To equip the organization for planned change.		
July 2024	Website Communications			Build web page for public communication of succession plan - GO LIVE AUGUST	
	Time Study		Receive Time Study Results		
	Compensation and Benefits Data Requests			Charter and Public school data request for contracts and benefits	
Aug 2024	Refine ED job description with time study			Tighten up job description based on data gathered and discussed. Is legal counsel needed to review changes? Reassign tasks out of scope.	
	<b>Change Cycle Training Part 2</b>		To equip the organization for planned change. Ensure alignment with market and search efforts in 2025.		
	Determine Hiring Criteria	Discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search.			
	Compensation and benefits reviewed.			Changes/edits reported to Board	
	Website Communications			Go live with Succession plan web page	
	Retirement Announcement to School Community				Board announcement via School communication channels
	Differentiate Search Process			Internal search vs external search. Keep same.	
	Survey of SPC and Board	Survey to determine hiring criteria for ED			
Sept 2024	Communicate succession efforts and the plan			Transparency and confidence building.	
Oct/Nov 2024	Candidate Submission Materials			Identify candidate submission materials (resume, leadership philosophy statement, prescribed Q: A, etc.)	
	Document Design			Design Interview Questions, Matrix for Candidates and Interview Comparison	
	Vacancy Announcement	Develop a two-sided color vacancy announcement and post on both statewide and national job sites.			
	Retirement Press Release			Press release Jon's retirement. Decide release format, date, reach. Press release announcing official search for successor	
	Applications Procedures/ Workflow	Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.			
	Communicate Process to Stakeholders			Ongoing throughout the process	
TBD	Online Q&A for Staff/Community			Ongoing throughout the process	
Posting					
Dec 2024/Jan 2025	Posting	Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Charter School Directors, Principals, Assistant Principals, and Cabinet members across the state to inform them of the vacancy and application procedures. Also post in Revelus through the national NASS network.			
Pre-Interview					
Jan/Feb 2025	Screen Candidates	Screen the applicant pool against the Board of Directors' hiring criteria and leadership profile.		Screen candidates in applicant pool.	
	Verify Candidate References			Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the Board of Directors' hiring criteria as determined by SPC	
	Board - Present Finalists for Interviews			SPC - Conduct a meeting with the Board of Directors for purposes of presenting candidate recommendations so the Board of Directors can select finalists for interviews, and clarifying remaining steps of the search process. * *	





MSBA	REBAR Rebar	SPC	EC	Board
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Screening Interview					
Jan/Feb 2025	1st Interview Invitation			Invite candidates for first round interview.	
	1st Interview Set-up			Set up interviews (virtual/onsite).	
	1st Interview Logistics			Act on all first-round interview logistics. Dates, times, transportation needs, meals, interview reserved rooms, interview SCPA participants, interview questions, recording interviews.	
	1st INTERVIEW				
	1st Interview Candidate Follow-up			Follow up with each candidate on their experience and further questions or concerns.	
	1st Interview stakeholders Follow-up			Follow up with SCPA stakeholders on their experience with the candidates that interviewed, and further questions or concerns about each candidate.	
	Background Screening			Facilitate background screening by "Trusted Employees" screening company	
	Narrow Pool			Narrow pool for second round interviews.	
	Recommendation to Board			SPC	
Interview with Board					
Feb/March 2025	Finalist Press Release			Prepare a communications piece for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.	
	"Meet the Candidates" Public Gathering				Conduct "Town Hall" forum with teachers, parents, alum.
	2nd Interview				Schedule and conduct second round interviews.
	Gather Open Forum Feedback			Gather open forum feedback.	
Hiring					
	Recommendation to Board			SPC makes recommendation to Board.	
	Board - Decide Finalist				Board discusses, debates, and decides on finalist.
	Offer Letter			Offer letter is made to finalist.	
March 2025	Negotiations				Finalist negotiations.
	Acceptance				Candidate acceptance.
	Communication of New ED			Prepare a communications piece for the district to send to the media, school district staff, and community introducing the new Executive Director.	
	Communicate Process to Stakeholders			Ongoing throughout the process	
July 1	Start Date				
Post-Hiring					
	Develop Transition Plan for ED			Assist in developing a transition plan for the new Executive Director. - TBD	
	Visitation of new ED			Visit the new Executive Director during their first year of employment. (in-district meetings, if possible.)	
	Board Training - Goals for ED			Facilitate a post-hiring workshop to develop goals and/or expectations for the Board of Directors and Executive Director after the new Executive Director begins work in the school district. (virtual meetings; however, at the Board's request in-district meetings may be substituted for an additional \$300 per meeting)	

St. Croix Prep Academy Families, Staff, and Community,

Hello and welcome back to the school year hustle! In our role as the chair and vice-chair of the school board we would like to provide this update on the upcoming executive director search and hiring process. As you may or may not have heard by now, Jon Gutierrez will be retiring as our executive director as of the end of our current fiscal year, June 30, 2025. We thank him for his work here at St. Croix Prep over the last 20 years, building a vision, a school and a community from the ground up, literally! The entire board wishes him nothing but the best in his future endeavors.

The school board is in the early stages of our search for a permanent executive director to take over when Jon is done in June of 2025. The board intends to conduct the search for our next executive director during the prime hiring season of late fall to early winter of 2024 - 25. That search would be for a permanent hire who would start on July 1, 2025. Since Fall of 2023 the board has been partnering with Rebar Leadership to help facilitate stakeholder feedback and engagement in this process. We have begun organizing the search process this summer. Over the summer, the board hired the Minnesota School Boards Association (MSBA) to be our consultant during the search process. The Succession Planning Committee of the board has been meeting regularly and defining the process, timeline, and goals over the past 9 months.

Additional details are on the school website <https://www.stcroixprep.org/executive-director-search/>. Please contact Bob Hajlo or Terri Gulbransen with any questions.

Good luck to everyone as you start a new school year.

Sincerely,  
Bob Hajlo, Board Chair  
Terri Gulbransen, Vice Chair



## Agenda

1. Welcome Jennifer Santini!
2. Governance Shared Drive: Briefly go through together
  - a. N. Donnay to add an Election Committee Folder.
    - i. N. Donnay will upload the Board Election Update.
3. Charter Administrators - Paid Consulting Statute
  - a. ED/EDFO - 10 hours pre-approval per week before needing Board approval, if more than 10 hours, Board approval (needs a  $\frac{2}{3}$  vote of approval); Board would send to FoE (Friends of Education) once approved.
    - i. ED/EDFO will include in their monthly reports.
  - b. Other Admin will get approval from ED/EDFO, then Board approval (needs a  $\frac{2}{3}$  vote of approval); Board would send to FoE (Friends of Education) once approved.
  - c. Jon will bring this information to the July 9th Admin Meeting.
  - d. Will make a motion at the July 16, 2024 meeting.
4. New Legislation:  
<https://drive.google.com/file/d/19XmfPV2KORYMQyYtuINJ06t8wWEi24I0/view?usp=sharing>
  - a. By Laws: Term limits for board officers; **one year terms with a limit of 29 terms in any officer position.**
    - i. **Will make a motion at the July 16th meeting to change Bylaws.**
  - b. Determine necessary tasks for Governance
  - c. Organize/prioritize tasks and who will do what.
  - d. Create a timeline for completion of tasks.

5. Policies List and Schedule - J. Gutierrez
  - a. Organize and prioritize what needs to be done.
    - i. Look for the required policies that we do not have. Ex: Student Survey policy; Rough drafts for August meeting.
      1. A. Galati - Chemical Use and Abuse
      2. J. Johnson - Use of Peace Officer
      3. J. Santini - Mandated Reporter for Vulnerable Adult
      4. M. Stiles - Student Surveys
  - b. Branding of Policies - To be tackled in the future.
  - c. Board Policy Template and Narrative Template - Jon will upload.
6. Bylaws - Modify the Bylaws to state that each director may hold office for up to ten, three year terms, or until a successor has been duly elected and qualified or until the director dies, resigns, is removed, or the term otherwise expires.
7. Governance Manual:
  - a. Edit to include Executive Committee - Board Chair, Vice-Chair, Parent, Teacher - Jon. Completed.
  - b. Review since last done in 2022.
    - i. Jon will review the Statute 124E, Bylaws, and Governance manuals with Governance Committee members at the August 2024 meeting.
      1. Prep for September 2024 Board meeting. Nicole, Angie, and other Governance members will share out at September meeting.
  - c. Jon will update Governance Manual on state mandated training - 124.e.07.sub7c
  - d. Eventually, Governance will need to go through the Family Handbook and decide which handbook policies need to come out and be formalized as school policy.
8. Succession Planning - Executive Director

- a. Professional Development for Jon for the next year.
    - i. Suggestion: Have Jon layout a development plan for the next year and the board reviews and approves.
    - ii. Jon will discuss with the Succession Planning Committee. N. Donnay will reach out to T. Smith to add to the Succession Planning Agenda.
  - b. Move to August meeting: Professional Development future planning if the new Executive Director is not licensed. If so, where and when do we begin thinking about this in preparation to make a proposal for the board?
    - i.
9. Move to August meeting: Other topics to consider for this meeting or near future meetings:
- a. Discuss: Should we create a Google doc/form/something for Board members to review before training, as suggested by Kristen.
    - i. Continuous board training? Is this of interest?
    - ii. Who would create and administer this?
  - b. Should we reach out to individuals to determine interest in forming additional Board committees (Growth/Replication, PSEO/Upper School Retention)?
  - c. Should we talk to the Finance and Compensation committees to see if Compensation should be under Finance?
10. Set the next meeting date - August 6, 2024 at 4:15.

Respectfully submitted by A. Galati