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Student and Parent

HANDBOOK

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ST. CROIX LUTHERAN
ACADEMY

Student and Parent

HANDBOOK

GENERAL INFORMATION

MISSION

Educating the total student – spiritually, intellectually, and physically – in a caring, Christian family community.

PURPOSE

St. Croix Lutheran Academy is a Christ-centered educational ministry sharing the message of God’s love with all students. We carry out our purpose by pointing students to the truths of God’s Word in the Bible, by helping students strengthen their relationship with their Savior Jesus, and by sharing the good news of his love for all with those who do not yet know him as their personal Savior.

CORE VALUES

Biblical World View

We believe that the Bible is God’s unchanging truth, the foundation for all learning and life, and the message of God’s saving grace for all.

College Preparation

We challenge and support students and staff to develop and utilize their God-given gifts to become productive leaders in the school, church, and local/international community.

Excellence

We pursue excellence in all aspects of Christian education - academics, athletics, and the arts - to the glory of God.

Global

We embrace the culturally diverse backgrounds, perspectives, and gifts of individuals to enrich excellence and to enable one’s personal ministry.

Student Focused

We recognize all students are unique, and we strive to put their needs first, as we help them develop spiritually, academically, physically, socially, and emotionally.

BACKGROUND CHECKS

Notification to St. Croix Lutheran Academy Parents

The State of Minnesota, in Statute 123B.03, requires that criminal history background checks be conducted for all employees of a school. St. Croix Lutheran Academy complies with this statute. All employees as well as regular volunteers who are in contact with students during the school day (i.e., library assistants), are subject to criminal history background checks by the Minnesota Bureau of Criminal Apprehension or the Federal Bureau of Investigation (for non-state residents). Failure to comply with the background check could result in termination of employment, or employment may be withdrawn due to the results of the background check.

BOARD OF GOVERNANCE

St. Croix Lutheran Academy is owned and operated by an association of Wisconsin Lutheran Synod and Evangelical Lutheran Synod congregations in the Twin Cities area. The pastor(s), teacher(s), and at least two lay delegates from each of these congregations make up the school's governing body, the **General Board**.

The General Board elects the **Board of Regents**, the executive group that carries out the policies determined by the General Board. The Board of Regents is comprised of three pastors, two teachers, and ten laymen. Matters and questions relating to these boards should be directed to the SCLA President or to pastor, teacher, or lay delegates.

BUILDINGS AND GROUNDS

St. Croix Lutheran Academy's buildings and grounds are the property of the members of the St. Croix Lutheran Academy Association. Students and faculty are stewards of the property and have the responsibility of caring for and maintaining it. Although the school association employs custodians, we expect students and staff to maintain neat and orderly hallways and classrooms. Replacement or repair of school property damaged by a student will be charged to the student's parents. The school reserves the right to fine students for defacement or other damage to property. No tape of any type is permitted on any surface; however, removable mounting putty is allowed.

Students are also expected to respect private property while traveling to or from school or attending activities elsewhere.

TUITION

Expenses for students are kept at a minimum. A non-refundable enrollment fee must be paid at the time of registration. Each student will be charged tuition annually, and additional fees may be charged to cover expenses not included in tuition.

St. Croix Lutheran Academy's policy is that tuition be paid in a timely manner. All families are required to enroll in automatic payments using ACH withdrawal, unless payment is made in full by the end of August for the current school year.

All tuition is to be paid using one of four methods:

Annual Payment

Total tuition must be paid before school begins. A discount of \$200 per student will be given to families who pay in full before July 31. This discount does not apply to families who receive tuition assistance.

Semester Payment Plan

The first payment is due August 20 and the second payment is due January 20.

Nine-Month Plan

The first payment is due September 20, and the last payment is due May 20.

Eleven-Month Plan

The first payment is due July 20, and the last payment is due May 20.

1. Tuition will be prorated for any late enrollments or withdrawals. Enrollment for any portion of a month will be charged the full month's tuition rate.
2. Dormitory Fees will be charged on a semester basis. Students wishing to move out of the dormitory at semester break need to make arrangements with the dorm director two months prior to the planned move.
3. Part time PSEO students will be charged the full annual SCLA tuition rate. Full time PSEO students will be charged a per course fee for SCLA courses.

Penalties for Delinquent Accounts

Non-payment or Non-Sufficient Funds (NSF)

A \$25.00 late payment fee is assessed for all missed payments. An additional \$30.00 fee will be assessed for all returned payments, i.e. non-sufficient funds, account closed. These charges apply regardless of the payment plan chosen.

Enrollment Denied

Students whose accounts are delinquent by more than one semester or who have not worked out a payment plan will not be re-enrolled for the next school year. If payments have not been received by the end of the first semester, a student may be denied continued enrollment for the current school year.

Graduation

Diplomas and transcripts are issued when all tuition and fees are paid in full.

PEST CONTROL MATERIALS AND USAGE ON CAMPUS

St. Croix Lutheran Academy utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school buildings. Their program consists of:

1. *Inspection and monitoring* to determine whether pests are present and whether any treatment is needed
2. Recommendations for *maintenance and sanitation* to help eliminate pests without the need for pest control materials
3. Utilization of *non-chemical measures* such as traps, caulking, and screening
4. Application of EPA-registered pest control materials when needed

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying in the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

(Prepared by the Minnesota Pest Control Association for the "Parents Right to Know Act", [M.S. 123B.575, Subdivisions 1-14])

SCHOLARSHIPS AND FINANCIAL AID

It is the aim of the St. Croix Lutheran Academy Association that all students who are accepted can attend without concern of financial hardship. SCLA's tuition assistance program will help those who cannot meet the costs of tuition on their own. Those who request such assistance are asked to complete an application with an independent financial aid company designated by the school. Assistance awards are made in coordination with the amount of funds available and the level of need identified. The application deadline for financial aid is **March 31**.

SCLA also offers several scholarship opportunities for full-time students. Each scholarship requires a separate application form to be completed and returned to the school office by March 31. Application forms are available in the school office or are downloadable from StCroixLutheran.org. These scholarships are part of a student's financial aid package.

TRANSPORTATION & PARKING

St. Croix Lutheran Academy students come to campus by a variety of means. Students drive from all areas of the Twin Cities and many will take riders. Students who drive automobiles to and from SCLA must remember that this is a privilege that may be revoked if abused or if it results in danger to the operator, other students and staff, or damage to property. SCLA takes no responsibility for riders in cars driven by students to and from school. Parents are encouraged to check carefully the driving habits of students with whom their children are riding. All cars that are parked on the property of SCLA must be registered in the office and identified by a permit placed in the upper left-hand corner of the windshield.

SCLA operates two transportation routes in the Twin Cities. One extends from the northeast starting in Hudson, WI. The other extends from the southwest metro starting in Shakopee. The cost is shared between SCLA and the families using this service. Please speak to one of the principals for more information.

ACADEMICS

ACADEMIC FRAUD

It is anticipated that all students will be honest and use their God-given abilities to their fullest measure during the learning process. However, sometimes students are tempted for a variety of reasons to resort to dishonest methods and commit academic fraud.

Academic fraud includes the following:

- Handing in any work that is not 100% their own.
- Copying an assignment, worksheet answers, or a paper directly from another student (either with or without that student's permission) and handing it in.
- Copying or using another student's quiz or test answers, copying answers from notes or a book onto a "cheat sheet" or body part, using technology, etc., and using those answers without instructor permission when taking a quiz or test.
- Using a translator, or any form of technology to retrieve answers without instructor permission.
- Students who provide answers, work, or research to other students in any form without the teacher's previously acquired consent, also commit academic fraud and are subject to discipline.
- Anytime a student submits unoriginal research material without crediting the source, they have committed plagiarism. This includes the following:
 - Copying information word for word from a print source (book, magazine, etc.) or an internet source and handing it in without citing the original source.
 - Paraphrasing information from a print source or internet source and handing it in without citing the original source.
 - Cutting and pasting from several internet sources to write a paper that is supposed to be the student's own work.
 - Taking an article directly off the Internet or from a print source and handing it in.

Academic Fraud Clarified:

- A student is not plagiarizing when copying notes, work, or answers that are part of a teacher-directed team or group collaborative/cooperative learning experience.
- A student is not plagiarizing when they have the teacher's previously acquired consent to copy another student's notes, work, or answers.

Academic Fraud results in a penalty:

Cases of academic fraud will be brought to the attention of the Academic Dean and/or Principal. The penalties will be handled on a case-by-case basis, but may include loss of credit for the assignment, loss of credit for the course, suspension, and in extreme cases, possible expulsion.

ATTENDANCE

School Day

Under normal circumstances, the school doors will open at 6:35 a.m. Students should not arrive on campus prior to that time. The first class period begins at 7:55 a.m. Students who arrive early are expected to spend the time in constructive preparation for the day.

The school day ends at 3:10 p.m. All students who do not have a valid reason for remaining after this time are asked to be out of the building as soon as possible. Students who must wait for rides are asked to wait in the commons area or outside the building.

The faculty is responsible for making the entire school day a learning experience for all students, whether the school time is scheduled for a class, lunch, or study hall.

Bell Schedule

SET	START	END
1	7:55 a.m.	8:37 a.m.
2	8:45 a.m.	9:22 a.m.
3	9:29 a.m.	10:07 a.m.
Advisory	10:13 a.m.	10:31 a.m.
Chapel	10:32 a.m.	10:51 a.m.
4	11:00 a.m.	11:38 a.m.
Early Lunch	11:38 a.m.	12:03 p.m.
5 Class (Late Lunch)	11:42 a.m.	12:28 p.m.
5 Class (Split Lunch)	11:42 a.m.	12:03 p.m.
Split Lunch	12:03 p.m.	12:28 p.m.
5 Class (Early Lunch)	12:07 p.m.	12:53 p.m.
Late Lunch	12:28 p.m.	12:53 p.m.
5 Class (Split Lunch)	12:32 p.m.	12:53 p.m.
6	12:57 p.m.	1:38 p.m.
7	1:42 p.m.	2:23 p.m.
8	2:27 p.m.	3:10 p.m.

Attendance

As faithful stewards of time, students will attend school regularly. Minnesota Statute 120A.22 states, "Every child between seven and 17 years of age must receive instruction." Students who attend classes every day increase their chance of success in their academic studies. Students are expected to attend class to receive credit for courses. Students who exceed nine (9) absences in any class per semester will not receive credit for the class. A student has the right of appeal if unusual circumstances result in excessive absences.

If a student must be absent for any reason, a parent/guardian must call the school at (651) 455-1521 before 9:00 a.m. that day to notify the school of the student's absence. If a parent does not call the school, the office staff will attempt to call a parent at home or work.

Whenever a student arrives at school after the first class has begun or leaves school before the end of the last class, he/she must check in or out in the school office.

Unexpected Absence

Unexpected absences include student illness, bad weather, emergencies, etc. A parent should call the school before 9:00 a.m. to report the absence. If a student becomes ill during the school day, he/she should report to the school office. Attendance staff will contact a parent to pick up the student or obtain permission for the student to leave school.

Planned 1- or 2-Day Absence

A parent may request that a student be excused for a planned absence, such as attending a wedding, funeral, visiting a college, etc. The attendance staff should be notified by a parent/guardian in writing at least one day prior to a planned absence. The note should state the specific reason for the absence.

Brief Absence

A parent may request that a student be absent from school for a short period of time, i.e., doctor or dentist appointment. Whenever possible, appointments should be scheduled before or after school hours. Parents should send a written note stating the date, departure time, and the reason for the absence. The attendance staff will issue a permission pass to the student upon receiving an excuse note. This pass is to be signed by the classroom instructor at the time of departure, and the student must bring the signed pass to the school office to check out before leaving the building.

The parent or student needs to bring verification of the appointment to the school office. The professional provider's office will have a form they complete reflecting the date, time, and nature of the appointment.

Multiple Days Absence

St. Croix Lutheran Academy strongly discourages multiple days of absence for reasons other than illness or emergency, since it may impair the student's academic progress. To obtain permission for a multiple-days absence, parents/guardians must submit a written request to SCLA at least one week prior to the first day of the absence explaining the occasion and purpose of the absence. **Absences for family vacations will be included in the total number of absences per semester.** Although we encourage families to take vacations during scheduled school breaks, we understand that some families may need to take a vacation during times of the school year when classes are in session. It should be noted that an extended winter break and spring break have been incorporated into the calendar, and parents are encouraged to consider this in their planning.

Under this scenario, teachers are NOT responsible for:

1. Getting assignments to students ahead of time.
2. Re-teaching the lessons the student missed while on vacation.

Teachers will:

1. Identify a peer who might assist the student in getting "caught up"
2. Collect the assignments for the student

If there will be a major presentation, test, or project missed, it is the responsibility of the student to plan with the teacher PRIOR to the absence.

Unexcused Absence

Unexcused absences include skipping class, sleeping in, and any absence not excused by a parent or guardian. A student who has an unexcused absence will be assigned a detention period for each class period missed. Unexcused absences will be noted as such on the student's record. After three (3) such absences, parents will meet with the Dean of Students to address the problem.

School-Sponsored Activity

An individual or a group of students may be absent from class due to a school-sponsored activity. Such activities include field trips, athletic or music events, special workshops, and career counseling (Naviance) appointments. These activities are not recorded as absences on the student's record.

Extra-Curricular Activities

On the day of an extra-curricular activity such as an athletic contest, school play, concert, etc., participating students are expected to attend classes all day. Students who miss classes due to illness or who have an unexcused absence will not be permitted to participate in any extra-curricular activity, including practice, on the day of the absence. Students who miss class due to a scheduled appointment, i.e., doctor, dentist, college visit; must provide written documentation of the scheduled appointment, including contact information of the provider, and a written excuse by a parent/guardian before they are allowed to participate on that day.

Administration of Attendance Policy

After seven (7) absences in any class period, the Dean of Students will send a letter or email notifying the parents that the student is in jeopardy of losing credit for the classes missed. After nine (9) absences in any class period, a final warning letter is sent to the parents. Upon the 10th absence, a written letter or email will be sent informing the parents that the student will not receive credit for the classes missed. The Attendance Review Committee, consisting of the Dean of Students and faculty members, will be notified. A student has the right to appeal the loss of credit. Contact the Dean of Students for information.

Please note: **Family vacations** will be included in the total number of absences per semester and may critically impact credit for the semester.

Make-up Work

Students have the sole responsibility of making appropriate arrangements with teachers to ensure that all missed academic work will be completed within a reasonable time-frame. Academic work not made up in a reasonable time will be documented as "missing" and subject to the eligibility policy. When a student is ill, a parent may request that homework be collected.

Tardiness

Punctual attendance to each class is an important responsibility of every SCLA student. Being "tardy" is not being present in the classroom and ready to begin class when the bell rings. Individual instructors may vary their interpretation of "tardy."

Tardy to school in the morning

Students who arrive after 7:55 a.m. must check in at the school office to obtain a pass to class. SCLA will allow a student to be tardy to school four (4) times each semester without penalty. Over-sleeping is not recognized as a valid set 1 tardy. The Dean of Students will assign the following penalties to repeat offenders:

- 1 – 4 tardies per semester - warning
- 5 – 6 tardies per semester - 30-minute after-school detention
- 7 – 9 tardies per semester - 60-minute after-school detention
- 10 or more tardies per semester - 60-minute special detention, \$10 fee

Tardy to class

After first hour, individual instructors will assume responsibility for all tardy students who are without a hall pass. The Dean of Students will assign the following penalties to repeat offenders:

- 1 – 2 tardies per semester - warning
- 3 tardies per semester - 30-minute after-school detention
- 4 tardies per semester - 60-minute after-school detention
- 5 – 6 tardies per semester - 60-minute special detention, \$10 fee
- 7 or more tardies per semester - 60-minute special detention, \$25 fee

The Excessive Absence Appeal Process

Prior to a student's loss of credit due to absences, the Dean of Students will notify parents of absences with a weekly attendance email. The Dean of Students will notify parents by phone or email (for documentation) following absences seven (7), nine (9) and ten (10).

Parents must initiate the appeal process within three (3) days of receiving the letter regarding the loss of credit by contacting the Dean of Students. Parents must officially request an appeal by either sending a written letter or email (for documentation) and must request a meeting with the Principal, Academic Dean, Dean of Students, and the student's Advisor. The letter or email should include verification of:

1. The days of absence and reasons.
2. Written documentation of extended illness while under a physician's care (if applicable).
3. Current grades as posted on the internet and verification from the student's teachers.

A decision will be made by the Principal, Academic Dean, Dean of Students, and the student's advisor within three days of the meeting.

BOOKS

The school furnishes textbooks for each course. Excessive wear, abuse, or loss of textbooks will result in a \$100 charge unless the book costs more than \$100.

Each student should have a Bible. Bibles may be purchased from a third-party source or through the religion department. The religion department does not require a specific version, however, the New International Version (NIV) is used by most students.

COUNSELING AND GUIDANCE

The Director of Guidance serves as a resource person for class advisors and as a personal counselor to students. Counseling is done both formally and informally for issues such as school life and interpersonal relationships. While spiritual counseling is primarily the function of the student's own pastor, such counseling is also done, especially as it affects school life and relationships. Every instructor at SCLA is a called minister of the gospel and as such serves also as a counselor. Students are encouraged to seek out an instructor with whom they feel comfortable speaking.

Homeroom advisors serve as primary counselors for each student and offer guidance for course selection appropriate for a student's career interests. The Guidance Office provides students and parents with information in such areas as report cards, credits, GPA, course credit recovery, transcripts, and testing programs. The Guidance Office will

provide students with college and career information, making use of the assistance of the non-public school guidance office from ISD #197. Materials relating to colleges and other career directions and opportunities are in a special section of the library media center. Catalogs for schools and colleges may be found in the library or obtained from the Guidance Office. Students are encouraged to develop a personal file at home to save all related information.

CUMULATIVE RECORDS

Due to state record-keeping requirements and because schools, colleges, and prospective employers require specific student information, a cumulative file is kept for each student in attendance at SCLA. This record includes biographical information, academic achievement record, test scores, attendance record, and health profiles.

The cumulative file is considered confidential in nature and will not be released to any agency unless both student and parent/guardian sign a release. The student alone may sign if he/she is 18 or older. Most schools, colleges, and prospective employers have release forms. If none are available, forms may be obtained from the guidance office.

According to Minnesota state law, any student, by giving ample prior notice, may request to see his school file and request clarification or correction of any information. The school is granted the right to honor this request at a time convenient for school officials. Such requests are to be made ONLY through the registrar.

ELIGIBILITY AND INCOMPLETE WORK

Eligibility

Eligibility reports will be run based on assignments turned in by 4pm on Thursday. 6th to 10th-grade students who have more than 6 missing assignments at the time of the report will be considered ineligible for the following week starting on Monday. The instructor determines when to classify work as "missing". Parents and students will be notified by email the day the report is run if their student is ineligible for the following week.

Ineligible students will not be allowed to participate in any co-curricular activity including athletics, fine arts, or student clubs/groups. Students who are enrolled in choir or band for credit are eligible to perform when the choir or band performs as a unit.

Junior/Senior Opt-in: Junior and Senior students may choose to opt-in to the eligibility policy. Contact the Academic Dean for details.

Academic Detention

Once ineligible, the student is required to serve academic detention each day until work is current and there are zero missing assignments. Academic detention takes priority over co-curricular activities, employment, or transportation arrangements. If a student skips a required after-school academic detention, it becomes a behavioral detention, is documented, and is subject to disciplinary action.

When the student is complete with all coursework (verified by their teachers and the Academic Dean), the student may practice or meet with their co-curricular group during the remaining ineligible period, but not participate in contests or performances. They may regain full eligibility with the following week's report. Students who are declared ineligible multiple times within a season may be removed from the co-curricular activity. Students may be declared ineligible at any time based on other factors such as behavior, ability to positively represent St. Croix, or academic performance at the discretion of the administration.

Past Due Assignments (Cut-Off)

With each Eligibility Report, any students (including juniors and seniors) with assignments incomplete that are more than 2 weeks old at the time the report is run will be required to attend academic detention the following school day until there are zero total missing assignments. Even one past due assignment can trigger academic detention and it takes priority over co-curricular activities. Students in this situation are NOT ineligible.

Semester Incomplete

All coursework that is required by the teacher must be completed in order to receive credit for the course (regardless of the student's grade in the course). Exceptions for unusual circumstances will be dealt with on an individual basis in consultation with the student, teacher(s) involved, Dean of Academics, advisor, and the Principal.

Appeal Process

Exceptions for unusual circumstances will be dealt with on an individual basis. Appeals may be brought through the student's advisor, Dean of Academics, or Principal.

Classroom-Level Late Work Policy

Note: All the aspects of the school eligibility and late work policy still apply. This policy will be enforced by individual teachers and is in addition to the school-level policy.

It is the expectation that students are faithful in turning in all assignments on time. After the second time in the semester that a student turns in an assignment late in a class, the teacher will issue the student academic detention each time an assignment is late.

The student may avoid academic detention if they ask for an extension from the teacher prior to the due date. The student must explain the reason the assignment is late and when the assignment will be completed. The student may ask for an extension by email, chat, or face-to-face.

GRADING SYSTEM

Final grades are assigned for all credit courses at the end of each semester. They are measures of student achievement as indicated by class performance and examinations.

The following letter grading system is used:

- A Superior work and performance
- B Above Average
- C Average
- D Below Average
- E Special grade to indicate effort was made to meet minimum requirements established for a particular course and student. Successful completion of the course means credit is given toward graduation requirements, with notation regarding this grade attached to transcripts.
- F Failure to complete course satisfactorily, no credit given. Also given to students who withdraw from a class after 12 weeks.
- W/F Withdrawn from course, failing at time of withdrawal. Given only to students who withdraw from a course between weeks 6 and 12 of the semester.

A student who drops a class after 12 weeks will receive an “F” for the course.

*Teacher initiated drops will be considered in consultation with the student’s advisor and Dean of Academics.

The following percentage equivalents for the letter grades are used as a guide in grading classroom work at SCLA:

100-99 = A+	86-83 = B	72-70 = C-
98-93 = A	82-80 = B-	69-67 = D+
92-90 = A-	79-77 = C+	66-63 = D
89-87 = B+	76-73 = C	62-60 = D-
		59-0 = F

One-half (1/2) credit will be given for each semester in which a student successfully completes the work in a course.

Letter grades are given a numerical equivalent for ranking, honor rolls, grade point average (GPA), etc. Position or placement is determined by an average of grade points earned for each semester. The following system of numerical equivalents is used in determining grade points:

A+ = 4.33	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67
	E = 0.33	F = 0.00

Grades are available to students and parents through the online gradebook. These grades are not final grades but only indicators of the student’s progress to that point. They are cumulative, determining the final grade at the end of each semester.

Making up courses failed at SCLA is the responsibility of the student. Such courses may be made up at SCLA during the regular academic year or at other schools offering acceptable course-work and granting high school credit during the summer, during evening hours, or through online courses. Arrangements for enrolling in such courses are the responsibility of the student. However, enrollment in these courses should be checked with the Academic Dean to see that the courses fulfill the credit requirements of SCLA.

Make-up courses in religion must be taken at SCLA through suitable arrangements with the course instructor. Failures in other required subjects must be made up by course-work in the same or similar subject areas. Elective course failures may be made up by course-work in other elective subjects that SCLA or another school that grants high school credit. Failed courses may be taken again for credit at SCLA only with the approval of the instructor. No make-up courses, other than religion, are presently offered by SCLA during the summer or evening hours.

GRADUATION

Requirements

In addition to the Minnesota state requirement for graduation, students attending SCLA are required to take a religion course during each semester in attendance. See the current course catalog for up-to-date requirements and course offerings.

A student must carry a minimum of seven (7) credits each year to graduate from SCLA. One full credit is given for successful completion of each class that meets daily for both semesters.

Graduation Service

The date of graduation is listed on the school calendar. A rehearsal for the graduation ceremonies is held preceding the graduation, and all seniors are required to attend. Commencement exercises are a service conducted by SCLA for the graduating seniors; therefore, final decisions as to speakers, liturgists, music, and the general format of the commencement are made by the administration of the school. Caps and gowns are required for the service and are provided free of charge.

To participate in the graduation service, the student must successfully complete the required number of credits for graduation or be less than one semester's credits short of the required total for graduation. Likewise, the student must be current in his/her tuition payment plan as agreed upon between the family and the school administration or be less than one semester short of full payment or have a current payment plan arranged with the school's administration. The senior class and faculty will choose a member of their class as the student who will represent them as their class speaker at the graduation service.

Recognition of Scholastic Achievement

Beginning with the class of 2022, the terms "valedictorian" and "salutatorian" are eliminated. Students will be recognized by Latin levels only.

Cum Laude: 3.8+ with no AP/Dual Credit classes

Magna Cum Laude: 3.9+ with 1-6 AP/Dual Credit classes

Summa Cum Laude: 3.9+ with 7 or more AP/Dual Credit classes

LIBRARY MEDIA CENTER

The Library Media Center is an important resource area where students can work independently and enjoy academic materials. The library media center is open during regular class hours, 30 minutes before school starts and 30 minutes after school is dismissed. Study hall students meet in the library daily.

SCHEDULE AND COURSE CHANGES

Procedures for course changes are under the direction of the Academic Dean. Course changes will be reserved for proper academic placement.

SCHOOL LETTERS

Academic Lettering

Academic letters are awarded in May of each year at the academic awards program to students who have met the following requirements:

Grade Point Average

All students: At least one semester of grades to review – Cumulative GPA of 3.67

SERVICE LEARNING

In God's Word, the Bible, there are lessons and parables of Jesus demonstrating humble service to others. As SCLA encourages students to follow his example and act as servant leaders, opportunities are sought out in the church, school, and community. Volunteer service hours are granted for services done voluntarily outside the home and not for financial gain. Guidelines for approved service projects are available from the Guidance Office.

Students are not required to have service hours; however, many colleges and universities look at student volunteerism and service hours in considering applications. SCLA encourages students to obtain service hours and provides a place on school transcripts that lists service credit time.

x2VOL - Reporting Service Hours

The guidance department uses x2VOL.com to log each student's volunteer hours completed at SCLA, their local church, or in the community. After completing service, students log into their account to fill out the form showing where they served, what they did, and how long they served. The student then adds email contact information of the supervisor who can verify the hours of service. Once that supervisor confirms the service was completed, the guidance department finalizes these service hours in x2VOL.

When applying to a college or university, students can send their x2VOL service transcript via Parchment to the institution. Colleges often use completed service hours to "break the tie" between SCLA students and other students applying to the same college.

STANDARDIZED TESTING

Students will take various local and national tests to determine their abilities, achievements, and interests. The results of these tests help advisors and teachers guide each student in selecting appropriate courses of study and career or college options. The results also aid faculty and administration in determining the success of instruction and areas that need improvement.

STUDY HALLS

Study hall is an ideal place to practice stewardship of time. Students are expected to keep busy at homework, to be quiet, and not to waste either their time or the time of others. All classroom rules apply to study halls.

St. Croix Lutheran Academy is committed to providing a college prep curriculum. Therefore, the maximum number of study halls is one per student. All exceptions must be approved by the Principal and Academic Dean.

STUDY HELPS

Students are expected to spend some time outside of class in preparation for each course that they take. Each student must learn to budget time wisely, giving special time and effort to difficult subjects and allowing sufficient time to complete long-term assignments by their due date. Here are suggestions for good study and preparation:

1. Take notes in class. Many instructors give exact information for note taking. Others expect that students will note the important ideas that they present. Even

in classes where note taking is not required, jotting down important facts and procedures helps to reinforce what was taught.

2. Have a daily study time. Hasty preparation is no substitute for regular periods of study.
3. Study in a quiet, well-lit room. Students learn best with a minimum of distraction.
4. Understand the information being studied. Think about the material and express it in thoughts, writing, and/or verbally.
5. Outline major ideas and note minor details. While reading, jot down the main points.
6. Give less popular subjects full effort. The goal is to educate the whole person.
7. Review what has been learned. Look over past material and repeat the main ideas of each section to remember it.
8. Ask for help. When a subject becomes difficult, ask other students for assistance (this does NOT mean copying their work.) Talk to teachers after class or ask questions in class. Teachers will probably know when students are struggling but may not know to help until asked. Parents, older siblings, and friends can be helpful at times with schoolwork.

TRANSCRIPTS

A written request by a parent (or student of legal age) is required before any transcript will be sent. Request forms are available in the guidance office. Transcripts sent out prior to graduation are free of charge to students. There is also no charge for the first transcript issued following graduation. Subsequent transcripts will be sent for a fee. Transcripts are issued **ONLY** through the guidance office. No transcripts or records will be sent for any graduate whose accounts are not paid in full or who has other outstanding commitments, such as missing textbooks.

VIRTUAL SCHOOL DAY

The goal of the Virtual School Day is for students to continue the momentum of learning already established in the classroom. A day of school that is designated a Virtual School Day will be communicated to students and parents as part of the school cancellation notice. A Virtual School Day will be instituted at the discretion of the administration.

- SCLA teachers will utilize Google Classroom for a Virtual School Day. A learning activity will be posted in Google Classroom for every class.
- Lessons will be posted by 9:00 a.m. on a Virtual School Day. Teachers may begin posting assignments following the announcement of school cancellation.
- The assignment should be submitted to Google Classroom by the students at some point on the Virtual School Day date in order for attendance to be verified.
- Students should expect a learning activity that is 20-30 minutes in length for each class.
- Students who do not submit the assigned learning documentation will be marked absent for that class period. However the tasks are still required and the student will have to complete them.
- Teachers will “be present” online from 9am to 2pm to answer any student questions in a timely manner.

CO-CURRICULAR ACTIVITIES

CO-CURRICULAR LETTERING

A letter is awarded to students who have met the requirements established for each individual activity and have remained eligible for the duration of the activity. These requirements may be obtained from the coach/advisor of each activity. This letter award is a “SC” which is to be worn only on a school letter jacket.

STUDENT ATHLETICS & ACTIVITIES

A formal and extensive activity program has been developed at SCLA and is supervised by faculty members to provide a variety of interesting and valuable experiences for students. Students are encouraged to participate in these activities as part of school life. Awards may be given in some activities to students who have distinguished themselves in some way. These awards may include a school letter.

Conference

St. Croix Lutheran Academy is a member of the Skyline Conference, (conference activities also include fine arts) which includes private and public schools in the area. The school is also a member of the Minnesota State High School League and participates in a variety of interscholastic activities. Skyline Conference sports presently are on a C team (may include grades 7-8), junior varsity, and varsity level for boys and girls.

Participation

Interscholastic athletics is a privilege for every eligible student. It is also a responsibility, because the student is a member of a team that represents the school both on and off the playing field. The coaches have the right to cut or add members to any team, to promote or demote any team members at any time. The coaches alone have the responsibility for choosing the participants in every athletic contest. SCLA's eligibility guidelines are in addition to those established by the Minnesota State High School League. (See 'Eligibility Guidelines' for details.) Students must complete the MSHSL eligibility form each year. Students participating in contact and limited contact sports must complete a baseline concussion test every two years.

Students who miss classes due to illness or who have an unexcused absence will not be permitted to participate in any extra-curricular activity, including practice, on the day of the absence.

Sports Physicals

In keeping with the requirement established by the Minnesota State High School League, St. Croix Lutheran Academy has established the following policy: All students participating in any sport listed below are required to have a current sports physical exam on file in the school office before practice for such sport begins. Physicals are current for three years from the date of exam. **Students may neither practice nor participate in interscholastic sports until a current physical form is on file in the school office.**

Athletics

Boys and girls compete interscholastically in sports including football, soccer, cross country, bowling, basketball, wrestling, hockey, baseball, golf, lacrosse, clay targets, tennis, and track & field. Other sports may be added as facilities and staff members are added.

Audio-Visual Technicians

Technicians are students in charge of the set up and breakdown of the sound and lighting for various school activities and presentations. Students interested in being a part of this organization should speak to the Principal.

Chapel Players

Chapel piano and/or organ players serve on a volunteer basis. Students interested in musically accompanying our daily chapel worship should speak to a campus pastor.

Croixaliers

The Croixaliers is an advanced 24-voice co-curricular choral ensemble and show choir. Its members are ambassadors of St. Croix Lutheran Academy, serving congregations associated with St. Croix Lutheran Academy and beyond, as well as reaching out to the surrounding community. They take part in the annual WELS Choral Festival, WMSA Solo and Ensemble festival, embark on a spring tour, and participate in all of SCLA's choral concerts.

Drama

Students with an interest in drama may participate in a children's theater production in the fall and a full-length play or musical in the spring. SCLA participates in the Minnesota State High School League One-Act Play competition every-other-year in January.

Drone Racing

The drone racing season begins in February with students practicing on computers in a racing simulator. After weeks and hours logged learning to fly a drone, they configure real drones and obstacle courses for flight. Competitions are held virtually or in-person every few weeks.

Esports

SCLA esports players are in grades 9-12 (must be at least 13 years old by September) with any experience level who play League of Legends, FIFA 21, Splatoon 2, SMITE, Super Smash Brothers Ultimate, Rocket League, or Madden NFL 21 (game selection depends on the number of players available for each game). The team roster is capped at 16.

In-person and online students are allowed to participate in esports. Students may participate in both esports and other activities if the esports match day can be available consistently and if the supervisor/coach of the other activity is agreeable.

Math

The math team welcomes students in grades 9-12 with skill levels ranging from Algebra 1 to Precalculus. Individuals choose two 12-minute events for each meet. The top eight finishers on a team work together on a 20-minute, 6-question event. The team with the most cumulative points wins. SCLA is one of 179 schools across Minnesota that participate in Minnesota State High School Math League.

National Honor Society

SCLA sponsors a chapter of the National Honor Society. All students in grades 10 through 12 who have been enrolled for at least one semester and who have a cumulative GPA of at least 3.25 are eligible to become candidates. Students who transfer from another high school with documentation as an active NHS member are added to membership. SCLA faculty make further selections based on the NHS standards of leadership, service, and character.

Homeroom Leaders

Students may apply and are chosen by class advisors to lead discussions and activities in their homeroom setting, and they are available as resource persons for other students, since many young people turn to fellow teens for help and support.

Robotics

Students in grades 6-12 are invited to participate on SCLA's robotics teams (middle school and high school) which take part in VEX Robotics Competitions from mid-October to late-February. Additionally, with guidance from their teachers and mentors, students build innovative robots and compete year-round. The robotics team started in 2018 and has hosted its own tournament at the school each year. In 2019, during the team's second year, both a middle school and high school team qualified and competed at the state tournament.

Speech

Students in grades 7-12 may participate on the SCLA MSHSL speech team which begins practice in late October or early November and competes until early April. The team typically meets three times per week as a team, individually, and with peers; and attends meets on Saturdays (all day). Students may choose a speech category (Original Oratory (persuasive); Informative Speaking; Humorous Interpretation; Dramatic Interpretation; Serious Prose; Serious Poetry; Extemporaneous Reading; Creative Expression; Duo Interpretation; Storytelling; Great Speeches) and how many meets to attend.

Student Council

Student Council is the grades 9-12 student government body of the school. The council includes a male and female representative from each class, a male and female international representative from each class, and four officers (president, vice president, treasurer, and secretary). Each class elects its representatives, and the entire student body elects the officers. The council plans school activities, promotes good student-faculty relationships, fosters student leadership, and nurtures a healthy school spirit among all students.

Student Managers

Sports team coaches select student managers each season. Manager duties include taking care of equipment, keeping statistics, and assisting the coaches. Students interested in becoming managers should apply to the coach of the respective sport.

STUDENT LIFE

AFTER SCHOOL HOURS

Hallways are to be cleared and remain clear following the bell at 3:30 p.m. If there is not a sanctioned after-school activity, students are encouraged to leave campus by 3:45 each day.

If there is a sanctioned after-school activity, students are to leave campus no later than 30 minutes after the activity has ended for the day.

Students waiting for a game must treat this time as a privilege and not as an obligation on the part of the school. Abuse of this privilege will result in the loss of this time and possible disciplinary consequences.

CELL PHONES AND ELECTRONIC DEVICES

Students with permission may use a phone in the office during the school day. Cell phones can be used before and after school and in the hallways. Parents wishing to contact students during the school day should do so through the school office.

The use of cell phones is prohibited during instructional sets unless teachers make an exception for educational purposes. Cell phones will be collected in a teacher designated area.

1. The use of cell phones is prohibited in locker rooms, bathrooms, or any other place where privacy is expected. Inappropriate pictures or videos taken and/ or shared can be prosecuted as pornography under Mn Statute 617.246. (see the summary below)
2. Students can use cell phones between class periods
3. Students are not allowed to use cell phones during chapel
4. Tablets, data capable watches, students' personal computers, and other technology of this type will be treated the same.
5. Students are not to wear or use headphones/earbuds during chapel or class time without instructor permission.

Misuse of a cell phone or other device will result in the cell phone/device being turned over to school personnel. The consequences for breaking the electronic device policy is as follows:

1st offense per semester - warning - device confiscated

2nd offense per semester - 60-minute detention, device confiscated and returned at the end of the next school day.

3rd offense per semester - 60-minute detention, \$25 fee, device confiscated at the end of the next school day. After consultation with the Dean of Students and fine payment, the device will be surrendered to parent or guardian.

In cases in which a student does not respond to disciplinary policy, further action may be required. This may include device restriction, counseling, suspension, or expulsion.

Criminal Use

If a minor sends a nude photograph through text, there is no guarantee that the picture will remain private. However, having it posted online is not necessarily the only threat the sender encounters. In addition to the potential social and psychological problems that

may develop because of sharing the photo, teens may also be guilty of violating Minnesota child pornography laws.

Minnesota statute 617.246 states that taking a picture of a person who is under 18 years of age portraying him or her in a way that shows or implies sexual conduct is a felony. The penalties for the first offense of these actions may include a fine of up to \$20,000 or a prison sentence of up to 10 years. Sending the picture and receiving it are both against the law.

CHAPEL DEVOTIONS

Chapel and devotions are part of the daily life of the SCLA family and an important part of SCLA's mission and core values. Students are expected to attend chapel and classroom devotions.

CLASS/ HOMEROOM ADVISORS

Each student at SCLA has access to a faculty member assigned to serve him/her as advisor. These faculty members assist individuals within the class to make proper academic and career choices and assists the class with planning activities. The guidance department personnel act as resource and referral persons to the class advisors.

CLOSED CAMPUS

St. Croix Lutheran Academy is a closed campus. Once students arrive on campus on a school day, they may not under normal circumstances leave the school again before the designated closing time without special permission from the Dean of Students/Principal or written permission from a parent/guardian.

A goal of St. Croix Lutheran Academy is to maintain an environment that is safe for students and welcoming for parents and visitors. Student behavior before and after school must support this goal.

Former students and out-of-school friends who loiter around the school before, during, and after school will be asked to leave.

Students/parents should not order anything from outside vendors to be delivered during the school day, i.e., food from Ubereats, Grubhub, DoorDash, etc. This is a safety concern that also disrupts the educational process within our community.

DISRESPECT FOR AUTHORITY

Disrespect of teachers, staff, coaches, or others in authority is unacceptable. If a student chooses to demonstrate disrespect for an instructor or others in authority through words and actions that cannot be resolved in a peaceful manner, the instructor is to immediately involve the Dean of Students or Principal. The student will be suspended immediately, and parents will be notified as soon as possible. The length of suspension will be determined by the administration in working with the parents and student.

DISCIPLINE GUIDELINES

The Board of Regents grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school and on the way to or from school. Students are encouraged to treasure their body and to make healthy life choices in keeping with I Corinthians 6:19-20, (“...your body is a temple of the Holy Spirit”).

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

1. Using, possessing, distributing, purchasing, or selling of tobacco or vaping products or paraphernalia.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy.
5. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
6. Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
7. Using harassment, violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, stealing, or attempting to steal school property or another person’s property.
9. Engaging in any activity that constitutes an interference with school purposes or an educational function, or any other disruptive activity.
10. Unexcused absenteeism. Truancy statutes in MN: Chapter 260A and Board of Regents policy will be utilized for chronic and habitual truants.
11. Hazing or bullying.
12. Using inappropriate language in words or actions, (such as cursing) or offensive signs and vulgar language.
13. Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of the school.
14. Violating SCLA’s Acceptable Use Policy

The grounds stated above apply whenever a student’s conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

1. On or within sight of school grounds before, during, or after school hours or at any other time when school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
3. Travel to and from school or a school activity, function, or event.
4. Anywhere conduct may reasonably be a threat or an attempted intimidation

of a staff member or an interference with school purposes or an educational function.

5. In keeping with Minnesota State High School League (MSHSL) handbook bylaws 205.00 and 304.B.1, students will lose eligibility to participate in interscholastic contests when found to use or consume, have in possession, buy, sell, or give away any alcoholic beverage, tobacco, or any other controlled substance.
6. Additional school disciplinary measures will follow any sanctions by the MSHSL.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

1. Expulsion
2. Suspension
3. Detention
4. Loss of student privileges and participation
5. Loss of bus privileges
6. Notification to juvenile authorities and/or police
7. Restitution for damages to school property

No school employee or person engaged by the school may inflict or cause corporal punishment to be inflicted on a student. Corporal punishment does not include reasonable force. School personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or other persons or for self-defense.

Detentions and Revocation of Privileges

Most students will usually behave in such a way that rules and the inevitable result of infractions of those rules are unnecessary. However, there are always some who have growing to do in this area and need the strong curb of the law to protect others and themselves.

Therefore, at their discretion and when considered necessary to maintain a wholesome atmosphere in the school and classroom, instructors may issue a detention to offending students for classroom offenses. Instructors and other designated staff may also issue a detention to offending students for offenses occurring anywhere on campus. The instructor will inform the Dean of Students. Such detentions will be served after school or as determined by the Dean of Students. Individual instructors may assign an after-school academic detention for a student at their discretion.

Detention Policy

Tardy to school in AM

- 1 – 4 tardies per semester - warning
- 5 – 6 tardies per semester - 30-minute after-school detention
- 7 – 9 tardies per semester - 60-minute after-school detention
- 10 or more tardies per semester - 60-minute special detention, \$10 fee

Tardy to Class

- 1 – 2 tardies per semester - warning
- 3 tardies per semester - 30-minute after-school detention
- 4 tardies per semester - 60-minute after-school detention
- 5 – 6 tardies per semester - 60-minute special detention, \$10 fee
- 7 or more tardies per semester - 60-minute special detention, \$25 fee

Discipline

- 1st offense per semester - warning
- 2nd offense per semester - 30-minute after-school detention
- 3rd offense per semester - 60-minute after-school detention
- 4th offense per semester - 60-minute special detention, \$10 fee

Dress Code Violations

- 1st offense per semester - warning
- 2nd offense per semester - 30-minute after-school detention
- 3rd offense per semester - 60-minute after-school detention
- 4th offense per semester - 60-minute special detention, \$10 fee

Cell Phones and Personal Listening Devices, Including Headphones

- 1st offense per semester - warning - device confiscated
- 2nd offense per semester - 60-minute detention, \$25 fee, device confiscated
- 3rd offense per semester - 60-minute detention, \$25 fee, device confiscated and given to parent or guardian

Devices confiscated for the first offense will be returned at the end of that day and a warning will be issued. The second offense will result in the device being returned at the end of the next regular day of classes after the fee has been paid. For the third offense, the device will be surrendered to the parent or guardian after consultation with the Dean of Students.

Implementation

1. The Dean of Students will schedule all detentions. Detentions begin promptly at 3:15 p.m. Skipped after-school detentions will result in the detention time being doubled and rescheduled. If skipped again, the result will be a \$25 fine and noted in the personal file.
2. If the fee is not paid or the specified special detention is not served on the second date, a parent consultation with the Principal and Dean of Students must occur before the student can return to school.
3. During the last two weeks of May, detentions will be satisfied by a \$10.00 fee per period because no detention periods are scheduled or available.
4. Any detention fees not paid by the end of the semester will result in records, credit, and report cards being held until the fees are settled.
5. Seniors must pay fees prior to graduation.

Dismissal from Class

If a student demonstrates inappropriate classroom behavior and a disrespectful attitude toward the teacher or toward fellow students in class, the following procedures will be followed:

First Instance:

The student will be dismissed from class. A special detention may be assigned. The student will not be allowed back into class until the student's parents contact the teacher to discuss the problem/inappropriate behavior and the manner in which it will be corrected. The student is responsible for any classwork.

Second Instance:

The student will be dismissed from class. Two special detention periods will be assigned. The parents must personally meet with the instructor to resolve the problem immediately and completely. The student is responsible for any classwork.

Third Instance:

The student is suspended from the class until the conflict is resolved with the teacher. If unresolved, the student will lose credit for the class for the semester.

Revocation of other privileges may take place for cause at the discretion of and in consultation with the Dean of Students. These may involve loss of extra-curricular participation, other loss of privileges, or suspension from the school.

DRESS CODE

St Croix Lutheran Academy administration, faculty, and staff expect students to present themselves in a manner that is respectful and appropriate. It is school policy that during the school day and during extracurricular activities, the students keep their appearance neat, clean, well groomed, and modestly dressed. Student dress is yet another way to honor God (1 Cor.6:19-20) and to represent their school, family, and reputation well.

Dress Expectations

Please note: Principals and the Dean of Students will make the final decision on dress code violations including items that are inappropriate for school but not mentioned in this policy. If necessary, parents will be notified and asked to come to school to either pick up their student or bring proper attire to resolve the issue.

Implications:

- The student will not return to class until resolved.
- The student is responsible for any class time and work missed
- Disciplinary action will follow the guidelines from this handbook

The following expectations will be enforced:

- For health and safety reasons, students are expected to maintain hygienically clean attire.
- Student clothing is required to cover a student's "personal and private" areas - including the chest, midriff, groin, and buttocks.
- Shirts without sleeves may be worn with the shoulder strap fabric being at least three fingers wide. Under the arm must be covered.
- Jogger-style pants without drawstrings may be worn.
- Golf-style shorts without drawstrings may be worn.
- Students are not to wear clothing that is provocative in nature, reveals undergarments, or worn in a manner which is offensive or distracts from a Christian community. No low-cut fronts, backs or sides, off the shoulder, sagging pants, visible underwear, bare midriffs or stomachs are allowed. Leggings, yoga pants, sports pants, and spandex style pants are not to be worn unless worn underneath a dress or skirt that is fingertip length all the way around when arms are placed comfortably at the side. Some examples of inappropriate clothing may include, but are not limited to, halter, spaghetti strap, cropped, tube and transparent tops, frayed pants and shorts, sports shorts, cotton sweatpants with drawstring, pants and shorts with holes in them, pants with writing on the seat,

high slit dresses/skirts, skin tight dresses, shorts and tops.

- Students are not to wear clothing that includes words, graphics, or innuendo which are obscene, vulgar, abusive, discriminatory (some examples may include, but are not limited to, ethnic, racial bias, sexual, or sexist remarks/images), promote or advertise weapons, alcohol, chemicals, tobacco, or any other product that is illegal for use by minors, or anything that is contrary to SCLA values. Examples: Secular music groups, guns or ammunition, alcohol logos, and tobacco logos.
- Students are to keep outdoor coats in their locker. A sweater, vest, light jacket, or sweatshirt may be worn in classrooms that are sometimes chilly.
- Students are to keep large book bags, backpacks, blankets, duffel bags, and purses in their locker.
- Students are not allowed to wear hats, caps, or any headgear during the instructional day 7:55 a.m. to 3:10 p.m., except with the approval of the building principal (i.e., student undergoing chemotherapy, or other medical situations).
- Tattoos reflecting Christian values may be visible for those of legal age
- Visible body piercings are not allowed (exceptions: ears and a small nose stud)

Dress Down Days

All:

1. Fingertip shorts – jean, athletic, or other material
2. Sweatpants that are clean and cover all underclothes
3. No sleeveless shirts, tank tops, or spaghetti straps
4. No offensive or double meaning shirts
5. Hats may not be worn during chapel

Females:

1. Leggings are acceptable if covered by a shirt, sweatshirt or sweater that is at the fingertips or longer all the way around.

DRUGS/ALCOHOL/TOBACCO/VAPING

The possession or use of any kind of illegal drug or tobacco or alcohol is strictly forbidden while on St. Croix Lutheran Academy's premises or while participating in school activities. Such use by students results in violation of MSHSL rules and causes loss of eligibility. These rules are in effect for 12 months of the year.

The use of tobacco, vaping paraphernalia, illegal drugs, or alcohol beverages on the campus of St. Croix Lutheran Academy or at any school-related function for which arrangement has been made at SCLA, will be subject to disciplinary action. Disciplinary action may include an out-of-school suspension of 3-5 days followed by expulsion for the remainder of the semester. Civil authorities will be notified as appropriate in the case of any student who possesses or uses illegal substances on school grounds or while participating in school activities, and parents will be notified promptly.

In an effort to ensure that campus is free of any illegal drugs, a professional K-9 drug search team will perform random inspections of campus and the immediate neighborhoods twice a month or as needed. Not only do civil laws forbid the illegal use of drugs or alcohol, we are also under the obligation of the Fifth Commandment to be concerned about the physical welfare of our neighbor as well as ourselves. Impaired judgment, lack

of self-control, and possible permanent injury to others or self are the results of drug and alcohol abuse.

Loving concern for physical, mental, and spiritual well-being should motivate each student to follow Matthew 18 in correcting offending fellow students. The same motivation should also lead students to report drug or alcohol use to school authorities to provide correction, help, and guidance for the offending student's benefit.

The entire SCLA campus is a tobacco, smoke, and vape-free zone. Tobacco has been determined to be a health hazard. All possession or use of tobacco and vape (including all paraphernalia) by students is forbidden within the school buildings, on the school grounds, within sight of the school, or at school-sponsored events. Offending students will come under disciplinary action. Regardless of parental consent, this regulation will be strictly enforced.

Implementation

At SCLA, use of or distribution of drugs, alcohol, tobacco, and vaping products will be treated seriously. Violations of the policy will be brought to the attention of the Dean of Students and/or Principal. The penalties will be handled on a case-by-case basis as outlined below, but may include after school detentions, suspensions, and in extreme cases, possible expulsion.

1st offense per semester - two 30-minute special detention, \$10 fee/hour The student will complete a specific cessation program.

2nd offense per semester - four 60-minute special detention, \$10 fee/hour. The student will be placed on a behavior contract for a specific period of time.

Further consequences may apply as outlined above.

EMERGENCY SCHOOL CLOSING

For snow emergencies and other school closing information, please listen to radio station WCCO (830 AM), reports on channel 4 (WCCO), channels 5 and 45 (KSTP), channel 9 (KMSP), or channel 11 (KARE). Please note that if the West St. Paul School District #197 is closed, SCLA will automatically close. Closings will also be posted on the SCLA website and social media as early as possible. The safety of students is always the deciding factor; parents make the final decision if their students are driving to school.

Students may be expected to complete classes via the internet. Please refer to the Virtual School Day Section in this handbook.

EMPLOYMENT

While part-time work may be a necessity for some students if they are to attend SCLA, both parents and students should be aware that a student's priority at this time of his/her life is the acquisition of knowledge and skills for the future.

FIRE DRILLS, TORNADO DRILLS, AND SAFETY PROCEDURES

If the school building must be evacuated for any reason, the emergency signal will sound. If this should occur, students will leave their classroom or area quickly and quietly according to the posted routes. Students must walk in single file and not run. Classroom doors should be closed. The first persons through the exit doors should hold open the doors. Students will remain outside until given further directions. Students are encouraged to check the routes posted for each room or area they may be in during the day. Special instructions will be given regarding tornado alert and drill procedures.

Any fire should be reported immediately to the nearest faculty member. Instructions for other disaster procedures will be given by announcement as necessary. Several fire and lock-down drills occur during the school year.

Students are not to work alone in any room, in the gym, or in other areas of the school after school hours without the knowledge and supervision of a faculty member or designated parent supervisor. Whenever first aid is necessary, students should seek immediate help from their supervisor.

Students are asked to be aware of and to identify potential hazards. A constant awareness by all is a benefit to all. An Emergency Action Plan that provides guidelines, structure, and a process for dealing with a range of crisis situations is kept in the school office and in each classroom.

GAMBLING

Since gambling is an activity that could easily cause moral and spiritual problems for anyone, as an organization entrusted with the spiritual welfare of its students, St. Croix Lutheran Academy does not permit any type of gambling activity on its premises.

HALL PASS SYSTEM

A hall pass system is used at SCLA so that the instructors may carry out their responsibilities regarding both students and property. Except in cases of emergency, written hall passes are issued to those who must leave a classroom for a reason sanctioned by the teacher. Except as otherwise announced, students may not leave study halls to see another teacher unless they have presented a permit slip from that teacher. Students in the hallways during class periods without a valid hall pass are subject to disciplinary action.

IMMUNIZATIONS

The Minnesota State Health Department requires that all immunizations be up-to-date, or the student may not attend school.

INSURANCE

All students, especially those involved in organizational or sports activities at SCLA, should be covered by some type of family accident/health insurance. The school's insurance policies do not cover accidental injuries to students.

International students must provide proof of medical insurance to attend class.

Students who participate in co-curricular activities sponsored by the Minnesota State High School League are covered by a catastrophic insurance policy carried through the MSHSL.

LOCKER/CAR/DORM SEARCHES

Lockers are the property of St. Croix Lutheran Academy. Any locker at SCLA can be searched by members of the school's administration when there is probable cause. In such cases, parents will be notified of the search. The student will also be notified of the search and invited to be present.

NURSE SERVICES

District 197 provides the services of a school nurse for those students attending SCLA who request such services. Requests for service forms are distributed at the time of registration and must be signed by the parents or guardians of the students. The school nurse is on the premises one day per week but is available to consult with school administration during any school day. No dispensing of medicines, including any over-the-counter medications, can be made from the school office unless written permission is obtained from the doctor and parent/guardian of the student.

Students who are taking prescription medication while at school must bring the medication to the school office in a pharmacy-labeled prescription bottle labeled with dosage instructions, along with a permission slip from his/her doctor. Medical consent to administer medication forms, distributed at the time of registration, must also be signed by the parent/guardian and be on file for each student when medication is dispersed.

Students who need to spend time in the nurse's office during the school day must check in and out at the school office. Time spent in the nurse's office is considered an excused absence from class, but the student will not be allowed to participate in any co-curricular activity that day.

OUT OF BOUNDS AREAS

For the safety of all students, the following areas are out of bounds before, during, and after school, except for entering and exiting the building:

- All the areas in back and at the sides of the school, the areas in front of and around the dorms
- All parking lots
- Track/football field, stadium, press box, practice field, tennis courts, baseball field, and softball field except when attending scheduled events or practices.
- Dorm students are to follow the guidelines outlined by the dorm staff.

PARKING

During school hours, students who drive to school should park in the designated spaces of the main parking lot. Dormitory residents are to park in designated areas. Other than for arrival and departure at the end of the school day, students should consider the parking areas as “off limits” during the school day.

Students who drive to school regularly must register all vehicles they drive with the office. After registering their vehicle, students will receive a parking permit that must remain in the window of the vehicle.

Parking on the SCLA lot is a privilege that may be revoked if abused in any way. While on campus, students’ automobiles can be searched by school officials.

PHYSICAL EXAMS

A current physical examination form is to be on file in the school office for all students enrolled at SCLA. Physicals are current for three years from the date of the exam. Athletes participating in any MSHSL activity must adhere to the league rules and requirements concerning physical exams.

PUBLIC DISPLAY OF AFFECTION

Christian standards of living call for appropriate displays of affection, such as holding hands and quick hugs. Anything beyond this is inappropriate in a Christian school setting and may lead to concerns about offensive conduct.

SCHOOL DAY

Under normal circumstances, the school doors will open at 6:35 a.m. on a regular school day. Students should not arrive on campus prior to that time. The first class period begins at 7:55 a.m. and getting ready for the new school day is the purpose of the time before the first class. Students who arrive at school early may spend this time in constructive preparation for the day.

The school day ends at 3:10 p.m. All students who do not have a valid reason for remaining after this time are asked to be out of the building as soon as possible. Students who must wait for rides are asked to wait in the commons area or outside the building.

The faculty is responsible for making the entire school day a learning experience for all students, whether the school time is scheduled for a class, lunch, or study hall.

SOCIAL ACTIVITIES

Homecoming

Homecoming is a major athletic and social event of the fall season. The Student Council arranges the many activities associated with homecoming week and makes all necessary announcements to the student body.

Snowfest

Snowfest is a social event of the winter season, the dates for which are selected by the Student Council. The Student Council arranges the many activities and makes all necessary announcements to the student body.

Spring formal

The Spring Formal is a major social event for juniors and seniors, held near the end of the school year. The junior class and their parents, working in conjunction with class advisors, arrange the decorations and activities associated with this event.

Other activities

Various other activities are sponsored by the Student Council, as well as by other clubs, classes, and organizations, for the enjoyment of the Crusaders and the development of Christian fellowship. These are announced during the school year either in daily announcements, newsletters to parents, and/or by posters in the hallways.

SOCIAL MEDIA

Students are reminded to use the many forms of social media in a God-pleasing, caring, and respectful manner. Posting confidential information, derogatory, discriminatory, negative or sexist messages or photos on social networks, (i.e. Facebook, Snapchat, Twitter, Instagram, etc.) is harmful to individual and group reputations and uncharacteristic of God's children. Students will not publicly criticize teachers, other students, or SCLA. While at school, students will not take or post images of any student, teacher, or staff member without their expressed consent. An exemption is granted for a public performance (sports, play, concert, etc.). Student misconduct through these media outlets will be dealt with on an individual basis and may include disciplinary measures such as detentions, suspension and/or expulsion. Misuse of social media may impact a student's ability to represent SCLA or participate in various activities or groups.

TRIPS AND TOURS

All school sanctioned trips and tours are planned by and are under the direction of a faculty advisor. Except for some field trips in conjunction with classes, these trips and tours are at the expense of the students. Leadership and conduct will be considered when choosing students to participate.

VISITORS

All visitors must check in at the school office to receive a visitor pass.

Students who wish to bring a visitor to school must receive permission from the Principal at least one day in advance. Visitors will attend SCLA for recruitment purposes, and no visitors younger than 5th grade for the middle school or 7th grade for the high school program will be permitted. Each student is limited to two visits per school year.

WEAPONS POLICY

St. Croix Lutheran Academy does not allow the possession of firearms or other weapons on the premises or while participating in school activities. Students who possess weapons or firearms in violation of this policy are subject to disciplinary action, including detention or dismissal. All students must immediately notify the Dean of Students or Principal of any violation of this policy.

STUDENT RIGHTS

ANTI-BULLYING POLICY

2017 MN Statutes 121A.031 SCHOOL STUDENT BULLYING POLICY

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- (1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
- (2) materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

(f) “Cyberbullying” means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

(g) Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to, conduct that causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property; under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in chapter 363A.

Procedures

1. Incidents of bullying should be reported to the staff.
2. The staff will record details and share with the Dean of Students or Principal as soon as possible.
3. The Dean of Students will inform parents of all involved of the incident.
4. In serious cases parents may be asked to meet the Dean of Student and/or Principal to discuss the matter concerning their child.
5. If necessary and appropriate, local police will be consulted.
6. If the bullying behavior does not stop immediately, the result may be suspension or expulsion.

DISCRIMINATION OR HARASSMENT COMPLAINTS

Violation of SCLA’s discrimination or harassment policies may result in disciplinary action including detention, revocation of privileges, or dismissal.

Students who believe they have not been provided equal opportunity in any manner, or if they become aware of discrimination or harassment, should immediately report the conduct to the Dean of Students or the Principal. St. Croix Lutheran Academy will promptly investigate and attempt to resolve concerns. A student’s identity will be kept confidential

to the extent possible under the circumstances.

If the concerns are not handled to the satisfaction of the complainant, the matter should be reported to the Board of Regents.

CONFLICT RESOLUTION AND DUE PROCESS

During a school year there will be unavoidable disagreements. In those cases, the following process is in place to deal with concerns and appeals.

Concerns and Suggestions

Effective communication is essential in maintaining a healthy and productive school environment. Open and candid discussion among students, parents, faculty, staff, and administration is encouraged. St. Croix Lutheran Academy welcomes ideas and observations for improving the school. Suggestions should be made to the Dean of Academics, Dean of Students, or a Principal.

Situations may arise where students or parents have concerns. The easiest way to resolve most concerns is through open and candid discussion with the individuals involved. If such discussion does not resolve the situation, students and parents should speak to the Dean of Academics, Dean of Students, or a Principal. If a concern is not addressed satisfactorily, the matter should be referred to the Board of Regents.

Academic Concerns

When parents are concerned about their student's progress in a class, the following procedure/steps should be followed:

1. Contact the teacher by phone or email.
2. Plan a teacher/parent/student meeting.
3. After steps 1 and 2 are complete (if further issues need to be addressed) contact the student's advisor who will provide an advisor consultation form and schedule an advisor/teacher/parent/student meeting.
4. After steps 1-3 are completed and issues continue to be unresolved, please contact the Principal or Dean of Academics.

Appeals

Academic decisions based on attendance, eligibility, and semester grade adjustments can be appealed based on the guidelines found under academics.

Discipline Appeals

1. Suspension – The suspension of a student is not subject to appeal. However, the length of a suspension can be appealed. In such cases:
 - a. An appeal of the length of suspension with clear points explaining the basis of the appeal should be sent to the appropriate Principal.
 - b. An appeal committee will speak with appropriate parties and consider the merits of the appeal.
 - c. A decision on the appeal will be made within 36 hours of receiving the appeal.
 - d. If the appeal is denied, the decision may be appealed to the Education and Program Committee of the Board of Regents. Their decision will be rendered as final.
2. Expulsion – An expulsion of a student is subject to appeal. During the appeal

process, the student will be under suspension. In such cases:

- a. An appeal of the expulsion with clear points explaining the basis of the appeal should be sent to the appropriate Principal.
- b. The appeal committee will schedule a meeting with parent(s) to discuss the appeal and the reasons for the appeal. (If parents are not available to meet face-to-face, a Skype or Google Hangout meeting will be scheduled)
- c. The committee will speak with all appropriate parties and consider the merits of the appeal.
- d. A decision on the appeal will be made within two (2) days of the parent meeting.
- e. If the appeal is denied, the decision may be appealed to the Education and Program Committee of the Board of Regents. Their decision will be rendered as final.

EQUAL OPPORTUNITY

St. Croix Lutheran Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in its administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

RETALIATION PROHIBITED

SCLA will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If retaliation has occurred or is suspected, the matter should be brought promptly to the attention of the Dean of Students or the Principal. If the issue is not resolved satisfactorily, the concern should be reported to the Board of Regents.

All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

OFFENSIVE CONDUCT

St. Croix Lutheran Academy promotes a Christian environment in which all students are comfortable and can work productively. Offensive, degrading, or harassing remarks or conduct will not be tolerated, even if the conduct does not rise to the level of unlawful discrimination or harassment. Conduct prohibited by this policy includes any action by any student, faculty, staff, or member of administration that directly or indirectly threatens unwelcome physical contact, or offensive conduct that threatens or adversely affects a student's performance or participation in school activities.

MIDDLE SCHOOL HANDBOOK MODIFICATIONS

ANNOUNCEMENTS/MIDDLE SCHOOL NEWS

Parents will receive a weekly newsletter via e-mail. Daily announcements are read to middle school students during set 3.

BELL SCHEDULE MODIFICATION

Students eat lunch during fifth hour. Students will have homeroom every day throughout the week.

BOOKS

Each student will be provided with a Bible upon enrollment at St. Croix Lutheran Academy's middle school. The Bible is intended to be used for their entire time at the middle school. Any replacements will be the responsibility of the student.

CHAPEL

Middle school students will attend chapel two times a week with high school students.

DETENTION POLICY

Tardy:

- 1–4 tardies per semester - warning
- 5–6 tardies per semester - 24 minutes after-school detention
- 7–9 tardies per semester - 48 minutes after-school detention

Discipline:

- 1st offense – 1 after-school detention, 48 minutes

Dress Code Violations:

- 1st offense – warning
- 2nd offense – ½ after-school detention, 24 minutes
- 3rd offense – 1 after-school detention, 48 minutes

Cell Phones and Personal Listening Devices (PLD)

- 1st offense per semester – warning – device confiscated*
- 2nd offense per semester – 48-minute detention – device confiscated*

*Devices confiscated for the first offense will be returned at the end of the day and a warning will be issued. For the second offense, the device will be surrendered to the parent or guardian after consultation with the middle school principal.

Implementation

Detentions begin promptly at 3:15 p.m. Skipped after-school detentions will result in the detention time being doubled and rescheduled.

DISMISSAL FROM CLASS

If a student demonstrates inappropriate classroom behavior and a disrespectful attitude toward the teacher as God's representative or toward fellow students in class, the following procedures will be followed:

First Instance

The student will be dismissed from class. An after-school detention will be assigned. The student's parents will be contacted to discuss the instance.

Second Instance:

The student will be dismissed from class. The parents must personally meet with the instructor to resolve the problem immediately and completely.

DRESS CODE

One of the many ways St. Croix Lutheran Academy's middle school attempts to prepare students for lives as "responsible, constructive, free people" is by operating with a voluntary dress code, rather than a mandatory uniform policy. By establishing reasonable standards for responsible dress, SCLA makes it possible for students to express their individuality, while still exhibiting good taste and proper decorum.

Pants/Shorts

Appropriate:

- Regular cut cotton, blend, or corduroy fabric (dress jeans are acceptable.)
- Shorts (no shorter than 2" above the knee) and capris or cropped pants may be worn. Styles must adhere to the same style and fabric guidelines as pants.

Inappropriate:

- Saggy pants (or pants worn below the waist), stretch pants, leggings, sweat-pants, and wind pants.
- Torn, worn, or frayed pants or shorts (even if they are bought that way)
- Camouflage clothing
- Goth-like apparel or accessories
- Bike, athletic, or spandex shorts

Shirts/Blouses

All

- T-shirts with appropriate pictures and messages are acceptable. Double-meaning messages are not acceptable.
- Clothing must cover all undergarments

Girls

Shirts are to fit properly, not being overly baggy or tight. Shirts must be long enough that the midriff is never exposed. No strapless shirts, spaghetti straps, tank tops, or sheer fabrics are to be worn without a crew neck shirt worn over or under them. **Necklines should be high enough to cover ALL cleavage.**

Dresses/Skirts

No slits above the knee. Hems should be no more than two inches above the knee. No torn, shredded, or frayed fabrics. **For dresses, necklines should be high enough to cover ALL cleavage or have a cover-up that accomplishes the same.**

Footwear

No sport sandals or flip-flops. All sandals must have back straps. Gym shoes, socks, and proper athletic apparel are required for physical education class.

Outerwear

- Hats or other head coverings are to be removed upon entering school.
- Coats, backpacks, or other outerwear are to be removed prior to entering the classroom.

Grooming

- Bizarre haircuts are not permitted on girls or boys; hair must be kept a natural color.
- Boys may wear a single earring.
- Girls may have two earrings per ear.
- No visible body tattoos or body piercing (except ears).

Hygiene

Hygiene is vitally important as middle level students are constantly changing physically. Poor hygiene carries a stigma that can affect a child's life for years.

Daily application of deodorant is imperative. (Please supply some for student's locker... just in case they forget.)

Daily showers are strongly encouraged.

The school reserves the right to determine if a student is dressed or groomed appropriately. If a student is not dressed properly, parents will be called to bring in suitable clothing, or alternative clothing may be provided.

It is not practical for SCLA to establish written rules for every single issue of dress that may arise. At those times when personal judgments are made, Christian young people will honor the decisions of those whom the Lord has placed into positions of authority.

EXPERIENTIAL LEARNING

Throughout the school year, students participate in experiential learning opportunities. These opportunities include two overnight trips as well as local day trips. Students will also gain first-hand experience from local community business partners. The goal of these activities is for students to see that learning takes place beyond the classroom walls.

FINE ARTS

Fine arts activities include a theater production in the spring, a public speaking festival, a fine arts festival, and several concerts during the school year. Students who have an interest in public speaking may join the high school speech team.

SPORTS PHYSICALS

In keeping with the guidelines established by the Minnesota State High School League, St. Croix Lutheran Academy has established the following policy: *All students participating in athletics are required to have a current sports physical exam form on file in the school office before the school year or practice for such sport begins. Physicals are current for three years. Students may neither practice nor participate on a high school level team unless a current sports physical form is on file in the middle school office.*

The Minnesota State Health Department requires that all immunizations be up-to-date, or the student may not attend school.

SPORTS

Middle school students compete in volleyball, football, girls and boys basketball, baseball, and girls and boys track. In addition, grades 7-8 students may try out for these high school teams: hockey, soccer, cross country, dance, wrestling, softball, track, golf, tennis, bowling, basketball, and volleyball.

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