

Learning Resource Center

Enrollment Policy and Procedures for Students who are Learning Support Plan Eligible



Step One: Gathering Data

All transcripts from previous schools must be sent to St. Croix Lutheran Academy to be reviewed by the Learning Resource Coordinator. This includes all academic and behavioral/discipline transcripts, special education plans and assessments, and medical evaluations that are relevant to the disability. Once the records have been reviewed, the Learning Resource Coordinator will contact the family for pre-enrollment. Less than full disclosure of records may result in termination of enrollment.

Step Two: Pre-Enrollment

The Learning Resource Coordinator will meet with the parents and the student to review the reports and discuss the needs of the student and expectations of the family. The curriculum and support programs at St. Croix Lutheran Academy will be reviewed as well. If the family desires to enroll their student, the Learning Resource Coordinator will present the student to the Learning Support Committee who will determine if the student can be recommended for enrollment. The school principal will notify the family if the student has been approved for enrollment.

Step Three: Enrollment

Once the student has completed enrollment with the appropriate St. Croix Lutheran Academy Principal, the Learning Resource Coordinator will begin working with the family on the creation of an SCLA Learning Support Plan. In the case of an Individualized Education Plan (IEP), a services plan with District 197 will be initiated in addition to the Learning Support Plan.

What will the Learning Support Plan contain?

The Learning Support Plan is an agreement between the school and the family. All stakeholders: the school, the parents/guardians, and the student have requirements that must be fulfilled as a part of the Learning Support Plan.

The School

The school will provide appropriate accommodations as agreed upon by the team and detailed in the Learning

Support Plan. The Learning Resource Coordinator will oversee the Learning Support Plan, and the student will be provided academic support services through the programs offered by the Learning Resource Center.

The Family

The family will monitor and assist with homework on a regular basis, provide a proper home study environment, monitor their student's grades via the school e-progress report system, and support the student in any manner as specified in the Learning Support Plan.

The Student

The student must be a willing and cooperative learner, take the direction and support offered by faculty and the Learning Resource staff, and maintain a planner and organization system as determined appropriate by the Learning Resource Coordinator.

Learning Support Review

Any changes to the Learning Support Plan will require consent of all stakeholders. The Learning Resource Coordinator will conduct regular Learning Support Plan reviews by collecting feedback from the classroom instructors and Learning Resource staff.

If changes are indicated, the Learning Resource Coordinator will bring recommendations to the family. The Learning Resource Coordinator may involve the Learning Support Committee in the review process.

All Learning Support Plans will be reviewed prior to the beginning of a new school year.

Learning Resource Coordinator

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