



st. croix preparatory academy

FAMILY & STUDENT HANDBOOK

2023-2024

YEARS OF PREP



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The 2023-2024 Family Handbook was approved by the St. Croix Preparatory Academy School Board
August 15, 2023.

st.croixprep



YEARS OF PREP

WELCOME LETTER

Dear Parents and Students:

Welcome to St. Croix Prep! We are glad to have you as a part of our school community. We are very excited to begin the celebration of our 20th year. We are looking forward to a year when we continue to reestablish our learning environment and the culture of our school community. We operate under the credo of establishing community, working hard, making good decisions, exhibiting character/ leadership, and doing what is best for kids. The purpose of this handbook is to provide information which will make your interaction with St. Croix Prep pleasant and easy to understand.

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

Sincerely,

Jon Gutierrez

Executive Director



2023-2024 CALENDAR

JULY 2023				
M	T	W	TH	F
3 No School Offices Closed	4 No School Offices Closed	5 No School Offices Closed	6 No School Offices Closed	7 No School Offices Closed
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023 (T9/S4)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 First Day of School	29 No School/LS Only PFS Conf.	30 No School/LS Only PFS Conf.	31 No School/LS Only PFS Conf.	

SEPTEMBER 2023 (T19/S18)				
M	T	W	TH	F
				1 No School
4 No School Offices Closed	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29 No School

OCTOBER 2023 (T20/S19)				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19 No School	20 No School
23 No School	24	25	26	27
30	31			

NOVEMBER 2023 (T20/S18)				
M	T	W	TH	F
		1	2	3 *End of Quarter
6 No School	7	8	9	10
13	14	15	16 LS, MS, US PM Conf.	17 No School/LS Only LS Conf.
20	21	22 No School	23 No School Offices Closed	24 No School Offices Closed
27	28	29	30	

DECEMBER 2023 (T16/S16)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 No School Offices Closed	26 No School Offices Closed	27 No School Offices Closed	28 No School Offices Closed	29 No School Offices Closed

JANUARY 2024 (T22/S20)				
M	T	W	TH	F
1 No School Offices Closed	2	3	4	5
8	9	10	11	12
15 No School	16	17	18	19 *End of Quarter
22 No School	23	24	25	26
29	30	31		

FEBRUARY 2024 (T20/S19)				
M	T	W	TH	F
			1	2 No School/LS Only LS Conf.
5	6	7	8	9
12	13	14	15	16 No School
19 No School	20	21	22	23
26	27	28	29	

MARCH 2024 (T16/S15)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 *End of Quarter	22 No School
25 No School	26 No School	27 No School	28 No School	29 No School

*End of 2nd Qtr (44 days)

APRIL 2024 (T22/S22)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024 (T22/S21)				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 No School Offices Closed	28	29	30 *Last Day of School	31

*End of 4th Quarter (43 Days)

*End of 3rd Quarter (41 Days)

JUNE 2024 (T0/S0)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19 No School Offices Closed	20	21
24	25	26	27	28

 School Day

 No School Day

 No School Day for LS Only

 No School Day and Offices Closed

GENERAL OVERVIEW

St. Croix Preparatory Academy is a K-12 charter school that opened in the Stillwater area in the fall of 2004. The school opened with grades K-7. The 200 students that actually enrolled surpassed the projected enrollment of 120 students. The School has experienced tremendous growth and will serve over 1,200 students in grades K-12 during the 2023-2024 school year. Located on 59 acres of land, St. Croix Preparatory Academy's educational philosophy is based on the classical methodology of grammar, logic, and rhetoric; an educational philosophy proven to achieve outstanding academic results.

Mission

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

Academics

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

Character

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

Leadership

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

EDUCATIONAL PHILOSOPHY

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

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

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

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

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

ORGANIZATIONAL STRUCTURE

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

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

K-4 Lower School

Title	Name	Phone	Email
Principal	Joann Karetov	651-395-5921	joannkaretov@stcroixprep.org
Office Manager	Christine Mehlhorn	651-395-5920	christinemehlhorn@stcroixprep.org

5-8 Middle School

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

9-12 Upper School

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

Administrative Personnel

Title	Name	Phone	Email
Medora Benson	Activities Coordinator	651-209-7375	medorabenson@stcroixprep.org
Bill Blotske	Facilities Director	651-395-5907	billblotske@stcroixprep.org
Terri Ellingson	Special Education Office Manager	651-395-5997	terriellingson@stcroixprep.org
Sarah Garceau	Development Director	651-379-6165	sarahgarceau@stcroixprep.org
Beth Grubisch	Senior Accountant	651-395-5706	bethgrubisch@stcroixprep.org
Jon Gutierrez	Executive Director	651- 395-5905	jongutierrez@stcroixprep.org
Kelly Gutierrez	Executive Director of Finance & Operations	651-395-5902	kellygutierrez@stcroixprep.org
Patrick Kerrigan	Dean of Students	651-395-5953	patrickkerrigan@stcroixprep.org
Chad Olson	Technology Director	651-395-5926	chadolson@stcroixprep.org
Susan Peterson	Communications and Events Manager	651-395-5994	susanpeterson@stcroixprep.org

Peggy Rosell	Director of Student Services	651-395-5707	peggyrosell@stcroixprep.org
Theresa Seichter	District Administrative Assistant	651-395-5900	theresaseichter@stcroixprep.org
Keven Seim	Activities Director	651-395-5944	kevenseim@stcroixprep.org
Jessica Skilling	School Nurse	651-395-5906	jessicaskilling@stcroixprep.org
Terri Smith	Human Resources Director	651-395-5903	terrismith@stcroixprep.org
Marianne Thole	Food Service Director	651-395-5915	lunch@stcroixprep.org
Rita Thorson	Dean of Students	651-395-5983	ritathorson@stcroixprep.org

Facility Rental Information

Keven Seim at 651-395-5944 or kevenseim@stcroixprep.org

General Inquiries

Lower School

Christine Mehlhorn at 651-395-5920 or christinemehlhorn@stcroixprep.org

Middle School

Kelly Vossen at 651-395-5950 or kellyvossen@stcroixprep.org

Upper School

Angela Lee at 651-395-5970 or angelalee@stcroixprep.org

Authorizer Information

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

SCHOOL BOARD

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

2023-2024 School Board Schedule

Note: All meetings are at 6:00 p.m. in the St. Croix Preparatory Academy Orchestra room or Performing Arts Center. The meetings are open to the public. 2023-2024 Meeting dates are noted below.

No Meeting	August 15, 2023	September 19, 2023	October 7, 2023 - Retreat
November 14, 2023	December 19, 2023	January 16, 2024	February 20, 2024
March 19, 2024	April 16, 2024	May 21, 2024	June 25, 2024

Board Governance Model

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

Board Members

Name	Officer	Email Address	Affiliation
Kristen Denzer		kristendenzer@stcroixprep.org	Parent
Nicole Donnay	Vice Chair	nicoledonnay@stcroixprep.org	Faculty
Angela Galati	Clerk	angelagalati@stcroixprep.org	Faculty
Terri Gulbransen		terrigulbransen@stcroixprep.org	Parent
Bob Hajlo	Chair	bobhajlo@stcroixprep.org	Community Member
Jeff Johnson		jeffjohnson@stcroixprep.org	Parent
Deb Keyes		debkeyes@stcroixprep.org	Faculty
Matt Stiles		matthewstiles@stcroixprep.org	Parent
Rita Thorson		ritathorson@stcroixprep.org	Faculty

Advisory Board Members

Name	Role	Email Address
Jon Gutierrez	Executive Director, ex-officio member	jongutierrez@stcroixprep.org
Kelly Gutierrez	Executive Director of Finance & Operations, ex-officio member	kellygutierrez@stcroixprep.org
Joann Karetov	Lower School Principal	joannkaretov@stcroixprep.org

Amy Kleinboehl	Middle School Principal	amykleinboehl@stcroixprep.org
Andrew Sachariason	Upper School Principal	andrewsachariason@stcroixprep.org
Peggy Rosell	Director of Student Services	peggyrosell@stcroixprep.org

ACADEMIC INFORMATION

Equal Opportunity

All students shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated or discriminated against in the school’s educational environment for reasons of race, color, national origin, gender, economic status, disability, religion or religious affiliation or sexual orientation. See Board Policy #102, Equal Educational Opportunity.

Academic Objectives

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

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

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

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

According to the U.S. Department of Education, as published in The Condition of Education 2011, approximately 36% of undergraduate students considered to be in their first year of study during 2007-2008 reported taking a remedial class. These remedial classes, usually in mathematics, writing, or English, provide basic knowledge and skills within a subject and develop studying and social habits related to academic success at the college level. St. Croix Prep intends to offer an educational program that does not contribute to these statistics, which appear to indicate a decline in our country’s educational standards. St. Croix Prep offers curriculum and extracurricular activities which allow students to pursue admission to traditional, selective, and highly selective colleges and universities. Our goal is that our graduates are not a part of the

pool of students who require remedial classes upon entering their postsecondary institution. The foundational skills and habits required to achieve this goal begin developing in Kindergarten.

Importance of High School Curriculum

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

Academic Homework

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

St. Croix Prep offers a college preparatory educational program and students should expect to have nightly homework. Upper School students' homework will vary, but students hoping to receive B's and seeking admission to a traditional or selective college/university and students seeking A's and admission to a highly selective college/university can expect higher workloads.

Aside from the intellectual benefits gained through homework, students learn the benefits of hard work, discipline, failure, success, time management, organizational skills, confidence, and perseverance. These skills have lifelong benefits. For these reasons, and for the items previously noted, we respectfully disagree with literature and national campaigns that endorse a homework philosophy that differs from our mission. For detailed information on our homework philosophy, contact one of the principals or office managers. In addition, see Board Policy #513, Student Promotion and Retention.

Academic Probation Policy for Students in Grades K-4

To be promoted to the next grade, successfully complete the required work with a passing grade of 3/C- or better, as reflected on quarter report cards. D, F, 2, or 1 on more than 2 quarter report cards in the same core subject (reading/language arts, writing, math, science, and history/geography) may result in you repeating your grade, especially if at the end of a school year. Final decisions will be made prior to the end of the year by the principal (see retention section).

Academic Probation Policy for Students in Grades 5-8

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

- A student who receives a “D” or an “F” in two or more of the core classes for two or more quarters may result in repeating the grade level. Core classes include courses in the areas of English, reading/Language Arts, Math, Social Studies, Science, and Latin/Logic.
- Students will receive an academic probation letter at the end of each quarter if they do not have a C- or better in identified core classes.
- A student who receives a “D” or an “F” in Math for two or more quarters will be required to repeat that Math class the following year.

A student’s conduct, as well as their grades, will be reviewed by the Middle School faculty and Activities Department to determine a student’s eligibility to regain participation in the co-curricular or extracurricular activity. Sufficient academic progress and appropriate student conduct will need to be evident for participation to be regained. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

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

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

Academic Probation Policy for Students in Grades 9-12

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

A student’s conduct, as well as their grades, will be reviewed by the Upper School faculty and Activities Department to determine a student’s eligibility to regain participation in the co-curricular or extracurricular activity. Sufficient academic progress and appropriate student conduct will need to be evident for participation to be regained. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.

Additional Academic Considerations:

- A student who has a cumulative GPA below 2.5 will not be eligible to participate in St. Croix Prep co-curricular and extracurricular activities until such time that the cumulative GPA is brought up to a level no lower than 2.5. If a student receives an “F” in one of the Core Classes for a semester grade, the student will be required to retake the course the following year or through an approved credit recovery program. Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or Individual Education Plan for a student.
- Students who fail to earn credits may fall behind their grade level and graduate at a later than expected date.

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

Promotion, Acceleration, and Retention Practices

Promotion:

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

Acceleration:

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

Retention:

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

Lower School (Grades K-4):

Retention is to remain in the same grade based on unsatisfactory performance, lack of readiness for the material in the grade, level of rigor of the expected grade, and/or social/emotional physical

readiness. In grades 3 & 4, this can include having grades below C- in core academic coursework (reading, math, social studies, and/or science) for more 2 or more quarters. If this is the case, the timeline would not be decided until the final grades.

Following is the timeline procedures for grade-level retention:

Time Line	Procedures
Spring Conferences	Teacher considering recommending retention identifies the student; notifies the principal and parent (unless grades in Quarter 3 are below a C-, due to the quarter ending in the spring)
After Quarter 3	Academic team, consisting of principal, teacher, and child study team will convene to discuss the retention referral. Academic team studies and secures data of academic progress and social/emotional/physical readiness. Teacher will communicate with parents the results of the discussion
During Quarter 4	Academic team reconvenes for a final data review. A recommendation is made to the principal. The principal makes the final decision. The teacher and principal communicate with the parents.
By End of Year	If the parents/guardians do not agree with the principal's decision, the parents may appeal in writing to the Executive Director within 5 days after the school year ends.

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

Decision Making Process:

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

Middle School (Grades 5-8):

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

principal's decision, the parents may appeal in writing to the Executive Director within 5 days after the school year ends.

Curriculum Opt-Out Policy

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

Academic Integrity Policy

St. Croix Prep is committed to providing an atmosphere which values academics, character, and leadership. St. Croix Prep intends to cultivate an academically honest environment and therefore prohibits academic dishonesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own through acts of cheating or plagiarism.

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

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

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

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

Communication Protocol

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

- Direct communication with the teacher. This shows respect for the teacher and also for the parent communicating the information.
- Direct communication with the principal if the matter remains unresolved. The Principal will coordinate a meeting between the parents, teacher, and Principal.
- Direct communication with the Executive Director if the matter remains unresolved. The Executive Director will coordinate a meeting with the appropriate parties.
- Direct communication with the Board of Directors. The Executive Director will coordinate a meeting with the appropriate parties.

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

SPECIAL SERVICES

Special Education

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

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

504 Plans

St. Croix Preparatory Academy provides 504 Plans for students eligible to receive these services. If it is determined that a student has a disability and qualifies under Section 504 (a part of the Rehabilitation Act of 1973), St. Croix Prep will develop and implement the needed services and accommodations.

English Learners (EL)

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

ENROLLMENT

St. Croix Preparatory Academy seeks to enroll a diverse and representative student body, welcoming applicants regardless of race, ethnicity, socio-economic status, gender, special needs or English as a

second language status. The enrollment and lottery procedures for charter schools are governed by Minnesota statutes. See Board Policy, Admission and Lottery Procedures; see Board Policy #302, Kindergarten Admission.

Enrollment for the 2023-2024 School Year

St. Croix Prep currently has openings in grades 9-12.

For more information about grades 9-12, please contact Angela Lee at angelalee@stcroixprep.org or 651-395-5970.

Enrollment for the 2024-2025 School Year

St. Croix Preparatory Academy will be accepting applications for the 2024-2025 school year beginning on August 28, 2023. The open enrollment period ends on January 5, 2024. All applications received by the January 5, 2024 deadline will be equally considered. For any grade level where we have more applicants than spaces available, we will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Applicants will be notified as to the status of their applications as early as possible.

Students who submit applications after the January 5, 2024 deadline will be admitted if there are any remaining openings, or added to a waiting list. Applicant priority will be based on the order the applications are received. Any Minnesota child in the offered grades is eligible to enroll, but parents/guardians must complete the St. Croix Prep Enrollment Form to register their children. In addition, to accept a placement, we suggest that all families attend a welcoming orientation session and participate in informal student testing to ensure proper academic placement. We will send information about these activities to all students who are admitted.

Sibling Preference

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

Intent to Return Forms and Request for Records

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

Withdrawal from St. Croix Preparatory Academy

Per Minnesota statute a student’s withdrawal from school must be done via a written request. Record requests from other schools indicate that a student has been enrolled in another school. Upon receipt of record requests from other schools, St. Croix Prep will attempt to obtain a written request of withdrawal

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

ATTENDANCE

Attendance Requirements

Minnesota state statute requires that children attend school from age 7, or upon enrollment in school, until age 18. A student is required to attend school every day and every class period, and to be on time for class. Students are not to leave campus during any part of the school day except when authorized to do so.

We believe that regular class attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline and responsibility. Students are expected to attend classes 90% of the time in order to earn credit.

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

Excused Absences

Excused absences include illness (medical, dental, mental health appointments), religious holidays, and family emergencies, and funerals. When there are excused absences, it is important for students (especially those in grades 5-12) to find out what work they have missed.

For every day of excused absence a student will have one extra day to make up the work. Some curriculum, such as class discussion and experiments, cannot be replicated. When the student returns to school it is the student's responsibility to schedule make-up tests, quizzes or additional missed work.

Any illness beyond three consecutive days may need a doctor's note upon return in order to be excused. Multiple excused absences for illness may require a meeting to determine an attendance plan.

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

Unexcused Absences

Unexcused absences include: need for rest/sleep, work, no clean uniform, did not want to go to school, babysitting, missing the bus and family vacation, and non-St. Croix Prep sponsored athletics and activities.

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

Any upper school student missing 5 unexcused class periods may be at risk of losing academic credit in any specific course.

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

Release During School Hours

Teachers may not release students from school at other than the regular dismissal times without prior approval of the parent and office manager. No student will be released from school to any person other than the custodial parent/guardian without the written or oral permission of the custodial parent/guardian. The parent/guardian must enter the building and go into the Main Office only to have the receptionist call the appropriate office manager to retrieve their student from class.

Habitual Truant

A student who is absent without lawful excuse for one or more class periods on seven or more days during the school year is legally considered to be a “habitual truant.” When a child is habitually truant, court action may result. Schools are required to report students to the County Attorney’s Office after the student has been absent without lawful excuse for one or more class periods on ten or more days. Attendance letters are sent quarterly for lower school students due to age of students and differing requirements by the county/state.

Absence Procedures

On the day of the absence the parent/guardian should leave a message on the attendance line 651-395-5991.

This message should include: student’s name, grade and homeroom teacher (if applicable); the specific reason for the absence including symptoms if the student is ill; and if the absence is only a partial day, the expected time of the student’s arrival at school.

If the absence is for an illness that is communicable (strep, lice, influenza, etc.) please contact the health office at 651-395-5906 or jessicaskilling@stcroixprep.org.

Tardy Procedures

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

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

Physical Education Attendance

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

Inclement Weather and School Closing

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

E-Learning Days

“E-Learning days” means a school day where a school offers full access to online instruction provided by a students’ individual teachers due to inclement weather. St. Croix Prep has approved three e-learning days for the 2023-2024 school year. St. Croix Prep will notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

TRANSPORTATION

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

Bus Transportation

Bus transportation registration is required for all students. Please submit these registration forms online. Failure to submit a transportation form constitutes voluntary waiver of the right to transportation and students will not be assigned to a bus. For questions about transportation policies, please call Stillwater School District Transportation Department at 651-351-8377. The Transportation Policies and Procedures may also be viewed at www.stillwater.k12.mn.us. See Board Policy #709, Student Transportation Safety.

Bus Conduct

Disobedience or misconduct which provide grounds for suspension include, but are not limited to the following:

- inappropriate student conduct as defined in the Student Discipline section;
- willful injury or threat of injury to a bus driver or to another rider;
- willful and/or repeated defacement of the bus; repeated use of profanity;
- repeated willful disobedience of the bus driver’s directives
- Any behavior that threatens the safe operation of the bus and/or its occupants may result in a disciplinary action.

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

Student Drivers

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

Consequences for speeding or dangerous driving in the parking lot may include suspension or revocation of the student parking permit without a refund.

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

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

HEALTH SERVICES

Health and Dental Examinations

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

Immunizations

Students must have immunizations completed, a notarized conscientious objection or a signed medical exemption as specified by the Minnesota Immunization law. Should vaccine shortages occur, the Minnesota Department of Public Health requires a written note from the healthcare provider stating that the “vaccine is deferred” until the supply is again available. (Please use the Student Immunization Form found on our website; a print out of immunizations from your clinic is acceptable.)

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

Conscientious or Medical Objection to Health Examination/Immunization

If a student’s parent/guardian objects to any or all of the health examination, or to immunizations, the parent must present a signed and notarized Student Immunization form. If a student is exempted from the health examination or immunizations on medical grounds, the examining healthcare provider shall provide written documentation regarding the contraindication and a section for this is provided on the Student Immunization form.

Ill or Injured Students

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

care of the student rests with the family once notification has been provided. Please work with your family, employer, and close contacts to assure your student who is ill can be picked up within 30 minutes of Health Services notifying you.

Health Standards When Your Child Is Ill

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

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

Questions to Consider When Your Child is Ill:

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

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

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

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

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

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

Procedure for Ill Student Going Home

For the health and safety of all involved, students who feel ill must visit the health office. Health office staff will contact parents when appropriate, or if a child requests parent contact. If the parent decides, or the health office staff determines, that the student should go home the student will wait in the appropriate designated area based on their current symptoms, which may include a supervised isolation room. Students who contact their parents directly should be directed to come to the health office by their parent as the school does not want ill students remaining in undesignated areas for the health of all staff and students. Parents, or their designee, should make every effort to arrive within 30 minutes of

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

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

Special Health Concerns

A student with a special health concern (e.g., asthma, allergies, concussion, diabetes, migraines, depression/anxiety, personal problems, brain health/mental health issues, seizure disorders, or on daily medications) should be known to school Health Services prior to the student entering school. To provide for safe daily care and emergency procedures, such health information gathered from the family and health records, will be sensitively shared with faculty and staff members with whom the student has contact. Health forms for certain special health concerns can be found on the Health Service page of St. Croix Prep website.

Allergies

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

Healthy Food Initiative

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

School Medication Policy

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

- Parent/Guardian should bring the medication to school; if this is not possible, the parent/guardian must communicate to the health office the name, dose and amount of medication being sent with the student, preferably via email to jessicaskilling@stcroixprep.org.
- A current school year written healthcare provider order and written parent/guardian permission (“Consent for Administration of Medication” form) must be on file with the Health Office. This form must be Prep’s designated form, forms from other schools/districts cannot be accepted. This includes permission for both over-the-counter/non-prescription medications AND prescription medications. There are separate authorizations for those who qualify for self-carry of specific medications.
- Prescription medications must be provided in an original pharmacy container with a current label. Questions regarding dosage and administration will be directed to the prescribing healthcare provider and/or the parent/guardian if the parent has signed a Release of Information form.

Medications will be administered after questions have been resolved.

- Nonprescription medications must be provided in the original LABELED container and will only be administered to a student according to the label directions, unless contrary written directions from a healthcare provider are provided.
- Medications, prescription or over-the-counter, will not be given past the expiration date.
- New medication orders are required at the start of each school year AND when changes are made from the original orders (medication, dosage or frequency). Parent/guardian is responsible for notifying the health office immediately of any change in medication.
- Students may not share prescription or over-the-counter medications with other students.
- Prescription asthma medications can be self-carried/administered by a student when 1) the health office has received a completed Asthma Action Plan from the healthcare provider and a parent signed “Self-Carry/Administration of Asthma Medication Authorization” 2) inhaler is properly labeled for that student, and 3) the Licensed School Nurse has assessed and documented the student’s knowledge and skills to safely possess and use an asthma inhaler in a school setting.
- For the health and safety of health services staff, and other students in the building, Prep Health Services will not administer nebulized medication. Health Services staff will help families work with their provider to assure care of student’s asthma using a MDI (metered dose inhaler) and spacer.
- Secondary students, grades 7-12, may possess and use nonprescription pain relief in a manner consistent with the labeling, if the health office has received written authorization from the parent/guardian. This privilege may be revoked if the school determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
- A student who is prescribed a non-syringe injector of epinephrine may possess such medication once 1) the health office has received a completed Anaphylactic Action Plan from the health care provider and a parent signed “Self-Carry/Administration of Emergency Anaphylactic Medication” authorization 2) medication is properly labeled for that student and 3) the Licensed School Nurse has assessed and documented the student’s knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting.
- Self-carry/administration of other non-pain relief or emergency medications will be handled on a case-by-case basis and at the discretion of the licensed school nurse. For the safety of all students the majority of medications will be safely and properly stored in the health office.
- Legally, a parent/guardian may refuse to sign any medication form. If you refuse, it may affect our ability to provide the services.
- The information provided will be shared only with staff in the school whose jobs require access to this information to ensure the child’s safety and school success.
- A photocopy/fax of any medication consent form which has not been altered will be treated in the same manner as the original.

- Health records received by the school district may no longer be protected by HIPPA, but they will become education records protected by the Family Educational Rights and Privacy Act (FERPA).
- When use of medication has ceased, or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Currently abandoned medications cannot be disposed of by the school, so every effort will be made to have the parent pick up the medication. Arrangements with local law enforcement will be made to dispose of any abandoned medication that is a controlled substance. No medications are kept in the health office over the summer.

DRESS CODE

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

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

Uniform Provider

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

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

Uniform Ordering

Tommy Hilfiger School Uniform - Online Only

Website: <https://www.globalschoolwear.com/>
School Code: STCR01
Phone: 1-877-825-2860 (Customer Service)

Donald's Uniform - Online & Retail Storefront

Address: 972 Payne Ave St. Paul, MN 55130
Website: <https://www.donaldsuniform.com>
School Code: STCR01
Phone: 651-776-2723

Modesty Guidelines

These guidelines apply to all school dress

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

Violations of these guidelines may result in disciplinary action.

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

School Uniform Guidelines

Shirts, Tops, & Sweaters

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

Pants, Shorts, Skirts, & Jumpers

• Kindergarten - 4th grade

- Pants and shorts must be navy and have no more than 4 pockets - both must be purchased through Tommy Hilfiger or Donald's School Uniform
- Skirts must be purchased from the uniform vendor and must be navy (no plaid or khaki allowed for K-4th)
- Jumpers must be purchased from the uniform vendor and must be navy or plaid
- Skorts and shorts must be purchased from the uniform vendor and be navy in color (a skort is a skirt with a pair of integral shorts hidden underneath)
- Leggings, capri leggings, tights (may be footed or footless and must be opaque), or bike shorts must be worn under skirts and jumpers, and may be any print and color (no fishnets, full-lace, or pajama pants). They must be form-fitting. No sweats, athletic-wear, or pants are allowed under the skirts or jumpers.

• Middle School 5th - 8th grade

- Pants and shorts must be navy and have no more than 4 pockets - both must be purchased through Tommy Hilfiger or Donald's School Uniform
- Skirts and Jumpers must be purchased from the uniform vendor and need to be navy and plaid.
- Skorts are not allowed in grades 5-12.

• Upper School 9th - 12th grade

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

Shoes

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

Additional Notes:

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

Physical Education Guidelines

Students in 5th-12th are required to wear a ST. CROIX PREP gym uniform. The uniform consists of a t-shirt and mesh shorts. The gym uniform is available at Tommy Hilfiger only. Donald's Uniform does not carry our gym uniforms. Students are required to have tennis shoes for class in all grade levels.

Concert Attire Guidelines

• Lower School:

- Dress-up attire is suggested. No jeans, t-shirts or short skirts. For safety purposes, flat shoes should be worn.

• 5-8th grade Concert Attire:

- Every student must be in concert attire for performances. For MS choirs, this includes the following: Black dress pants, black skirts or dresses, black button-downs, black blouses, black collared shirts, and black shoes. Essentially, formal/elegant all black clothing (no jeans, t-shirts, sweatpants etc..). Concert attire must adhere to the Modesty Guidelines as outlined in the St. Croix Prep Uniform Policy. If concert attire is a financial hardship or if you have any questions, please contact marykatherinemaney@stcroixprep.org.

7th/8th Grade Choir Concert Attire:

- Black top, black dress slacks or skirt (black dress is acceptable), and black shoes (NO jeans or leggings).
- Shirts/tops must have sleeves or be worn with a sweater/jacket.
- Boys must wear a collared shirt (polos are acceptable, but no t-shirts).
- Girls' skirts must be longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.

9-12th grade Concert Attire:

- Students in all Upper School music groups wear formal attire for performances. Students should wear a black dress or tux and black shoes. If concert attire is a financial hardship or if you have any questions, please contact marykatherinemaney@stcroixprep.org

All Other Middle School Ensembles (Including 7th/8th Orchestra & Band)

- White top, black dress slacks or skirt, and black shoes (NO jeans or leggings).
- Shirts/tops must have sleeves or be worn with a sweater/jacket.
- Boys must wear a collared shirt (polos are acceptable, but no t-shirts).

- Girls' skirts must be longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.

- **Upper School:**

- Concert Attire measured for and purchased at the start of each school year.
- Women must provide their own black tights and close-toed shoes. Minimal jewelry and hair accessories. Dress Price: approximately \$60.
- Men must provide their own black socks and dress shoes.
- Tuxedo Price: approximately \$100 (includes jacket, shirt, pants, tie, and cummerbund).
 - Financial Assistance for Concert Attire: If concert attire is a financial hardship or if you have any questions, please contact your child's music director directly.

Financial Assistance for Concert Attire: If concert attire is a financial hardship or if you have any questions, please contact your child's music director directly.

Dress Code Violations

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which vary by division (Lower, Middle or Upper School). Specific dress code violation consequences are listed in your student's annual school planner (3rd-12th grades) or division level handbook (Lower School and Middle School). Handbooks are posted on the school website (www.stcroixprep.org) (K-8th grades).

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which may include but may not be limited to or in any particular order:

- Parents may be contacted to bring an appropriate uniform.
- Student may be sent home for the day.
- Reoccurring uniform violations may result in further disciplinary actions.

Opt-Out Provision

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

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

Non-Uniform & Spirit Wear Days

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

Non-Uniform Guidelines

- Shirts must have sleeves or have another shirt over the top and must be modestly buttoned. Only the top button may be undone. No tank tops or spaghetti straps. No underwear, bra straps, cleavage or midriff may be showing.
- Skirts, shorts, dresses must be no shorter than 2” above the knees (shorts must have 8”-10” inseam which include bermuda shorts, trouser shorts, and athletic/basketball shorts.
- Jeans, sweats, joggers/athletic pants (no holes or fraying). No spandex pants or shorts of any kind - i.e. yoga pants, leggings, and/or biker shorts.
- All other general ST. CROIX PREP dress code guidelines should be followed.

Non-Uniform Days are as Follows:

Tuesday, November 21*	Friday, February 23*
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*Coupons obtained during Go-Green collections must be presented upon arrival in non-uniform or a violation will occur. Uniforms must be worn if you do not have a coupon.

Spirit Wear Guidelines

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

- All previously issued St. Croix Prep spirit wear attire, athletic participation shirts and event clothing may be worn. This includes St. Croix Prep branded bottoms. St. Croix Prep branded bottoms include both spirit wear and bottoms issued by St. Croix Prep Teams and Clubs.
- Jeans (solid blue or black) may be worn otherwise uniform pants, shorts, or skirts are to accompany the Spirit Wear attire.
- Athletic wear that is not Prep branded is not allowed.

Friday, September 8	Friday, October 6	Friday, November 3
Friday, December 22	Friday, January 26	Thursday, March 21
Friday, April 12	Friday, May 17*	Thursday, May 30

*Field Day ONLY, appropriate athletic bottoms may be worn. (e.g. sweats, basketball shorts, etc.)

STUDENT DISCIPLINE

Delegation of Authority

Each teacher and school personnel are authorized to impose any disciplinary measure, other than suspension, expulsion, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior. The Principal is authorized

to impose the same disciplinary measures as teachers and may suspend students from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period.

Prohibited Student Conduct

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

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

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

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

Tennessee Warning

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

Disciplinary Measures

Disciplinary measures include:

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

Vandalism

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

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

Substance Abuse

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

The use or possession of tobacco by students is strictly prohibited in school buildings, on school buses or on any school property when that property is being used for any school purpose. The term "school purpose" shall include, but is not limited to, all interscholastic or extracurricular, social, athletic, academic or other events sponsored by St. Croix Prep. The term "tobacco" shall include cigarettes, e-cigarettes, cigars and tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed and leaf tobacco that is intended to be placed in the mouth without being smoked. See Board Policy #419, Tobacco Free Environment.

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

Work Missed During Suspension

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

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

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

Expulsion

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

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

USE OF TECHNOLOGY

Student Use of School Technology

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

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

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

Access to the St. Croix Prep Technology Assets and Services

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

Student Use of Personal Technology

Cellular Phones, iPods & Other Technology Devices

St. Croix Prep allows students to have cell phones, smartwatches, and other technology devices, but they are not to be visible, turned on, or in use during regular school hours. Students may use their phones/devices before/after regular school hours. We understand that on occasion a student may need to communicate transportation needs with a parent or family member. This communication should go through the Office Manager. The use of headphones is prohibited unless authorized by St. Croix Prep faculty. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to confiscation of their phones/devices. All technology violations will result in disciplinary action. Possible consequences may include confiscation, detention, or parental meeting. St. Croix Prep shall not assume responsibility for theft, loss, damage or unauthorized use of a cell phone or other technology devices. Use of camera and recording features on cell phones and other devices is prohibited without administrative approval.

SCHOOL SECURITY

Visitors at St. Croix Prep

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

Search and Seizure

The Board recognizes its responsibility to maintain order and security in St. Croix Prep. Accordingly, administrators or their designees are authorized to conduct searches of students and their personal effects, as well as the property of the St. Croix Prep, in accordance with this policy. See Board Policy #502, Search of Student Policy.

School Property

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

Students and Their Personal Effects

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

Patrols, Inspections and Searches

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

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

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

HARASSMENT, BULLYING & HAZING

Minnesota Safe and Supportive Schools Act

On April 9, 2014, Governor Dayton signed the Minnesota Safe and Supportive Schools Act. The law provides schools, educators, parents, and students with tools and resources for bullying prevention and intervention. St. Croix Prep's Anti-Bullying Policy, in accordance with the Minnesota Safe and Supportive Schools Act. See Board Policy, Student Bullying Prohibition Policy. Please contact one of the Principals or Office Managers for additional information.

OTHER INFORMATION

Activities Department

St. Croix Prep offers 19 athletic programs and over 12 co-curricular programs within its club and competitive leagues. These programs offer a well-rounded educational experience to all of our students and provide them practical experience in their character and leadership development. If you have questions, contact Activities Director, Keven Seim at kevenseim@stcroixprep.org or 651-395-5944.

Additional Parent Resources

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

Development Department

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

St. Croix Prep Marathon. The St. Croix Prep Marathon will not be held this school year. This event was held in the spring of 2023; and in order to get our events back on a pre-pandemic schedule, the next Marathon will be held in the fall of 2024. The Event raises funds for Academics. Students will raise donated funds in the weeks leading up to the event. On event day, students will participate in opening ceremonies, run in the school marathon, play indoor and outdoor games, enjoy a picnic lunch and end the day with a pep fest. Sponsorships are available.

Prep Gala. The Prep Gala will be held at The Royal Golf Club on Saturday, February 24, 2024. The event raises funds in support of the St. Croix Prep Foundation. The evening will include a seated dinner and desserts, cash bar, silent and live auctions, raffles, a brief program, and a fund-a-need appeal. Parents and community members are invited to attend. Sponsorships are available.

Prep Open. The Prep Open will be held at The Royal Golf Club in June 2024 - Date TBD.. The event raises funds for the Arts & Athletics department. The day includes a golf tournament, silent and live auctions and a fund-a-need appeal. Sponsorships are available. If you would like more information regarding these events, please contact Susan Peterson, Events Coordinator at 651-395-5994 or susanpeterson@stcroixprep.org

Parent Group

The St. Croix Prep Parent Group, as part of the St. Croix Prep Foundation, promotes building community and strengthening relationships between families, administration, and faculty through events and initiatives. Parent Group is steadfast in promoting and supporting St. Croix Prep's mission. To view a schedule of meeting dates and events please view the website at <http://stcroixprep.org/parent-group>.

Extended Day Program

St. Croix Prep partners with YMCA of Greater St. Paul to offer on-site extended day programming for students in grades kindergarten through fifth. The program is operated through the YMCA. Program information, including registration, programming, rates, and hours are available at www.twincities.org or

contact Jon Spry, YMCA Child Care District Supervisor, at 651-490-4886 or jon.spry@YMCAtwincities.org

Media in the Classroom

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

Picture Day

Student pictures will be taken on Tuesday, September 12, 2023. Picture retake day will be held on Wednesday, October 11, 2023. All students are required to wear their student uniform for the pictures.

Food Service and Breakfast/Lunch Programs

See Board Wellness Policy

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

<https://www.stcroixprep.org/wp-content/uploads/2023/08/23-24-Application-for-Educational-Benefits-Packet.pdf>

Please direct questions regarding the free and reduced breakfast and lunch program to St. Croix Prep's Food Service Director, Marianne Thole at mthole@stcroixprep.org.

The MN Free School Meals Program allows ALL students to receive one free breakfast and one free lunch each school day for the 2023/2024 school year. Each meal MUST contain a fruit or vegetable serving to qualify as FREE.

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

Hot Lunch and Breakfast

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

A La Carte

- Lower, Middle, or Upper School students will not be allowed to purchase items from the a la carte line, including milk, if they have a negative lunch account balance.

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

Deposits to student's lunch accounts may be made online via SchoolPay. Deposits made online will be credited to the student's lunch account within 72 hours. Deposits may also be made via cash or check and delivered to the school business office, either directly or via the student's classroom teacher. Cash or check deposits will be posted to the students account within 24 hours of the business office's receipt of the deposit. Credit card payments are accepted in the main office and posted to the lunch account(s) immediately.

Snacks

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

Rewards

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

Celebrations

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

School Hours

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

Teacher Request and Classroom Assignment

At St. Croix Prep, scheduling students into classes is a complicated and time-consuming process that involves both computer and hand scheduling. Many factors are taken into consideration when balancing class enrollment, including class size, gender, academics, and social composition. We believe our faculty

are skilled educators and, additionally, that students need to learn the important life skill of working with many different types of teachers and students. In the Lower School, if a parent feels his/her student has a particular learning concern which needs to be considered, please fill out a parent input form that is sent out in the spring with the Intent to Return form and return to the office manager. Parents may not request a teacher. Our goal is to create the best possible learning environment for all students.

Statewide Assessments

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

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

STATEWIDE TESTING OPT-OUT FORM



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student’s School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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



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

Additional Information

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

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



Statewide Assessment: Parent/Guardian Decision Not to Participate

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

Student Name: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

- MCA/MTAS Reading
- MCA/MTAS Science
- MCA/MTAS Mathematics
- ACCESS/Alternate ACCESS

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