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WHOM TO SEE ABOUT . . .

What	Whom to See
...Exit Outcomes	Academic Dean
...Academic Concerns	Academic Dean
...Academic Lettering	Academic Dean
...Announcements	Activity Advisor
...Assemblies – Lyceums	Principal
...Attendance	Dean of Students
...Board of Regents/ General Board	SCLHS President
...Boarding Possibilities	School Office
...Books	Course Instructor
...Building and Grounds	Director of
...Bulletin Boards	Instructor/Advisor/ Office
...Class Advisors	Principal
...Class Elections	Class Advisors
...Class Rings	School office
...Closed Campus	Dean of Students
...Concerns and Suggestions	Administration
...Counseling and Guidance	Advisors/Chapel Dean
...Cumulative Records	Guidance Office
...Detentions & Revocation of Privileges	Dean of Students
...Devotions	Chapel Dean
...Disability Accommodation	Principal
...Discrimination, Harassment and ...Offensive Conduct	Dean of Students
...Disrespect for Authority	Dean of Students
...Dress	Dean of Students
...Driver Education	Principal
...Drugs/Alcohol/Tobacco	Faculty

...Emergency School Closing	Principal
...Employment	Student Advisor
...Expenses	School office
...Fire Drills, Tornado Drills, and Safety Procedures	School office
...Gambling	Dean of Students
...Grading System	Guidance office
...Graduation	Principal
...Gum Chewing	Dean of Students
...Gymnasium	Dean of Students
...Homework	Faculty
...Honor Roll	Guidance office
...Insurance	School office
...Language	Dean of Students
...Library	Librarian
...Lockers	School office
...Lost and Found	School office
...Lunch Time	Faculty
...Nursing Service	School office
...Off-Campus Programs	Guidance office
...Parking Regulations / Vehicle	Dean of Students
...Pass System	Dean of Students
...Physical Exams	School office
...Schedule Changes	Advisor
...Scholarships/Financial Aid	Financial Operations Manager
...Scholarships – College	Guidance Counselor
...School Day	Faculty
...School Letters	Academic Dean
...School Letter Jackets	School office
...School Song	Faculty

...Service Learning	Guidance office
...Social Activities	Student Council Advisor
...Student Activities	Academic Dean / Faculty Advisors
...Study Halls	Faculty
...Telephones	Dean of Students
...Testing Program	Guidance office
...Transcripts	Guidance office
...Transportation	School Office
...Trips and Tours	Faculty
...Visitors	Principal
...Weapons Policy	Dean of Students

EXIT OUTCOMES

GRADUATES OF ST. CROIX HIGH SCHOOL WILL BE:

1. Christ-focused individuals who demonstrate their love for their Savior by offering a life of service and witness in home, school, church and community settings.
2. Gospel-motivated stewards who utilize the gifts of God’s creation to His glory.
3. Critical and creative thinkers who identify, access, and integrate resources and information to reason, conceptualize ideas, make decisions and solve problems.
4. Life-long learners who anticipate, react and adapt to change.
5. Effective communicators who demonstrate God-pleasing personal and interpersonal skills in expressing thoughts, feelings, concepts and beliefs.
6. Educated and cooperative citizens who live by Christian principles while fulfilling their roles in a global society.
7. Well-rounded individuals who endeavor to enrich their lives through a variety of personal interests.
8. CRUSADERS . . .

Are Saints . . .

St. Paul writes in Ephesians chapter 5 that those who have become Christians by the grace of God should “live as children of the light” and should “have nothing to

do with the fruitless deeds of darkness, but rather expose them.” When a student becomes a Crusader at St. Croix, he is declaring that he prefers to live under the influence and direction of God’s Word. He is also declaring that he desires the Spirit of God, through His Word, to guide all of his thoughts, words, and actions.

But Unfortunately Also Sinners . . .

Because that is true, there will be occasions when the “Old Adam” will dominate in a Crusader’s life. Whereas all members of the faculty seek to encourage good conduct at all times, the Dean of Students, the class advisors, and the Director of Guidance have a particular responsibility to advise and admonish students to lead lives pleasing to God.

Who Know What They Should and Shouldn’t Do . . .

When the “new person in Christ” is operating in us as he should, we agree that cursing, swearing, using vulgar or filthy language, gambling, stealing, abusing chemicals, sinning sexually, cheating on school work and such are things Paul reminds us “there must not be even a hint of . . .” (Eph. 5:3). As brothers and sisters in Christ, we will also seek to correct each other in love when violations of God’s Word in these areas occur. Failure to live according to that Word after admonishment has been given will result in suitable disciplinary action.

“Sanctification” means that we who have been redeemed by Christ are under the continuing influence of the Holy Spirit. If we allow this Spirit to do His work, we will continue to grow both in understanding of God’s will for us and in the ability to keep that will. With that in mind, we are aware of the fact that such a handbook as this cannot list all the “do’s and don’ts” to be observed in Christian living. A good test whether an action may be pleasing to the Lord or not is to ask yourself, “Would I embarrass my Savior by doing this, reading this, hearing this, saying this, etc.?”

May we all live together in our Crusader family as sanctified Christians.

PHILOSOPHY OF EDUCATION

Saint Croix Lutheran High School was founded by an association of Wisconsin Evangelical Lutheran Synod congregations in the Twin Cities area to serve as a partner with parents in providing a Christian secondary education program for their children.

Saint Croix Lutheran High School, therefore, subscribes to a Christian philosophy of education that recognizes the Triune God – Father, Son, and Holy Spirit – as the creator of all things that exist. Since all things that exist find their origin in the Triune God, this Christian philosophy of education espouses the conviction that true wisdom and learning is a discovery of what God has created and what laws and principles He has put into effect in this world. Saint Croix Lutheran High School views the Holy Scriptures as inerrant, the means whereby God has revealed Himself and what is truth. Therefore, all areas of learning taught at the school are to be taught in conformity with the truths and principles revealed in the Holy Scripture.

In serving as a partner with parents in providing a Christian program of secondary education for their children, Saint Croix Lutheran High School espouses a Christian philosophy of education that seeks to meet the needs of students who are both saints and sinners. As saints, the students need daily encouragement to embrace the redemption won for them by Christ, such as St. Paul describes in Galatians 2:20, “I am crucified with Christ, nevertheless I live; yet not I, but Christ liveth in me; and the life I now live in the flesh, I live by the faith of the Son of God, who loved me, and gave himself for me.” As sinners, they also need the guidance of God’s law, to see what is sin in their lives, and, thus, see a need for repentance and forgiveness. They also need the law as a guide in making God-pleasing decisions in life. Therefore, Saint Croix Lutheran High School is committed to permeating its curricular and co-curricular programs with constant application of both Law and Gospel in appropriate measure.

This Christian philosophy of education recognizes that Christian students have a dual citizenship to maintain throughout their earthly lives. They are citizens of an earthly nation, and, at the same time, they are citizens of a spiritual kingdom, Christ’s Holy Christian Church. Each of these citizenships has its own particular and special needs. Saint Croix is committed to providing a broad-based education in the knowledge and skills necessary to be a God-fearing and productive citizen in this earthly nation; and, Saint Croix is also committed to providing the student with the sound spiritual training necessary to maintain a saving faith in Christ throughout this earthly life. As the writer of Proverbs 22:6 encourages, “Train up a child in the way he should go; and when he is old, he will not depart from it.” This Christian philosophy of education therefore embraces instruction in what is necessary for this life, but, ultimately, seeks to equip the student with what is necessary to gain eternal life in heaven.

The Christian philosophy of education as practiced at Saint Croix Lutheran High School, focuses its program of instruction on five specific areas of student growth: spiritual, intellectual, physical, emotional, and social. Each student is viewed as a redeemed child of God, with varying gifts and abilities, and with varying strengths and weaknesses. By stimulating growth in the above five areas through a sound Christ-centered program of education, each student will have opportunity to develop his strengths and overcome his weaknesses.

To implement this Christian philosophy of education, the Board of Regents of the school calls instructors who are well grounded in the subject areas they are to teach, in confessional agreement with the Wisconsin Evangelical Lutheran Synod, and dedicated to promoting the truths of God’s Word by word and example. All classes and co-curricular activities are, likewise, permeated with Christ-centered instruction.

Saint Croix Lutheran High School also sees itself as a missionary arm of the church. It stands ready to reach out and share the saving gospel of Christ with those in the community who desire to have their children receive this type of instruction. The Lord has promised: “My word will not return unto me empty, but will accomplish what I desire.” It is hoped that many who did not know their

Savior previously would find their way to Him through the Christ-centered instruction at Saint Croix.

In summary, the school strives to offer the student a broad-based program of education that presents all instruction, spiritual and secular, from a Christ-centered viewpoint, so that the child may become a faithful and productive Christian citizen, witnessing to Christ on the road to God's heavenly kingdom.

GUIDELINES FOR SCHOOL DISCIPLINE

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

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

- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of a Weapon in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using harassment, violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school

purposes or an educational function or any other disruptive activity.

- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere 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 educational function.
- In keeping with Minnesota State High School League (MSHSL) handbook Bylaws 205.00 and 304.B.1, students will lose eligibility to participate in interscholastic contests when found to use or consume, have in possession, buy, sell, or give away any alcoholic beverage, tobacco, or any other controlled substance.
- Additional School disciplinary measures will follow any sanctions by the MSHSL.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention
- Clean-up duty
- Loss of student privileges and participation
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

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

ACADEMIC CONCERNS

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

1. Contact the teacher by phone or email.
2. Make arrangements with the teacher for a teacher/parent/student meeting.
3. If, after step one is complete and further issues need to be addressed, contact your student’s advisor. The advisor will provide you with an advisor consultation form and schedule an advisor/teacher/parent/student meeting.
4. If, after steps one and two are completed and issues continue to be unresolved, contact the principal or academic dean.

ANNOUNCEMENTS

All school-related announcements are read daily to the student body, are posted on the web (click on Parents then click on Parent Network) and are posted in the commons on the student bulletin board. Additional announcements may also be made at the end of the school day. If you have an announcement relative to your organization, see that it is signed by your faculty advisor and given to the school secretary before school in the morning. Parents can request to receive the daily announcements by email.

ASSEMBLIES – LYCEUMS

When assembly-lyceum programs are presented, classes follow a special schedule so that no class hour is missed. All students are expected to attend lyceum programs.

ATTENDANCE

Our Lord expects that students, as faithful stewards of time, will attend school regularly. Students who attend classes every day increase their chance of success in their academic studies. Students are expected to attend class in order to receive credit for courses. Students who exceed 9 absences in any class period per semester will not receive credit for that class. A student has the right of appeal if unusual circumstances result in excessive absences.

If a student must be absent for any reason, a parent/guardian must call the school at 651-455-1521 before 9:00 AM that day to notify the school of the student’s

absence. If a parent does not call the school, the office staff will attempt to call a parent at home or work.

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

Unexpected Absence

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

Planned 1- or 2-Day Absence

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

Brief Absence

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

Multiple Days Absence

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

Under this scenario,

Teachers are NOT responsible for:

- Getting assignments to students ahead of time.

- Reteaching the lessons missed while on vacation.
- Correcting missed assignments.

Teachers will:

- Identify a peer who would be able to assist them in getting “caught up”
- Collect the assignments for the student

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

Unexcused Absence

Unexcused absences include skipping class, sleeping in, and any absence not excused by a parent or guardian. A student who has an unexcused absence will be assigned a detention period for each class period missed. All schoolwork will be given 0% credit for these periods. Unexcused absences will be noted as such on the student’s record. After three (3) such absences, parents will meet with the Dean of Students to address the problem.

The Excessive Absence Appeal Process

St. Croix Lutheran High School responsibility

- Initial contact with the parent will be made through the Dean of Student’s office with an attendance letter sent to notify parents of 3, 5, 7, 9, and 10 absences in one or more classes.
- Advisor will contact parents by phone and by email (for documentation) following absence 7, 9, and 10.

The Parent Responsibility

- Parents are to initiate the appeal process within three (3) days of receiving the letter regarding the loss of credit.
- Parents need to contact the Dean of Students by phone or in person to get the process started. Parents may officially request an appeal by either mail or email for documentation.
- Parents must request a meeting with the Principal, Academic Dean, Dean of Students, and the student’s Advisor.
- **Parent must verify**
 - The days of absence and reasons.
 - Written documentation of extended illness while under a physician’s care.
 - Current grades as posted on the Internet and verification from the student’s teachers.

Consideration and Decision

- A decision will be made within three days of the meeting.
- Involved in the decision: the Principal, Academic Dean, Dean of Students, and the student's Advisor.

School-Sponsored Activity

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

Extra-Curricular Activities

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

Administration of Attendance Policy

After 3 absences in any class period during a semester, the Dean of Students will send a written letter to the parents regarding our concern for regular attendance. After 5 and 7 absences in any class period, the Dean of Students will send a letter notifying the parents that the student is in jeopardy of losing credit for the classes missed. After 9 absences in any class period, a final warning letter is sent to the parents. Upon the 10th absence, a written letter will be sent informing the parents the student will not receive credit for the classes missed. The Attendance Review Committee, consisting of the Dean of Students and faculty members, will be notified. A student has the right to appeal the loss of credit. Contact the Dean of Students for information.

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

MAKE-UP WORK

Students have the sole responsibility of making appropriate arrangements with teachers to ensure that all missed academic work will be completed. Academic work not made up in a reasonable time will be subject to a failing grade. When a student is ill, a parent may request that homework be collected.

TARDINESS

Punctual attendance to each class is an important responsibility of every St. Croix

student. Being “tardy” is not being present in the classroom and ready to begin class when the bell rings. Individual instructors may vary their interpretation of “tardy.”

Tardy to school in AM

Students who arrive after 8:05 AM must check in at the school office to obtain a pass to class. St. Croix will allow a student to be tardy to school 4 times each semester without penalty. Over-sleeping is not recognized as a valid set one tardy. The Dean of Students will assign the following penalties to repeat offenders:

- 1st – 4th tardy per semester - warning
- 5th, 6th tardy per semester - 24 minutes after-school detention
- 7th, 8th, 9th tardy per semester - 48 minutes after-school detention
- 10 or more tardies per semester – Saturday detention, 60 minutes plus \$10 fee

Tardy to class

After 1st hour, individual instructors will assume responsibility for all tardy students who are without a hall pass. The Dean of Students will assign the following penalties to repeat offenders:

- 1st, 2nd tardy per semester – warning
- 3rd tardy per semester – 24 minutes after-school detention
- 4th tardy per semester – 48 minutes after-school detention
- 5 or more tardies per semester – Sat. detention, 60 minutes plus \$10 fee

BACKGROUND CHECKS

Notification to St. Croix parents.

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

BOARD OF GOVERNANCE

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

The General Board elects the **Board of Regents**, the executive group that carries out the policies determined by the General Board. The Board of Regents is

comprised of three pastors, two teachers, and ten laymen. Matters and questions relating to these boards should be directed to the principal or to your own pastor, teacher, or lay delegates.

BOARDING POSSIBILITIES

Although St. Croix does maintain and operate dormitory facilities, some students may reside with families in the area.

BOOKS

The school furnishes textbooks for each course. Excessive wear, abuse, or loss of texts will result in fees or fines being levied at the end of the school year. The fine for the item may be less than or equal to the replacement cost of the book, plus a handling fee.

Each student should have a personal copy of Christian Worship, A Lutheran Hymnal and the Bible. Hymnals are available for purchase through the school office. Bibles may be purchased from one's own source or through the religion department. The religion department endorses no particular Bible version, although the New International Version (NIV) is used in class by all religion instructors and by the majority of students.

BUILDINGS AND GROUNDS

St. Croix's buildings and grounds are the property of the members of the St. Croix Lutheran High School Association. That means that students and faculty alike are stewards of that property and have the responsibility of caring for and maintaining that property. **No scotch tape** is permitted on any surface, however, removable mounting putty is allowed. Replacement or repair of school property damaged by a student will be charged to the student's parents. Students are also expected to respect private property while traveling to or from school or attending activities elsewhere. The school reserves the right to fine students for defacement or other damage to property.

Although the school association employs custodians, we expect students and staff to maintain neat and orderly hallways and classrooms.

BULLETIN BOARDS

A bulletin board for announcements and general information is located in the commons area. All student notices to be placed on the bulletin board must be initialed by an instructor before being posted. Other bulletin boards for specific uses may be located in the appropriate areas.

CHAPEL DEVOTIONS

As members of the body of Christ it is a privilege, a blessing, and a responsibility to worship our Lord daily. May each of us find spiritual growth as we worship together at daily chapel.

If we are constant in our prayer, the Lord will give us the help we need to live as dedicated Christians. The devotional life at St. Croix is planned to help all of us seek that power for schoolwork, for life at home or at play, on a date, or at work. We also want to attend worship in our congregations regularly, commune frequently at the Lord's Table and take an active role in our church's total program of teaching, preaching, and reaching out.

In addition to a brief opening devotion conducted by each instructor in the first hour class, a daily devotional chapel service is conducted in the Chapel during the school day, usually following the second class hour.

To help you make this the most meaningful and beneficial time possible, some reminders are in order regarding chapel:

- The chapel of St. Croix Lutheran High School is as much the house and temple of God as your own church home.
- "The Lord is in His holy temple, let all the earth keep silence before him." As you come to chapel, come to meditate, to worship with fellow believers, to have a few quiet moments with God for spiritual refreshment.
- Chapel is a time for communion with God. Save conversation with your other friends for the appropriate times.
- Chapel is a time for worshipping and praising God. All students are to bring to chapel Christian Worship so that they may sing those praises.
- Chapel is a time when God speaks to us through His Word. Come with open ears and heart to hear what He has to say.
- Chapel is a time when God joins two or three together in His name. Do not keep Him waiting, but hurry to your designated area to share as many moments with Him as possible.
- Chapel is a time to be cherished throughout the day. As you leave chapel, meditate on those things that you have heard and sung.

At specified times during the school year, an offering for a special purpose is gathered from the student body at our chapel devotions. The Student Council selects these purposes each year. This is one more way in which we are able to demonstrate our love for the Savior by sharing His gifts to us with others.

CLASS ADVISORS

Each student at St. Croix has access to a faculty member assigned to serve him/her as advisor. These faculty members assist individuals within the class to make proper academic and career choices and the class as a whole to plan class activities as may be developed by the various classes. The Guidance Department personnel act as resource and referral persons to the class advisors.

CLASS ELECTIONS

Class elections for president and two student representatives of sophomore, junior, and senior classes are generally held in the late spring for the following school year. Freshmen elect their officers shortly after the beginning of the school year. Additionally, the student body elects the Student Council officers of president, vice president, treasurer and secretary.

All officers should make it a point to become familiar with commonly accepted parliamentary procedures and conduct the meetings in proper order. Being elected to a class office is an honor and a responsibility not to be taken lightly.

Handling of money, requisitioning procedures, and other matters relating to the class will be explained to the officers by the class advisors.

CLASS RINGS

Those who wish to do so may purchase a school ring bearing the school seal. Sizing for the rings is done near the beginning of the sophomore year. Students will be notified when class rings are distributed. Students should watch for information about class rings.

CLOSED CAMPUS

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

CONCERNS AND SUGGESTIONS

We believe that effective communication is essential to maintain a healthy and productive school environment. We encourage open and candid discussion among students, parents, faculty, staff and administration. St. Croix welcomes your ideas and observations for improving our school. Suggestions concerning the school should be made to our Deans or the Principal.

We recognize that situations arise where students or parents have concerns. We believe that the easiest way to resolve most concerns is through open and candid discussion with the individuals involved. If such discussion does not resolve the situation, students and parents should speak to our Deans or Principal. If a concern is not addressed satisfactorily, you may want to refer the matter to the Board of Regents.

COUNSELING AND GUIDANCE

The Director of Guidance serves as a resource person for class advisors and as a personal counselor to students. Counseling is done both formally and informally in areas such as school life and interpersonal relationships. While spiritual counseling is primarily the function of the student's own pastor, such counseling is

also done, especially as it affects school life and relationships. Every instructor at St. Croix is called a minister of the gospel and as such serves also as a counselor. Students are encouraged to seek out whichever instructor they may feel most comfortable with.

Class advisors serve as primary counselors for each class and offer guidance for class selection appropriate for students' career interests. The Guidance Office provides students and parents with information in such areas as report cards, credits, GPA, course make-ups, transcripts, and testing programs. The Guidance Department will provide students with college and career information, making use of the assistance of the non-public school guidance office from ISD #197. Materials relating to colleges and other career directions and opportunities are located in a special section of the media center. Catalogs for schools and colleges may be found in the library or obtained from the Guidance Office. Students are encouraged to develop a personal file at home to save all related information.

CUMULATIVE RECORDS

Because of state record-keeping requirements and because schools, colleges, and prospective employers require certain kinds of information regarding students, a cumulative file is kept for each student in attendance at St. Croix. This record includes such items as biographical information, academic achievement record, test scores, attendance record, and health profiles.

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

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

DETENTIONS AND REVOCATION OF PRIVILEGES

The majority of students will usually behave according to the sanctified life in such a way that rules and the inevitable result of infractions of those rules are unnecessary. However, there are always some who have a lot of growing to do in this area and who still need the strong curb of the law to protect them from themselves and others from them.

Therefore, at their discretion and when considered necessary to maintain a wholesome atmosphere in the school and classroom, instructors may issue a detention to offending students for classroom offenses. Instructors and other designated staff may also issue a detention to offending students for offenses occurring anywhere on campus. The instructor will inform the Dean of Students.

Such detentions will be served after school or on Saturdays.

Individual instructors may assign an after-school academic detention for a student at their discretion.

DETENTION POLICY

Gum Chewing:

- 1st offense per semester – warning
- 2nd offense per semester – 1 after-school detention, 24 minutes
- 3rd offense per semester – 1 after-school detention, 48 minutes
- 4th offense per semester – 1 Sat. detention, 60 minutes and \$10.00 fee

Tardy to school in AM:

- 1st – 4th tardy per semester - warning
- 5th, 6th tardy per semester - 24 minutes after-school detention
- 7th, 8th, 9th tardy per semester - 48 minutes after-school detention
- 10 or more tardies per semester – Sat. detention, 60 minutes and \$10 fee

Tardy to Class:

- 1st and 2nd offenses per semester – warning
- 3rd offense per semester – 1 after-school detention, 24 minutes
- 4th offense per semester – 1 after-school detention, 48 minutes
- 5th, 6th etc. offense per semester – 1 Sat. detention, 60 min. and \$10.00 fee

Discipline:

- 1st offense per semester – warning
- 2nd offense per semester– 1 after school detention, 24 minutes
- 3rd offense per semester – 1 after school detention, 48 minutes
- 4th offense per semester – 1 Sat. detention, 60 min. and \$10 fee

Dress Code Violations:

- 1st offense per semester – warning
- 2nd offense per semester – 1 after school detention, 24 minutes
- 3rd offense per semester – 1 after school detention, 48 minutes
- 4th offense per semester - 1 Sat. detention, 60 min. and \$10 fee

Cell Phones and Personal Listening Devices (PLD)

- 1st offense per semester – warning – device confiscated
- 2nd offense per semester – 48 minute detention – device confiscated
- 3rd offense per semester – 60 minute Sat. detention, \$10 fee and device confiscated

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

IMPLEMENTATION

1. The Dean of Students will schedule all detentions. Detentions begin promptly at 3:05 p.m. Skipped after school detentions will result in the detention time being doubled and rescheduled. If skipped again, the result will be 2 hours of Saturday detention and a fee of \$10.00 per hour.
2. The \$10 fee for Saturday detentions is to cover the cost of supervision. If not served on the scheduled date, the Saturday detention will be rescheduled at a cost of \$20.
3. If Saturday detention is not served on the second date, a parent consultation with the Principal and Dean of Students must occur before the student is allowed to return to school.
4. During the last two weeks of May, detentions will be satisfied by a \$10.00 fee per period when there are no longer any scheduled detention periods available.
5. Any detention fees not paid by the end of the semester will result in records, credit, and report cards being held until the fees are settled.

DISMISSAL FROM CLASS

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

First Instance:

The student will be dismissed from class and receive a failure for the day. An after-school detention will be assigned. The student will not be allowed back into class until the student's parents contact the teacher to discuss the problem/inappropriate behavior and the manner in which it will be corrected.

Second Instance:

The student will be dismissed from class and receive a failure for the day. A Saturday detention will be assigned. The parents must personally meet with the instructor to resolve the problem immediately and completely.

Third Instance:

The student is expelled from class for the semester. The student loses all credit for class for the semester.

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

DISABILITY ACCOMMODATION

St. Croix Lutheran High School is committed to providing equal physical and program access to students with disabilities. If a student has a physical impairment that materially affects a major life activity and would like an

accommodation, the student or parent should speak to the Dean of Students. The school will need the student and parent's assistance to determine what accommodation may be appropriate and reasonable. To determine the appropriate accommodation, St. Croix may need to obtain additional information from physicians or other medical professionals.

DISCRIMINATION, HARASSMENT, AND OFFENSIVE CONDUCT

St. Croix Lutheran High School provides equal opportunity to all students regardless of race, color, national and ethnic origin, sex, or status with regard to public assistance or disability. Equal opportunity applies to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

DISCRIMINATION AND UNLAWFUL HARASSMENT

St. Croix does not discriminate on the basis of race, color, national and ethnic origin, sex, or status with regard to public assistance or disability. This policy applies to administration of educational policies, admission procedures, scholarship programs, and athletic and other school-administered programs.

St. Croix expects that students will treat others with respect and courtesy. The school will not tolerate harassment based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability.

St. Croix will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS

Sexual harassment of students is prohibited. Sexual harassment (MN 363.01) includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- 1.) denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
- 2.) has the purpose or effect of:
 - a) substantially interfering with the student's educational environment;
 - b) creating an intimidating, hostile, or offensive environment;

- c) depriving a student of educational aid, benefits services, or treatment; or
- d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile” and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, online digital postings, text messages, emails, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact the Dean of Students, a counselor, teacher, or administrator who will assist them in filing a complaint. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any School or District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the School who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The School will make every effort to insure that employees or students accused of sexual harassment or intimidation, are given appropriate opportunity to defend themselves against such accusations.

Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Dean of Students or the Principal of St. Croix Lutheran High School.

When a complaint has been filed, an investigation will begin promptly. The accused student/s will be suspended while the investigation is being conducted. The Dean of Students, in consult with members of the Administration will involve concerned and necessary parties, up to and including law enforcement to continue investigating the allegations.

Penalties for violating this policy may include, but are not limited to suspension and/or expulsion/dismissal.

BULLYING POLICY

Students, either individually or as part of a group, shall not engage in bullying. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- **Emotional:** Being unfriendly, excluding, tormenting through actions and gestures.
- **Physical:** Pushing, kicking, hitting, punching, or any use of violence.
- **Racist:** Racial taunts, graffiti, gestures.
- **Sexual:** Sexually abusive comments or physical contacts.
- **Verbal:** Name-calling, sarcasm, spreading rumors, vicious teasing.
- **Cyber:** All areas of internet use, such as email and internet chat room, sites like Facebook or MySpace misuse, text messaging or calls, misuse of associated technology, i.e., cell phone cameras or video.

Procedures

- Incidents of bullying should be reported to the staff.
- Staff will record details and share with the Dean of Students or Principal.
- In serious cases parents will be informed and may be asked to meet to discuss this matter concerning their child.
- If necessary and appropriate, local police will be consulted.
- If the bullying behavior does not stop immediately, the result may be suspension or expulsion.

DISCRIMINATION OR HARASSMENT COMPLAINTS

Violation of St. Croix's discrimination or harassment policies may result in disciplinary action, including detention, revocation of privileges or dismissal.

If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the Dean of Students or the Principal. St. Croix will promptly investigate and attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances.

If you do not find your concerns have been handled to your satisfaction, you should report the matter to the Board of Regents.

RETALIATION PROHIBITED

We will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you

should promptly notify the Dean of Students or the Principal. If this is not satisfactory, your concern should be brought to the Board of Regents.

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

OFFENSIVE CONDUCT

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

PUBLIC DISPLAY OF AFFECTION

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

DISRESPECT FOR AUTHORITY

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

DRESS

During the school day, students at St. Croix are to choose to wear clothes from the following styles:

Pants: Dress pants, Dockers® style pants, cargo-style pants, and Capri-style pants may be worn. Jeans that are not frayed at the hem or that do not have frayed or patched holes may be worn. Pants are not to be the low-riding style.

Shorts: Shorts are to be of similar material described in the first section on pants. Sports shorts and any style of sweat pants/wind pants are allowed only during gym classes.

Girls may wear dresses and must follow the guidelines for style and modesty outlined in the shirts/sweaters and the skirts/shorts sections below. Jean skirts may not be frayed at the hem.

Shirts/Sweaters: Shirts must have sleeves and a modest neckline. **No cleavage should be visible.** Shirts need to be long enough to be tucked in. If skin shows when hands are raised above the head, the shirt/sweater is too short. Buttoned or

zippered shirts are to be buttoned or zipped unless there is a crew neck type shirt underneath.

What is an appropriate length for skirts and shorts? The bottom hem of the item should meet or exceed the reach of the fingertips when your arms are placed at your side, even when wearing leggings. If bare skin is touched by the extended fingertips, the shorts, skirt or dress is too short.

All clothing should follow the guidelines below.

GUIDELINES:

Christian students realize that their bodies are the temples of God’s Holy Spirit and as such strive to keep themselves neat, clean, well groomed and modestly dressed. This is yet another way for students to be salt and light in the world.

In a school setting, the listed items tend to detract from this image and are to be avoided

Clothing that detracts from a Christian school setting:

- † shirts unbuttoned or unzipped to the point of immodesty
- † spaghetti-strap dresses or tops
- † shirts resembling underwear but worn as an outer garment, such as a tank top or muscle shirt
- † unkempt, dirty, ill-groomed, and unnaturally colored hair
- † any ornamentation, other than earrings, that involves visible tattoos or body piercing will not be allowed. Chains, studded or spike-style leather collars or bracelets are not allowed at school.
- † Goth style clothing
- † half gloves
- † hats of any type
- † males may wear a maximum of **two** dime-sized hoop earrings or studs. **No expanders** will be allowed.
- † sleeveless shirts
- † any shirt or top that leads to a bare midriff or has an immodest neckline
- † frayed, cut, or patched pants, shorts or skirts.
- † sag or “slouch”, baggy, or w/excessively large leg jeans, pants or shorts
- † pants w/loose hanging straps
- † short outfits or skirts
- † any other item of apparel which is inconsistent with the structured atmosphere of the school
- † lounge wear (pajamas)

Students may wear selective clothing with logos. However, the following types of logos are not to be worn:

1. Alcohol, drugs, tobacco
2. Suggestive, double-meaning, cursing, vulgarities, skulls, Satanic symbols, morbid images
3. Music-related (groups, concerts, individual, album covers, etc.) except those associated with St. Croix or WELS musical programs.
4. Tape is not allowed to cover offensive slogan or logos.

When students are on campus at other times outside the school day, students' dress should follow the guidelines above. These times also include when students are at school-sponsored events off campus.

NOTE: An immediate detention can be issued for violation of the above. In addition to detention periods, the following discipline will apply:

1. The student will serve an in-school suspension until his/her clothing is in line with the policy above. An in-school suspension results in zero credit for any class time missed.
2. The parents will be notified and expected to bring clothes or grant permission for their child to go home to change clothes and return to school as soon as possible.

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

DRIVER EDUCATION

Classroom instruction may be offered at St. Croix through the agency of a local driver education school. Such instruction may be offered in the fall and spring as interest warrants. The driver education school fixes the cost of lessons and determines the times. Students may also elect behind-the-wheel instruction with this agency. The high school provides the educational facility and also reserves the right to limit or refuse the privilege of driver education to any student who abuses that privilege. Specific times of instruction, costs, and other information will be provided by St. Croix or the driver education agency.

DRUGS /ALCOHOL/ TOBACCO

The possession or use of any kind of illegal drug or tobacco or alcohol is strictly forbidden while on St. Croix's premises or while participating in school activities. Civil authorities will be notified in the case of any student who possesses or uses these substances on school grounds or while participating in school activities. Such use by students results in violation of MSHSL rules and causes loss of eligibility. These rules are in effect for 12 months of the year. Students who use such drugs or alcoholic beverages on the campus of St. Croix or at any function for which arrangement has been made at St. Croix will be subject to disciplinary

action, including possible immediate expulsion.

Not only do civil laws forbid the illegal use of drugs or alcohol, we are also under the obligation of the Fifth Commandment to be concerned about the physical welfare of our neighbor as well as ourselves. Impaired judgment, lack of self-control, and possible permanent injury to others or ourselves are the results of drug and alcohol abuse.

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

A group of students called The Right Triangle has been trained to serve as peer listeners. Any student experiencing problems or pressures relating to alcohol or other drugs is encouraged to talk to a member of The Right Triangle. (See "STUDENT ACTIVITIES" for more information on this group.) Special support groups may also be added as the need arises.

The entire St. Croix campus is a Tobacco/Smoke Free zone. Tobacco has been determined to be a health hazard. All possession or use of tobacco by students is forbidden within the school building, on the school grounds, within sight of the school, or at school-sponsored events. Offending students will come under disciplinary action. Regardless of parental consent, this regulation will be strictly enforced. Students are encouraged not to smoke in keeping with I Corinthians 6:19 ("... your body is a temple of the Holy Spirit").

IMPLEMENTATION

The following discipline will be assigned for offenses involving alcohol or tobacco.

First offense: Two weeks of after school work detail and two hours of Saturday detention.

Second offense: Previous discipline doubled, plus the completion of a cessation class.

EMERGENCY SCHOOL CLOSING

Listen to WCCO (830 AM) or local channel 4 TV station for emergency school closing or early school closing during the day. Announcements generally will be made that all District 197 schools will be closed. As a general rule, if the school district in which a student resides has been closed because of snow, even though St. Croix may be open, the student is not expected to come to St. Croix on that day. However, they should call the school office to report their school district closing.

EMPLOYMENT

While part-time work may be a necessity for some students if they are to attend St. Croix, both parents and students should be aware that a student's first priority at this time of his/her life is the acquisition of knowledge and skills for the future. A work schedule interfering with a student's study and school life is defeating this purpose.

EXPENSES

Expenses for students are kept at a minimum. A non-refundable registration fee must be paid at the time of registration. Students must also pay a tuition fee each year.

St. Croix's policy is that tuition be paid in a timely manner. All payments must be payable to St. Croix Lutheran High School and can be made by check, Automatic ACH withdrawals or through our on-line payment system.

Exceptions to this policy can only be made through direct appeal to the Finance Committee of St. Croix's Board of Regents.

Tuition Fees will be prorated for any late enrollments or withdrawals. Enrollment for any portion of a month will be charged the full month's tuition rate.

Dormitory Fees will be charged on a semester basis. Students wishing to move out of the dormitory at semester break need to make arrangements with the dorm supervisor two months prior to the planned move.

Part time PSEO students will be charged the full annual St. Croix Tuition rate. Full time PSEO students will be prorated.

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

1. Annual Payment – Total tuition must be paid before school begins. A discount of \$200 per student will be given to families who pay in full before August 1. This discount does not apply to families who receive tuition assistance.
2. Two Payment Plan – Payments are due in August and January.
3. Nine Month Plan – The first payment is due in September, and the last payment is due in May. Payments are due by the 20th of each month.
4. Eleven Month Plan – The first payment is due in July and the last payment is due in May. Payments are due by the 20th of each month.

PENALTIES FOR DELINQUENT ACCOUNTS

1. Late Payment – A \$25.00 late payment fee is assessed for all late payments. These charges apply regardless of the payment plan chosen. These charges also apply to those families that do not submit their Payment Plan Forms in a timely manner.

2. Enrollment Denied – Students whose accounts are delinquent will not be re-enrolled for the next semester until their tuition payments are current.
3. Grades & Records – Grade reports, transcripts of credits, and diplomas are issued only to those students who have met all of their financial obligations to the high school. If a student’s account is not current, he or she will not receive credit for the classes at the end of the semester.
4. Graduation – in order for a student to participate in the graduation service, tuition must be less than one semester short of full payment. Diplomas will not be issued until all tuition and fees are paid in full.

FIRE DRILLS, TORNADO DRILLS, AND SAFETY PROCEDURES

If the school building must be evacuated for any reason, the emergency signal will sound. If this should occur, leave the room or area you are in quickly and quietly according to the posted routes out of the school. Walk in single file; do not run. Doors should be closed. The first persons through the exit should hold open the doors. Remain outside until given further directions. Be sure to check the routes posted for each room or area you may be in during the day. Special instructions will be given regarding tornado alert and drill procedures.

Any fire should be reported immediately to the nearest faculty member. Instructions for other disaster procedures will be given by announcement as necessary, but you may expect several Fire and Lock Down Drills during the school year.

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

Students are asked to be aware of and to identify potential hazards. A constant awareness by all is a benefit to all.

A Crisis Management Plan that provides guidelines, structure, and a process for dealing with a range of crisis situations is kept in the school office and in each classroom.

GAMBLING

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

GRADING SYSTEM

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

examinations.

The following letter grading system is used:

- A Superior work and performance
- B Above Average
- C Average
- D Below Average
- E Special grade to indicate effort was made to meet minimum requirements established for a particular course and student. Successful completion means credit is given toward graduation requirements, with notation regarding this grade attached to transcripts
- F Failure to complete course satisfactorily, no credit given. Also given to students who withdraw from a class after 12 weeks.
- I Incomplete. Given to a student who has a legitimate reason for failing to complete an assignment, i.e. illness, family situation, etc. If assignments are not completed within a two-week period, an "I" becomes an "F."
- W/ Withdrawn from course, passing at time of withdrawal. Given only to students who withdraw from a course between weeks 6 and 12 of the semester.
- P
- W/ Withdrawn from course, failing at time of withdrawal. Given only to students who withdraw from a course between weeks 6 and 12 of the semester.
- F

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

100-99	= A+	90-87	= B	78-77	= C-
98-95	= A	86-85	= B-	76-75	= D+
94-93	= A-	84-83	= C+	74-72	= D
92-91	= B+	82-79	= C	71-70	= D-
				69-0	= F

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

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

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

See “Honor Roll” for more information about how these grade points are used.

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

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

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

A grade of “C-” is required to move to a higher level in a World Language. A grade of “C-” is required in Chemistry to move on to Physics. A grade of “C-” is required to move to a higher level in mathematics. A grade of “C-” is required in Accelerated Geometry to move to Accelerated Algebra II. When these standards are not met, the course may be repeated to replace the grade, or, in math, to earn a second credit.

Extra Credit

Two typical reasons for offering extra credit or bonus points:

- To help a student improve a grade
- To challenge a student to stretch beyond the regular unit of study

Cautions:

- Extra credit should not be repeating what is already expected for mastery.

- Extra credit and/or bonus points should not have enough points attached that would alter the overall grade by more than 2 percentage points.

Requirements:

- The teacher will clearly describe the requirements and parameters of any extra credit.
- The teacher will explain the numeric significance or insignificance on the student's overall grade so the student can determine whether it is worthwhile to undertake the extra credit.
- The teacher will be able to clearly explain the above to parents, when requested.

GRADUATION

The date of graduation is given on the current school calendar. Caps and gowns are required for the service. A rehearsal for the graduation ceremonies is held preceding the graduation. All seniors are required to be at the rehearsal.

Commencement exercises are a service conducted by St. Croix for the graduating seniors. Therefore, final decisions as to speakers, liturgists, music, and the general format of the commencement are made by the administration of the school.

A student must earn the required 20 credits and ½ credit for Bible class per semester enrolled at St. Croix in order to graduate from St. Croix and carry a minimum of 6 credits each year. One full credit is given for successful completion of each class that meets on a daily basis for both semesters. Partial credits are awarded for successful completion of courses that do not meet every day.

PARTICIPATION IN GRADUATION SERVICE

In order to participate in the graduation service, the student must have successfully completed the required number of credits for graduation, or be less than one semester's credits short of the required total for graduation. Likewise, the student must be current in his/her tuition payment plan as agreed upon between the family and the school administration or be less than one semester short of full payment.

SELECTION OF VALEDICTORIAN, SALUTATORIAN, AND CLASS SPEAKER

Each year the student(s) from the graduating class with the highest cumulative GPA will be named the valedictorian. The student(s) with the second highest cumulative GPA will be named the salutarian. The senior class will choose a member of their class as the student who will represent them as their class speaker at the graduation service.

The procedure for choosing the class speaker is as follows:

1. Class meeting is held for selection process.
2. Make class aware of the following criteria for selection:
 - Student must have at least a 2.67 GPA.

- Student demonstrates cooperation with and consideration for others in classroom, extra-curricular activities, and activities performed outside the school.
 - The student is currently or has been actively involved in the programs offered by the school, sponsored by his/her class, and, when called upon, exhibits leadership qualities.
3. Seniors each nominate 10 persons based on the above criteria.
 4. Advisors will eliminate those who do not meet the 2.67 GPA and will present a list of top candidates to the faculty.
 5. The faculty / □administration team will discuss, consider, and approve candidates.
 6. Approved candidates will be asked if they would speak if chosen.
 7. The advisors will return to the senior class for a final vote on an approved list of at least 5 candidates (if possible) who are willing to speak.
 8. The advisors will count the votes and inform the class, the chosen speaker, and the faculty of the selection.
 9. The Principal will approve the student’s speech before presentation.

Recognition of Scholastic Achievement

St. Croix recognizes graduating seniors using the Latin designation – Cum Laude; Magna Cum Laude; Summa Cum Laude.

<u>Award</u>	<u>GPA</u>
Cum Laude	3.800 – 3.899
Magna Cum Laude	3.900 – 3.999
Summa Cum Laude	4.000 and above

GUM CHEWING

Because chewed gum is not always carefully deposited in proper containers but frequently appears on the underside of desks as well as on floors and elsewhere, the chewing of gum is forbidden during the school day.

Students should not chew gum on the school grounds during the school day. See the section on “Detentions and Revocation of Privileges” for the procedures which will be followed for those violating this rule.

GYMNASIUM

In order to keep our gymnasium floor in the best possible condition, students will not be allowed on the gym floor unless participating in a supervised activity. Groups other than school organizations may not use the gymnasium unless the Activity Director has granted permission.

HOMEWORK

Most classes at St. Croix involve some degree of homework. The amount will vary according to the class. Success in education requires good study habits. See also the section entitled “Helps for Study at Home” in the appendix of this handbook.

HONOR ROLL

The honor roll is prepared at the close of each semester and recognizes those students whom God has blessed with academic talents and who demonstrate the faithful use of these God-given gifts in keeping with I Corinthians 4:2 – “Now it is required that those who have been given a trust must prove faithful.” Position or placement on the honor roll is determined by an average of grade points earned for each semester. [See “Grading System”, page 25-26.]

Students holding a grade point average (GPA) of 3.67 to 4.33 for a given semester are named to the A Honor Roll for that semester. Those with a GPA of 2.67 to 3.66 for a given semester are named to the B Honor Roll for that semester. Honors lists are printed in the appropriate publications of the school.

INSURANCE

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

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

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

LANGUAGE

Seeking to honor God with our words and actions, inappropriate language such as cursing or offensive and vulgar language is not to be part of our speech pattern. Disciplinary action will be taken in cases of gross abuse or ongoing infractions.

LIBRARY MEDIA CENTER AND LEARNING CENTER

The Library media center is an important resource area where students have the opportunity to work independently and enjoy the materials in a very quiet and orderly atmosphere. The library media center is open during regular class hours, one half hour before school starts and one half hour after school is dismissed.

The Extended Learning Center is open during regular class hours and provides students opportunity to receive individualized instruction. Attendance may be mandatory as determined by instructor.

To ensure a favorable environment in the library, observe these rules:

- ✦ To be admitted to the library during school hours, a student must have a library permit signed by a study hall or classroom teacher.
- ✦ Students who create disturbances or who violate library procedures may be denied the privilege of using the library. Disciplinary action such as a warning, ejection, or suspension is at the discretion of the library supervisor.
- ✦ The library is not a student lounge, study hall nor meeting place.
- ✦ Food or drink is not permitted.

The following procedures describe an orderly system under which students may be assured greatest access to library materials.

LOAN PERIOD

The loan period for BOOKS, except those on reserve, is three weeks which may be renewed two additional times. Back issues of MAGAZINES and PAMPHLETS may be checked out for only one week. Current issues of magazines are not to be taken from the library.

Books on RESERVE may be used for one period at a time in the library or checked out for overnight use AFTER the close of the school day.

REFERENCE BOOKS may not be checked out, unless special permission from the librarian has been granted.

CHECKOUT PROCEDURE

At the circulation desk, books are scanned and checked out through the computer. Date due is stamped in the back of the book by the library staff.

CHECK-IN PROCEDURE

Return borrowed items to the circulation drop box BEFORE the date due. (Reserved books must be returned BEFORE the first period of the following morning.)

OVERDUE FINES

- ✦ **10 cents per day (weekends and vacation days not included) for all material.**
- ✦ 10 cents per period for reserve books.

Overdue material and payment of fines are given to the librarian.

Return overdue material to the circulation desk and make arrangements to pay fines. Fines are frozen when materials are returned. Students with overdue books or unpaid fines are not to check out any other materials until fines are paid. If materials are not returned and fines not paid by the end of each semester, report cards will not be issued. (Seniors will not receive a signed diploma.)

MEDIA CENTER COMPUTERS

Media Center computers may be used with permission from the circulation desk and are to be used only for research and school assignments. Students using computers or CD's for unauthorized purposes will lose their computer privileges.

COMPUTER PRINT-OUTS

Copies made on the computer printers for personal use will cost 10 cents per copy for black and white and 25 cents for color.

LOCKERS

A hall locker with a combination lock is assigned to each student at the beginning of the school year. The same locker and combination will be the student's locker for their freshmen through junior years. Lockers are school property, and students are expected to observe the following guidelines for their own protection and benefit:

1. Keep your locker locked and your combination to yourself.
2. Report any damage or loss of property or complaint about your locker to the locker supervisor.
3. There is to be neither exchanging nor sharing of lockers. If you are found to be sharing or exchanging your locker in an unauthorized manner, a Saturday detention will be assigned, which also includes a \$10.00 fine.
4. Do not keep food in your locker overnight.
5. Keep your locker clean and neat. Do not draw on or otherwise deface the locker surface, inside or out. Magnets should be used to attach items to locker surfaces. NO scotch tape!
6. Use Christian discretion in choosing decorations for lockers. Inappropriate materials may be removed at any time.

Periodic checks of the lockers may be made by the administration to determine the condition or contents of the lockers. Fines will be assessed for damage to lockers, or for lockers that are not emptied at the end of the school year.

LOITERING

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

Former students and out of school friends who loiter around the school before, during, and after school will be asked to leave. Failure to leave may result in St. Croix contacting the West St. Paul Police Department.

AFTER SCHOOL HOURS FOR ST. CROIX STUDENTS

Hallways are to be cleared and remain clear following the bell at 3:20. If there is not a sanctioned after-school activity, students are to leave campus by 3:30 each day.

If there is a sanctioned after-school activity, students are to leave campus no later than 25 minutes after the activity has ended for the day. Coaches are responsible for supervision at this time.

Students who must wait for a ride after school and are not involved with a sanctioned school activity are to wait in the commons and must have a waiver signed by their parents or guardian. This waiver will indicate the expected pick-up time. This after-school time privilege will be revoked if conduct is unruly, destructive, or violates other policies designed for order and safety at St. Croix Lutheran High School.

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

OUT OF BOUNDS AREAS

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

1. All the areas in back and the sides of the school, the areas in front of and around the dorms.
2. The front (Oakdale) entrance or any other entrance of the school.
3. All parking lots.
4. Track/football field, stadium, press box, practice field, tennis courts, baseball field and softball field.
5. Dorm students are to follow guidelines outlined by the dorm staff.

LOST AND FOUND

Articles lost in locker rooms can be claimed in the coach's office. Articles lost in other areas of the building can be claimed in the school office.

LUNCH TIME

St. Croix participates in the District 197 food service. Lunches may be purchased in the lunch line. Checks must be made payable to District 197. In cases of financial need, free or reduced rate lunches are available upon application to the District. Applications are available in the school office. Students who plan to eat hot lunch (not a la carte items) should raise their hand when asked during first hour each day so an accurate count is provided to the District food service.

The commons is the designated lunch area. Students are to remain in the commons until the warning bell before their next class.

Place lunch bags and other refuse in trash containers in the commons. Students are expected to clean floors and tables when anything is spilled on them. Recycling containers should be used where applicable. Students are expected to conduct themselves in an orderly fashion while in the lunchroom.

Students in second or late lunch are asked to stack chairs at the end of the lunch period.

HOT LUNCH PRICES

\$2.75	Student Lunch (milk included)
\$0.40	Reduced Lunch (applications available in school office)
\$0.50	Milk
\$3.75	Adult Lunch (milk included)

NURSING SERVICES

District 197 provides the services of a school nurse for those students attending St. Croix who request such services. These requests for service forms are distributed at the time of registration and must be signed by the parents or guardians of the students. No dispensing of medicines, including any over-the-counter medications, can be made from the school office unless written permission is obtained from the doctor and parent/guardian of the student.

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

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

OFF-CAMPUS PROGRAMS

In addition to the regular programs on the St. Croix campus, several other programs are offered either in conjunction with other courses or as separate programs:

ON-THE-JOB TRAINING (OJT)

"On-The-Job-Training" at the high school level is not new to Minnesota, and it is available at St. Croix.

Because of its nature, this program is open only to seniors selected through a screening process. Students will take the initiative in contacting an employer for possible participation in this program. Students will then be given forms by the registrar for the employer to use in outlining the program. A screening committee consisting of the registrar and the class advisor will assess the program to see if it

meets academic requirements for credit.

A student accepted into the program may participate during school hours if his/her schedule permits, or he/she may participate after school hours. The OJT sponsor and the student agree upon work hours within the established minimum number of hours.

An approved OJT program successfully completed provides one elective credit toward the student's graduation requirements.

The OJT program offers an opportunity for vocationally oriented students to begin work in a profession or occupation they plan to enter following graduation from high school. Although by its nature a salary is earned for the work, OJT is NOT intended as a glorified part-time job.

A variety of learning experiences is possible, limited only by the number of training sponsors willing to participate in the program.

POST SECONDARY ENROLLMENT OPTION (PSEO)

We believe the senior year in High School is important to the educational and social development of the student. Having said that, St. Croix participates in the state sponsored PSEO program. Please see the registrar for more info.

PARKING REGULATIONS

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

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

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

PASS SYSTEM

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

PHYSICAL EXAMS

A current physical examination form is to be on file in the school office for all students enrolled at St. Croix. Physicals are current for three years.

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

SCHEDULE AND COURSE CHANGES

The faculty handles the assignment of students to specific sections of various classes. Occasionally a student or teacher may have a legitimate reason to have a student drop a subject, change to a different level, or change his/her schedule in some other way.

Student-initiated schedule changes should be limited to within the first two weeks of the semester. Because of the paper work and instructor time involved in such changes, there will be a \$15 charge per change, and the reasons for such changes should be academically valid.

If a change in schedule becomes necessary, observe the following procedure:

1. Discuss the change with your class advisor.
2. Bring a note from your parent/guardian approving the requested change along with the fee.
3. Give the note and the appropriate fee to your class advisor. A schedule change will be considered only when approved by both parent/guardian and class advisor.
4. The student may check in the office to pick up his/her revised schedule. The new schedule will be in effect the day after the schedule change has been made to the student record and the affected class rosters.

SCHOLARSHIPS AND FINANCIAL AID

It is the aim of the St. Croix Lutheran High School Association that no student should be denied the opportunity to attend St. Croix because of a lack of financial resources. St. Croix has a tuition assistance program to help those who cannot meet the costs of tuition on their own. Those who request such assistance are asked to complete an application with FAIR, an independent financial aid company. FAIR determines financial need in coordination with the amount of funds available for assistance. FAIR forms are due by April 15.

St. Croix offers several scholarship opportunities for full time students. Each scholarship requires a separate application form to be completed and returned to the school office by April 30. Application forms are available in the school office.

SCHOLARSHIPS – COLLEGE

Although college financial aid packages originate from the college the student will attend, some financial aid “leads” may be developed even while still in high school. In addition to the Minnesota State Grants-in-Aid Program and the Basic Educational Opportunities Grant (Pell Grant) program of the federal government, other sources of funds also are available so that no student need miss a college

education due to lack of funds. See the Guidance Office for more information.

SCHOOL DAY

Under normal circumstances, the school doors will not be open until 6:45 a.m. on a regular school day. Students should not plan to arrive on campus prior to that time. The first class period begins at 8:05 a.m. Getting ready for the new school day is the purpose of the time before the first class. In keeping with this purpose, students should realize that time is a precious gift of God. Students who arrive at school early may spend this time in constructive preparation for the day.

The school day ends at 2:58 p.m. All students who do not have a valid reason for remaining after this time are asked to be out of the building as soon as possible. Students who must wait for rides are asked to wait in the commons area or outside the building.

The faculty is responsible for making the entire school day a learning experience for all students, whether the school time is scheduled for a class, lunch, or study hall. Student-operated and/or student-selected sounds coming from radios, tape players, CD players, or TV sets do not lend themselves to the directed learning experience. Hence, such equipment will remain unused in students' lockers during the course of the day, including after-school and Saturday detention periods. Students who are waiting for rides after school may listen to radios, etc., provided they use headsets.

SCHOOL LETTERS

ACADEMIC LETTERING

1. Grade Point Average Requirements

Freshmen: Not eligible because of only one semester of grades to review.

Sophomores: Three semesters of grades to review – GPA of 3.80

Juniors: Five semesters of grades to review – GPA of 3.65

Seniors: Seven semesters of grades to review – GPA of 3.50

2. Student must maintain academic and disciplinary eligibility throughout the entire school year.
3. Letters are awarded in May of each year at the Academic Awards program.

CO-CURRICULAR LETTERING

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

SCHOOL LETTER JACKETS

Information for ordering a letter jacket is available in the school office. **Letter jackets are also available at Cunningham's Sports of South St. Paul.**

SCHOOL OFFICE

The office of St. Croix is a work place. The staff's time is limited. If a student has legitimate business in the office, he/she is welcome to come and take care of it. However, students should NOT come only to accompany a friend who has legitimate business in the office. Additionally, the school office may not be used as a short cut to the music room at any time of the day. Office phones are not available for student use. There is a pay phone available in the commons for student use. In the event of an emergency, a member of the staff will phone parents on behalf of a student.

Payment of fees and tuition is to be made only to the school office staff. Do not give these monies to an instructor or class advisor. Class treasurers will also be instructed regarding depositing class monies into class accounts through the school office.

SERVICE LEARNING

When we turn to God's Word, we find in the lessons and parables of Jesus the examples of humble service we can provide to those around us in our church, school, and community. These are the acts we do out of love and thanksgiving to our God who so richly bestows on us his love. We call this *thanksgiving!*

Students are not required to have service hours, but we would like to encourage service hours by providing a place on school transcripts that list service credit time. Volunteer service projects are services done voluntarily outside the home and not for financial gain.

In order to encourage service, St. Croix will record Service Learning Hours on the student's high school transcript. Guidelines for approved service projects are available from the Guidance Office.

REPORTING SERVICE LEARNING HOURS

1. Select a service project and check with your advisor.
2. Obtain a copy of the "Service Project Form" from the Guidance Office.
3. Complete the form, including obtaining the signature of your service project supervisor.
4. Return the form to your advisor, who will sign it and submit it to the Guidance Office.

SOCIAL ACTIVITIES

HOMECOMING

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

SNOW FEST

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

SPRING FORMAL

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

OTHER ACTIVITIES

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

STUDENT ATHLETICS & ACTIVITIES

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

CONFERENCE

St. Croix Lutheran High School is a member of the Tri-Metro Athletic Conference, which includes private and parochial schools in the area. The school is also a member of the Minnesota State High School League and participates in a variety of interscholastic activities. Tri-Metro Conference sports presently are on a freshman, junior-varsity and varsity level for both boys and girls.

PARTICIPATION

Participation in interscholastic athletics is a privilege for which every eligible student may compete. It is also a responsibility, because the student is a member of a team that represents the school both on and off the playing field. The coaches have the right to cut or add members to any team, to promote or demote any team

members at any time. The coaches alone have the responsibility for choosing the participants in every athletic contest. Eligibility guidelines follow in the appendix and are in addition to those established by the Minnesota State High School League. Students must also have on record a completed MSHSL eligibility form each year.

ATHLETIC PHYSICALS

In keeping with the guidelines established by the Minnesota State High School League, St. Croix has established the following policy: All students participating in any sport (including cheerleading and dance team) are required to have a current physical exam on file in the school office before the school year, or practice for such sport, begins. Physicals are current for 3 years. **Students may neither practice nor participate in interscholastic sports until a current physical form is on file in the school office.**

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

BOY'S SPORTS

St. Croix boys compete interscholastically in football, soccer, cross-country, basketball, wrestling, hockey, baseball, golf, and track. Other sports may be added as facilities and staff members are added. Football, cross-country and soccer practices begin before the start of the school year.

GIRL'S SPORTS

St. Croix girls compete interscholastically in volleyball, soccer, cross-country, basketball, hockey, swimming, golf, cheerleading, dance team, softball, tennis, and track. Other sports may be added as facilities and staff members are added. Volleyball, soccer, cheerleading and dance team practices begin before the start of the school year.

SPEECH

Open to students in all grades, Speech Team develops organizational and oral presentation skills. The season runs from January to April, during which time students prepare speeches in a variety of categories and participate in interscholastic meets. The team also takes part in the Minnesota State High School League competition.

ONE ACT PLAY

One Act Play is an MSHSL activity open to interested students from any class level. Participants perform a short play in 35 minutes or less, preparing and taking down the set in 10 minutes. The participants compete against other schools within their subsection for the chance to advance to sectional and state competition.

STUDENT MANAGERS

Team coaches select athletic managers each season. Student manager duties include taking care of equipment, keeping statistics, and assisting the coaches. Students interested in becoming managers should apply to the coach of the respective sport.

CHAPEL PLAYERS

Chapel piano or organ players serve on a volunteer basis. Students interested in musically accompanying our daily chapel worship should speak to Mr. Weihing.

AUDIO-VISUAL TECHNICIANS

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

CROIXALIERS

The Croixaliers are a select singing group chosen by audition and sponsored by the Music Department. Auditions are generally held in the spring. See the music director for more information.

DRAMA

Students with an interest in drama may participate in a children's theater production in the fall and a full-length play or musical in the spring. St. Croix participates in the Minnesota State High School League drama competition in January with a one-act play.

NATIONAL HONOR SOCIETY

St. Croix sponsors a chapter of the National Honor Society. All students in grades 10 through 12 who have been enrolled for at least one semester and who have a cumulative GPA of at least 3.25 are eligible to become NHS candidates. St. Croix faculty members make further selections based on the NHS standards of leadership, service, and character.

PEER LEADERSHIP AND RIGHT TRIANGLE

The Right Triangle is a group of students who wish to serve others as peer educators (sharing information with grade school students) and/or peer listeners (giving help and support to fellow high school students). Many of these students participate in a training workshop to develop listening skills and to gain insight and information on issues affecting teens and pre-teens, such as alcohol/drug abuse, unplanned pregnancy, bullying, self-mutilation, abuse, eating disorders, social pressure, etc. The Right Triangle Theater group creates and develops skits dealing with these issues and situations that students may encounter, and then demonstrates the God-pleasing choices that can be made in such situations. The Right Triangle Theater performs these skits for our Association grade school

students (grades 5-8) and offers encouragement to students facing peer pressure or other issues through reminders of the support system all Christians have, the ‘right triangle’ formed by Jesus, caring friends/peers, and caring adults/parents.

In the 2008-2009 school year the Peer Leadership training program is expanding to include the use of students in a more hands-on mentoring role. Students who go through leadership training will be available as resource persons for other students, since many young people turn to fellow teens for help and support.

STUDENT COUNCIL

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

MATH

Students with a special interest in math participate in the Martin Luther College (MLC) “Meet Math” and other competitions at varying degrees of difficulty, from Algebra I to Advanced Math topics, including the Minnesota State High School League competition.

STUDY HALLS

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

TELEPHONES/CELL PHONES

Students with permission may use the pay telephone during the school day. Cell phones can be used before and after school and in the commons during lunch. Cell phone use is restricted during the rest of the school day. Use of cell phones outside of the times above will result in a detention.

Parents wishing to contact students during the school day should do so through the school office. Students will be asked to come to the office at lunch for any messages received before 9:00 am. Messages received after this time will be announced at the end of the school day. Students will not be allowed to receive or respond to messages, phone calls or other cell phone communications.

TESTING PROGRAM

During the four years of high school, various local and national tests are given to determine abilities, achievements, and interests of the students. The results of these tests help advisors and teachers to guide each student in selecting appropriate

courses of study and career or college options. These test results also aid faculty and administration in determining the success of instruction and areas that need improvement.

SAT/ACT/PSAT

Standardized tests have become important to college admissions personnel in helping them to determine a student's acceptability for attending college. The Preliminary Scholastic Aptitude Test (PSAT) and the American College Test (ACT) are the two widely used by colleges for this purpose. The SAT is the one in general use by the Eastern schools and by those in the far West, while the ACT finds its greatest use in and is preferred by Midwestern schools. Many independent scholarship and financial aid agencies, as well as special educational programs, require the SAT. Those St. Croix students who are considering college or any other post-secondary educational program are well advised to take either just the ACT or both the ACT and SAT. We recommend that this be done in the spring of the junior year or in the fall of the senior year. For a fee, tests may be retaken if desired. See the testing director for more information on these tests.

TRANSCRIPTS

A registration fee is paid at the beginning of each school year. Part of that payment is used to assemble all of the student's school records. Another part is used to issue transcripts to colleges or places of employment. A written request by a parent (or student, if of legal age) is required before any transcript will be sent. Request forms are available in the guidance office. Transcripts sent out prior to graduation are free of charge to students. There is also no charge for the first transcript issued following graduation. Subsequent transcripts will be sent for a fee. Transcripts are issued ONLY through the guidance office. No transcripts or records will be sent for any student whose accounts are not paid in full or who have other outstanding commitments such as missing textbooks.

TRANSPORTATION

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

Public transportation options are also available, bringing many students to and from school each day. Presently busses from District 197 as well as Bloomington and Stillwater churches transport students. For more specifics on these buses, parents are advised to check with the schools providing the transportation. St.

Croix operates no buses, nor contracts for any transportation of its students to and from school.

Further information on transportation can be obtained by calling the office. Families who wish to carpool may contact the school office for a listing of other St. Croix students in their school district.

TRIPS AND TOURS

All trips and tours are planned by and are under the direction of a faculty advisor. With the exception of some field trips in conjunction with classes, these trips and tours are at the expense of the students.

Since a school is often judged by the behavior of its students, Christian conduct is particularly necessary on the part of the members of a tour group. This applies to all types of trips, whether for athletic contests or field trips. Coaches and teachers reserve the right to exclude any student who does not **meet these standards**.

VISITORS

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

Students who wish to bring a visitor to school are to receive permission from the Principal at least one day in advance. Visitors are to be a 7th grader or older and be here for recruitment purposes. Visits by any one student are to be limited to two visits per school year.

WEAPONS POLICY

St. Croix Lutheran High School does not allow the possession of firearms or other weapons on our premises or while participating in school activities.

Students who possess weapons or firearms in violation of this policy are subject to disciplinary action, including detention or dismissal.

All students must immediately notify the Dean of Students or Principal of any violation of this policy.

APPENDIX

HELPS FOR STUDY

Students are expected to spend some time outside of class in preparation for each course that they take. Each student must learn to budget time wisely, giving special time and effort to difficult subjects and allowing sufficient time to complete long-term assignments by their due date. Only you can decide how many hours of honest study are needed each week for you to do your best. Here are some suggestions for good study and preparation:

1. Take notes in class. Many instructors give exact information for note taking. Others expect that students will note the important ideas that they present. Even in classes where note taking is not required, jotting down

important facts and procedures helps to reinforce what was taught.

2. Have a daily study time. Hasty preparation is no substitute for regular periods of study in addition to those that you may have at school.
3. Study in a quiet, well-lighted room. You learn best with a minimum of distraction.
4. Be sure you understand what you study. Think about the material and be sure you can express it in your own words and thoughts.
5. Outline what you study. Look for major ideas and also note the minor details. Jot down the main points as you read.
6. Plan your work for YOURSELF. Don't neglect the subjects you don't like. Your goal is to educate the whole person.
7. Review what you have learned. Look over past material. Repeat and repeat the main ideas of each section of work or you will forget it.
8. Ask for help. When the subject becomes hard for you, ask other students for assistance. (This does NOT mean copying their work.) Talk to your teacher after class or ask questions in class. Your teacher will probably know when you are having trouble, but may not know the particular help you need until you ask. Parents, older brothers or sisters, and friends can be helpful at times with schoolwork.

PREPARING FOR COLLEGE

Students attending St. Croix are expected and required to take a religion course during each semester in attendance. A student must have earned a total of 20 credits plus one-half credit in religion for each semester in attendance (total of 24 credits).

Required courses are as follows:

- ✚ **Freshmen:** Religion, English, Mathematics, Biology, Phys. Ed., Keyboarding
- ✚ **Sophomores:** Religion, English, Physical Science, U.S. History, Phys. Ed./Health
- ✚ **Juniors:** Religion, English, World History/Geography
- ✚ **Seniors:** Religion, English, Government/Economics
- ✚ Chemistry is a prerequisite to Physics; however, they may be taken concurrently.
- ✚ All students are also required to take an additional math elective at some time during their sophomore through senior year. Geometry is a prerequisite to Algebra II with the exception of students wishing to take 5 years of math at St. Croix, in which case they may be taken concurrently.

The remaining credits may be chosen from elective subjects offered. A listing of

these is available from the registrar. Elective courses may not be offered in a given year if enrollment does not warrant it.

Any student registered at St. Croix may not take subjects offered at St. Croix in advance of the class at any other school. Since it is assumed that students attend St. Croix because all subjects are taught from the Christian point of view, students are expected to take courses for the first time at St. Croix.

Academic Preparation

As of June 2004, the following coursework is required for entrance into these universities:

	MN State U's	U of MN	U of W	MLC
English	4 years	4 years	4 years	4 years
Math ⁽¹⁾	3 years	3 years	3 years	3 years
Science ⁽²⁾	3 years	3 years	3 years	3 years
Social Studies	3 years ⁽³⁾	3 years	3 years ⁽⁵⁾	3 years
World Languages ⁽⁴⁾	2 years	2 years	2 years	2 year
World Culture or Fine Arts electives	1 year	1 year	(6)	(7)

- (1) Many colleges require Algebra I, Geometry, and Algebra II
- (2) Most colleges require at least one year of chemistry or physics
- (3) Must include one year of U.S. History and one year of geography
- (4) Many private colleges require 3 years of the same world language
- (5) Required at Eau Claire & Madison, strongly recommended at others
- (6) Four elective credits from a variety of areas
- (7) For pastoral ministry, emphasize world languages; for teaching ministry, include music.

This information is presented as an example of current trends in college admission requirements. You can obtain more college information from the guidance office or in the library.

College Selection

In choosing a college, consider the following points:

- ✚ Religious affiliation
- ✚ Programs offered
- ✚ Size of student body
- ✚ Size of individual classes

- ✚ Location of school
- ✚ Type of students (men, women, both)
- ✚ Living arrangements
- ✚ Social groups
- ✚ Admission requirements
- ✚ Total cost and special expenses
- ✚ Scholarships, loans, financial help available
- ✚ Student activities, on and off campus

College Applications

Students may ask for assistance from the guidance office and the registrar in filling out college applications for admission and obtaining transcripts and transcript information. If recommendations or letters of reference are required, students may ask their advisor, guidance department personnel, any instructor, or the principal to write such an evaluation. Consideration for the schedules of these individuals will lead students to ask for such assistance well in advance of the deadline for their registration. Students should also furnish envelopes, addresses, and postage for their applications.

College Preparation During High School Years

Realize the importance of your high school record. Too many students wake up in the last semester of their senior year and despair over the fact that their records could have been better.

- ✚ Read, ask, and learn about occupations and colleges.
- ✚ Plan your high school program carefully.
- ✚ Follow good study and reading habits.
- ✚ Develop your interests.
- ✚ Visit and investigate colleges
- ✚ Take all necessary tests.
- ✚ Keep in close touch with the guidance office.
- ✚ Look for service opportunities and document them for the guidance office.

ELIGIBILITY GUIDELINES

Co-curricular activities are an important factor in the development of the total person. Co-curriculars are any activities offered by St. Croix in which a student has an option to involve him/herself. If a student chooses to participate in anything co-curricular, it should be understood that certain responsibilities are attached to this participation. Maintaining eligibility is one of these responsibilities. Eligibility is determined according to the guidelines below.

1. A student's eligibility is determined according to academic performance indicated on the grade reports issued every six weeks and according to the student's ongoing display of acceptable Christian conduct.
2. To maintain eligibility, a student must maintain a minimum GPA (averaged just from this grade report) of 1.67 (C-) and consistently display acceptable

Christian conduct. The GPA can be inclusive of one failing grade, while two or more failing grades result in automatic ineligibility. An instructor may appeal for revocation of eligibility at any time.

3. If a GPA of 1.67 is not maintained, or more than one failing grade appears on a student's report card, this report card will receive a notation of "Ineligible."
4. Ineligibility is in effect for the six-week marking period immediately following the declaration of ineligibility.
5. Ineligibility includes the revocation of library privileges for leisure purposes.
6. Ineligibility carries forward from the last six-week marking period in the spring to the first six-week marking period of the following fall.

Student Appeal Procedure

1. At any time, after two weeks of ineligibility, a student may make an appeal for restoration of eligibility.
2. This appeal is to be STUDENT INITIATED and can be made only ONCE during a six-week marking period.
3. A student seeking restoration of eligibility first fills out an "Application for Appeal of Ineligibility," available from the Activities Director.
4. After the Application is completed, the Activities Director gives the student an "Appeal Card."
5. The STUDENT presents this Appeal Card to each of his/her instructors and obtains from EACH INSTRUCTOR an indication of current progress and the instructor's signature. Study halls are considered classes in this context and thus the signatures of study hall supervisors are necessary on the Appeal Card.
6. The STUDENT returns the Appeal card to the Activities Director. If all signing instructors indicate that the student's performance is now satisfactory, the student would automatically have his/her eligibility restored. If a student's performance has continued to be unsatisfactory according to any one instructor, eligibility would be judged by an APPEALS BOARD consisting of the Activities Director, the Dean of Students and the student's class advisor. The decision of the board is final.

PARENTAL NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

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

1. ***Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;***
2. ***Recommendations for maintenance and sanitation to help eliminate***

pests without the need for pest control materials;

- 3. Utilization of *non-chemical measures* such as traps, caulking and screening; and**
- 4. Application of EPA-registered pest control materials when needed.**

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

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

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

BELL SCHEDULES

(A) – 48 MINUTE CLASSES

Warning Bell	8:00	
First Hour	8:05 – 8:53	
Second Hour	8:57 – 9:45	(4 min. passing)
Chapel	9:49 – 10:09	(4 min. passing)
Third Hour	10:13 – 11:03	
Fourth Hour A	11:07 – 11:55	
Late Lunch (4 th hr A group)	11:55 – 12:21	(5 min. passing)

Early Lunch (4 th hr B group)	11:03 – 11:28	(5 min. passing)
Fourth Hour	11:33 – 12:21	(5 min. passing)
Fifth Hour	12:26 – 1:14	
Sixth Hour	1:18 – 2:06	
Seventh Hour	2:10 – 2:58	

(B) – 44 MINUTE CLASSES

Warning Bell	8:00	
First Hour	8:05 – 8:49	
Second Hour	8:53 – 9:37	
Homeroom	9:37 – 9:39	(announcements)
Chapel	9:43 – 10:07	(4 min. passing)
Chapel	10:11-10:31	(4 min. passing)
Third Hour	10:35 – 11:19	
Fourth Hour A	11:23 – 12:07	
Late Lunch (4 th hr A group)	12:07 – 12:33	(5 min. passing)

Early Lunch (4 th hr B group)	11:19 – 11:44	(5 min. passing)
Fourth Hour B	11:49 – 12:33	(5 min. passing)
Fifth Hour	12:38 – 1:22	
Sixth Hour	1:26 – 2:10	
Seventh Hour	2:14 – 2:58	

(C) – 45 MINUTE CLASSES

Warning Bell	8:00	
First Hour	8:05 – 8:50	
Second Hour	8:54 – 9:39	(4 min. passing)
Chapel	9:43 – 10:03	(4 min. passing)
Third Hour	10:07 – 10:54	
Fourth Hour A	10:58 – 11:43	
Late Lunch (4 th hr A group)	11:43 – 12:09	(5 min. passing)

Early Lunch (4 th hr B group)	10:54 – 11:19	(5 min. passing)
Fourth Hour B	11:24 – 12:09	(5 min. passing)
Fifth Hour	12:14 – 12:59	

Sixth Hour	1:03 – 1:48
Seventh Hour	1:52 – 2:37
Class Mtg/Pepfest	2:37 – 2:58

(D) – 41 MINUTE CLASSES

Warning Bell	8:00	
First Hour	8:05 – 8:46	
Second Hour	8:50 – 9:31	
Announcements	9:31 – 9:33	
Chapel	9:35 – 9:55	(4 min. passing)
Third Hour	9:59 – 10:42	
Fifth or Eighth Set	10:46 – 11:27	<i>MS lunch at 11:00</i>
Fourth Hour A	11:31 – 12:12	
Late Lunch (4 th hr A group)	12:12 – 12:38	(5 min. passing)

Early Lunch (4 th hr B group)	11:27 – 11:52	(5 min. passing)
Fourth Hour B	11:57 – 12:38	(5 min. passing)
Sixth Hour	12:43 – 1:24	
Seventh Hour	1:28 – 2:09	
Activity or Lyceum	2:09 – 2:58	

(E) – 46 MINUTE CLASSES

Warning Bell	8:00	
First Hour	8:05-8:51	
Second Hour	8:55-9:41	
Announcements	9:41-9:43	
Chapel	9:45-10:19	(4 min. passing)
Third Hour	10:23-11:11	
Fourth or Eighth Hour A	11:15-12:01	
Late lunch	12:01-12:27	(5 min. passing)

Early lunch	11:11-11:36	
Fourth or Eighth Hour B	11:41-12:27	(5 min. passing)
Fifth Hour	12:32-1:18	
Sixth Hour	1:22-2:08	
Seventh Hour	2:12-2:58	