



# Student & Parent Handbook

*Saint Paul Conservatory*  
FOR PERFORMING ARTISTS

Version 24-25-01

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Appendix A: Behavior and Response Matrix  
Appendix B: High School Graduation Requirements

# Saint Paul Conservatory

FOR PERFORMING ARTISTS

## VISION-MISSION-VALUES

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### VISION

PREMIER ACADEMIC AND ARTISTIC EDUCATION FOR ALL HIGH SCHOOL STUDENTS

### MISSION

To provide the highest caliber academic and artistic education for aspiring pre-professional artists to fully prepare them for college and conservatory.

### VALUES



**We are a community of artists and scholars.**



**We explore who we are and why we're here.**



**We take risks and use failure to grow.**



**We use our bodies, minds, hearts, and**



**We hold each other up.**

# Student Rights

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Saint Paul Conservatory for Performing Artists shall provide an environment in which students may exercise the rights and privileges of the society in which they live, with their proportional amount of responsibility. Students have the right to express ideas freely, verbally or in writing, within their school program. Responsible criticism and reasonable dissent are basic to the educational process. However, false statements, disruptive activities, threats, the use of obscenities, profanity or ridicule, and advocating violation of the law or school rules and regulations are unacceptable means of expression.

Students have the right to be safe and free from threatening situations while at school and when attending school events.

## **Nondiscrimination Statement**

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The Saint Paul Conservatory for Performing Artists, an Equal Opportunity Educational Provider and Employer, does not discriminate on the basis of race, color, creed, gender, religion, national origin, sex, marital status, parental status, military status, status with regard to public assistance, disability, sexual orientation, age, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions.

The following individual, as designated by the Board of Directors, is the school's Human Rights Officer and Title IX Coordinator responsible for responding to complaints of discrimination:

## **SPCPA's Human Rights Officer and Title IX Coordinator**

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Alissa Abelson  
Dean of Students  
16 W 5<sup>th</sup> Street  
St. Paul, MN 55102  
651-290-2225 (Phone)  
[abelsona@spcpa.org](mailto:abelsona@spcpa.org)

SPCPA's policies regarding harassment and discrimination are available on SPCPA's website at: <https://www.spcpa.org/about/policies/>

# Saint Paul Conservatory for Performing Artists Information

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Saint Paul Conservatory for Performing Artists (SPCPA) (#4112)

16 W 5<sup>th</sup> Street

St. Paul, MN 55102

651-290-2225 (Phone)\*

651-290-9000 (Fax)

info@spcpa.org\*\*

www.spcpa.org

\* Staff can be reached using the directory options at this number.

*Please note, directory options are only available for arts departments, not individual arts teachers.*

\*\* This email is monitored daily; emails are forwarded to the appropriate person/people

SPCPA Building Hours: 7:30 AM – 4:00 PM

## Authorizer: University of St. Thomas

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Terry Moffat

Charter School Authorizing Program Manager

1000 LaSalle Avenue

Minneapolis, MN 55403

651-962-4372

[tmoffat@stthomas.edu](mailto:tmoffat@stthomas.edu)

<https://www.stthomas.edu/education/ourimpact/communitypartnerships/charterschools/>

## Board of Directors

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Michael Robins, President

board@spcpa.org

www.spcpa.org/about/spcpa-board/

*The Saint Paul Conservatory for Performing Artists reserves the right to modify this handbook as needed.*

*The version number can be found on the front page of this handbook.*

*Updates to the handbook will be sent to students and families if changes are made.*

*The updated version will also be posted to the school's website.*

## Important Dates 2024-2025

August 15, 2024	Back-to-School Night 3-8 PM
August 19, 2024	First Day of School - New Students Only
August 20, 2024	First Day of School
September 2, 2024	No School - Labor Day
September 03, 2024	Schedule & Track Change Request Deadline 4:00 PM
October 9, 2024	PSAT/NMSQT 9,10, and 11
October 14-18, 2024	Fall Break No School – Education MN
October 24, 2024	Picture Day
November 7, 2024	Fall Parent-Teacher Conferences 4-8 PM
November 12, 2024	Fall Parent-Teacher Conferences 4-8 PM
November 26 2024	Picture Retake 1-3 PM
November 27-29, 2024	No School - Thanksgiving Break
December 20, 2024	End of Semester 1 - Early Dismissal (12:05 PM)
December 20-January 3,2025	No School - Winter Break
January 6, 2025	First Day of J-Term
January 20, 2025	No School – Martin Luther King Day
January 23, 2025	End of J-Term
January 24-26, 2025	J-Term Performances
January 27, 2025	No School - J-Term Recovery Day
January 28, 2025	Start of Semester 2
February 10, 2025	Schedule & Track Change Request Deadline 4:00 PM
February 17, 2025	No School - Presidents’ Day
March 25, 2025	ACT Grade 11
March 31-April 4, 2025	No School - Spring Break
April 14, 2025	Spring Parent-Teacher Conferences 4-8 PM
May 23, 2025	Last Day of School – Seniors Only
May 26, 2025	No School - Memorial Day
May 27, 2025	Graduation 7 PM
May 29, 2025	Last Day of School, Finale, Early Dismissal (12:05 PM)
May 30, 2025	Teacher Workshop
June 2 & 3, 2024	Teacher Workshop

*The school calendar is adopted annually by the school board.*

***This calendar is subject to change due to unforeseen events.***

*A copy of the school calendar can be found on the school’s website [www.spcpa.org](http://www.spcpa.org).*

*SPCPA events are also listed on the website.*

## Contact Information

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**Callie Jacobs**

*Superintendent*

Contact for Schoolwide Questions & Feedback  
jacobsc@spcpa.org

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**Brian Goranson**

*Principal*

Contact for Arts and Academic Programs and  
General (Day-to-Day) School Operations  
goransonb@spcpa.org

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**Monica Lonergan**

*Director of Special Education*

Contact for Students with Disabilities  
lonerganm@spcpa.org

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**Alissa Abelson**

*Dean of Students & 504 Coordinator*

Contact for Attendance, Student Behavior, &  
504 Plans and Implementation  
abelsona@spcpa.org

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**Emily Johnson**

*Academic and Post-Secondary Advisor*

Contact for Student Advising  
johnsone@spcpa.org

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## Daily Schedule

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1 <sup>st</sup>	8:00 – 9:20
2 <sup>nd</sup>	9:25 – 10:45
3 <sup>rd</sup>	10:50 – 12:10
Lunch	12:10 - 12:40
4 <sup>th</sup>	12:45 – 2:05
5 <sup>th</sup>	2:10 – 3:30

## Early Dismissal Schedule (12:05 PM)

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1 <sup>st</sup>	8:00 – 8:45
2 <sup>nd</sup>	8:50 – 9:35
3 <sup>rd</sup>	9:40 – 10:25
4 <sup>th</sup>	10:30 – 11:15
5 <sup>th</sup>	11:20 – 12:05

## Attendance

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Daily attendance is critical to academic and artistic engagement, development, and achievement. Frequent absences limit an individual student's performance and may also have an impact on the learning of others. School staff, students, families, and the community share responsibility for student attendance. To ensure student safety and accountability, families have the responsibility for notifying the school about their students' attendance.

## ATTENDANCE REPORTING

**Parents/guardians may report attendance  
two ways:**

1. Call 651-222-3200
2. Request an absence through  
Infinite Campus account.

**A PARENT/GUARDIAN must report all  
absences regardless of a student's age.**

<p><b>SPCPA's ATTENDANCE HOTLINE 651-222-3200 BY 9:00 AM the day of the absence</b></p>
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Absences not called into the attendance hotline within two (2) school days of the absence or requested through Infinite Campus will be marked unexcused.

## Classroom Attendance

Attendance is taken in the **first ten (10) minutes** of each period and double checked in the **last ten (10) minutes** of each period. Students who leave class without a pass before the end of class will be marked absent. Please use your Infinite Campus account to check your student's attendance.

## Reporting Absences

Please include the following information when reporting an absence:

- Name and relationship to student
- Name of student and grade level
- Day (Monday-Friday) and date(s) of absence
- Reason for absence
- Phone number for verification of absence

## Arriving Late to School

Students arriving late to school must report to the nearest administrative support desk (Wilkins, Lowry main office, 255, or 3<sup>rd</sup> floor), whichever is closer, to obtain a pass to class.

## Arriving Late to Class

Students who arrive tardy to class must report to the nearest administrative support desk (Wilkins, Lowry main office, 255, or 3<sup>rd</sup> floor), whichever is closer, to obtain a pass to class.

## Leaving School with Permission

Students needing to leave at any time during the school day must have a parent(s)/guardian(s) call the attendance hotline or submit a signed note to the main office at Lowry or an administrative support desk (Wilkins or Lowry 255 or 3<sup>rd</sup> floor) to receive a pass to present to their teachers when leaving from classes. Students must obtain pre-approval before leaving or missing class(es). Students cannot leave classes without a pass. When leaving class, students must sign out at the main office at Lowry or Wilkins. Students failing to sign out at the main office at Lowry or at Wilkins, even if leaving by parent request will be marked unexcused, even if parent(s)/guardian(s) call after the fact.

## Early Release

Under some circumstances, certain students may qualify for routine early release/dismissal from 5<sup>th</sup> period for no more than thirty (30) minutes. Students must obtain prior approval from school administration and complete all necessary documentation.

Please contact SPCPA's Dean of Students to begin the paperwork required for an approved early release. Students with an Early Release contract must leave the campus.

## Predicted Extended Absences (PEA)

Students will be asked to sign a contract with SPCPA outlining the responsibilities and requirements necessary to receive credit for absences of three days or more (e.g. vacation, medical). These absences must be approved by an administrator. Students must meet with the Dean of Students to complete a contract at least one (1) week prior to all predicted absences. **Absences due to vacation will be counted according to the Ten-Absence Rule.** Failure to complete the conditions of a contract may result in loss of credit.

*Contact the Dean of Students to begin the paperwork required for predicted absences.*

## Predicted Extended Arts Absence (PEAA)

Students involved in an arts experience resulting in repeated absences must meet eligibility requirements before their participation and subsequent absences will be approved by an administrator. Approved students will be required to sign a contract with SPCPA outlining the responsibilities and requirements necessary to receive credit. Students must meet with the Dean of Students to complete a contract at least one (1) week prior to all predicted arts absences for verification purposes. Failure to complete the conditions of a contract may result in the loss of credit. Approval will not be granted to students earning less than 80% in coursework or deficient in credits required to maintain adequate progress toward meeting graduation requirements.

*Contact the Dean of Students to begin the paperwork required for predicted arts absences.*



## **Bus Cards**

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All SPCPA students may purchase a Go-To Pass that will cover all transportation associated with 24/7 service on the Metro Transit (bus and light rail). This card will be available for a fee, per semester (payable either by semester or school year), announced in early August. Replacements for lost or stolen cards will continue to be available for a \$20 fee.

Students who choose not to purchase the 24/7 bus pass may request the Youth Ride bus pass free of charge. Each Youth Ride bus pass is valid for two (2) weeks or ten (10) rides, for the 2021-2022 school year. This pass covers costs associated with transportation via Metro Transit, not including Express bus routes, to and from the school within the city boundary of St. Paul. This choice works best for students who reside in St. Paul or have additional transportation beyond the city's borders. Students will need to turn in their expired bus pass, used according to the guidelines specified above, to the main office to receive a new Youth Ride bus pass. Students using the bus pass more than allowed, based on attendance, will not receive a new bus pass until the correct expiration has been achieved. Lost or damaged bus passes will not be replaced until after the expiration date.

While SPCPA makes bus passes available to students, Metro Transit is a public service. **Concerns regarding safety and security should be directed to Metro Transit at 612-349-7200.**

## **SPCPA Technology**

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SPCPA recognizes the educational value of instructional technology and provides monitored access to technology and network resources. Inappropriate use of school technology resources is not permitted and may result in consequences as described in the Internet Acceptable Use and Safety policy and the Student Discipline policy. Outside of scheduled classroom time, technology may be available to students during Guided Study Hall.

## **College Admissions Requirements**

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Each college, university, and conservatory has established standards for admissions. Many post-secondary schools begin accepting applications early in a student's senior year. SPCPA's Academic and Post-Secondary Advisor will provide students and parent(s)/guardians(s) with information pertaining to the application process for college, university, and conservatory.

## **Credit Recovery**

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**SPCPA does not provide summer school.** Students in need of summer school will receive a Credit Recovery Option letter following each semester with further details on accepted course and credit options.

SPCPA students have the following options for credit recovery:

- Take after school credit recovery classes through St. Paul Public Schools.
- Take summer school course through St. Paul Public School.
- Take summer school course through the student's home district.
- Take an online summer school course.
- Any coursework taken outside the student's home district or from online schools must be pre-approved by administration.

Things to remember about summer credit recovery options:

- There is a limit on the number of credits which can be earned during summer school.
- SPCPA is on semesters. Some school districts are on quarters. Two (2) quarters equal one semester.
- Some school districts are on trimesters. A student will need to take two (2) trimesters to earn enough credit for one semester. Three (3) trimesters equal one year.
- At SPCPA, a quarter is 0.250 credits, a trimester is 0.333 credits, a semester is .5000 credits, and a year is 1.000 credits.
- Students completing academic course(s) through an organization other than SPCPA must have approval by school administration prior to enrollment.

## **Deliveries**

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If it is necessary for a parent or guardian to drop off food or other materials for a student, please bring it to the Lowry main office (16 W 5<sup>th</sup> Street), labeled for your student.

**Deliveries not made by a parent guardian addressed to a student, such as food, flowers, packages, etc. will be turned away.**

## **Educational Benefits Applications**

Families are encouraged to apply for educational benefits, which can be applied to bus cards, field trips, optional assessments (ACT and AP exams) and additional school supplies. Applications for Educational Benefits are available in the main office at Lowry. You may also have an application sent to you by mail or email by contacting 651-290-2225.

Eligibility for families on the program last school year will remain in effect for the first 30 days of school. Families not submitting a new application within the first 30 days of the school year will lose eligibility.

## **Equal Access to School Facilities**

SPCPA created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. SPCPA will not discriminate against or deny equal access, or a fair opportunity based on religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary, and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school.

## **Fees and Fines**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to students. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Please contact the main office if your student needs assistance with school supplies. Students may be required to pay certain other fees or deposits including but not limited to:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student
- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges, a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.

- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Security deposits for the return of materials, supplies, or equipment
- Field trips considered supplementary to the school's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Transportation of students to and from optional activities, field trips, additional programming or post-secondary instruction conducted at locations other than school.
- Registration for the ACT and AP exams
- Students will be charged for textbooks, workbooks, calculators, and library books that are lost or destroyed. The student will also be charged for damages to equipment or materials.

SPCPA may waive a required fee or deposit if the student and parent(s)/guardian(s) qualify for educational benefits.

## **Field Trips**

Field trips may be offered to supplement student learning. Field trips are optional and students who participate may be charged a fee. Accommodations may be made, if a curricular requirement, for students who qualify for educational benefits.

## **Food and Drink**

With teacher permission, water, coffee, and juice, in a container with a closed lid or sealed top (e.g. thermos, screw top bottle, and spill resistant coffee cup) are permitted. No cans, fast food, or coffee shop disposable drink containers are allowed. Students must place beverages on a designated area within the classroom. If students do not follow food and beverage rules, they may not be allowed to bring food and beverages into the classroom. School staff is not responsible for food and beverage left behind in classrooms. Administration reserves the right to restrict beverages to water only in classrooms. Students are not allowed to bring any drinks into any studio, theater, or computer lab. Due to SPCPA's classrooms being in a building shared with others and health considerations, food may be eaten only in designated areas (e.g. cafeteria at Lowry and Wilkins and local food establishments).

## **Fundraising**

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All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the administration. Conducting non-approved fundraising activities on campus is a violation of school district policy. Solicitations of students or employees by students for non-school related activities are not allowed during the school day.

## **Gifts to Employees**

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Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value (\$5 or less). Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude, if they so desire.

## **Graduation Ceremony**

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Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation may participate in graduation exercises unless participation is denied for inappropriate conduct or credit deficiency more than 1.0 credit. Graduation exercises are under the control and direction of the Superintendent.

## **Graduation Requirements**

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Students must meet all graduation requirements as established by the state and SPCPA's Board of Directors, to graduate from Saint Paul Conservatory for Performing Artists. Minnesota students are required to complete three kinds of requirements by the time they graduate. Students must:

Satisfactorily complete the state course credit requirements under:

Minnesota Statute §120B.024.

Satisfactorily complete all state academic standards or local academic standards where state standards do not apply. Successfully complete at least 13.5 academic credits, 20 arts credits, and comply with the following high school level course requirements for their class, outlined in Appendix B.

All students can monitor progress toward post-secondary readiness using the results from our PSAT 9, PSAT/NMSQT in grades 10 and 11, and ACT. All students are encouraged to participate in these assessments.

## **Lost and Found**

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Articles found in and around the school are turned into the main offices at Lowry and Wilkins. Identification is required for the return of property. Found textbooks will be returned to the administrative support desk on the 3<sup>rd</sup> floor at Lowry. Unclaimed items in the lost and found will be donated to charity on a regular basis.

## **Open Lunch**

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Students are encouraged to bring a lunch to school. Though it is tempting to visit the various food establishments available in the downtown area, thirty minutes does not allow much time for travel to and from, ordering, paying, and eating food. Students with significant tardies to class risk losing credit. Please see the procedures for the Ten Absence Rule.

Students leaving campus for lunch are expected to conduct themselves according to all school policies and guidelines while off campus during school hours. Students who want to eat on campus may eat in the designated areas in the Lowry.

## **Payment Methods**

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For those items that come up during the school year that require payment (bus cards, field trips, testing fees, Finale, etc.) SPCPA accepts cash (exact amount) and credit card. (Visa, Mastercard, and Discover) The specifics on acceptable payments will be stated on the form for each item/event. A \$2.50 processing fee is added to all credit card payments.

## **Personal Property**

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The school is not responsible for students' personal property. It is highly recommended that students do not bring valuable items to school. School personnel are unable to track down missing items.

## **Picture Day**

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Picture Day is during the school day. Students will have their photo taken during their arts classes with more details and instructions after the school year begins.

## **Promotion and Retention**

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All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when staff determines that it is in the best interest of the student. The Superintendent's decision is final.

## **Schedule or Track Changes**

Requests for schedule or track changes will be permitted within the first two weeks of a semester. Dropping a course after the deadline will be granted only under special circumstances and will result in the student receiving an F for the course, which will be calculated into the student's GPA.

See Important Dates page for this year's schedule and track change deadlines. Track change request forms are in the front office.

## **School Closing Procedures**

School may be canceled when the Superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. A decision will be made about closing school or school buildings as early in the day as possible. School may be delayed or closed due to inclement weather. Notification will begin at approximately 5:30 AM on Channels 4, 5, 9, 11, WCCO radio (830 AM), and on the school's website ([www.spcpa.org](http://www.spcpa.org)) and phone system.

## **School Equipment and Materials**

Each student has the right to use school equipment and materials in an appropriate manner. The school will charge an appropriate replacement fee for textbooks, supplies, etc., that are lost, damaged, or destroyed by students.

## **Student Identification**

Students must carry their school provided photo identification card. All textbooks and materials are checked out using the barcode on the student identification card. No materials can be provided without access to the student identification card. Lost cards must be replaced at a cost of \$5.00 each.

## **Video Surveillance**

SPCPA buildings and grounds are equipped with video cameras and vape detectors. Video surveillance may occur in any school building or on any school property.

## **Recording—Audio/Video—of Class**

**Students are not allowed to record or photograph any portion of a class unless it is for instructional purposes and under the supervision of an instructor.**

Instructors may not photograph or video a class unless it is for instructional purposes. Photos or videos may not be posted to social media. Not other audio or video recording by students is permitted.

Teachers may photograph, or video record a class for instructional purposes only. Photos and/or videos may not be posted electronically.

## **Visitors in SPCPA Buildings**

To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office of the Lowry Building (16 W 5<sup>th</sup> Street) to sign in upon entering the building, except for events open to the public. All visitors will be required to sign in at the attendance desk of each building and to wear a visitor's badge while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. Visitor(s) may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with SPCPA procedures or if the visit is not in the best interests of SPCPA students, employees, or the school, as determined by an administrator. Students must have permission from an administrator before bringing visitors to school.

In accordance with school policies, students enrolled in post-secondary enrollment options (PSEO) courses can remain at school locations during regular school hours. During that time, they will be provided reasonable access to a computer and other technology resources necessary to complete PSEO coursework, in accordance with school policies.

**SPCPA reserves the right to restrict and/or not permit nonessential visitors, volunteers, and activities involving external people or organizations. Any request for visitors, volunteers, and/or activities involving external people or organizations must be approved in writing by a supervising administrator.**

# Communication with Families

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## Communication Protocol(s)

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The school uses the following protocol(s) to promote direct communication so that questions, problems, and concerns can be addressed efficiently. We ask students and parent(s)/guardian(s) to follow these protocols.

### Academic & Arts Classes

#### STEP 1 – TEACHER

Students and parent(s)/guardians(s) are encouraged to express course concerns directly to the teacher. Parent(s)/guardian(s) can contact teachers via telephone or email. Teachers will make every effort to get back to you as quickly as possible. Full time teachers will respond within two (2) business days. Part-time arts teachers may take 3 – 5 school days.

#### STEP 2- PRINCIPAL

Often, most concerns will have been resolved by this point. However, if you still need to speak with someone about your situation, please contact Brian Goranson ([goransonb@spcpa.org](mailto:goransonb@spcpa.org)) regarding the academic and artistic programs and general (day-to-day) school operations.

**Brian Goranson**  
*Principal*  
Office/Extension – 276  
[goransonb@spcpa.org](mailto:goransonb@spcpa.org)

#### STEP 3 – SUPERINTENDENT

If your question or concern remains unresolved after steps 1-2, please contact the Superintendent.

**Callie Jacobs**  
*Superintendent*  
Office/Extension - 232  
[jacobsc@spcpa.org](mailto:jacobsc@spcpa.org)

### Attendance, Behavior, 504 Plans

#### STEP 1-DEAN OF STUDENTS

For all concerns regarding student attendance, behavior or a section 504 plan please contact the Dean of Students. Individual concerns regarding specific class attendance, should first be directed to the classroom teacher.

**Alissa Abelson**  
*Dean of Students & 504 Coordinator*  
Office/Extension - 106  
[abelsona@spcpa.org](mailto:abelsona@spcpa.org)

#### STEP 2- PRINCIPAL

If after speaking with the Dean of Students, your concerns are not resolved, please contact the principal.

**Brian Goranson**  
*Principal*  
Office/Extension – 276  
[goransonb@spcpa.org](mailto:goransonb@spcpa.org)

#### STEP 3 – SUPERINTENDENT

If your question or concern remains unresolved after steps 1-2, please contact the Superintendent.

**Callie Jacobs**  
*Superintendent*  
Office/Extension - 232  
[jacobsc@spcpa.org](mailto:jacobsc@spcpa.org)

## Other Contacts

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For all matters regarding students with disabilities please contact the Director of Special Education.

**Monica Lonergan**  
*Director of Special Education*  
Office/Extension - 236  
[lonerganm@spcpa.org](mailto:lonerganm@spcpa.org)

For all matters regarding post-secondary counseling, please contact the Academic and Post-Secondary Advisor.

**Emily Johnson**  
*Academic and Post-Secondary Advisor*  
Office/Extension - 226  
[johnsone@spcpa.org](mailto:johnsone@spcpa.org)

## COMPLAINTS

*Please see SPCPA Policies 103 (Complaints), 413 (Harassment and Violence), 514 (Bullying), and 522 (Student Sex Nondiscrimination) for information on making specific types of complaints. (for policies see [spcpa.org](http://spcpa.org))*

## Common Notifications

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SPCPA requests all students and parent(s)/guardian(s) set up their Infinite Campus accounts to view their student's attendance, grades, class schedule, unofficial transcript, pay for field trips, Finale, etc. If you are having trouble with your Infinite Campus account, please contact [info@spcpa.org](mailto:info@spcpa.org) and someone will assist you.

## **Data Privacy**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parent(s)/guardian(s) and the student who is 18 or older or who is enrolled in an institution of postsecondary education access to the student's record.

Due to state and federal laws around data privacy, it is not possible for school personnel to share information about a student with anyone other than the parent, guardian, or those who have legal rights to access information, except as required by law. This includes information about the consequences for specific students, even in situations where another student was also involved. Please see SPCPA Policy 515 (spcpa.org) (Protection and Privacy of Pupil Records) for more information.

## **Eighteen-Year-Old Students**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in SPCPA policy. Except as required by law, SPCPA students may not act as their own guardian even if they are 18 years old.

## **Family Messages to Students**

**Please do not contact your child during any class period. Text messages and phone calls during class are distracting and impact the learning experience of all students. Emergency messages may be delivered to students by calling the main office (651-290-2225). Students will not be called out of class to receive phone messages except in the event of an emergency. Office telephones are not for students' personal use.**

## **Infinite Campus**

Each teacher uses Infinite Campus to post grade information for each class. Curricular information relating to the class is posted on a regular basis. This will include, but is not limited to syllabus, calendar, homework assignments, important announcements, and study guides. These can be accessed through the Google Classroom.

## **Teacher Conferences**

Conferences are usually held approximately mid-semester. Dates and times are also listed on the school's website. Students are welcome and encouraged to attend parent(s)/guardian(s) and teacher conferences.

## **Parent(s)/Guardian(s) Right to Know**

Subject to applicable law, SPCPA will provide, if requested, information regarding the professional qualifications, as requested, of a child's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, SPCPA will provide parent(s)/guardian(s) with information as to the level of achievement of their child in each of the state academic assessments. SPCPA also will provide notice to parent(s)/guardian(s) if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not qualified.

SPCPA has made the following promises to families:

1. Gradebooks generally will be updated, at minimum, every two weeks or five class periods.
2. All resources required for students to make academic or artistic progress generally will be available via Google links provided by both academic teachers and arts departments.
3. Families generally will be notified when students fall below a grade of C-.

If at any time SPCPA is not meeting these agreements, please let us know and contact the principal.

## **Student Publications (School Sponsored)**

SPCPA works to preserve students' free speech rights while, at the same time, maintaining its obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of Administration. Expression in an official school publication or school-sponsored activity (e.g. performances) is subject to editorial control by SPCPA administration over the style and content when SPCPA's actions are reasonably related to legitimate pedagogical concerns.

Faculty advisors shall supervise student writers to ensure compliance with the law and school policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and school Administration. "Official school publications" means school newspapers, yearbooks, official SPCPA websites, social media pages, or other electronic messages, playbills and advertisements for school-sponsored activities, and material produced in classes as part of the curriculum.

Expression in an official school publication or school-sponsored activity is prohibited when the material:

- is obscene to minors;
- is defamatory;
- advertises or promotes any product or service not permitted for minors by law;
- encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- is distributed or displayed in violation of time, place, and manner regulations; and/or
- is otherwise inconsistent with SPCPA's legitimate pedagogical concerns.

## **Student Surveys**

Occasionally, SPCPA utilizes surveys to obtain student opinions and information about students. This is especially true for senior students that must complete a survey prior to graduation.

## **Transcripts**

A student's grade point average (GPA), class rank, or transcript is protected private data under state and federal laws, except as otherwise provided by law, disclosure of a student's GPA, class rank, or transcript requires written permission of the parent, guardian, or eligible student. SPCPA transcripts include the grade point average. If you do not wish to include GPA, please indicate this in your request for a transcript. SPCPA transcripts do not include the class rank. If you need class rank included, please indicate this in your request for a transcript.

# Student Services

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## Student Assistance Team

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The Student Assistance Team is the committee that oversees the intervention process for students who are unsuccessful either academically or behaviorally. The goal is to help struggling students by providing strategies and accommodations recommended and implemented by their teachers. This process is typically completed prior to referral for a 504 or Special Education evaluation. Members of the team include administrators and teacher representatives.

## Section 504 Plan

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Section 504 of the Rehabilitation Act of 1973 is a federal anti-discrimination law that protects the rights of individuals with disabilities in programs that receive federal financial assistance. As a public school, SPCPA is obligated to comply with the requirement that a 'free and appropriate public education' be provided to all students regardless of the nature or severity of the student's disability. Although the eligibility standards are not as stringent for 504 plans as under the IDEA, the process of qualifying under Section 504 is like IDEA's requirements. Students who have a physical or mental impairment that substantially limits a major life activity, or a major bodily function may qualify for supplementary services or accommodations at school under Section 504. Students and parent(s)/guardian(s) with questions about Section 504 or accommodating a student's physical or mental health condition should contact SPCPA's Section 504 Coordinator, Alissa Abelson.

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## Special Education Services

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The Individuals with Disabilities Act (IDEA) guarantees special education and related services to eligible children with disabilities. Special education means "specially designed instruction at no cost to the family, to meet the unique needs of the child with a disability...." Related services are provided if students require these services to benefit from specially designed instruction. A comprehensive evaluation must be conducted to determine if students are eligible for, and in need of, special education and related services. SPCPA seeks out, evaluates, and appropriately serves students with disabilities. Details of SPCPA's special education services can be found on the school's website.

Students and parent(s)/guardian(s) with questions about special education eligibility or special education evaluations should contact SPCPA's Director of Special Education, Monica Lonergan.



# Academics

## Academic Integrity

Fundamental to the academic work is an expectation that students will make choices that reflect integrity and responsible behavior. Students may feel overwhelmed by the amount of work they need to accomplish. They may be short of time, working on several assignments due the same day, or preparing for exams or a performance. The pressure can be intense. No matter what level of stress students may find themselves under, they are expected to approach their work with honesty and integrity.

Honesty is the foundation of good academic work. Whether working on a problem set, lab report, project or paper, avoid engaging in plagiarism, unauthorized collaboration, cheating, or facilitating academic dishonesty.

It is the responsibility of all staff members at SPCPA to deal immediately with students who they believe are engaging in plagiarism and/or cheating on assessments and/or other work. Consequences for these actions are determined by or between with the student's teacher, the Dean of Students, and an administrator.

### The following actions are considered academic dishonesty:

- Using the work of another person as your own (including that which is accessed over the Internet).
- Providing your work to another person to use as their own.
- Using another person's ideas, expression or words without giving the original author credit.
- Having in your possession a copy of a test or quiz, not given to you by the teacher of the course.
- Using unauthorized materials or possession of nuisance devices or objects which cause distractions and may facilitate cheating during an assessment.
- Failing to follow assessment procedures or instructions announced by a teacher.
- Unauthorized use of Artificial Intelligence (AI); unethically using AI; using AI to harm peers or staff.

### Consequences for cheating or plagiarism may include, but are not limited to:

- Receiving No Credit or reduced credit on an assessment
- Doing an alternate assignment
- Doing additional assignments
- Detention
- Conference with student, parent/guardian, teacher and administrator.

*See the Behavior and Response Matrix and Policy 506 (Student Discipline) (spcpa.org) for additional information.*

## Academic Recognition

### National Honor Society

This award recognizes 10<sup>th</sup> and 11<sup>th</sup> grade students at the end of the year. There are four components to this award: Scholarship, Leadership, Service, and Character. Students work on service projects throughout the next school year.

#### Qualifications:

- **Grade Point Average:** Grade 10 students need a 3.66 cumulative grade point average or higher, grade 11 students need a 3.33 cumulative grade point average or higher to be considered as a candidate for NHS.
- **Service Hours:** Students need a minimum of 30 hours of unpaid service over the last calendar year to be considered as a candidate.
- **Faculty Review of Application:** A character survey is given to all teachers for each candidate. Candidate essays are reviewed by a panel of academic faculty members for final selection. For additional information about NHS, including eligibility and application deadlines, please contact the faculty adviser for NHS, Natalie Reinhart (reinhartn@spcpa.org).

## Curriculum

In most courses, there are two choices: on-level and either advanced or Advanced Placement ® (AP). SPCPA has aligned coursework to the MN Academic Standards in the subject area. All Advanced Placement ® (AP) courses are aligned to the College Board requirements. World Language courses are also aligned to the national standards.

Unit curriculum documents assure the alignment of courses to standards is used by all teachers of the course.

Advanced coursework moves at a faster pace, may include more content, and/or have more rigorous work expectations than the equivalent on-level course. Students are encouraged to try at least one advanced course before graduation.

## **Extra-Curricular Activities**

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SPCPA has opportunities for students wishing to use academic skills in practical settings while still in high school. SPCPA publishes an annual yearbook. Students may participate as editors, staff, and photographers. Students honored by membership in the National Honor Society may participate in service projects through the Society. These students also plan and implement the annual induction ceremony. Advisors identify students deserving recognition on their transcript on an annual basis for these activities.

## **Grade Scale**

A	93	-	100	%	=	4.00
A-	90	-	92.9	%	=	3.66
B+	87	-	89.9	%	=	3.33
B	83	-	86.9	%	=	3.00
B-	80	-	82.9	%	=	2.66
C+	77	-	79.9	%	=	2.33
C	73	-	76.9	%	=	2.00
C-	70	-	72.9	%	=	1.66
D+	67	-	69.9	%	=	1.33
D	63	-	66.9	%	=	1.00
D-	60	-	62.9	%	=	0.66
F	0	-	59.9	%	=	0

## **Grading Categories**

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At SPCPA, we value the process and practice of learning, in preparation for the production. You will see this reflected through the following three categories in academic teachers' gradebooks:

### **Process of Learning**

Approximately 20% of Total Points in Course

- The Process of Learning category is designed to prepare students for approaching higher-stakes tasks in the Rehearsal and Production categories.
- Students will be asked to show skills and knowledge through (but not limited to): class work and homework demonstrating the practice of the area skills such as writing, discussion, problem solving, math calculations, lab work, etc.

### **Rehearsal**

Approximately 30% of Total Points in Course

- The Process of Learning category is designed to allow students to rehearse or demonstrate proficiency on less extensive high-stakes tasks that align or lead to the Production category.

- Students will be asked to demonstrate skills and knowledge through (but not limited to): assignments, activities, quizzes.

### **Production**

Approximately 50% of the Total Points in the Course

- The production category provides the opportunity for students to share final or summative evidence of their learning over each unit.
- Students will be asked to demonstrate summative learning through (but not limited to): labs, essays, papers, projects, reflections, presentations, and unit exams.

If a student misses a Production event due to an excused absence the instructor must be contacted so make-up can be arranged.

## **Late Work**

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Grades may be impacted when work is turned in late. Please see course syllabi for specific information pertaining to late work.

## **Grade Reporting**

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Students' grades will be reported at the midterm and end of each semester. Report cards will be available online to parents and guardians after each semester through Infinite Campus. Hard copies may be requested by emailing [info@spcpa.org](mailto:info@spcpa.org).

Percentages are not reported as part of the student's permanent records. SPCPA only uses letter grades on transcripts. If a student withdraws, SPCPA will only provide letter grades to the student's new school, except as required by law.

## **Guided Study Hall**

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Guided Study Hall is a supervised period. Students complete academic work and study for classes. Guided study hall teachers will facilitate a weekly time for individual check-in on current academic progress, and to discuss academic skills, time management, organization, and other topics, as needed to promote student academic success. Students may have access to Chromebooks during this period.

## **Post-Secondary Preparation**

SPCPA has guidance services for post-secondary options. SPCPA's Academic & Post-Secondary Advisor, Emily Johnson, can be reached at johnsone@spcpa.org or found in room 226 for information on options after high school. Ms. Johnson provides support and guidance for all students as they move towards post-secondary options. She facilitates college visits, assists students with college and conservatory applications, provides guidance for financial aid and scholarships, and compiles alumni contacts.

## **Senior Study**

In preparation for post-secondary readiness, grade 12 students will be assigned Senior Study, allowing them to work off campus. Grades and attendance will be evaluated regularly to determine continued eligibility.

Students must meet the following criteria to participate in Senior Study:

- Student must be passing all courses required for graduation with a grade of at least a D- or 60%.
- Student must be on track for graduation including not being in jeopardy due to attendance.

Students and parent(s)/guardian(s) will be notified via email mid-year if a student no longer meets the eligibility criteria. Eligibility for Senior Study can be revoked at any time by Administration for failing to meet eligibility criteria or for violation of any SPCPA policy, rule, or expectation. Students may request a Guided Study Hall, if needed, instead of Senior Study.

## **Standardized Testing**

SPCPA will test students annually on state-designated dates. The Minnesota Comprehensive Assessment (MCA) in Reading is given in Grade 10. The results of MCA Reading are used by SPCPA to monitor curriculum in English and social studies. The MCA in Math is given in Grade 11. These results are used by the math department to monitor curriculum. Finally, the MCA in Science is given when the student takes Biology. The science department uses the results to monitor the content of the biology course and the processes in all their coursework.

All students enrolled in advanced placement coursework are encouraged to take the AP exam for the course. It is not required to send the exam results to your college until you determine the score is high enough to benefit your college program.

SPCPA also monitors student readiness for post-secondary education. Families can use the results of these exams to do the same: PSAT 9, PSAT 10, PSAT/NMSQT, and ACT exams.

Additional information pertaining to SPCPA's administration of standardized tests can be found on the school website.

# Health Information

Student health information is collected, reviewed by the school nurse, and kept on file. SPCPA contracts for nursing services, and when a nurse is on site, health information is regularly reviewed. Student health information is considered private data, is maintained in accordance with applicable law, and only accessible by appropriate school personnel.

## Health Services

Students who become sick at school should let staff know so they can be escorted to an administrative support desk to call their parents. Staff will speak with the student's parent or guardian to mark arrangements for the student to leave school. **Students may not leave campus without signing out.** In the event of an emergency, students should contact a staff member immediately.

A parent/guardian must notify the school if the student is unable to attend school because of illness.

Please contact the school via the following:

**ATTENDANCE HOTLINE**  
**651-222-3200 or through**  
**the Infinite Campus portal**

## First Aid

SPCPA is equipped to handle minor injuries requiring first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted. Please note, SPCPA does not assume any financial responsibility resulting from calling 911 when a student is experiencing a medical emergency.

## Picking Up an Ill Student

Students need to be picked up from school if they are running a high fever, vomit, or show other signs of serious illness.

It is expected that if a student is exhibiting these signs that they will be picked up by a parent/guardian as soon as possible.

## Communicable Diseases

To protect other students from contagious illness, students infected with certain diseases are not allowed to come to school while contagious. If a parent(s)/guardian(s) suspects that the student has a communicable or contagious disease, the parent(s)/guardian(s) must contact the school, so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings if their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school employees. The administration and school nurse will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

## Immunizations

SPCPA complies with all state and local regulations pertaining to student immunizations. All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parent(s)/guardian(s) or student. SPCPA will maintain a file containing the immunization records for each student in attendance at the school for at least five years after the student reaches the age of 18. Contact [info@spcpa.org](mailto:info@spcpa.org) to obtain a copy of the immunization schedule or to obtain an exemption form.

## **Medications at School**

SPCPA acknowledges that some students may require prescribed drugs or over-the-counter non-prescription pain relievers during the school day. The administration of prescription medication, except any form of medical cannabis, use of nonprescription pain relievers at school requires a completed and signed request from the student's parent(s)/guardians(s) and physician. A form entitled "Authorization to Administer Medications" must be completed each school year and/or when a change in the prescription or requirements for administration occurs.

Prescription medications must be brought to school in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions on the label.

Prescription medications are not to be carried by the student; medications must be surrendered to the appropriate school personnel.

### **Exceptions that may be allowed include:**

- Prescription asthma medications administered with an inhaler or treatment of anaphylaxis via epinephrine auto-injectors are not subject to this policy in accordance with school policy and state law pursuant to SPCPA procedures.
- Medications administered as noted in a written agreement between the school and parent(s)/guardian(s) or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an Individual Health Plan (IHP).
- Nonprescription pain relievers should be in accordance with a filed Authorization to Administer Medications, whether self-administered or administered by the school. Possession, distribution, and use of nonprescription medication outside of this policy is discouraged and medications may be confiscated, with consequences in accordance with school policies.
- SPCPA does not provide over the counter medication.

# Safety and Security

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The safety of students on campus and at school-related activities is a top priority at SPCPA. While safety procedures are in place, student and parent/guardian cooperation is essential to ensuring school safety. School officials follow the safety and security guidelines listed below to enhance the safety of students, staff, and visitors.

All visitors must sign in at the attendance desk and wear a visitor badge while visiting SPCPA buildings. Staff members may question people in school spaces whom they don't recognize and/or who are not wearing a nametag or badge.

SPCPA provides all employees photo identification badges.

Students are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All students are always required to carry their photo identification badge provided by the school when in school or on school property. This identification is particularly helpful in emergency situations.

SPCPA's facilities specialist assists with safety and security in public spaces, including the skyways and assists administration and staff as requested.

Students are required to comply and fully cooperate immediately with all instructions given by school staff during all drills, evacuations, and lockdowns. Any student who does not follow directives at the time will be considered insubordinate and will be disciplined appropriately.

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## Accidents

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All student injuries that occur at school, school-sponsored activities, or on school transportation must be reported to a staff member. Parent(s)/guardian(s) of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the Administration will call 911 or seek emergency medical treatment and then contact the parent(s)/guardian(s).

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## Emergency Procedures

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Emergency procedures address a range of potential situations at SPCPA and include general procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. SPCPA conducts state mandated lock-down, fire, and tornado drills. Building plans include classroom and building evacuation procedures.

## **Emergency Contact Information**

Emergency information is kept on file and entered in the school's Student Information System (Infinite Campus). Parent(s)/guardian(s) must update this information annually in case of an emergency, or in the case of an address change.

## **Protective Drills**

### **(Fire, Evacuation, Tornado, Lockdown)**

As mandated by the State of Minnesota, SPCPA will conduct a minimum of one (1) tornado drill, five (5) fire drills and five (5) lockdown drills per year. For evacuation drills, there is a notice telling the manner of exit from each room. Follow these directions unless an emergency causes other directions to be given. Each group is to stay together with the teacher in charge. Once evacuated from the building, students must check-in with the teacher for attendance.

**Everyone MUST evacuate the building, if directed to do so.**

## **Skateboards, Rollerblades, Bikes, etc.**

Skateboards, rollerblades, bikes, Heely's or other devices of movement are prohibited from use indoors at the SPCPA campus. SPCPA administration has the right to prohibit any item that may interfere in the safety and movement of students, staff, or the public. Additionally, SPCPA does not store these items for students during the school day.

## **Searches**

In the interest of student and staff safety and to ensure that SPCPA is free from alcohol, chemicals, drug paraphernalia, or other harmful products or items, administration may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or on school campus. "Contraband" means any unauthorized item, the possession of which is prohibited by school policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the SPCPA's "Student Discipline" policy, which may include suspension, exclusion, expulsion and, when appropriate, the student may be referred to legal officials.

## **Personal Possessions left inside School Property** (lockers, storage areas, etc.)

According to state law, school lockers and other means of storage for student use are the property of SPCPA. At no time does SPCPA relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

## **Personal Possessions and a Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, if the student is not present, school officials will provide notice of the search to the student, unless disclosure would impede an ongoing investigation by police or school officials.

# Behavior Expectations

Students are expected to behave in accordance with federal, state, and local laws and rules; and SPCPA policies, rules and regulations, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify a student's behavior when a student's behavior does not fall within these parameters.

Administrators and school staff may involve law enforcement authorities as necessary.

Law enforcement officers shall be permitted to carry out necessary law enforcement functions in the school, including the removal of a student from school grounds in appropriate circumstances.

## Data Privacy of Behavior Records

Due to state and federal laws around data privacy, it is not possible for school personnel to share information about a student with anyone other than the parent, guardian, or those who have legal rights to access information, except as required by law. This includes information about the consequences for specific students, even in situations where another student was also involved.

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parent(s)/guardian(s) and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. Please see SPCPA Policy 515 (Protection and Privacy of Pupil Records) ([spcpa.org](http://spcpa.org)) for more information.

## Disciplinary Action

The school will take disciplinary action in addressing student misbehavior. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the school.

**Action SPCPA may take following violations may include, but are not limited to:**

**Community Service:** Restitution to community for violation of discipline policy.

**Detention:** Requirement for a student to remain in school during lunch or attend school outside normal school hours.

**Dismissal:** The denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class, except as provided by law.

**Expulsion:** A Board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.

**Notification of Parent/Guardian:** Conversation and/or written contact between a school employee and a student's parent(s)/guardian(s).

**Notification of Police:** Contact by the school administration with the local police department to report an illegal misbehavior engaged in by a student.

**Parent/Guardian Conference:** Scheduled meeting between a school employee and a student's parent(s)/guardian(s).

**Removal from Class:** Action taken by the school administration to prohibit a student from attending one or more class periods for up to five days.

**Restitution:** Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.

**Student Conference:** Scheduled meeting between a school employee and a student.

**Suspension:** Action taken by the school administration to prohibit a student from attending school (Out of School Suspension) or classes (In School Suspension) for a period of no more than ten (10) school days.

SPCPA reserves the right to act should a student behave in a way that is not included in this handbook but is detrimental to the learning environment, safety, or welfare of students and staff. Police referrals are initiated at the discretion of an administrator.

A school employee may use reasonable force in exercising their authority when it is necessary under the circumstances to restrain a student or to prevent bodily harm or death to another.

*See Policy 506 ([spcpa.org](http://spcpa.org)) for additional information regarding SPCPA's discipline policy.*



## **Lunch Detention**

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The Dean of Students will schedule students for lunch detention. Students must follow the expectations listed below when attending lunch detention. The Dean of Students will respond to students not following expectations.

- All phones and electronic devices must be put away out of sight during detention.
- Students more than 5 minutes late will not be counted as present.
- Students have 5 school days to make up detention. Students that do not attend their assigned detention(s) may receive additional consequences.
- Students must bring a lunch to school, as they WILL NOT have time to get lunch before serving detention.
- The Dean of Students will facilitate discussion during detentions that invite student participation. Students not participating in the facilitated discussion must be silent.
- Students not on campus due to PSEO or other approved absences are required to contact the Dean of Students to make alternate arrangements to serve their detention(s).

## **Student Removal from Class or Dismissal from School**

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Conduct considered grounds for a student's dismissal or removal from class includes, but is not limited to:

Assault or violent behavior, a student will be removed immediately from class for a period deemed appropriate by the superintendent or designee, in consultation with the teacher.

Significantly disrupting other students' right to an education; disrupting the ability of school personnel to perform their duties; disrupting school-sponsored activities; engaging in conduct that endangers other pupils or surrounding persons (including school district employees or property of the school).

Significantly interfering with a teacher's ability to teach or communicate effectively with students in a class or interfering with other students' abilities to learn.

Administration will make reasonable attempts to schedule a conference with parent(s)/guardian(s) for all students removed from class more than ten (10) days in one school year and prior to removing the pupil from school. The purpose of the meeting will be to determine the student's need for assessment or other services.

## **Suspension**

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A student who has been suspended may not participate in or attend any school activities or functions on the day(s) of suspension or on days, such as weekends, when school is not in session during the suspension. If the student is suspended one (1) day only, make-up work, including exams, are due the following day. Students suspended more than one day will receive an equal number of days to make up missed work.

## **Reinstatement Meeting after Suspension**

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Students and parent(s)/guardian(s) are required to attend a reinstatement meeting upon their return to school following a suspension. Meetings will be arranged by the Dean of Students. The suspension ends unless stated differently in the suspension notice.

## **Ten-Absence Rule**

Students that incur **5 days of unexcused absences** in a school year may be placed on an attendance contract and initiate the truancy process dependent on the student's county residence.

Students that incur **7 limited excused/unexcused absences** for the same class(es) in semester may be placed on an attendance contract.

**Students that incur 10 unexcused absences** and/or limited excused absences (from a credit course) may receive reduced or NO credit for the course. Students receiving no credit will be dropped from the class (with an "F" on their transcript).

Parent(s)/guardian(s) will receive notification prior to and after the tenth (10<sup>th</sup>) absence in a course. Students may appeal their Ten-Absences by submitting an Attendance Appeal form to the Dean of Students within five (5) school days of being notified of the tenth (10<sup>th</sup>) absence. Students will remain in class until the appeals process is completed.

**Absences NOT COUNTED in the Ten-Absence Rule include, but are not limited to:**

### **Excused Absences**

- Documented doctor's visit (dentist, psychiatrist, or another physician)
- chronic illness (requires doctor verification)
- death of an immediate family member.
- court appearance
- regularly scheduled religious instruction, not to exceed 3 hours in any week.
- religious holiday or observance
- physical emergency conditions, such as fire or flood
- participant in school-sponsored activity
- suspension
- active military duty

**Absences COUNTED in the Ten-Absence Rule include, but are not limited to:**

### **Limited Excused Absences**

- illness without doctor's note
- serious illness in the student's immediate family without medical documentation
- medical/dental appointments that can't be made outside of the class time (may require doctor verification)
- arts related absence without documentation
- pre-arranged personal or family vacations (PEA contract required for more than three (3) days)
- family emergencies
- college visit (may require verification)
- (3) three Tardy Limited Excused (TLE)

## **Unexcused**

- working/studying from home
- employment, except under a school-sponsored work release program
- personal or family vacation that is not reported by a parent/guardian 48 hours after the absence
- transportation miscue: including missed bus, traffic congestion, and vehicle malfunction
- oversleeping
- (3) three Tardy Unexcused (TUE)
- Tardy Equals Absent (TEA)
- Leaving / not attending class without permission

### **Misuse of Restroom or Pass**

Leaving class and not proceeding in a direct fashion to and from the restroom designated to the classroom or other location specified in the pass may be counted as a tardy or absence

## **County Intervention for Unexcused Absences**

County intervention for unexcused absences is based on the truancy policy of the county where the student resides. SPCPA is required to report unexcused absences to the appropriate county authorities. Please visit your county's website for detailed information.

## **Leaving School without Permission**

Students must obtain pre-approval before leaving or missing class(es). Students cannot leave classes without a pass. When leaving class, students must sign out at the main office at Lowry or Wilkins. Students failing to sign out at the main office at Lowry or at Wilkins, even if leaving by parent request will be marked unexcused, even if parent(s)/guardian(s) call after the fact.

## **Open Lunch**

Since lunch is only 30 minutes, careful planning is required. Failure to arrive on time to your class after the lunch period will result in a tardy and will count towards the Ten Absence Rule. Students misbehaving during the lunch period or are more than 5 minutes late for class will be referred to the Dean of Students.

## **Bullying Prohibition**

Definition: "Bullying" means severe or pervasive physical or verbal acts or conduct that is intimidating, threatening, abusive, or harming, is objectively offensive and:

- an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
  - has a substantially detrimental effect on the student's physical and/or mental health.
- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on Saint Paul Conservatory for Performing Artists' property, at school functions or activities, on school transportation, or in locations designated to wait for school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the Saint Paul Conservatory for Performing Artists or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off Saint Paul Conservatory for Performing Artists' property and/or with or without the use of Saint Paul Conservatory for Performing Artists' resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the Saint Paul Conservatory for Performing Artists shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the Saint Paul Conservatory for Performing Artists' policies and procedures, including the Saint Paul Conservatory for Performing Artists' Discipline Policy. The Saint Paul Conservatory for Performing Artists may consider the following factors:
1. The developmental ages and maturity levels of the parties involved;
  2. The levels of harm, surrounding circumstances, and nature of the behavior;
  3. Past incidences or past or continuing patterns of behavior;
  4. The relationship between the parties involved; and
  5. The context in which the alleged incidents occurred.
- G. The Saint Paul Conservatory for Performing Artists will act to investigate all complaints of bullying reported to the school and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the Saint Paul Conservatory for Performing Artists who is found to have violated this policy.

*See Policy 514 (spcpa.org) for additional information regarding SPCPA's bullying prohibition policy.*

## **Bus/Public Transportation**

Students must follow the Metro Transit Code of Conduct when traveling on Metro Transit buses and trains. The Metro Transit Code of Conduct is available online at <https://www.spcpa.org/current-students/bus-cards/>. This website also contains information if a student needs to report a lost or stolen bus card. Replacement cards require a fee.

Inappropriate actions or language are grounds for being banned from Metro Transit services for 30 days or more and your Student Pass could be deactivated. If your Student Pass is lost or suspended, you will be responsible for your own transportation. New passes require a fee.

## **Dress and Appearance**

A high school education is about more than learning content and skills. At SPCPA, we pride ourselves on nurturing civic-minded, globally competent, compassionate, and creative problem solvers who can navigate real challenges in the real world. Part of navigating the real world requires understanding the importance of context. Choosing the right attire for different contexts is an important life skill and professional expectation. We ask that students choose clothes that reflect themselves as scholars and artists. This dress code encourages students to dress appropriately for each context. This will provide an environment that allows students and teachers to feel comfortable and focus on learning.

Clothing may not include words or visuals which are discriminatory, advertise drugs, alcohol, or tobacco, or which interfere with the learning process. Grooming or dress that threatens or demeans others regarding race, color, ethnicity, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status regarding public assistance, sexual orientation, disability, is obscene to minors or is obscene, or other characteristic identified in Minnesota Statutes, section 363A.13 is not allowed. Clothing must be appropriate for the weather and activity. Shoes must always be worn for health and safety reasons. For safety, brimmed hats, whole-face masks, sunglasses (except outdoors), or any item that would prevent the student from being immediately identifiable may not be worn. Exceptions may be authorized by school administrators.

## **Drug-Free School and Workplace**

SPCPA policy has **zero tolerance** for any controlled substance. Students caught with any controlled substance will be immediately suspended. Expulsion may follow pending the School Board's decision.

The possession and use of alcohol, controlled substances, and toxic substances, including medical cannabis are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school will discipline or take appropriate action against anyone who violates this policy.

SPCPA policy is not violated when a student brings a controlled substance for personal use which has a currently accepted medical treatment, except medical cannabis. The student must have a physician's prescription for the substance. Students who have prescriptions must comply with SPCPA's procedures for medication administration.

## **Electronic Devices**

The classroom teacher determines the appropriate use of electronic devices by students. Students may not use a cell phone or other electronic communication device to engage in conduct prohibited by SPCPA policies including, but not limited to cheating, bullying, harassment, gang activity, etc. during the school day or recording without specific permission from the classroom instructor. If SPCPA administration has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school may search the device. Students who use an electronic device during the school day and/or in violation of school or classroom policies may be subject to disciplinary action pursuant to the school's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school will be returned in accordance with school procedures.

**Under no circumstances are electronic devices or cameras permitted in restrooms and changing areas.**

SPCPA is not liable for the loss or theft of electronic devices. The school is not responsible for students' personal property. It is highly recommended that students do not bring valuable items to school. School personnel are unable to track down missing items.

## **Elevator Use**

All students must take stairs. Students with appropriate medical documentation may obtain an elevator pass from the main office at the Lowry. Only students with authorized elevator passes may use the school's elevator in Lowry. The residential elevators in the main lobby of the Lowry (350 St. Peter Street) **are not for student use.**

## **Finale Attendance**

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It is a privilege to attend *Finale*. Students will not be able to attend the spring dance, *Finale*, if one or more of the following conditions are met:

- Student did not attend school on the day of *Finale*.
- Violations of school conduct expectations on the day of *Finale*.
- Receive two or more suspensions during the school year.

## **Hall Decorum**

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Students must obtain teacher permission and utilize the classroom pass to leave the classroom when class is in session.

Students must maintain an appropriate and respectful noise level during passing time.

Students must maintain a quiet and professional noise level while in hallways, skyways, and common areas. Public displays of romantic affection are not allowed in school. Disciplinary action may be taken for inappropriate displays of affection.

ALL students must take designated SPCPA stairways. Elevators may be used by students only with appropriate medical documentation and administrator approval. Students must obtain an elevator pass from a school administrator. Elevator passes must always be visible when students are waiting for or using the elevator. Passes are valid for a single student only.

## **Harassment and Violence Prohibition**

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The policy of SPCPA is to maintain learning and working environments free from harassment and violence on the basis of race, color, ethnicity, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school prohibits any form of harassment or violence on the basis of race, color, ethnicity, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other school personnel harasses a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, ethnicity, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy.

For purposes of this policy, school personnel include Board of Directors' members, school employees, agents, volunteers, contractors, and persons subject to the supervision and control of the school.

A violation of this policy occurs when any student, teacher, administrator, or other school personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's race, color, ethnicity, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, ethnicity, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

*See Policy 413 (spcpa.org) for additional information regarding SPCPA's harassment and violence policy.*

## **Hazing Prohibition**

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The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are always prohibited. No student, teacher, administrator, volunteer, contractor, or other employee of the school shall plan, direct, encourage, aid or engage in hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours.

*See Minnesota Statute 121A.69.*

## **Internet Acceptable Use**

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### **Student Internet & Digital User Agreement**

1. Students must follow the rules below:
  - a. Do not use video sites for non-academic purposes as they use too much bandwidth.
  - b. Do not illegally download or stream videos.
  - c. Use of social media in violation of SPCPA's expectations and policies regarding student behavior is not allowed.
  - d. Sites to stream music are acceptable if there is no video.  
(example: no YouTube for music)

2. **Teachers must give permission to use personal electronic devices during class time.**
3. The wireless access is for the use of personal computers, smartphones, and tablets.
4. Inappropriate use will result in the loss of wireless internet privileges.

Students may only receive up to two (2) wireless pass codes per school year (e.g. lost passcodes, change of device etc.).

## **Suspected Maltreatment of Minors**

School professionals are required to report suspected maltreatment of minors (evidence of child physical or sexual abuse, neglect, emotional maltreatment, mental injury, threatened injury or prenatal exposure to controlled substances; suspected neglect or abuse within the past three years, kidnapping; or depriving another of custodial or parental rights).

Upon receiving a report of suspected maltreatment of a minor, school personnel must contact the Child Protection Unit of the county in which the student resides, the local police department, and/or the Minnesota Department of Education within 24 hours.

## **Tobacco-Free Schools**

Students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, vape or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices at a school location. Any student who violates this policy is subject to SPCPA discipline.

## **Vandalism**

Vandalism of any school property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **Weapon Prohibition**

No person will possess, use, distribute, or sell a weapon when in a school location. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, knives, blades, clubs, metal knuckles, nun chucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. SPCPA does not allow the possession, use, distribution, or sale of weapons by students.

## **Policies**

All SPCPA policies can be found [spcpa.org](http://spcpa.org). Printed copies of the policies can be made upon request. The Parent & Student Handbook that includes policies referenced within can be obtained in a digital format at [spcpa.org](http://spcpa.org)

### **Policies & Procedures Included in Digital Handbook**

1. Policy 413 Harassment and Violence Policy
2. Policy 506 Student Discipline Policy
3. Policy 514 Bullying Prohibition Policy
4. Policy 522 Student Sex Nondiscrimination Policy

### Appendix A: Behavior and Response Matrix

This matrix provides guidelines for staff when responding, if appropriate, to student behaviors and administrators when enforcing student discipline policies and procedures. Pursuant to Policy 506 (Student Discipline) (spcpa.org), SPCPA reserves the right to impose discipline based on individual circumstances. *See Policy 506 (spcpa.org) for additional information regarding SPCPA’s discipline policy.*

The purposes of establishing and enforcing behavior expectations in a school are to:

- (1) maintain a safe and orderly learning environment in the classroom, school and off-site activities;
- (2) give each student the best opportunity for success in his/her education;
- (3) assist the offending student to reflect upon their behavior and assume greater responsibility to make correct choices; and
- (4) provide a basis for each student to develop a foundation of citizenship.

	<b>BEHAVIORS</b>	<b>Staff Response</b> (1 <sup>st</sup> Event)	<b>Staff Response</b> (2 <sup>nd</sup> & 3 <sup>rd</sup> Events)	<b>Administrative Response</b> (1 <sup>st</sup> Behavior Referral)	<b>Administrative Response</b> (2 <sup>nd</sup> Behavior Referral)	<b>Administrative Response</b> (3 <sup>rd</sup> Behavior Referral)
1	<b>Attendance</b> <ul style="list-style-type: none"> <li>▪ A student who skips a portion or entire class.</li> <li>▪ Misuse of a pass</li> </ul>	Student Conference, Parent Notification, Behavior Referral		Student Conference, Parent Notification, Detention(s)	1 Day Suspension	3 Day Suspension
2	<b>Academic Dishonesty</b> Plagiarism, unauthorized collaboration, cheating, or facilitating academic dishonesty.	Student Conference, Parent Notification, Behavior Referral		Student Conference, Parent Notification, Detention(s)	1 Day Suspension	3 Day Suspension
3	<b>Records or Identification Falsification</b> Falsifying identities, signatures, attendance, or other data, or refusing to give proper identification, giving false information to a staff member.	Student Conference, Parent Notification, Behavior Referral		1 Day Suspension	3 Day Suspension	5 Day Suspension
4	<b>Gambling and Games</b> All gambling and non-instructional card/dice games are strictly forbidden at SPCPA. Hacky sack and similar non-instructional games where items are tossed or kicked may not be played inside school facilities.	Student Conference, Parent Notification, Behavior Referral		Student Conference, Parent Notification, Detention(s)	1 Day Suspension	3 Day Suspension

**Appendix A – Behavior and Response Matrix**

	<b>BEHAVIORS</b>	<b>Staff Response</b> (1 <sup>st</sup> Event)	<b>Staff Response</b> (2 <sup>nd</sup> & 3 <sup>rd</sup> Events)	<b>Administrative Response</b> (1 <sup>st</sup> Behavior Referral)	<b>Administrative Response</b> (2 <sup>nd</sup> Behavior Referral)	<b>Administrative Response</b> (3 <sup>rd</sup> Behavior Referral)
5	<b>Misuse of Technology (Including Cell Phones)</b> Students may not use cell phones or personal electronic mobile devices at times and in locations where use is prohibited. Cell phones are not to be used in ways that disrupt the educational process, which includes misuse in class, or in any way that sacrifices, or potentially sacrifices learning or academic integrity.	Student Conference	Student Conference, Parent Notification (2 <sup>nd</sup> ) Behavior Referral (3 <sup>rd</sup> – 5 <sup>th</sup> )	Student Conference, Parent Notification, Detention(s)	1 Day Suspension	3 Day Suspension
6	<b>Insubordination</b> The deliberate refusal to obey the reasonable request or directive of a school staff member or employee.	Student Conference, Parent Notification	Student Conference, Parent Notification Behavior Referral (2 <sup>nd</sup> – 5 <sup>th</sup> )	Student Conference, Parent Notification, Detention(s)	1 Day Suspension	3 Day Suspension
7	<b>Interference, Disruption, or Obstruction</b> Any action taken to attempt to prevent one or more staff members or students from exercising assigned duties.	Student Conference, Parent Notification, Behavior Referral		Student Conference, Parent Notification, Detention(s)	1 Day Suspension	3 Day Suspension
8	<b>Inappropriate or Offensive Behavior</b> Inappropriate conduct displayed during school, on school property, or at a school event.	Student Conference, Parent Notification, Behavior Referral		1 Day Suspension	3 Day Suspension	5 Day Suspension
9	<b>Inappropriate Sexual Behavior</b> Inappropriate conduct of a sexual nature displayed during school, on school property, or at a school event.	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion
10	<b>Abuse: Verbal, Written or Otherwise Expressed (upon a student)</b> Causing alarm in others by using language that is discriminatory, abusive, threatening or obscene.	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion



Appendix A – Behavior and Response Matrix

	<b>BEHAVIORS</b>	<b>Staff Response</b> (1 <sup>st</sup> Event)	<b>Staff Response</b> (2 <sup>nd</sup> & 3 <sup>rd</sup> Events)	<b>Administrative Response</b> (1 <sup>st</sup> Behavior Referral)	<b>Administrative Response</b> (2 <sup>nd</sup> Behavior Referral)	<b>Administrative Response</b> (3 <sup>rd</sup> Behavior Referral)
11	<b>Abuse: Verbal, Written, or Otherwise Expressed</b> <i>(upon a staff member)</i> Causing alarm in others by using language that is discriminatory, abusive, threatening, or obscene.		Immediate Behavior Referral	3 Day Suspension	5 Day Suspension	Expulsion
12	<b>Assault: Verbal, Written or Otherwise Expressed</b> <i>(upon a student)</i> Confrontation with a student which bullies, intimidates, threatens or causes fear of bodily harm or death.		Immediate Behavior Referral	3 Day Suspension	5 Day Suspension	Expulsion
13	<b>Assault: Verbal, Written or Otherwise Expressed</b> <i>(upon a staff member)</i> Confrontation with a staff member which bullies, intimidates, threatens or causes fear of bodily harm or death.		Immediate Behavior Referral	5 Day Suspension	Expulsion	
14	<b>Fighting: Promoting or Instigating a Fight between Others</b> Instigating or encouraging a fight between others, verbally or through behavior.		Immediate Behavior Referral	1 Day Suspension	3 Day Suspension	5 Day Suspension
15	<b>Fighting – Participating</b> Contributing to a fight verbally or physically.		Immediate Behavior Referral	3 Day Suspension	5 Day Suspension	Expulsion

Appendix A – Behavior and Response Matrix

	<b>BEHAVIORS</b>	<b>Staff Response</b> (1 <sup>st</sup> Event)	<b>Staff Response</b> (2 <sup>nd</sup> & 3 <sup>rd</sup> Events)	<b>Administrative Response</b> (1 <sup>st</sup> Behavior Referral)	<b>Administrative Response</b> (2 <sup>nd</sup> Behavior Referral)	<b>Administrative Response</b> (3 <sup>rd</sup> Behavior Referral)
16	<p><b>Bullying</b> “Bullying” means severe or pervasive physical or verbal acts or conduct that is intimidating, threatening, abusive, or harming, is objectively offensive and:</p> <ul style="list-style-type: none"> <li>▪ an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or</li> <li>▪ materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.</li> <li>▪ has a substantially detrimental effect on the student’s physical and/or mental health</li> <li>▪ <i>Please refer to Policy 514(spcpa.org) for additional information regarding bullying.</i></li> </ul>	Immediate Behavior Referral	Immediate Behavior Referral	3 Day Suspension	5 Day Suspension	Expulsion
17	<p><b>Cyber Bulling</b> Bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet website, or forum, transmitted through a computer, cell phone, or other electronic device(s). The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.</p>	Immediate Behavior Referral	Immediate Behavior Referral	3 Day Suspension	5 Day Suspension	Expulsion
18	<p><b>Hazing</b> Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order to the student to be initiated into or affiliated with a student organization, group or club.</p>	Immediate Behavior Referral	Immediate Behavior Referral	3 Day Suspension	5 Day Suspension	Expulsion

Appendix A – Behavior and Response Matrix

	<b>BEHAVIORS</b>	<b>Staff Response</b> (1 <sup>st</sup> Event)	<b>Staff Response</b> (2 <sup>nd</sup> & 3 <sup>rd</sup> Events)	<b>Administrative Response</b> (1 <sup>st</sup> Behavior Referral)	<b>Administrative Response</b> (2 <sup>nd</sup> Behavior Referral)	<b>Administrative Response</b> (3 <sup>rd</sup> Behavior Referral)
19	<b>Assault: Physical (<i>upon a student</i>)</b> Acting with intent to cause fear in another person, immediate bodily harm or death. Intentionally bullying, inflicting or attempting to inflict bodily harm upon another person.		Immediate Behavior Referral	5 Day Suspension	Expulsion	
20	<b>Assault: Physical (<i>upon a staff member</i>)</b> Acting with intent to cause fear in another person, immediate bodily harm or death. Intentionally bullying, inflicting or attempting to inflict bodily harm upon another person.		Immediate Behavior Referral	Expulsion		
21	<b>Assault: Aggravated</b> Inflicting bodily harm upon a person using a weapon or a device used as a weapon.		Immediate Behavior Referral	Expulsion		
22	<b>Pornography</b> Possession of sexually explicit material.		Immediate Behavior Referral	1 Day Suspension	3 Day Suspension	5 Day Suspension
23	<b>Harassment</b> “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status regarding public assistance, sexual orientation, or disability when the conduct: <ul style="list-style-type: none"> <li>▪ Has the purpose or effect of creating an intimidating, hostile, or offensive learning or working environment;</li> <li>▪ has the purpose or effect of substantially or unreasonably interfering with an individual’s work or educational performance; or</li> <li>▪ otherwise adversely affects an individual’s employment or educational opportunities.</li> <li>▪ <i>Please refer to Appendix C of the Student and Parent Handbook, Policy 413(spcpa.org)</i></li> </ul>		Immediate Behavior Referral	3 Day Suspension	5 Day Suspension	Expulsion

Appendix A – Behavior and Response Matrix

	<b>BEHAVIORS</b>	<b>Staff Response</b> (1 <sup>st</sup> Event)	<b>Staff Response</b> (2 <sup>nd</sup> & 3 <sup>rd</sup> Events)	<b>Administrative Response</b> (1 <sup>st</sup> Behavior Referral)	<b>Administrative Response</b> (2 <sup>nd</sup> Behavior Referral)	<b>Administrative Response</b> (3 <sup>rd</sup> Behavior Referral)
24	<b>Lewd Behavior</b> Sexual conduct that is considered indecent or offensive or other indecent behavior.	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion
25	<b>Harassment: Sexual</b> Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. <i>Please refer Policy 413 (spcpa.org) for more information regarding Sexual Harassment.</i>	Immediate Behavior Referral		5 Day Suspension	Expulsion	
26	<b>Sexual Violence</b> Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas. <i>Please refer Policy 413 (spcpa.org) for more information regarding Sexual Violence.</i>	Immediate Behavior Referral		Expulsion		
27	<b>Tobacco &amp; Vaping</b> Possession, use, or distribution of tobacco or electronic cigarette materials and liquids (vaping), in or around school facilities, vehicles, or at events.	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion
28	<b>Alcohol</b> Consumption, use, exchange, or possession of alcohol, regardless of quantity, or being under the influence of alcohol in school, on school property, or during school related functions, or consumed away from school with the student coming or returning to school.	Immediate Behavior Referral		Expulsion		

**Appendix A – Behavior and Response Matrix**

	<b>BEHAVIORS</b>	<b>Staff Response (1<sup>st</sup> Event)</b>	<b>Staff Response (2<sup>nd</sup> &amp; 3<sup>rd</sup> Events)</b>	<b>Administrative Response (1<sup>st</sup> Behavior Referral)</b>	<b>Administrative Response (2<sup>nd</sup> Behavior Referral)</b>	<b>Administrative Response (3<sup>rd</sup> Behavior Referral)</b>
29	<b>Illegal Drugs</b> Consumption, use, misuse, exchange, or possession of illicit substances, including medical cannabis, paraphernalia, or look alike or simulated chemicals, regardless of quantity, or being under the influence of such substances in school, on school property, or during school related functions, or consumed away from school with the student coming or returning to school.		Immediate Behavior Referral	Expulsion		
30	<b>Over the Counter (OTC) Drugs</b> Any student in possession of or using an “over-the-counter” medication must do so in a manner consistent with district policy. Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any “over-the-counter” medication is prohibited		Immediate Behavior Referral	3 Day Suspension	5 Day Suspension	Expulsion
31	<b>Medication Misuse</b> Any student in possession of or using prescription medication must do so in a manner consistent with district policy. Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.		Immediate Behavior Referral	5 Day Suspension	Expulsion	
32	<b>Trespassing</b> Being present in any SPCPA facility or portion of an SPCPA facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized access or activity involving SPCPA technology.		Immediate Behavior Referral	3 Day Suspension	5 Day Suspension	Expulsion
33	<b>Theft or Knowingly Receiving or Possessing Stolen Property</b> Unauthorized taking of the property of another person or receiving or possessing such property		Immediate Behavior Referral	3 Day Suspension, Restitution	5 Day Suspension, Restitution	Expulsion, Restitution
34	<b>Damage of Property (Vandalism)</b> Damaging, harming, defacing, or stealing property that belongs to or is associated with the school, other students, employees, or others. Vandalism will also include creating, installing, or distributing computer viruses, software, or any other form of malicious computer code.		Immediate Behavior Referral	5 Day Suspension, Restitution	Expulsion Restitution	

Appendix A – Behavior and Response Matrix

	<b>BEHAVIORS</b>	<b>Staff Response</b> (1 <sup>st</sup> Event)	<b>Staff Response</b> (2 <sup>nd</sup> & 3 <sup>rd</sup> Events)	<b>Administrative Response</b> (1 <sup>st</sup> Behavior Referral)	<b>Administrative Response</b> (2 <sup>nd</sup> Behavior Referral)	<b>Administrative Response</b> (3 <sup>rd</sup> Behavior Referral)
35	<b>Burglary</b> Entering a building or specific area of building without consent and with intent to commit a crime or entering a building without consent and committing a crime.		Immediate Behavior Referral	5 Day Suspension Restitution	Expulsion Restitution	
36	<b>Robbery</b> Obtaining property from another person where his or her consent was induced by use of force or threat of force.		Immediate Behavior Referral	Expulsion, Restitution		
37	<b>Extortion</b> Obtaining money or property by threat to a victim's property or loved ones. Intimidation with intention of obtaining the money or property of another person without their consent.		Immediate Behavior Referral	Expulsion, Restitution		
38	<b>Lighting and/or Possessing Incendiary Devices</b> Unauthorized igniting of matches, lighters, and other devices that produce flames		Immediate Behavior Referral	1 Day Suspension	3 Day Suspension	5 Day Suspension
39	<b>Fire Alarm: False</b> Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm.		Immediate Behavior Referral	5 Day Suspension, Restitution	Expulsion Restitution	
40	<b>Fire Extinguisher: Unauthorized Use</b> Unauthorized handling of a fire extinguisher		Immediate Behavior Referral	5 Day Suspension, Restitution	Expulsion Restitution	
41	<b>Ammunition, Mace, or Pepper Spray</b> Possession of ammunition or other projectiles designed to be used as a weapon or with a weapon. Other items or materials (e.g. mace or pepper spray) designed to cause pain or injury that are used against another SPCPA student or employee.		Immediate Behavior Referral	5 Day Suspension,	Expulsion	
42	<b>Fireworks: Possession</b> Possessing or offering for sale any substance, combination or substances or article prepared to produce a visible or audible effect by combustion, explosion, deflagration, or detonation.		Immediate Behavior Referral	5 Day Suspension	Expulsion	

Appendix A – Behavior and Response Matrix

	<b>BEHAVIORS</b>	<b>Staff Response</b> (1 <sup>st</sup> Event)	<b>Staff Response</b> (2 <sup>nd</sup> & 3 <sup>rd</sup> Events)	<b>Administrative Response</b> (1 <sup>st</sup> Behavior Referral)	<b>Administrative Response</b> (2 <sup>nd</sup> Behavior Referral)	<b>Administrative Response</b> (3 <sup>rd</sup> Behavior Referral)
43	<b>Fireworks: Use</b> Using any substance or combination of substances prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation	Immediate Behavior Referral		Expulsion		
44	<b>Explosives: Possession or Use</b> Possessing or using a compound or mixture, the primary or common purpose of which is the function by explosion, with substantially instantaneous release of gas and heat.	Immediate Behavior Referral		Expulsion		
45	<b>Arson</b> Intentional destruction or damage to school or SPCPA buildings or property by means of fire	Immediate Behavior Referral		Expulsion, Restitution		
46	<b>Bomb Threat</b> Intentionally giving false alarm of a bomb	Immediate Behavior Referral		Expulsion		
47	<b>Terroristic Threat</b> Threatening, directly or indirectly, to commit a crime of violence with the purpose of terrorizing another or with reckless disregard of the risk of causing terror in another.	Immediate Behavior Referral		Expulsion		
48	<b>Potentially Dangerous Item</b> Possessing or using any device or instrument—including any non-conventional weapon—that, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm or substantial bodily harm, or fear of any degree of bodily harm. (Other weapons include knives with blades under 2.5 inches, fake knives, look alike weapons, chains, etc.)	Immediate Behavior Referral		5 Day Suspension	Expulsion	
49	<b>Weapons: Possession or Use</b> Possessing any firearm, whether loaded or unloaded; any knife; or other device, instrument, or substance, which, in the way it is used or intended to be used is calculated or likely to produce severe bodily harm.	Immediate Behavior Referral		Expulsion		



## Appendix B: High School Graduation Requirements

### ARTS CREDIT REQUIREMENTS

To receive a diploma, students must successfully complete required credits in arts. Arts credit requirements are determined based on the year students enroll in SPCPA.

Required courses vary, based on the arts program:  
Dance, Music, Musical Theatre, Theatre, and Creative Writing.

GRADE OF ENTRY INTO SPCPA*	ARTS CREDITS REQUIRED FOR GRADUATION
9	20
10	15
11	10
12	5

\*Students who enter the school mid-year will have their arts credit requirements adjusted accordingly.

### ACADEMIC CREDIT AND COURSE REQUIREMENTS

To receive a diploma, students must successfully complete the following state required credits, including the specific courses listed below (or the Advanced or AP equivalent).

ENGLISH	SOCIAL STUDIES
<b>4.0 credits</b>	<b>3.5 credits</b>
<ul style="list-style-type: none"> <li>▪ (1 Credit) English 09</li> <li>▪ (1 Credit) English 10</li> <li>▪ (1 Credit) English 11</li> <li>▪ (1 Credit) English 12</li> </ul>	<ul style="list-style-type: none"> <li>▪ (1 Credit) World History</li> <li>▪ (1 Credit) U.S. History</li> <li>▪ (.5 Credit) Government</li> <li>▪ (.5 Credit) Economics</li> <li>▪ (.5 Credit) Geography</li> </ul>
MATHEMATICS	SCIENCE
<b>3.0 credits</b>	<b>3.0 credits</b>
<ul style="list-style-type: none"> <li>• (1 Credit) Algebra 2</li> </ul> <p>Including Algebra II, Integrated Mathematics III, or an equivalent in high school as defined by the high school math standards. Grade 8 students must complete Algebra as defined by the Minnesota Math Standards.</p>	<ul style="list-style-type: none"> <li>▪ (1 Credit) Biology</li> <li>▪ (1 Credit) Chemistry</li> </ul> <p>Including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12.</p>

Please consider the following:

- ✓ 1.0 Credit = Year-Long Course & .5 Credit = Semester Course
- ✓ Students who do not submit course requests will be placed into classes at the discretion of administration.



## Appendix B – High School Graduation Requirements

- ✓ A complete list of course offerings and descriptions are outlined in the 2024-2025 Academic Course Guide which is posted on the SPCPA website under “Academics” > “Academics Overview.”
- ✓ All elective courses must have a minimum enrollment of 20 to be offered.
- ✓ Courses requested for credit recovery are not guaranteed.
- ✓ AP grades are weighted (by a factor of 1.20) when the grade point average (GPA) is calculated.
- ✓ PSEO courses have separate review process for admissions, as determined by the college.
- ✓ Administration may alter a student’s course requests following a transcript review.