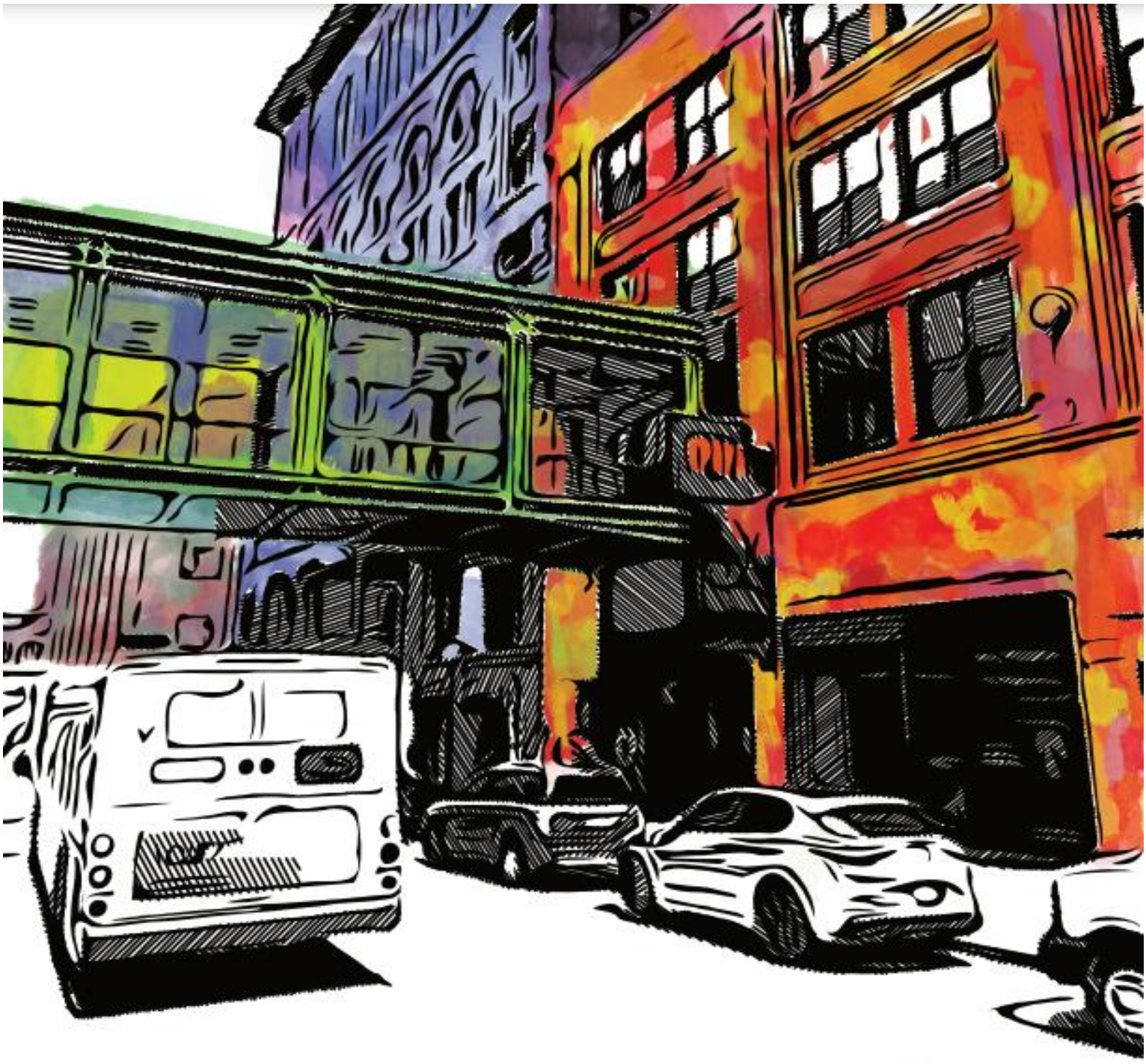

Student & Parent Handbook

Saint Paul Conservatory
FOR PERFORMING ARTISTS

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Saint Paul Conservatory
FOR PERFORMING ARTISTS

VISION-MISSION-VALUES

VISION

PREMIER ACADEMIC AND ARTISTIC EDUCATION FOR ALL HIGH SCHOOL STUDENTS

MISSION

The mission of Saint Paul Conservatory for Performing Artists is to provide the highest caliber of academic and artistic education for aspiring pre-professional performing artists in the areas of instrumental and vocal music, theatre, dance, visual arts and creative writing, and to fully prepare students for college and conservatory.

VALUES

We are a community of artists and scholars.
We explore who we are and why we are here to understand how to transform the world for the good of all.
We recognize that our bodies, minds, hearts and spirits all have the capacity to learn.
We take risks and use failure to grow.
We hold each other up.

Student Rights

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

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

Tim Sullivan
Principal
16 W 5th Street
St. Paul, MN 55102
651-290-2225 (Phone)
sullivant@spcpa.org

SPCPA's policies regarding harassment and discrimination are available on SPCPA's website here: SPCPA Policies

Saint Paul Conservatory for Performing Artists Information

Saint Paul Conservatory for Performing Artists (SPCPA) (#4112)
16 W 5th 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

Terry Moffat
Charter School Authorizing Program Manager
1000 LaSalle Avenue
Minneapolis, MN 55403
651-962-4372
tmoffat@stthomas.edu
https://www.stthomas.edu/education/ourimpact/communitypartnerships/charterschools/

Board of Directors

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 2026-2027

August 13, 2026	Back-to-School Night 2-7 PM
August 13, 2026	Picture Day
August 17, 2026	First Day of School - ALL Students
August 31, 2026	Schedule & Track Change Request Deadline 4:00 PM
September 4-7, 2026	No School - Labor Day
September 11, 2026	Picture Retake 1-3 PM
September 21-30, 2026	NWEA Fall Testing (All Students)
October 8, 2026	PSAT 11 (optional test)
October 14-16, 2026	Fall Break No School – Education MN
November 5, 2026	Early Dismissal (12:05 PM)
November 5, 2026	Fall Parent-Teacher Conferences 2-7 PM
November 25-27, 2026	No School - Thanksgiving Break
December 18, 2026	End of Semester 1
December 21-January 1, 2027	No School - Winter Break
January 4, 2027	First Day of J-Term
January 18, 2027	No School – Martin Luther King Day
January 21, 2027	End of J-Term
January 22-26, 2027	J-Term Performances
January 25, 2027	No School - J-Term Recovery Day
January 26, 2027	Start of Semester 2
February 9, 2027	Schedule & Track Change Request Deadline 4:00 PM
February 15, 2027	No School - Presidents' Day
March 24, 2027	Spring Parent-Teacher Conferences 2-7 PM
March 25, 2027	Early Dismissal (12:05 PM)
March 26-April 2, 2027	No School - Spring Break
April 16, 2027	ACT Grade 11 (Optional)
TBD	NWEA Testing (All Students)
May 3-12, 2027	AP Testing (Optional)
May 27, 2027	Last Day of School, Early Dismissal (12:05 PM)
May 27, 2027	Finale 7:00-9:00 PM, Doors open at 6:30
June 1, 2027	Graduation 7 PM
June 1-2, 2027	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.
SPCPA events are also listed on the website.

Administrative Contact Information

Callie Jacobs
Superintendent
Contact for schoolwide questions and feedback
jacobsc@spcpa.org

Tim Sullivan
Principal
Contact for academic programs, student behavior, and day-to-day school operations
sullivant@spcpa.org

Monica Lonergan
Director of Special Education
Contact for students with disabilities
lonerganm@spcpa.org

Elizabeth Tanner
Artistic Program Administrator
Contact for arts operations
tannere@spcpa.org

Nadia Franzen
Academic and College Advisor
Contact for student advising, attendance questions, 504 plans, and college planning
franzenn@spcpa.org

Daily Schedule

1st	8:00 –8:50
2nd	8:55-9:45
3rd	9:50-10:40
4th	10:45-11:35
Lunch A/5th	11:40-12:10/12:15-1:05
5th/Lunch B	11:40-12:30/12:35-1:05
6th	1:10-2:00
7th	2:05-2:55

Early Dismissal Schedule (12:05 PM)

1st	8:00 – 8:30
2nd	8:35 – 9:05
3rd	9:10 – 9:40
4th	9:45-10:15
5th	10:20-10:50
6th	10:55-11:25
7th	11:30-12:00

Attendance

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 <u>by 9:00 AM on the day of the absence</u>:

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

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

Absences not called into the attendance hotline or requested through Infinite Campus within two school days of the absence will be marked as unexcused.

Classroom Attendance

Attendance is taken in the **first 10 minutes** of each period and double checked in the **last 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 students' attendance.

Reporting Absences

Please include the following information when reporting an absence:

- Name and relationship to the 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 main entrance foyer to obtain a pass to class.

Arriving Late to Class

Students who arrive tardy to class must report to the main entrance foyer 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 to receive a pass to present to their teachers when leaving 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. Students failing to sign out at the main office 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 7th period for no more than fifteen (15) minutes. Students must obtain prior approval from school administration and complete all necessary documentation.

Please contact the office to begin the paperwork required for an approved early release. Students with an Early Release contract must leave the campus. Early release must be renewed each semester.

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 principal 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 principal or the main office to begin the paperwork required for predicted extended 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 Arts Program Director 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.

PEAAs must be renewed each semester.

Contact the Arts Programs Director to begin the paperwork required for predicted extended arts absences.

Excused/Unexcused Absences

LAWFULLY EXCUSED ABSENCES & TARDIES TO SCHOOL*	UNEXCUSED ABSENCES & TARDIES TO SCHOOL**
Student illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth	Truancy. An absence by a student which was not approved by the parent and/or SPCPA
Family emergency including the death or serious illness or funeral of an immediate family member	Any absence in which the student failed to comply with any reporting requirements of SPCPAs attendance procedures
Active military duty	Work at home or at a business
The student has a condition that requires ongoing treatment for a mental health diagnosis	Personal trips to schools or colleges
Religious holidays	Vacations
School events, such as AP testing	Absences resulting from accumulated unexcused tardies**
School approved PEAA	Any other absence not included under the attendance procedures

* After three consecutive excused absences or eight non-consecutive excused absences in a school year, documentation must be provided for any additional absence to be considered excused. Without documentation, the absence may be marked as unexcused.

** Three Unexcused Tardies (TUE) equal one Unexcused Absence. A **Tardy Equals Absent (TEA)** is recorded when a student arrives late enough to meet the school's TEA criteria and is treated as an unexcused absence.

Attendance Consequences

Unexcused Absences	Action	School Role
3 Unexcused Absences (Per semester)	Letter home	● Contact family via letter ● Meet with student
5 Unexcused Absences (Per semester)	Letter home Begin truancy reporting	● Contact family via letter ● Meet with student ● Student may be placed on an Attendance Contract
7 Combined Unexcused Absences (Per semester)	Letter home Truancy referral	● Contact family via letter ● Meet with student and family ● Student is placed on an Attendance Contract
10 Combined Limited Excused and/or Unexcused Absences (Per semester)	Letter home Truancy referral Credit appeal form sent	● Contact family via letter ● Meet with student and family ● Revise attendance contract ● Student may receive reduced credit or **no credit** for the course. ● Students receiving no credit will be withdrawn from the course with an **F** recorded on their transcript.
Before and After the 10th Counted Absence	Credit appeal form sent	Parent(s)/guardian(s) will be notified. Students may submit an Attendance Appeal Form to the Principal within 5 school days of notification. Students remain enrolled in the course while the appeal is under review.

See Policy 503 (spcpa.org) for additional information regarding SPCPA's student attendance policy.

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.

Bus Cards

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, stolen cards, or damaged 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 ten (10) rides and may only be used for traveling to and from school on days SPCPA is in session.** This pass covers costs associated with transportation via Metro Transit, excluding 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 must exchange used passes at the main office (for use verification) to receive a new Youth Ride bus pass. Students using the bus pass more than allowed, based on attendance, or on days when SPCPA is not in session will not receive a new bus pass until the correct expiration has been achieved. Lost, stolen 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

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

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 College Advisor will provide students and parent(s)/guardians(s) with information pertaining to the application process for college, university, and conservatory.

Credit Recovery

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 courses through St. Paul Public School.
- Take summer school courses 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, for most academic classes, a quarter is 0.25 credits, a trimester is 0.33 credits, a semester is .50 credits, and a year is 1.0 credits.
- Students completing academic course(s) through an organization other than SPCPA must have approval by school administration prior to enrollment.

Deliveries

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

Deliveries not made by a parent or 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. 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 PSAT, 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

Students may bring **water only** into classrooms, provided it is in a sealed, spill-resistant container (such as a thermos, screw-top bottle, or reusable water bottle). Other beverages must be kept in a designated area identified by the teacher and may not be kept at student desks.

Disposable drink containers, including cans, fast food cups, and coffee shop cups, are not permitted in classrooms.

Students who do not follow these expectations may lose the privilege of bringing beverages into the classroom. School staff are not responsible for food or beverages left behind.

For the protection of specialized equipment and performance spaces, **no food or beverages of any kind** are permitted in visual studios, science classrooms, theaters, or computer labs.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by 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

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

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

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.

Lost and Found

Articles found in and around the school are turned into the main office. Identification is required for the return of property. Unclaimed items in the lost and found will be donated to charity on a regular basis.

Open Lunch

Students are encouraged to bring 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. Lunch is the only time students are allowed to leave campus.

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 cafeteria. Students may not eat in the skyways, classrooms, or pod areas.

Payment Methods

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

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

Picture Day is on Back-to-School Night or during the school day on **September 11th, 2026**. Students will have their photo taken during their arts classes with more details and instructions after the school year begins.

Promotion and Retention

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 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 local TV stations, WCCO radio (830 AM), and on the school's website (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

Video surveillance is in use throughout the school building and in the public skyway areas. The system is used to enhance the safety and security of students, staff, visitors, and school property.

Recording—Audio/Video—of Class

Students are not permitted to photograph, video record, or audio record any portion of a class unless it is for instructional purposes and under the direct supervision and approval of the instructor.

Teachers and other staff members may not photograph, video record, or audio record classroom instruction except for instructional or educational purposes, or as otherwise authorized by school administration. Teachers and other staff may not post photographs, videos or audio recordings to personal social media accounts.

From time to time, authorized school personnel may photograph or video students, classes, and school activities for instructional purposes, the yearbook, school publications, the school website, or official school social media accounts, in accordance with applicable student media release permissions.

Visitors to SPCPA

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 (16 W 5th 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 and 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 with 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 Protocols

The school uses the following protocols to promote direct communication so that questions, problems, and concerns can be addressed efficiently. We ask students and parents/guardians to follow these protocols.

Academic or Arts Course Concerns
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.

If after speaking with the teacher your concerns are not resolved, please contact either the Arts Program Director regarding the artistic programs or the principal regarding the academic program or general (day-to-day) school operations.

If your question or concern remains unresolved after taking these two steps, please contact the Superintendent.

Attendance, Post-Secondary Counseling, 504 Plans
For all concerns regarding student attendance or a section 504 plan please contact the Academic and College Advisor. Individual concerns regarding specific class attendance should first be directed to the classroom teacher.

If after speaking with the Advisor, and your concerns are not resolved, please contact the principal.

If your question or concern remains unresolved after speaking with the Advisor and Principal, please contact the Superintendent.

Behavior Concerns
Students and parent(s)/guardians(s) are encouraged to express course concerns either directly to the teacher whose class the issue is in or contact the principal.

Students with Disabilities
For questions about Individualized Education Programs (IEPs) please contact the Director of Special Education.

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, available on our website at, spcpa.org

Common Notifications

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 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 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 with 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

Student Assistance Team

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

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 Academic and College Advisor.

Special Education Services

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.

Academics

Academic 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 unauthorized use of AI, plagiarism and/or cheating on assessments and/or other work. Consequences for these actions are determined by or between the student's teacher and administration.

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 academic dishonesty may include, but are not limited to:

- Receiving no 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 10th and 11th 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 ensure that each course is aligned with Minnesota Academic Standards and provide consistency in instruction across all sections 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/Clubs

SPCPA encourages students to create and join clubs that support creativity, community, and collaboration. To ensure all clubs run smoothly and align with school policies a club needs a staff advisor whose sole duty is supervision, a clear mission statement or proposal submitted to the principal, at least five members, and administrative approval.

SPCPA has a chapter of the National Honors Society. Students honored by membership in the NHS 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.

Grading 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

At SPCPA, we believe learning happens through consistent engagement, meaningful practice, and opportunities to demonstrate mastery. Academic course grades are organized into three categories that reflect these stages of learning.

Engagement, 20% of the Total Course Grade

The Engagement category recognizes the importance of being an active participant in the learning process. Students earn these points by consistently attending class, arriving prepared, participating appropriately, and engaging in classroom learning activities.
This category may include (but is not limited to):

- Daily attendance and punctuality
- Active participation in class discussions and activities
- Being prepared with required materials
- Appropriate collaboration and engagement during class

Formative, 30% of the Total Course Grade

The Formative category measures learning as it develops. These assignments provide students with opportunities to practice new skills, receive feedback, and improve their understanding before completing larger assessments.
This category may include (but is not limited to):

- Homework
- Classwork
- Practice assignments
- Small projects
- Skill-building activities
- Short written responses or reflections

Summative, 50% of the Total Course Grade

The Summative category measures a student's mastery of learning standards at the conclusion of a lesson, unit, or major learning experience. These assessments are intended to demonstrate a student's understanding after instruction and practice.

This category may include (but is not limited to):

- Quizzes
- Tests and exams
- Major projects
- Research papers or essays
- Presentations
- Performances or other culminating assessments

Missed Summative Assessments

If a student misses a summative assessment due to an excused absence, the student should contact the teacher as soon as possible to arrange a make-up opportunity in accordance with school attendance policies.

Late Work

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

Grade Reporting

Students' grades will be reported at the midterm and at the 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.

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

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 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's Academic and College Advisor can provide information on options after high school plus support and guidance for all students as they move towards post-secondary options. The Advisor 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 may 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:

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

Students and parent(s)/guardian(s) will be notified via mid-term email 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 administers the Minnesota Comprehensive Assessments (MCAs) annually according to the state testing schedule. Students take the Reading MCA in Grade 10, the Mathematics MCA in Grade 11, and the Science MCA when enrolled in Biology. Assessment results are used to evaluate curriculum and instruction, helping departments monitor student learning and make improvements to their courses and programs.

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.

Starting 2026-27, SPCPA students in grades 9-12 will be required to take the NWEA MAP Growth test in the fall and the spring. NWEA MAP Growth tests provide data to our teachers, families, and our authorizer. It also gauges student readiness for post-secondary education. NWEA Map scores will also be used to identify students with reading difficulties in accordance with the READ Act.

SPCPA will also offer the PSAT/NMSQT to 11th graders and ACT exams to students interested in taking it. Fees for these tests are paid by the families.

READ Act Requirements for Grades 4-12 Screening

The Minnesota READ Act requires students in grades four and above, who are not reading at grade level, to be screened for reading difficulties, including characteristics of dyslexia, using Capti ReadBasix, a tool approved by the Department of Education. Capti ReadBasix measures a student's reading skills in the areas of word recognition and decoding; vocabulary; morphology; reading efficiency; sentence processing; and reading comprehension.

Screening for reading difficulties is required for any student who performs below grade level on the NWEA MAP test. Parents will be notified of the student's reading proficiency, reading-related services being provided at school, and strategies for parents to use at home to support reading progress.

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**.** Student health information is considered private data, is maintained in accordance with applicable laws, 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 the main office to call their parents. Staff will speak with the student's parents 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 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, vomiting, or show other signs of serious illness.

It is expected that if a student is exhibiting these signs they will be picked up by a parent/guardian as soon as possible. Students must sign out by the main office before leaving campus.

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)/guardians(s) suspect that the student has a communicable or contagious disease, the parent(s)/guardians(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 do 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 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 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).
- Non-prescription 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

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.

Accidents

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).

Emergency Procedures

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 tornado drill, five fire drills and five 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. 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

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) 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) for additional information regarding SPCPA's discipline policy.

Detention

The principal or other administrator will schedule students for detention. Students must follow the expectations listed below when attending detention. Detentions will be held either during lunch or after school. Failure to comply with expectations will lead to further disciplinary action.

- All phones and electronic devices must be put away out of sight during detention.
- Students who are 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 serving lunch detention must bring lunch to school, as they WILL NOT have time to get lunch before serving detention.
- The principal 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 make alternate arrangements to serve their detention(s).

Student Removal from Class or Dismissal from School

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 an administrator in consultation with the teacher.
- **Significantly disrupting the educational environment:** Engaging in conduct that disrupts the ability of school personnel to perform their duties, interferes with school-sponsored activities, or endangers students, staff, visitors, or school property.
- **Significantly interfering with teaching and learning:** Engaging in conduct that substantially interferes with a teacher's ability to teach or communicate effectively with students or with other students' ability 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

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 for one (1) day only, make-up work, including exams, are due the following day. Students suspended for more than one day will receive an equal number of days to make up missed work.

Reinstatement Meeting after Suspension

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 principal. The suspension ends unless stated differently in the suspension notice.

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 Academic Director.

Open lunch is the only time students are allowed to leave campus during the school day. Students may not leave campus during passing periods.

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 strive to develop civic-minded, globally competent, compassionate, and creative problem solvers who can navigate real-world challenges. An important part of that preparation is understanding that different settings have different expectations. Choosing attire that is appropriate for the context is an important life skill and professional expectation. We ask students to choose clothing that reflects themselves as both scholars and artists and helps create an environment where everyone can feel comfortable, respected, and focused on learning.

- Students must wear shoes at all times and dress appropriately for the weather, school activities, and conditions.
- Students must ensure that private areas of the body and undergarments are fully covered at all times.
- Clothing and accessories may not include words, images, or messages that are obscene, vulgar, sexually explicit, discriminatory, harassing, threatening, or that promote or advertise alcohol, drugs, nicotine products, chemicals, or other products prohibited for minors.
- Brimmed hats, full-face masks, sunglasses (except outdoors or with a medical authorization), or any item that prevents a student from being readily identifiable may not be worn inside school buildings unless approved by school administration.
- Clothing, accessories, or grooming choices that promote hate groups, threats of violence, or hateful or discriminatory messages are not permitted.
- Clothing, accessories, or other items that reference or promote gang affiliation are not permitted.

Exceptions may be authorized by school administrators. Students who are in violation of SPCPA's dress code will be asked to cover or remove the offensive article of clothing. Further violations may result in parent notification, detention, or more as outlined in the school's behavioral and response matrix.

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

Purpose

SPCPA is committed to providing a learning environment where students can fully engage in academic and artistic instruction. Personal electronic devices can be valuable tools for communication and organization, but they can also create distractions that interfere with learning. This policy balances student access to personal devices with the need for focused instructional time. Because rehearsal, studio, and performance settings require sustained attention and collaboration, all arts instructional spaces are considered instructional environments under this policy.

General Statement on Policy

To minimize the impact of personal electronic devices on student learning, behavior, mental health, and academic engagement, SPCPA limits student use of personal electronic devices during the school day while recognizing that such devices may be used when authorized for educational purposes or as required by law or student accommodations.

Personal Electronic Devices

For purposes of this policy, personal electronic devices include, but are not limited to:

- Cell phones
- Smartphones
- Smartwatches
- Earbuds and headphones (wired or wireless)
- Tablets
- Personal gaming devices
- Any other personal electronic communication or entertainment device

Student Expectations

Students may use cell phones and other personal electronic devices:

- During passing periods
- During lunch
- Before school
- After school

Cell phones and other personal electronic devices, including headphones and earbuds may **not** be used:

- During any academic class
- During arts classes, rehearsals, studios, performances, or critiques
- During study halls unless specifically authorized by the supervising staff member
- In hallways once the tardy bell has rung
- During other school events unless permitted by staff

When personal electronic devices are not permitted, they must be silenced and stored in a backpack, pocket, or another location designated by the teacher. Devices may not be visible on desks, laps, or workspaces unless authorized for instructional purposes.

Instructional Use

Teachers may permit students to use personal electronic devices when they directly support instruction, research, artistic work, or classroom activities. At the conclusion of the activity, devices must again be put away.

Emergencies

Students who need to communicate with parents or guardians during instructional time should obtain permission from their teacher before using their phone. Parents needing to reach students during the school day are encouraged to contact the Main Office.

Medical and Accommodation Exceptions

Students may use personal electronic devices as required by or outlined in:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- A documented health or medical need
- Other school-approved accommodations

Consequences

Staff members will enforce this policy consistently using the following progressive interventions:

First Occurrence

- Reminder to put the device away.

Second Occurrence

- The device is placed in a designated classroom storage area for the remainder of the class period.

Third Occurrence

- Office referral.
- Device is held in the Main Office until the end of the school day.

Repeated Violations

Repeated violations may result in additional disciplinary consequences consistent with the Student Handbook, including parent/guardian contact and loss of privilege to possess a personal electronic device during the school day.

Additional Expectations

- Personal electronic devices with audio, video, or photo capabilities may not be used in restrooms, changing areas, or any location where use would compromise the privacy of others.
- Students may not photograph, video record, or audio record others without permission.
- Students may not use devices to cheat or facilitate academic dishonesty.
- Students may not use devices in a manner that violates school policies regarding harassment, bullying, cyberbullying, harassment, discrimination, intimidation, retaliation , privacy, or acceptable technology use.
- Students may not use speakers or play audio that can be heard by others during the school day.
- Personal electronic devices may not be used during lockdowns, fire drills, or other emergency drills unless directed by school staff.

Students are responsible for the security of their personal devices. SPCPA is not responsible for lost, stolen, or damaged personal electronic devices. Administration or designee may establish additional procedures necessary to implement this policy, provided those procedures are consistent with this policy and applicable law.

See Policy 524.5 (spcpa.org) for additional information regarding SPCPA's electronic devices policy.

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

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:

- The 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

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

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

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

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

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.
5. AI tools, only when specifically authorized for use by the teacher, must be used responsibly and ethically.

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 at 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.

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.

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
1	**Attendance** ▪ A student who skips a portion or entire class. ▪ Misuse of a pass	Student Conference, Parent Notification, Behavior Referral		Student Conference, Parent Notification, Detention(s)	1 Day Suspension	3 Day Suspension
2	**Academic Dishonesty** 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	**Records or Identification Falsification** 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	**Gambling and Games** 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

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
5	**Misuse of Technology (Including Cell Phones)** 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 (2nd) Behavior Referral (3rd – 5th)	Student Conference, Parent Notification, Detention(s)	1 Day Suspension	3 Day Suspension
6	**Insubordination** 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 (2nd – 5th)	Student Conference, Parent Notification, Detention(s)	1 Day Suspension	3 Day Suspension
7	**Interference, Disruption, or Obstruction** 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	**Inappropriate or Offensive Behavior** 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	**Inappropriate Sexual Behavior** 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	**Abuse: Verbal, Written or Otherwise Expressed** ***(upon a student)*** Causing alarm in others by using language that is discriminatory, abusive, threatening or obscene.	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
11	**Abuse: Verbal, Written, or Otherwise Expressed (*upon a staff member)*** 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	**Assault: Verbal, Written or Otherwise Expressed (*upon a student)*** 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	**Assault: Verbal, Written or Otherwise Expressed (*upon a staff member)*** 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	**Fighting: Promoting or Instigating a Fight between Others** Instigating or encouraging a fight between others, verbally or through behavior.	Immediate Behavior Referral		1 Day Suspension	3 Day Suspension	5 Day Suspension
15	**Fighting – Participating** Contributing to a fight verbally or physically.	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
16	**Bullying** "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 ▪ *Please refer to Policy 514(spcpa.org) for additional information regarding bullying.*	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion
17	**Cyber Bulling** 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.	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
18	**Hazing** 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.	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion
19	**Assault: Physical** ***(upon a student)*** Acting with intent to cause fear in another person, immediate bodily harm or death. Intentionally bulling, inflicting or attempting to inflict bodily harm upon another person.	Immediate Behavior Referral		5 Day Suspension	Expulsion	
20	**Assault: Physical** ***(upon a staff member)*** Acting with intent to cause fear in another person, immediate bodily harm or death. Intentionally bulling, inflicting or attempting to inflict bodily harm upon another person.	Immediate Behavior Referral		Expulsion		
21	**Assault: Aggravated** Inflicting bodily harm upon a person using a weapon or a device used as a weapon.	Immediate Behavior Referral		Expulsion		
22	**Pornography** Possession of sexually explicit material.	Immediate Behavior Referral		1 Day Suspension	3 Day Suspension	5 Day Suspension

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
23	**Harassment** "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: ▪ Has the purpose or effect of creating an intimidating, hostile, or offensive learning or working environment; ▪ has the purpose or effect of substantially or unreasonably interfering with an individual's work or educational performance; or ▪ otherwise adversely affects an individual's employment or educational opportunities. ▪ *Please refer to Appendix C of the Student and Parent Handbook, Policy 413(spcpa.org)*	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion
24	**Lewd Behavior** Sexual conduct that is considered indecent or offensive or other indecent behavior.	Immediate Behavior Referral		3 Day Suspension	5 Day Suspension	Expulsion
25	**Harassment: Sexual** 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. *Please refer Policy 413 (spcpa.org) for more information regarding Sexual Harassment.*	Immediate Behavior Referral		5 Day Suspension	Expulsion	

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
26	**Sexual Violence** 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. *Please refer Policy 413 (spcpa.org) for more information regarding Sexual Violence.*	Immediate Behavior Referral		Expulsion		
27	**Tobacco & Vaping** 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	**Alcohol** 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		
29	**Illegal Drugs** 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		

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
30	**Over the Counter (OTC) Drugs** 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	**Medication Misuse** 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	**Trespassing** 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	**Theft or Knowingly Receiving or Possessing Stolen Property** 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	**Damage of Property (Vandalism)** 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	

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
35	**Burglary** 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	**Robbery** 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	**Extortion** 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	**Lighting and/or Possessing Incendiary Devices** Unauthorized igniting of matches, lighters, and other devices that produce flames	Immediate Behavior Referral		1 Day Suspension	3 Day Suspension	5 Day Suspension
39	**Fire Alarm: False** 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	**Fire Extinguisher: Unauthorized Use** Unauthorized handling of a fire extinguisher	Immediate Behavior Referral		5 Day Suspension, Restitution	Expulsion Restitution	
41	**Ammunition, Mace, or Pepper Spray** 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	

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
42	**Fireworks: Possession** 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	
43	**Fireworks: Use** 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	**Explosives: Possession or Use** 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	**Arson** Intentional destruction or damage to school or SPCPA buildings or property by means of fire	Immediate Behavior Referral		Expulsion, Restitution		
46	**Bomb Threat** Intentionally giving false alarm of a bomb	Immediate Behavior Referral		Expulsion		
47	**Terroristic Threat** 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		

	BEHAVIORS	**Staff Response** (1st Event)	**Staff Response** (2nd & 3rd Events)	**Administrative Response** (1st Behavior Referral)	**Administrative Response** (2nd Behavior Referral)	**Administrative Response** (3rd Behavior Referral)
48	**Potentially Dangerous Item** 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	**Weapons: Possession or Use** 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		

Saint Paul Conservatory
FOR PERFORMING ARTISTS

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, Instrumental Music, Musical Theatre, Theatre, and Vocal Music. Beginning in 2026-2027. students must receive a 3 arts credits a year. Students enrolled prior to 2026-2027 need 5 credits for each year.

GRADE OF ENTRY INTO SPCPA*	ARTS CREDITS REQUIRED FOR GRADUATION
CLASS OF 2030	12
CLASS OF 2029	14
CLASS OF 2028	16
CLASS OF 2027	18

*Students who enter the school mid-year/career 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
4.0 credits	**3.5 credits**
▪ (1 Credit) English 09 ▪ (1 Credit) English 10 ▪ (1 Credit) English 11 ▪ (1 Credit) English 12	▪ (1 Credit) World History ▪ (1 Credit) U.S. History ▪ (.5 Credit) Government ▪ (.5 Credit) Economics ▪ (.5 Credit) Geography
MATHEMATICS	**SCIENCE**
3.0 credits	**3.0 credits**
▪ (1 Credit) Algebra 2	▪ (1 Credit) Biology ▪ (1 Credit) Chemistry
All students must complete a Health and a Physical Education course	

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.

✓ A complete list of course offerings and descriptions are outlined in the 2026-2027 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.