

**QUICK REFERENCE  
UPPER SCHOOL  
612-729-8321**

*Who to contact for what at Minnehaha Academy Upper School*

**Academics:** Mike DiNardo, Vice Principal

612-729-8321 ext. 1701

**Admissions:** Kathy Johnson, Director of Admission

612-729-8321 or 612-728-7756

**Alumni:** Jane Anfang, Alumni and Special Events Manager

612-728-7723

**Athletics:** Ken Anderson, Activities Director

Kris Anderson, Administrative Assistant

612-729-8321

**Attendance:** Terri Bergstrom, Student Services

612-728-7780

(use this number also for important messages for students)

**Busing and Ice Arena:** Bruce Peterson, Transportation & Ice Arena Director

612-728-7788

**College and Guidance Counseling:** Caleb Bjorklund and Richard Harris

**Cultural Field Experience (CFE)/Service Opportunities:** Amy Swanson,

Director of Cultural Immersion

612-729-8321 ext. 1518

**Financial Aid/Student Accounts:** Brenda Robbins,

Director of Student Accounts and

Financial Aid

612-729-8321 ext. 1227

**Food Services:** Karen Olson, Food Services Director

612-729-8321 ext/ 1135

**Learning Support:** Elaine Ekstedt, Learning Specialist

612-729-8321 ext. 2207

**Principal's Office:** Nancy Johnson, Upper School Principal

612-729-8321 ext. 1233

**Registrar:** Diane Rahm

612-729-8321 ext. 1224

**School Calendar:** Nancy Ann Yaeger, Purchasing Director

612-729-8321 ext. 1221

**Student Life/Discipline:** Lance Johnson, Dean of Students

612-729-8321 ext. 1238

**Fax Numbers:**

North Campus-612-728-7787

Admissions-612-728-7757

Development- 612-728-7733

Main Switchboard

612-729-8321

Web Site: <http://www.MinnehahaAcademy.net>

## **UPPER SCHOOL STUDENT/PARENT HANDBOOK**

### **SCHOOL MISSION/PHILOSOPHY**

#### ***Mission Statement***

Minnehaha Academy's mission is to provide a high quality education integrating Christian faith and learning. Therefore:

- We seek to lead students to commit their lives to Jesus Christ and see the importance and implications of His Lordship for whole and effective Christian living.
- In all that we do and learn, we will challenge ourselves and our students toward excellence, a deepening Christian faith, and a commitment to service.

#### ***Belief Statements***

1. We believe the task of Christian Education is one shared by the school, the church, and the home.
2. We believe in the equality of all persons before God.
3. We believe in the development of the whole child.
4. We believe that the avenues to understanding and knowledge are diverse.
5. We believe in a Christian liberal arts education.

It should include an exposure to various viewpoints under the guidance and interpretation of a Christian teacher who will relate the material to the level of understanding of the student. Minnehaha is unequivocally committed to fostering growth in the Christian faith and in the development of a Christian worldview. We seek to confirm this commitment in an atmosphere that encourages openness and willingness to question. Our admonition is: "Test all things; hold fast what is good" (1 Thessalonians 5:21). We see our role as a Christian school not to shelter youth from the world in which we live but to "companion" them as they examine other ideologies.

6. We believe learning is a lifelong process.
7. We believe in the importance of building genuine Christian maturity.

We seek to build maturity by stressing a reliance on God's love and grace, a commitment to Christ's Lordship, a conscientious pursuit of truth and excellence, and a loving integrity in relationships. We hope that our graduates will display this mature Christian character, and thus permeate society with Christian influence and practice.

#### ***Spiritual Heritage***

The Northwest Conference, a regional division of the Evangelical Covenant Church, is the owner and sustaining church community of Minnehaha Academy.

The Covenant Church emerged during the Protestant Reformation. It has roots in the Biblical instruction of the Lutheran Church of Sweden, and in the spiritual awakenings of the 19th century. The Covenant Church confesses the historic faith of the Apostles. We believe in Jesus Christ the Son of God, our Savior and Lord. We see ourselves to be part of His universal church. We stand in the mainstream of the 16th century Protestant movement which insisted on justification by grace alone through faith alone. Appreciating this classical Christian heritage and hungering for an ever more vital experience of new life in Christ, the Covenant Church affirms a number of evangelical emphases:

The centrality of the Scriptures, the Old and New Testaments, as the authoritative Word of God

and the only perfect rule for faith, doctrine, and conduct. We believe it is essential to the life of the Church that it be a company of people who want, above all else, to have their lives shaped by the powerful and living Word of God.

The Church is a fellowship of believers, characterized by mutual participation and sharing in the new life in Christ and open to all believers, regardless of class or race.

The reality of freedom in Christ, who delivers us from the power of sin and moves us by His grace into a whole new experience of obedience and life. This freedom creates a climate which allows for differences of opinion in matters of interpretation, doctrine, and practice within the context of Biblical guidelines and historical Christianity. Such freedom is to be distinguished from the individualism that disregards the centrality of the Word of God and the mutual responsibilities and disciplines of the believing community.

This affirmation is not to be taken as a creedal statement. Rather, it is understood as a true and valid description that the Evangelical Covenant Church cherishes as it continues to grow in grace and knowledge of God.

While supported by the Covenant Church, Minnehaha accepts and ministers to students of all religious and denominational affiliations. The school employs faculty and administrative personnel who are committed to the Christian faith and who represent the broader interdenominational character of the school.

### ***School History***

Minnehaha Academy is a private school sponsored by the Evangelical Covenant Church of America. Dating from an 1884 precursor school for Swedish emigrants, the Academy has, since 1913, been a Christian school located on the west bank of the Mississippi River in Minneapolis. This original site at 3100 West River Parkway is now the Upper School (9-12). Lower (preschool-5) and Middle schools (6-8) are ten blocks south at 4200 West River Parkway. A campus in Bloomington (K-5) is located at 10150 Xerxes Avenue South.

The Upper School campus was expanded and renovated in 2001-2003, highlighted by the addition of a new Athletic Center and Chapel / Fine Arts Center.

### ***School Song***

by Daniel Bloomdahl and Joseph E. Burns, 1917

#### Minnehaha Academy

1. Mississippi murmur thanks

To the fates that gave to thee

Fairest jewel on thy banks

Minnehaha Academy!

2. Oaks majestic, ages old,

Wave your branches proud and free,

With your shelter kind enfold

Minnehaha Academy!

3. Father, Thou whose mighty arm

Ruleth overland and sea,

Bless and shield from every harm

Minnehaha Academy!

Chorus

Minnesota's sons and daughters,

Or where'er your home may be,

Hail the school of Laughing Waters,

Minnehaha Academy!

## **ALL SCHOOL ADMINISTRATION**

President	Donna Harris
Director of Finance and Operations	James Wald
Director of Curriculum	Barb Fjelstad
Director of Advancement	Gayle Gilreath (Interim)
Director of Diversity	Paulita Todhunter
Director of Technology	Merry Mattson
Director of Admission	Kathy Johnson

## **UPPER SCHOOL ADMINISTRATION/SUPPORT SERVICES**

Advisory Coordinator	Jill Westermeyer
Athletic and Activities Director	Ken Anderson
Chapel Coordinator	Jeff Crafton
Chaplain	Dan Bergstrom
College and Guidance Counseling	Caleb Bjorklund
College and Guidance Counseling	Richard Harris
Dean of Students	Lance Johnson
Cultural Immersion Director	Amy Swanson
Learning Specialist	Elaine Ekstedt
Principal	Nancy Johnson
Vice Principal	Mike DiNardo

**NOTICE: The Student Handbook of Minnehaha Academy is intended to provide students and their parents or guardians with information regarding the Academy's philosophy, guiding principles, and policies, and to describe its expectations of students who attend the Academy. Minnehaha Academy reserves the right to vary from the provisions of the Handbook in its discretion and without notice based upon its judgment, in evaluating the circumstances of any specific situation, regarding what action is in the best interests of the Academy and its students**

## **DAILY POLICIES AND PROCEDURES**

### **ACTIVITY PERIOD**

In a given week, there are generally 3 activity periods on Monday, Tuesday, and Thursday. Activity periods, ranging from 15 to 25 minutes, are a time when students can meet with teachers or advisors, go to club meetings, or socialize with friends in the Campus Room.

### **BOOKSTORE**

The bookstore, located off the Campus Room, will be open before school for the purchase of school supplies. All purchases are cash.

### **CHAPELS/ASSEMBLIES**

In a regular school week, there is one assembly on Tuesday and one chapel service on Thursday. Assemblies are a time to celebrate successes, make announcements, and hear from a wide range of speakers and/or performing groups. Chapel's purpose is to offer the setting, the resources, and the encouragement for the members of the MA community to worship the Triune God. Assembly Interns and Chapel Interns are very involved with planning both.

## **CRISIS MANAGEMENT PLAN (including fire/tornado drills)**

The Crisis Management Plan includes the following purposes:

- To protect and maintain the safety and health of people.
- To specify lines of authority and decision-making.
- To facilitate accurate and helpful communication within our school community and to the larger community.
- To provide crisis-specific guidelines for appropriate action during emotional and otherwise pressured situations.

Routine fire, tornado, and lock-down drills are part of the overall Crisis Management Plan Directions for fire and tornado drills are posted by the door in each classroom. Knowing these directions might save your life or someone else's. For fire drills these guidelines should be followed:

1. Walk rapidly, but do not run.
2. Do not talk until outside the building.
3. The first two students out any door will hold that door for everyone else.
4. Do not stop walking until at least 100 feet from the building.
5. Do not stand between the fire hydrant and the building.
6. Do not re-enter the building until the all-clear signal is given.

## **LOCKERS**

At the beginning of each year, all lockers have been cleaned, repaired and their condition recorded. Students will be held responsible for any and all damage to their locker. To avoid damage caused by others, students should keep their locker locked and report any need for locker repair to the school office immediately before a minor maintenance item becomes a more serious damage problem. Locker decorations must be in keeping with the school philosophy and must be removed at the end of the school year. The school reserves the right to remove, or ask that students remove items considered inappropriate on or inside lockers.

## **LOST AND FOUND**

A lost and found cabinet is located in the Student Services Office. Books and clothing articles are placed there for students to reclaim. More valuable items may be turned in to the Student Services Office. All unclaimed personal articles will be brought to a charitable organization periodically. Books will be returned to the appropriate classroom teacher or library.

## **LUNCHES/CAMPUS ROOM**

There are three school lunches that occur each school day between 11:30 and 1:30. Lunches are 30 minutes in length. Students can purchase a school lunch or bring their own "bag" lunch.

## **SCHOOL CLOSING INFORMATION**

Announcements will be made over WCCO Radio & TV-4 and KSTP-5, KMSP-9 & KARE-11 TV, with notification also placed on the MA website, as early as possible regarding the closing of school- hopefully between 6:00-6:15am. Winter storms can develop late, and closing decisions cannot always be made in time for the word to get out by 6:15am or so. Please continue to listen to or watch, closing announcements that may not reach the air until after 6:30am.

When school is closed, **ALL** school activities are also considered closed/cancelled, including all athletic practices, games, concerts, plays, rehearsals, etc. Exceptions will be considered on an individual basis, with consideration given to the weather and road/parking conditions expected at the time of the activity.

## **TELEPHONE CALLS/MESSAGES**

Telephone messages for students from parents will be delivered only in the case of emergencies. Cell phones, pagers and other electronic devices may not be turned on during the school day. (see complete policy under "Community Expectations, Guidelines and Disciplinary Procedures")

## VISITORS

Prospective students wishing to visit for the school day should contact the Office of Admissions. Except for perspective students, students of high school age who are not enrolled at Minnehaha Academy are not permitted in the building during school hours.

# COMMUNITY EXPECTATIONS, GUIDELINES & DISCIPLINARY PROCEDURES

## ATTENDANCE POLICY

- Students are expected to attend every class, every day, for the full time allotted. This includes chapel/assembly/advisor times.
- Minnehaha Academy has a closed campus. Students are not allowed to leave the campus during the school day without school permission.
- Students must sign out and in with the Student Services Office when leaving or coming to school between 8:35 and 2:55.

### A. Absences

Students are expected to be in school from 8:35 a.m. to 2:55 p.m. unless they have a verified and excused absence for the following:

Illness

Family emergency

Medical appointments (only if appointments cannot be made outside of school time or during a student's free time.)

School-related experiences (i.e. field trips)

*Note: It is not an excused absence for students to attend state athletic tournaments unless a Minnehaha team or athlete is participating in it.*

*College visits count towards our current absence policy. Students in mandatory study hall, detention, and those with five or more absences are not allowed to go.*

***Oversleeping Is Not An Excused Absence, Even With A Parent Note!***

### B. Absence verification

Parents should phone the school when the student is absent (612-728-7780) for any of the reasons listed in section A. If the school does not receive a call, the attendance secretary may call the parent. If the parent and school are unable to communicate by phone, the student, upon returning to school, should bring in a note from the parent. Students will NOT be excused from final exam periods, except in cases of illness, family emergency, or a school-related experience.

### C. Family travel

Vacationing at times other than scheduled school vacation days is discouraged, as it affects student performance and demonstrates a lesser priority for classroom instructional time. Teachers may be unable to provide individual instructional time to compensate for each student's absence, and it may not be possible for students to make up all class activities and/or assignments that are missed.

The student is responsible for requesting make-up work, and each faculty member defines his or her own make-up work policy. Due to the nature of certain classes, there is no guarantee that make-up work will be available before the absence.

### D. Unverified school/classroom absence

Any absence of a school day or class without parent or teacher consent is considered unexcused and will result in appropriate disciplinary action.

**First offense:** Same-day detention time to approximate missed classroom time and conference with school administrator. Parents notified. No co-curricular activity involvement that day.

**Second offense:** Multiple detentions/Saturday detention/Loss of free hour. Parent Conference. No co-curricular activity involvement that day.

**Third offense:** Suspension. Discipline Review Board to determine future status at Minnehaha Academy.

#### **E. Excessive absences**

Any student who is absent from the same class for five class periods in a semester for excused or unexcused reasons will receive a warning letter from the student services office. Excused absences includes health related absences and appointments. Though they are counted as an absence, make up work will be accepted. Unexcused absences include oversleeping, general truancy and family trips. These also go against students' overall absence count and students may not be able to make up missed work.

At seven absences a parent will be notified and a parent conference may be held with the student, teacher(s) and Dean of Students, at which time a decision will be made as to the status of the student in the particular course(s) affected. The school reserves the right to refuse course credit to a student at this time. This policy does not apply to required class absences due to school-related experiences.

#### **F. Attendance related to extracurricular participation.**

Students are required to be in attendance for the entire school day (including assigned detentions) to participate in extra-curricular activities that day. Extra curricular activities include drama, math team, debate, speech team, athletic and all other school-sponsored activities after school.

#### **G. College Visits**

Students are encouraged to visit prospective colleges during non-school days. Summer, fall, winter and spring breaks are good times to schedule visits. Missing school days is an option but careful attention should be paid to the attendance policy (e.g., College visits count as absences that relate to the maximum number of absences a student can accrue in any of his or her courses).

#### **H. Tardiness**

Each teacher maintains his or her own policy regarding tardiness to class. Students should be aware of those policies. Excessive tardies reported through the attendance office are disciplined with a detention and parent notification.

### **BEFORE/AFTER SCHOOL SUPERVISION**

The building will be open to students at 6:45 a.m. Breakfast may be purchased in the Campus Room beginning at 7:30 a.m. Between 3:15 and 4:00 p.m. students may use the library and computer lab for a quiet study area. Students are not allowed anywhere in the building after 4:00 p.m. except the Campus Room and Commons area, unless they are involved in an adult-supervised activity.

Students are expected to behave in accordance with school policies, classroom behavioral expectations and instructions given by faculty and staff in a way that respects the rights and safety of others.

### **BEHAVIOR/BEHAVIORAL EXPECTATIONS**

Students are expected to behave in accordance with school policies, classroom behavioral expectations and instructions given by faculty and staff, and to respect the rights and safety of others at all times when in the school building or at school sponsored events, both on and off school grounds.

Students who do not meet the behavioral expectations of Minnehaha Academy will be subject to disciplinary action determined in the judgment of Minnehaha Academy. There are no required

steps in the disciplinary procedure. Students will be disciplined in a manner deemed appropriate by the Academy based upon its evaluation of the facts and circumstances surrounding the violation. Forms of discipline may include a student conference, parent or guardian conference, fine or restitution, loss of free hour, detention, classroom contract, removal from class, behavioral probation, suspension, appearance before the Disciplinary Review Board, or expulsion from school.

#### **A. Behavioral Probation**

If a behavioral probation is decided upon by teachers and/or administrators, a parent/guardian-student conference will be held with the Dean of Students to draw up a probation which states the expectations the student must meet during the prescribed probationary period. During the probationary period the Dean of Students will monitor the progress of the student to determine the student's status. If a student fails to meet the terms of his or her probation, he or she will be recommended to the Principal's Office for dismissal from Minnehaha Academy.

#### **B. Disciplinary Review Board**

Students who do not meet their obligations in the classroom and/or who do not meet standards of behavior at Minnehaha may be asked to appear before the Disciplinary Review Board. This Board is generally comprised of the Principal, Dean of Students, and the Academic Dean. The Review Board is designed to help the student take a comprehensive look at the problems he/she is facing and may set goals and standards for continued enrollment at Minnehaha. Parents/guardians will be notified of this meeting and the possible consequences. They will be informed of the outcome as soon after the meeting as possible. Appeals to the decisions of the Disciplinary Review Board will be handled by the President's Office.

### **CELL PHONES AND PORTABLE ELECTRONIC DEVICES**

Cell phones and other electronic devices are strictly prohibited during school hours (8:35-2:55). They are to be turned off and kept out of sight. Lap tops are acceptable for educational purposes only. Any student who is in violation of this policy will have his/her electronic device taken away and will only get it back by paying the Dean of Students Office a fine of twenty dollars at the end of the school day.

### **CHEATING/PLAGIARISM/ACADEMIC HONESTY**

A student's record reflects his or her individual effort. Students should not give or receive help on tests, quizzes or homework unless the teacher has granted this privilege on a particular project.

Cheating and plagiarism are forms of academic dishonesty.

**Cheating:** the use or attempted use of unauthorized materials, information, or study aids; unauthorized copying or collaboration

Examples include:

- Copying another student's homework without specific permission from teacher
- Using a cheat sheet, concealed answers, or non-verbal signals in a quiz or exam
- Using answers from another person's paper during an exam
- Representing material prepared by another as one's own work (also fits definition of "plagiarism")
- Using aids like Cliff's Notes in place of reading the original text
- Allowing other students to copy assignments or test answers
- Telling other students the specific content of tests or quizzes before they have taken them

**Plagiarism:** is the use of another's words, ideas, data, or product without appropriate acknowledgment; presenting someone else's opinion as one's own

Examples include:

- Copying and pasting from an online source and submitting it as your own work
- Using a direct quotation from a source without quotation marks, even if the source has been cited correctly
- Substituting a word or phrase in a sentence, but using the same sentence structure

- Using graphics, experimental data, on-line foreign language translations, video, or audio without permission of the author or acknowledgement of the source
- Correctly citing a specific passage, but then borrowing other ideas from the same source without proper attribution
- Buying or downloading a paper from an internet site and turning it in as your own

**First offense:** “F” on assignment or test. Offense will be noted in student’s file in Dean of Students’ Office. Parents notified.

**Second offense:** The student will receive an “F” on all graded items (assignments, quizzes and exams) for the midterm in which the infraction occurred. Student will remain in the course. Parents notified. Possible suspension.

**Third Offense:** “F” in the course for the semester. Student will be removed from the course. Parent conference and possible suspension or expulsion from M.A.

## CHEMICAL CONCERNS POLICY

### I. Philosophy and Purpose

The following statements from the Minnehaha Academy Educational Philosophy serve as a basis for the Chemical Concerns Policy:

“We believe Minnehaha Academy’s mission is to provide a high quality education integrating the Christian faith and learning. Consequently, we will seek to lead students to commit their lives to Christ and see the importance and implications of his Lordship for whole and effective Christian living. In all that we do and learn, we will challenge ourselves and our students towards excellence and a deepening faith.

We believe in the importance of building genuine Christian maturity. We seek to build such maturity by stressing a reliance on God’s love and grace, a commitment to Christ’s Lordship, a conscientious pursuit of truth and excellence, and a loving integrity in relationships. We hope that our graduates will display this mature Christian character, and thus permeate society with Christian influence and practice.”

- Minnehaha Academy recognizes there is a drug problem among today’s youth that interferes with their health, behavior, learning, and fullest possible development.
- Minnehaha Academy recognizes that chemical dependency is treatable, and recommends that student drug problems should be handled in the first instance within the school or community rather than through court intervention, unless the drug use is accompanied by other criminal activities.
- Minnehaha Academy seeks to encourage healthy living and discourages chemical abuse in all aspects of our program. The school has initiated a Chemical Health Program which includes a drug and alcohol policy, education, and intervention, thereby assisting in the prevention of chemical abuse among students and providing appropriate services to those students who become involved with drugs. The format of the program is outlined below:

**Policy Development** in 1988 included representative teachers, chaplains, counselors and administrators, resulting in the first version of this tool which is used to identify needs/problems in order to assist affected students. The Board of Education reviewed the recommended policy. The Minnehaha Academy All-School Student Support Team periodically reviews and revises this policy.

**Education** is provided to school personnel, parents, and students regarding drug and alcohol abuse and its implications on an ongoing basis in order to raise issues of concern, identify needs/problems, and present intervention options.

**Intervention** is intended to provide a therapeutic process with consequences, rather than a punitive approach, to assist students and concerned persons in using appropriate services to counteract abuse and dependency, and establish healthy living. Intervention may include identification, confrontation, referral, and after care.

### II. Policy Guidelines

The Chemical Concerns Policy is supported by Student Support Teams at each school level, which consist of at least one classroom teacher, counselor, administrator, nurse, health teacher, and chaplain. A listing of Student Support Team members is available in each school office. Responsibilities of the Team include follow-through with policy guidelines in consultation with the faculty and other individuals involved. **Minnehaha Academy's Chemical Concern Policy applies to all Minnehaha Academy students throughout the calendar year, on or off campus.**

**Chaplains' Role:** As part of their ministry, chaplains at Minnehaha are clergy who will meet with and hear students or adults who seek help and/or the chance to confess their involvement in chemical abuse. In their spiritual counsel they will encourage students and adults to receive the proper help and treatment they might need. Every attempt will be made to bring the individual back to health. Seeking appropriate help is expected. These sessions will be held in strict confidence unless otherwise directed by the student or adult seeking help or confession.

### **III. The Chemical Concerns Policy is divided into three sections:**

Section **A** refers to students suspected of being significantly affected by chemical abuse. Concerns regarding possible chemical abuse on the part of a student or his or her family member(s) should be directed to the Student Support Team. Sections **B** and **C** refer to documentable instances of chemical possession, abuse or distribution. In all cases the Student Support Team and any coach should be notified.

#### **A. Situations of Concern**

Concerns of chemical use may arise which require the attention of Student Support Team:

1. *A student whose life has been affected by someone else's chemical use* may seek help from any member of the faculty, staff, or administration. This would include concerns of use by a family member, friend, or any Minnehaha Academy Student(s). It applies as well to concerns surrounding use at an event, or general use patterns noticed, suspected, or known among Minnehaha Academy students. Students identified with these concerns will be referred to a member of the Student Support Team.
2. *A student may seek help from the same resources concerning personal chemical use.* Again, students will be referred to the Student Support Team. Although consequences of policy violation apply in any case, except in discussions with a chaplain—see paragraph above, a student's request for help indicates good faith in entering the process of help.
3. *A student who has been identified by a faculty/staff member, parent, peer or other concerned person as one who is exhibiting unusual behavior which could be related to chemical involvement* is referred to the Dean of Students (Upper School) or any member of the Student Support Team (Lower and Middle School). The Dean or available members of the Team initiate(s) and conduct(s) an interview with the student to discuss problematic behavior. If needed, the Team contacts parent and schedules a meeting. The student's current behavioral concern is discussed and an appropriate referral may be made. Consequences for a first violation of use or possession may be implemented.

#### **B. Use or Possession:**

Students are not to use or have in their possession tobacco, alcoholic beverages or illegal drugs at any time, anywhere, on or off campus. A student must leave a party/gathering immediately if/when he or she becomes aware that this has occurred or is occurring. Remaining at the party/gathering will result in the same consequences as possession or use. The school will apply consequences where collaborative evidence is strong enough to indicate use or possession, whether a student admits or denies involvement. The above violations will subject a student to the following consequences\* (Possession at school or at a school-related event may result in consequences for second violation.):

##### **1. First violation\*\***

- a. The student will be immediately suspended from school and all school activities (usually 1-3 days).

- b. Parent/student conference with school officials will explore the degree of chemical involvement and course of action.
- c. Requirement of activities listed below, at discretion of administration in consultation with the Student Support Team:
  - Professional chemical assessment to further determine degree of involvement and course of action. Results and recommendations will be communicated to the school and followed within an agreed-upon time frame.
  - Participation in a chemical awareness/insight group, on or off campus, which is designed for students to examine their chemical use.
  - A research project may be assigned to study the effects of chemical use.Conditions listed above in c. must be followed according to the agreed-upon schedule, or the consequences of the second violation will be administered.
- d. Suspension from participation in extra-curricular events/activities in accordance with the following schedule:
  - The student shall lose eligibility for the next three consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. A student involved in Middle School events may not practice while ineligible, but a student involved in Upper School events is required to continue practicing during ineligibility, after returning to school.
- e. President's Office will be informed.
- f. Local police may be informed.

## 2. Second violation

- a. The student will be immediately suspended from school and all school activities (usually 3-5 days).
- b. Parent/student conference with President and school administrators to explore degree of chemical involvement, course of action, and future status of the student with Minnehaha.
- c. If a decision is made allowing the student to continue at Minnehaha after suspension, the following will take place:
  - Professional chemical assessment with results and recommendations communicated to the school and followed within an agreed-upon time frame.
  - Participation in treatment and after-care program, as recommended by assessment.
  - Participation in a chemical awareness/insight group.Conditions in c. must be followed according to the agreed-upon schedule, or the consequences of the third violation (expulsion) will be administered.
- d. Suspension from participation in extra-curricular events/activities in accordance with the following schedule:
  - The student shall lose eligibility for the next six consecutive interscholastic contests or four weeks, 28 calendar days, of a season in which the student is a participant, whichever is greater. A student involved in Middle School events may not practice while ineligible, but a student involved in Upper School events is required to continue practicing during ineligibility, after returning to school.
- e. Local police may be informed.

## 3. Third violation

- a. The student will be immediately expelled.
- b. Possible referral to police.

4. **Intoxication:** A student who appears to be under the influence of such a substance will be immediately referred to the Student Support Team for parental notification and possible removal to a detoxification center. A separate set of guidelines will be followed in handling an intoxicated student.

### C. Distribution/Provision

The distribution/provision of tobacco, alcohol, or illegal drugs in any form by one student to another student will be subject to the following consequences:

1. The student will be immediately suspended from school and all school activities.
2. The situation will be forwarded to the President's Office with the administrative/Student Support Team recommendation of suspension or expulsion.
3. Parent/student conference with the President and school administrator to explore and determine the degree of chemical involvement, course of action and future status of the student with Minnehaha.
4. Suspension or expulsion of the student will be issued as follows:

**First offense:** suspension or expulsion. If suspended, student is subject to consequences of "second violation" under **Use or Possession** with the additional activity of restitutionary service in the school and possibly in the extended community

**Second offense:** expulsion

- a. Possible referral to police
- b. Suspension or expulsion may include the denial of participation in year-end activities and/or graduation.

\*Minnehaha Academy has a zero-tolerance policy for alcohol consumption by minors, with the exception of certain religious activities (eg. communion).

\*\*Students in grades 7-12 who are involved in extra-curricular activities should refer to the Minnesota State High School League policy for additional restrictions or consequences.

\*\*\*Chemical Concerns Policy violation steps are cumulative throughout a student's career at Minnehaha Academy.

## DETENTION

Students who violate school rules may be required to serve an hour detention. Detention will be offered daily from 7:30-8:30 a.m. Students will not be allowed to enter detention late or leave early for any reason. No talking will be allowed. If a student abuses the detention time, he/she will serve an additional detention. If a student misses detention he/she will not be allowed to participate in his/her extracurricular activity until it is served.

Along with the violation of school policies, detention may also be given for unexcused tardies to school. In most cases the Dean of Students will place students in detention either directly or upon the recommendation of an Upper School teacher or staff member.

## DETENTION (SATURDAY)

If a Saturday detention is assigned, students will be required to come to school from 7:30 to 10:00 a.m. for a supervised time by an Upper School teacher.

## DISCIPLINARY REVIEW BOARD

Students who do not meet their obligations in the classroom and/or who do not meet standards of behavior at Minnehaha may be asked to appear before the Disciplinary Review Board. This Board is generally comprised of the Principal, Vice Principal and Dean of Students. The Review Board is designed to help the student take a comprehensive look at the problems he/she is facing and set goals and standards for continued enrollment at Minnehaha. Failure to meet these standards might result in suspension or expulsion from Minnehaha. Parents will be notified of this meeting and the possible consequences. They will be informed of the outcome as soon after the meeting as possible.

## DRESS CODE

The dress code has been established to encourage an environment conducive for learning.

### Unacceptable Dress

- Clothing with tears, rips, or holes (patched or open) above the knee
- Clothing with printed slogans that advertise alcohol, tobacco, or drugs or are sexually suggestive
- Short clothing (length of shorts and skirts must be mid-thigh or longer)
- Tops that do not cover the mid-riff – tops must be able to be tucked into pants or skirts
- Sleepwear
- Pants with any words on the rear
- Anything that allows undergarments to show
- Head wear (including hats, visors, and hoods)

### Specific to females

- Tops with shoulder straps narrower than one inch
- Tops that allow bra / bra straps to show
- Tops with low necklines – now cleavage or bust is to be showing at any time
- Leggings, tights, or spandex must be covered by shorts, skirts, or shirts that are at least mid-thigh or longer.

### Specific to males

- Sleeveless shirts

### Athletic Spirit Days

Students' dress may reflect their support or involvement in a school-related activity. Clothing **must** honor the dress code and reflect the spirit of the activity.

### Consequences for Students Not Dressed Appropriately

**1. First violation:** The student will correct the dress code infraction immediately. The Dean of Students is notified and the infraction is documented. Detention is given.

**2. Second Violation:** The student will correct the dress code infraction immediately. The parent of the student is called immediately. The Dean of Students is notified and the infraction is documented. Detention is given.

**3. Third Violation:** Student is suspended from school for one day. Parent is notified.

**4. Furth violations:** The Dean of Students will refer the student to the Discipline Review Board

**\*NOTE:** The school (represented by faculty, staff and administration) reserves the right to determine what is unacceptable regarding this dress code.

## DRIVING/PARKING PRIVILEGES

To provide orderly and safe vehicle parking and operation, M.A. requires student vehicle registration. M.A. cannot assume liability for damages to or loss of vehicles and/or their contents.

1. Students may not use vehicles during the school day to leave campus without permission.
2. Students must register vehicles with the Student Services Office.
3. Vehicles must be parked only in designated parking spaces in the parking lots.
4. Students may park on school-designated neighborhood streets.
5. Students are reminded to observe all traffic laws when driving between North and South Campuses, and should use River Road or 46th Avenue South, rather than Edmund Boulevard.
6. Continued violation of these rules or significant driving misconduct will cause revocation of

parking privileges.

Students are not to be in the parking lots or at their car between 8:35 a.m. and 2:55 p.m., except with permission. The parking lot opens each morning at 7:00 a.m. and is locked at 10:00 p.m. on nights when there is no school function taking place.

## **FREE HOUR GUIDELINES**

Juniors and seniors may have one hour in their schedule that is free. Though they are encouraged to use this as a study time, they need not be in school if the free hour is the first or last period of the day. Students who have a free hour at any other time of the day are required to be on campus.

## **HALL BEHAVIOR**

Halls are for passing between classes and for locker access. Students are not to loiter in the hallways between 8:35 a.m. and 2:55 p.m. when classes are in session. Food and drink other than water are not permitted in halls. Seniors have been given the privilege to sit in Senior hallway during a free period.

Inappropriate displays of affection are not permitted during school or school events.

## **HALLWAY POSTERS AND NOTICES**

Hallway notices must be cleared by the Student Services Office. No tape should be used on painted walls. Messages put up with tape may be removed.

## **HARASSMENT/BULLYING**

Harassment or bullying consists of physical or verbal conduct or communication (including internet communication) that is demeaning or hostile based on gender, race, national origin, or religious or physical differences.

If an individual believes in good faith that harassment has taken place, he or she is encouraged to report the incident(s) as soon as possible to a teacher, the nurse, counselor, Dean of Students or principal. The incident(s) will be investigated promptly, objectively and confidentially. M.A. will take no adverse action against any individual who in good faith reports harassment and will do everything possible to protect him or her from reprisal from others.

Any form of harassment using electronic devices is prohibited and will not be tolerated by the school. Disciplinary action, including possible expulsion if appropriate, will be taken when it is determined that harassment has taken place.

## **LANGUAGE**

Minnehaha Academy has an expectation of its students that they use appropriate language. Failure to do so may result in disciplinary action.

## **LIBRARY- MEDIA CENTER**

The Library-Media Center is comprised of the Library, the Computer Lab and the Audiovisual Center. It is open from 7:30 a.m. to 4:00 p.m. for student use. Students using any part of the Library-Media Center are expected to be respectful of others by maintaining a quiet atmosphere.

### **Audio-Visual Center**

- Students may check out audiovisual equipment, including digital cameras or video cameras, for school projects on an hourly or overnight basis. Students must supply own videotapes.
- Prerecorded video, dvd's and cassette tapes are available for overnight check out.

### **Computer Center**

- All students will have accounts with a password on the server.
- All students will be expected to conform to the acceptable use policy when using the Internet.

### **Library**

- Three-week check out for books
- Reserve books are due before school the next morning. Failure to return reserve books will

result in fines.

- A copy machine is available for 10 cents a page.

### **Library On-line Resources**

The library subscribes to a number of databases, which represent a way to search many magazines and books that are not otherwise available to users. These are NOT Internet sites. They are only delivered over the Internet to the library. At school passwords are not necessary but home access is available if you go to the MA Web Site at <http://www.minnehahaacademy.net/>. On the left side go to Upper School. From the pull-down menu choose Library. On the right side choose Digital resources. You will find the following databases under electronic Resources. Use the following passwords to access from home.

- Atomic Learning (Software training): See Librarians for new username and password
- EBSCO Middle Search (Magazines and Newspapers): User name: Minnacad  
Password: Password
- Gale Group Databases (Magazines, Newspapers, and more) Use the password: elm4you
- Proquest Direct: (newspapers) ID number: HTFM4HV472, password: welcome  
Grolier Online: contains Encyclopedia Americana, The New Book of Popular Science and Lands and Peoples: username: manorth password: manorth  
Opposing Viewpoints Resource Center and Opposing Viewpoints Resource Center:  
username: minn\_log password: minn\_rpa  
Literature Resource Center: username: minn\_log password: minn\_rpa

On the library page, under the databases are several eBooks. These are reference books, which the library has that are available to you at home: eBooks, User name: minn12990 Password: minn\_rpa

Available with no password is the library card catalog and the websites to all area libraries.

### **STEALING/VANDALISM**

It is recommended that students not bring valuable and/or irreplaceable items to school, particularly CD players, iPods, and cellular phones. It is also recommended that students keep lockers locked and not give their combinations to anyone. Taking others' property without their permission or the willful misuse of school property will be taken seriously. Students caught stealing or abusing school property will be subject to appropriate disciplinary action.

### **TECHNOLOGY**

#### **Acceptable Use Policy: Network and Internet Use**

##### **Introduction**

Minnehaha Academy has made a strong commitment to improving education with the use of technology. The Internet is a computer network that offers unique, diverse and powerful resources of a global nature to both students and employees. Our goal is to provide access to technology that will further the mission of Minnehaha Academy: "to provide high quality education that integrates Christian faith and learning." Technology usage will be in accordance with this mission statement, this policy, and any applicable laws in effect.

##### **Network Definition**

The term "Network" hereafter will be used to define the local interconnection of computers within the boundaries of Minnehaha Academy, its various locations and offices, and its connection to the Internet.

##### **Access Definitions**

"Structured Access" occurs under the supervision of a classroom teacher. All Minnehaha students will have structured access to the Network/Internet. "Open Access" occurs outside of the classroom

setting and not under the supervision of a teacher. Open Access to the Network/Internet is offered in our computer labs, libraries and classrooms to students.

### **Purpose of this Policy**

The purpose of this policy is to define “acceptable use” of the Network/Internet by students and employees. It will also help to ensure smooth operation of the Network/Internet connection by defining proper conduct for all users. Failure to comply with the terms and conditions outlined in this policy may result in restriction, suspension, or termination of the user’s access privileges. It may also result in other penalties, including suspension or expulsion from school, as well as possible legal or other civil action by third parties.

### **Privileges & Responsibilities**

Use of the Internet is a privilege, not a right. Inappropriate use may result in termination of those privileges. Internet browsing on the MA network is not anonymous. All inbound and outbound traffic is subject to inspection by our automatic filtering mechanisms. In situations where this policy does not provide clear direction, School Administration will determine what is or is not appropriate. School Administration is charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate access privileges if necessary. Parents should understand that Network and Internet access is for educational purposes only and that Minnehaha Academy has taken reasonable steps to ensure that access is limited to such purposes. Parents and students shall not hold Minnehaha Academy responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied to the Internet. Students are expected to abide by the terms and conditions of this policy. Students must also understand that failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in the student handbook.

### **Terms and Conditions**

#### **A. Network Etiquette**

Users will abide by the generally accepted rules of network etiquette (“netiquette”). This includes but is not limited to the following:

- Be polite. Do not be abusive in your messages to others.
- Use only appropriate language. Do not swear, use vulgarities, racial slurs or any other offensive language.
- Do not reveal your personal address or phone number or that of other students.
- Note that electronic mail (e-mail) is not guaranteed to be private. School Administration may have certain access in order to read or to intercept electronic mail or to report any illegal activities to the appropriate authorities.
- Do not use the Internet in a manner that would disrupt operation of the Network for others.
- All communications and information accessible via the Internet should be treated as private property. Authors of incoming messages should not be quoted without their approval unless the forum dictates that this is assumed (for instance, LISTSERV mail groups).
- Do not plagiarize. Indicate in transmissions where others have been quoted.
- Assume that information and/or programs on the Internet may already be copyrighted and should be treated as such.
- Cite all authors and give references for materials used from the Internet.
- Report any security problems directly to School Administration or Director of Technology.

#### **B. Security**

The user alone is responsible for his or her server files. A user may not grant any other user access to his or her files. Do not communicate your password to others. Ultimately, all responsibility for server files rests with the individual user. If a password is lost or stolen, it should be immediately reported to the Director of Technology. A new password will then be issued or the

file closed. If students feel they are being harassed in any way over the Network or Internet, it should be reported to School Administration, the Director of Technology, a teacher or a counselor. School Administration reserves the right to take whatever action necessary in order to preserve both the integrity and security of the Network, including shutting down the entire Network and restricting access to the Internet.

### **C. The following are expressly prohibited**

- Vandalism. Flaming (e-mail of a critical or derogatory nature).
  - Theft of passwords. Sending e-mail messages to multiple lists or users inappropriately (“spamming”).
  - Proceeding beyond screens or firewalls that expressly require authorization.
  - Accessing information or graphics that are inappropriate within the school or educational setting.
  - Using another person’s server files.
  - Sending out e-mail anonymously or “impersonating” another person’s address.
  - Uploading or spreading viruses or worms or any other code that could result in the loss of data and/or resources to another person or computer.
  - Any illegal, immoral or unethical activity.
  - Any activity that is inconsistent with the mission of Minnehaha Academy.
  - Using school resources for personal or financial gain (unless specifically authorized by School Administration).
  - Transmission and/or reception of any material in violation of any Federal or State regulations including but not limited to:
    - 1) Any or all copyrighted material (without the written permission of the author)
    - 2) Threatening or obscene material, or
    - 3) Material protected by trademark or trade secret laws.
  - Using the Network/Internet for political purposes.
  - Product advertisements.
  - Storing or transmitting encrypted data.
  - Students storing non-academic data or programs on the server.
  - Copying any copyrighted applications or programs.
  - Playing video arcade-type games.
  - Peer to Peer file sharing
- D. Note that guarantees are neither made nor implied for the reliability of and/or access to the Network/Internet, any resources on it, or any local servers. No guarantee is made for the timeliness or even the delivery of e-mail. (Delays or non delivery are sometimes to be expected.) Information gathered via the Internet should not automatically be considered reliable; users should evaluate that information with respect to its source.
- E. Priority will be given to users of school computers for course work and assignments. While browsing of the Internet is a legitimate activity, it will be given a lower priority than course work or other legitimate staff work.

### **Server Usage**

Storage size should be kept to a minimum and within an appropriate size (no flooding the server with large files). The server should not be used to back-up individual computers on the network. Application or program files should not be copied off the server except where approved by School Administration. No student may make changes in the configuration of any computers on the Network without written permission of the Director of Technology or School Administration. Storage

reliability on the server is not guaranteed

## **Computer Lab**

The Computer Lab is open for student and class use during the school day. The North Campus Computer Lab is open the same hours as the library, 7:30 am - 4:00 pm.

## **Laptop Computers**

Laptop computers are available for student checkout ONLY through the teachers who manage the laptop carts. Students are required to have a parent permission form signed and returned to the laptop cart teacher. In addition, checkout is NOT guaranteed. Teachers may not want the laptops checked out because they want to be assured they are available for classroom use. To download a copy of the permission form, please see the student connect section on our website: [www.minnehahaacademy.net](http://www.minnehahaacademy.net).

## **WEAPONS**

Students are not permitted to use or have in their possession any weapons, firearms, or air or BB guns of any sort. Firecrackers, smoke bombs or explosives of any kind are also forbidden. Students found on campus with any weapons, explosives or incendiary materials will be suspended immediately and referred for additional disciplinary action

# **ACADEMIC LIFE**

## **ACADEMIC AWARDS**

### *Academic Lettering*

Qualifying students will be awarded academic letters as follows:

- A student will letter after 4 semesters if his or her cumulative GPA is 3.8 or higher. The academic letter will be awarded at the beginning of the junior year.
- A student will letter after 6 semesters if his or her cumulative GPA is 3.7 or higher. The letter will be awarded at the beginning of the senior year.
- A student will letter after 8 semesters if his or her cumulative GPA is 3.6 or higher. The letter will be awarded at the year-end Honors Program for seniors.

Students will receive the actual "M" letter only if they have not received a letter in another activity. If they have received a letter previously, they will receive a pin for their first time lettering academically and a bar for subsequent academic letterings.

### **Graduation Honors**

Grade point averages from eight semesters are used to determine the following academic honors for graduating seniors:

Highest Honors	3.80 GPA or higher
High Honors	3.60- 3.79 GPA
Honors	3.33 - 3.59 GPA

Students who qualify for these honors will receive gold tassels to wear with their cap and gowns for the graduation ceremonies.

### **Honor Roll Recognition**

Students who achieve a grade point of 3.33 or higher in a semester grading period will have an honor roll designation marked on their grade report that is sent home. Students in grades 9-11 who achieve honor roll status for an entire year will be recognized for the previous year in an academic assembly held in the fall. Seniors will be recognized at Senior Honors Night in the spring.

### *Honor Roll Certificates*

Honor Roll Certificates will be awarded to seniors who have been on the Honor Roll (GPA of 3.33 or higher) for all eight semesters of grades 9-12. These certificates will be awarded at the Senior Honors Night held in the spring.

## ACADEMIC EXPECTATIONS

Minnehaha Academy maintains a long tradition of high academic standards for all students. Our goal is that every student will develop his or her academic potential to its fullest and experience the satisfaction of life-long habits of learning. We also recognize that not all students are motivated to achieve according to high academic standards and, therefore, may need a clear standard set to encourage higher levels of performance. For this reason, the following minimum standard for academic performance has been identified for all students: **All students will receive passing grades at the end of each semester with 3 or fewer D's (D+, D or D-) on their semester grade reports.** Students who do not achieve this minimum standard will be placed on academic probation.

## ACADEMIC PROBATION

If a student does not achieve the minimum standard expected of all students (see "ACADEMIC EXPECTATIONS") at the end of a semester grading period, he or she will be placed on academic probation. A student will be notified of academic probation by the Academic Dean. The terms of the probation will be put in a letter that is mailed home to the parents. \*During that time, the Academic Dean, Dean of Students, Learning Specialist, Counselors, Chaplain, and the student's advisor will track the student's progress and assist the student in improving academic performances.

The length of an academic probation will be one semester. At the end of the probationary semester, a student who has not met the terms of his or her probation will be referred to the Upper School Principal's office for dismissal from Minnehaha Academy.

Students who are notified of Academic Probation at the end of 11<sup>th</sup> grade will need to meet with the Upper School Academic Dean and the Upper School Principal by July 1 to discuss options for 12<sup>th</sup> grade.

## ACADEMIC SPECIAL NEEDS

Our faculty is committed to helping all students reach their greatest potential. Our curriculum requires that students be motivated to work in a challenging academic atmosphere. We are able to make accommodations for students who can compensate for their disabilities in ways that enable them to fulfill the course work required of all students.

Students who request accommodations must have documentation of their learning issues (including ADHD) on file in the counseling office. Students or parents who have questions about specific situations regarding accommodations or workload should always contact the individual teacher first. Others available to involve at some point might be the Director of Guidance counseling, Academic Dean, or the school Learning Specialist.

## ACADEMIC STANDING (GPA)

Grades are calculated on a 4.0 scale and are recorded on student transcripts on a semester basis. Grade reports are mailed home at midterm and the end of each semester.

Grade point averages (GPA's) are determined each semester using the following point values:

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	.67
B+	3.33	C+	2.33	D+	1.33	F	.00

Credit is not given for any course with a failing grade. A required course with a failing grade must be repeated with a passing grade for the student to be eligible for graduation.

## ACADEMIC STUDY HALL

If a student is reported to be failing a class at the last 15-day progress report on Edline before a grade report (see "GRADE REPORTING-EDLINE"), students and parents will receive written notification mailed to the home. When a student receives written notification of a failing grade, he or she will be required to attend a study hall until the end of the grading period. In this mandatory study hall, special emphasis will be placed on improving academic performance.

Absences and tardies for the required study hall will be treated as they are for any other class, subject to the same penalties. A student must attend either the morning (7:45-8:30 A.M.) or the afternoon (3:05-3:50 P.M.) session. During the study hall, a student may get a pass to meet with his or her teacher. The pass must be returned to the study hall supervisor by the end of the time period with a teacher signature (and times indicated) to document the progress and location of the student's study during that time.

A student may be released from the required study hall before the end of the grading period if an "exit form" is completed, showing passing grades in all classes.

## **ACADEMIC TUTORING**

Through the Academic Dean's Office, a parent or a student can obtain information regarding various means of academic support for an individual student. These resources include: Peer Helpers, Amity Scholars, teachers at Minnehaha Academy (primarily during the summer), substitute teachers, and professionally qualified tutors outside of Minnehaha Academy. Names and recommended method of contact are available. The Peer Helpers are volunteers and the specific fee information for the other services is to be obtained from the individual tutor. Usually the fees are applied on an hourly basis.

## **AP/HONORS COURSES – APPLICATION PROCESS**

Applications for Advanced Placement (AP) and Honors courses take place during student registration for next year's courses early in the second semester of each school year. Most AP and Honors courses require students to fill out a brief application, write an essay, and get a recommendation from a current teacher in the same subject area. Students are notified of their placement into classes after department decisions have been made.

Descriptions of AP and Honors courses and the requirements for being admitted into them can be found in the online version of [The Signal](#) at [minnehahaacademy.net](#).

## **CHEATING/ACADEMIC HONESTY**

(See "CHEATING/ACADEMIC HONESTY" under "Community Expectation, Guidelines and Disciplinary Procedures")

## **COURSE DESCRIPTIONS**

A description of courses offered at Minnehaha Academy can be found in [The Signal](#), located online at [minnehahaacademy.net](#). In addition to descriptions of courses, [The Signal](#) also contains information about the following areas:

- Curriculum and program sequences
- Required credits for graduation
- Advanced Placement (AP) and honors courses
- Technology and library/media instruction

## **COURSE LOAD**

Minnehaha does not allow for part-time students except under extenuating circumstances, such as serious illness. Students must take 7 classes per day in ninth and tenth grades and a minimum of 6 classes per day in eleventh and twelfth grades. Independent study courses from individual teachers will not be allowed for credit.

## **DROP/ADD/WITHDRAW COURSES**

Courses dropped within the first two weeks of the beginning of a semester will not appear on a student's transcript. Courses dropped after two weeks will appear on a student's transcript with one of the following notations:

- WP            Student withdraws from the course with a passing grade
- No credit is received for the course
- GPA is not affected

WF	Student withdraws from the course with a failing grade No credit is received for the course The course is reflected as an "F" (0 grade points) in GPA
WA	Student is withdrawn from course by an administrative decision (extended illness, change in academic placement, etc.) No credit is received for the course GPA is not affected

A student may not withdraw from a course after the midterm.

### **EXTENDED ABSENCES (ILLNESS-RELATED)**

When a student has been absent from the same class for seven class periods in a semester, the student's status in that particular class will be reviewed, and the school reserves the right to refuse course credit to the student at this time. However, if the absences are due to a serious medical condition, then the student, parents, and school will work together to help the student earn as much course credit as possible.

In order for the extended absence policy for medical reasons to take effect, the parents will need to provide a physician verified medical diagnosis and a medical release form so school administrators and counselors can speak to the medical professionals. This would best be done through a meeting with the family, Upper School Academic Dean, and Upper School Nurse. At this time, the school will ask for family permission to discuss the situation with the teachers, knowing that confidentiality will be upheld. A point person from the Upper School Administrative Team will be assigned. All family correspondence should flow from that point person to the teachers.

When such situations arise, the school's desire is to do what is best for the student. Therefore, after a student misses seven days of class due to a medical condition, the following will be considered:

- Continue with a full class load. The Academic Dean will make arrangements with the teachers so that the student can complete the necessary assignments. This may involve tests being proctored by an outside tutor, alternate assignments to make up for the class time missed, and a timeline for completing the work. The family and student should understand that it may not be possible to maintain their current grades in their classes when so much class time is missed. There really is no good substitute for direct instruction by the Minnehaha Academy faculty.
- Change grading to Pass/Fail for all classes for one semester only. A student with passing grades would still earn course credit, though the grades will not affect the student's GPA.
- Reduce the student's class load by withdrawing the student from one or more classes, as deemed appropriate by the teachers and Academic Dean. A grade of WA will be placed on the student's transcript and no credit will be earned. Grades will be changed to Pass/Fail for one semester only.
- Withdraw the student from Minnehaha Academy temporarily to allow recovery time. The Academic Dean will recommend alternatives and help devise a plan to expedite the student's return to school.

### **EXTENDED ABSENCES (NON ILLNESS-RELATED)**

If a student requests to be involved in an outside-of-school opportunity that requires an absence from school of 5 or more days, he or she must complete a form available in the Academic Dean's Office and meet with the Academic Dean to discuss the absence. Students in good academic standing may receive approval for an extended absence with an understanding of the conditions explained below. Teachers will not make any arrangements for academic work until notified of the approval from the Academic Dean.

Spending time in class is extremely important. What is taught in class cannot always be quantified or made up through assignments. Because an absence of 5 or more days means a student will not have the same learning experiences as students in the classroom, students must realize that their

understanding of the material and grades in classes will likely suffer. The student should schedule an appointment with the Academic Dean as soon as possible in the planning process so the student's schedule can be adjusted if needed. For example, it is not appropriate to undertake the challenges of Advanced Placement courses when the student will be missing significant time from the class.

**If a student misses a significant amount of class time, the school may decide to change the grading to pass/fail.**

## **FAILED COURSES**

If a student fails a required course, the course may be repeated at Minnehaha Academy only under the following circumstances:

- 1) The academic department involved recommends that it is an appropriate course of action for the student.
- 2) The student has room in his or her schedule to repeat the course the following semester or the next semester the course is offered at Minnehaha Academy.

The course in which the student received an "F" will remain on the transcript. Both the original grade and the new grade will be factored into the student's GPA.

If the recommendation of the academic department is that the course cannot or should not be repeated at Minnehaha Academy, a student must arrange to take the course in an accredited summer school program or through a community college program before the beginning of the next school year or within one year from the time the "F" was received. A senior who fails a first semester course that is required for graduation will need to make up that course at least 3 weeks before the date of graduation in order to participate in the graduation ceremony. If a senior fails a second semester required course, he or she will not participate in graduation activities. (See "GRADUATION REQUIREMENTS")

## **FINAL EXAMS**

Final exams at the end of each semester must be taken at the regularly scheduled exam times, except in special cases approved by the Academic Dean's office. Students must obtain an approval form from the Academic Dean. Family trips are not considered excused absences from final exams. When such an absence is approved, the student must take the exams prior to leaving by making arrangements with his or her teachers.

If a student is ill during a scheduled final exam, arrangements for making up the exam at school should be made with the individual teacher. Final exams may not be administered by parents.

## **GRADE REPORTS**

Grade reports are mailed home four times each year. A "Midterm Grade Report" is mailed in the middle of each semester, and a "Semester Grade Report" is mailed home at the end of each semester.

Semester grades are official grades; they become part of a student's cumulative GPA and will appear on his or her official transcript. If a student has a concern about the accuracy of a semester grade, that concern must be expressed to the teacher and Academic Dean within six weeks after the grade is issued. No changes will be made after that time.

Traditionally, semester exams at Minnehaha Academy have taken place during a three-day period at the end of each semester, with two or three exams being held on each day. School is usually dismissed at an earlier time on those days to give students additional time to rest and prepare for upcoming exams.

For graduating seniors, semester exams take place during the last two days of scheduled classes for seniors, or one week earlier than the regularly scheduled exams for other students.

## **GRADUATION REQUIREMENTS**

A student must earn 24 semester credits, complete all required courses, and complete required

June Term experiences to graduate from Minnehaha Academy. A complete list of specific graduation requirements can be found in [The Signal](#), Minnehaha Academy's catalog of course descriptions and requirements, available online at [MinnehahaAcademy.net](#).

A student will participate in the graduation ceremony only if all graduation requirements have been met before the date of graduation.

If a student has not successfully completed all requirements, he or she will not participate in the graduation ceremony, but can still be awarded a diploma for Minnehaha Academy if all course work is successfully completed within one year. The program of study to complete the graduation requirements must be pre-approved by the Academic Dean.

## **INCOMPLETE GRADES**

Students at Minnehaha Academy are expected to complete their assignments on time. If a student has incomplete work at the end of a grading period, that work will be counted as a "0" in the grade reported.

If the incomplete work is due to a recent extended illness or other special circumstance, the teacher may elect to include a comment code (650) on the grade report, notifying the student that incomplete work may be submitted within two weeks for a change in the grade shown on the report.

## **INTERNATIONAL STUDY**

The decision to spend a semester or year studying abroad requires careful thought and planning. The Academic's Dean's Office needs to help in the decision making process to ensure a smooth transition away from and back to Minnehaha Academy's Upper School. Students who study abroad still need to complete Minnehaha Academy's graduation requirements.

Any study abroad opportunities must happen through an approved program such as AFS, a Minnehaha Academy sister school or other situation deemed appropriate by the Academic Dean. The following conditions regarding international study will apply:

- If a student decides to study abroad for one semester, we recommend strongly that the student should leave during the 2nd semester. Upon returning to Minnehaha Academy, the student must pass the spring semester final exam in their math and world language classes in order to move on to the next math and world language level.
- Under most circumstances, if the student decides to study abroad for an entire year, the student will withdraw from Minnehaha Academy and the student's spot in the class will be held. The student's credits will need to be evaluated by the Academic Dean as a transfer student when he or she returns. In order for the student to graduate with his or her class, it is the student's responsibility to make sure that the coursework taken will fulfill the Minnehaha Academy graduation requirements. Otherwise these requirements will need to be fulfilled when the student returns and this could possibly delay graduation.
- Any international credits will be transferred onto the student's Minnehaha Academy transcript on a Pass/Fail basis. The student will receive credit for the coursework, but the grades in the course will not affect the student's GPA.

## **MAKING UP MISSED WORK**

At Minnehaha Academy, teachers set their own classroom policies for make-up work due to absences from class. However, when a student misses class for an off-campus school-sponsored activity (such as an athletic event or fine arts performance) the following policy will apply:

- 1) The student must take the initiative to make up work due to the absence from class. A student should contact his or her teacher prior to the absence to discuss appropriate makeup work.
- 2) When a student requests work for an absence from class, the teacher will provide either a make-up assignment, an alternate assignment (if group work, videos, guest speakers, labs, etc. were missed), or an exemption from the assignment to compensate for the missed class time.

- 3) Students and their families should be aware, however, that makeup assignments do not replace everything that is missed during an absence from class. Gaps in information and understanding – resulting from missed lectures, discussions, and explanations – may negatively affect grades on future assignments and tests. Teachers are not expected to modify tests to account for information or skills that were taught during a student’s absence.

## **NATIONAL HONOR SOCIETY**

Students are selected for membership in the National Honor Society at the end of their junior year. To be eligible for the National Honor Society, a student must have a GPA of 3.33 and demonstrate character and service in addition to academic achievement.

## **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

PSEO is a program open to Minnesota high school juniors and seniors that allows them to take college courses while they are in high school, at no additional cost to the student. Students at Minnehaha may take courses part-time at a nearby college or university if they meet the admissions requirements of the school to which they apply and if their schedule of classes at Minnehaha can be worked out to accommodate their off-campus schedule as well. All required courses must be taken at Minnehaha Academy. See the Academic Dean for additional requirements and information.

## **PROGRESS REPORTS – EDLINE**

Student academic progress in individual classes can be monitored by students and parents through the use of Edline, our web-based grade reporting site. Teachers will post progress reports on this site at least once every 15 days, according to the progress report dates shown on the school calendar. Grade information will also be posted at the end of every grading period. (see “GRADE REPORTS”)

Students will receive information about accessing Edline reports early in the school year. They are expected to share this information with their parents, if requested.

## **REGISTRATION FOR COURSES**

Registration for courses for the following school year begins early in the second semester for currently enrolled students. Information and forms are distributed by the students’ advisors, who will be available to answer questions and provide help in making course selections. A parent signature is required on the form.

The registration process gives students the opportunity to request specific courses according to their preferences. However, due to the special nature of high school scheduling, student or parent requests for specific teachers will not be able to be accommodated.

All students will receive their class schedules by mail in August, giving them enough time to request necessary changes before the beginning of school.

## **REPEATING COURSES**

A student may not repeat a course to improve a low passing grade. For information about repeating a course in which a student received an “F”, see “FAILED COURSES”.

## **SUSPENSION (ACADEMIC CONSEQUENCES)**

In the case of disciplinary suspensions (1-5 days) from school, the following policies will be followed with regard to academic work:

1. Students will receive no credit for in-class work (that was not previously assigned) on the days when the suspension is in effect.
2. Assignments previously assigned that are due on the dates of suspension will be considered “late work”, according to the already established classroom policies.
3. If a student misses a test during the suspension, it is his or her responsibility to contact the teacher on the day of return to school to make arrangements to make up the test within two days. Tests that are taken late due to a suspension may receive late points, according to the

already established classroom policies.

4. Make-ups for group presentations due on the days of a suspension will be handled individually by teachers.
5. Students will not earn participation points for the days missed due to a suspension.

## **TRANSFER CREDITS**

If a student transfers to Minnehaha Academy from another school, courses, credits, and grades will be accepted for transfer onto a Minnehaha transcript.

When courses are transferred from international schools, or Home Schools, grades in those courses may be entered as pass/fail grades and may not be a part of the student's cumulative grade point average at Minnehaha Academy.

For current Minnehaha students, any courses outside of Minnehaha Academy accepted for transfer onto a student's transcript must meet one of the following criteria:

- 1) The course is pre-approved by the Academic Dean and completed through an accredited university or college program, with academic rigor determined to be equal to, or above that, of courses provided to students at Minnehaha Academy. Courses completed outside of Minnehaha Academy cannot replace required courses, unless specifically approved for that purpose.
- 2) The course is pre-approved by the Academic Dean to replace a credit not earned because of a previous failing grade.

## **WEEKLY BELL SCHEDULE**

The weekly class schedule at Minnehaha Academy is a modified block schedule. All seven class periods meet on Mondays ("traditional days"). During the remainder of the week, classes meet in block periods of eighty minutes each. Even-numbered class periods (2, 4, 6) meet on Tuesdays and Thursdays. An additional block period on those days is used for chapels, assemblies, activity periods and advisor group meetings. On Wednesdays and Fridays, odd-numbered class periods (1, 3, 5, 7) are held.

# **STUDENT LIFE**

## **ADVISORY PROGRAM**

The purpose of the advisor program is to provide each student with an adult from whom he or she can seek guidance, support, and help in the areas of academics, spiritual growth, and personal issues. The primary goal of the advisor program is to offer opportunity, encouragement, and assistance for relationship building.

## **COLLEGE AND GUIDANCE COUNSELING SERVICES**

### **College Counseling**

The counselors work with students and families in navigating the college admissions process. The goal of this assistance is to find the right fit for each of the students. Through conversations and research each student can gain a better understanding of themselves as students and in turn attend an institution that will allow them to further develop their God Given gifts. This process begins with the freshman year and continues through the senior year with large and small group meetings as well as individual meetings.

### **Guidance Counseling**

The counselors work with students and families in nurturing students' growth in the areas of academics, personal/social issues, and career development. The goal of these interactions is to ensure that today's students become productive, successful, and well adjusted adults of tomorrow. Counselors are prepared to deal with situations that require short-term solution focused interven-

tions while also maintaining a list of community and faith-based resources for ongoing therapeutic needs.

## **COMMUNITY SERVICE**

**The Upper School Service Coordinator collaborates with the Student Service interns to develop meaningful community service opportunities for MA students.**

### **Service Opportunities**

- mentoring/tutoring elementary urban youth
- visiting/ caring for senior citizens in resident homes
- volunteering at Christian charities (ie: Salvation Army, Catholic Charities)
- assisting with urban church programs
- volunteering at immigrant assistance centers
- environmental projects (ie: Friends of the Mississippi)
- serving meals at shelters
- collecting/sorting merchandise at thrift stores
- participating in local collections for food, clothing, toys
- child sponsorship (ie: World Vision)
- school wide fundraising for community projects and int'l. charities
- short-term missions
- advocacy for social action/ social justice
- "June Term" immersion experiences

## **DIVERSITY**

Minnehaha Academy firmly believes that the kingdom of God is composed of individuals of different experiences and perspectives, as reflected in a diverse student body. Coming from different ethnic, socio-economic, and religious backgrounds, we are united as a community by our belief in our Lord Jesus Christ and our relationship with him. We also believe that we are called to love the Lord our God with all our heart, soul, and mind, and to love our neighbor as ourselves. Therefore we at Minnehaha strive to maintain a community that welcomes and embraces the wonderful diversity found in God's Kingdom.

Minnehaha Academy endeavors to place Jesus Christ at the center of every aspect of our school. Therefore, our commitment to diversity is founded on Scripture and focused on our unity as a community. We are motivated by the prayer Jesus prayed in the garden of Gethsemane that we, His followers, would become one, just as He and the Father are one. We celebrate the uniqueness of individuals and cultures and we embrace our diversity as we work toward unity in the body of Christ.

## **FRESHMEN-SENIOR BUDDY SYSTEM**

Seniors are given a freshman buddy/ies at the beginning of the school year. Seniors oversee their buddies and help to make the transition to high school easier for freshman. They can serve as friend, peer helper, role model, etc.

## **INTERN PROGRAM**

The Intern Program provides an opportunity for students to develop leadership skills in a wide variety of areas.

The intern program consists of a flexible number of students who are selected by the Dean of Students and other faculty members. A student can apply to be an intern in the following areas:

1. Athletics Internship
2. Campus Pride Internship

3. Chapel Internship
4. Community Service Internship
5. Executive Internship
6. International Project Internship
7. Publicity Internship
8. Student Activity Internship
9. Student Services Internship
10. Student Social Events Internship

Selection process for this program occurs in late spring.

### **CULTURAL FIELD EXPERIENCE (CFE) PROGRAM**

CFE is a curricular program for all Upper School students in grades 9-11. Program specifics are facilitated by the Director of Cultural Immersion. June Term activities culminate at the conclusion of the academic school year with an opportunity for students to participate in a week-long, authentic learning experience in a community site beyond the school. The partnerships with community sites (locally, nationally and internationally) focus on cultural immersion experiences that instill wisdom, compassion, respect, and understanding in order to prepare students for interactions in an increasingly global society. Detailed program objectives and logistics can be found on the Upper School website in the [Cultural Field Experience Student & Parent Handbook](#).

### **OFF-CAMPUS STUDY ABROAD OPPORTUNITIES**

Minnehaha Academy has sister school relationships with Växjö School in Sweden, T.W. Anderson school in Ecuador, C.S. Lewis School in Bratislava, Slovakia, and Honjo High School in Japan. Students from Minnehaha have opportunities to spend a semester or a shorter period of time in one of these schools. Students from these schools may also spend some time at Minnehaha Academy. (See "INTERNATIONAL STUDY" in the "ACADEMIC LIFE" section)

### **PERSONAL COUNSELING**

Because Minnehaha Academy faculty is comprised of all Christians and because the size of the school allows for opportunities to get to know the students well, students can receive concern for their personal needs from many individuals. However, the actual counseling team includes: the Dean of Students, the Guidance Counselors, and the School Nurse. These individuals are usually notified of a concern by a student's teacher, peer, or parent. The personal needs that are addressed may include such things as depression, stress, anxiety, interpersonal communication, anger management, low self-esteem or an eating disorder. The issues vary but the goal is always the same: to strive to provide whatever support is possible to help the individual student realize their full health, their strengths, their talents and their potential. If it is decided in the process of supporting the student, that perhaps there is a need to make a referral to a professional outside of the school, the parents are, of course, notified immediately and they make that final determination.

The Chaplain is available during periods of the school day, and before or after school for counseling. It should be noted that this counseling provides strict confidentiality between individual and Chaplain. With individuals coming with concerns about chemical use or other sensitive issues this confidentiality will be strictly observed with the assumption that the individual will be seeking help and moving towards health.

### **PRAYER CHAPEL**

There is a Prayer Chapel in the lower level of the Chapel section of the school. The Prayer Chapel is available for all members of the community. It will be unlocked during the school day and is available for prayer, meditation and a place to retreat to when seeking the presence of God. Students wishing to use it during class time should check with the Chaplain to help determine if the missing of class time is appropriate or not.

## **SCHOOL NURSE/HEALTH SERVICES**

### **Illnesses During School Day**

Students should go to the nurse's office to receive permission to leave school. A parent/guardian or emergency contact must be notified before they may leave. They also need to check out with Mrs. Bergstrom in the Student Services Office.

### **Medications**

For student safety, it is essential that the following be observed when medication is given during the school day:

1. Completed medication consent form containing signatures of the physician/health care provider prescribing the medication **and** the parent/guardian.
2. Medication must be sent to school in a correctly labeled prescription bottle.
3. All medication administered at school will be kept in a locked cabinet.
4. Parents must notify the school when the medication is discontinued or the dosage or time is changed. When the medication is discontinued **or** at the end of the school year, please send a parent/guardian signed note for student to take medication home or parent/guardian retrieve in person.
5. New consent forms with appropriate signatures must be received annually.
6. It is the responsibility of the student to get his/her medication at the designated time.
7. Doctor's consent is required for **both prescription and over-the-counter drugs**, with the exception of Ibuprofen and Acetaminophen. These may be given (per bottle directions) in the nurse's office with a parent signature.
8. Drugs that are permissible for students to carry and self-administrative during the school day include: Albuterol/Inhalers, Epi-Pens, Insulin, and non-prescription Pain relievers. Parents must sign a plan/consent for annually for self-carry medications.

### **Physicals and Immunizations**

A physical examination form dated and signed by your healthcare professional is necessary for all students entering Minnehaha Academy. In addition, the School Nurse's office may request an updated physical. **All athletes must have a current physical (every 3 years) on file. No athlete will be allowed to participate without a current physical. Emergency contact information and current medical information should be filled out online and updated/resigned each year.** Immunizations must be up to date and recorded in the office. It is the family's responsibility to submit this information prior to starting school.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETICS**

#### **Awards**

Coaches must have on file with the Activities Director the criteria for earning a letter in their sport. They should include the requirements for a manager letter. Athletes must be informed of the criteria at the beginning of the season. Letters will be awarded upon recommendation of the head coach.

#### **Awards System**

1. A chenille letter will be given upon the first letter award.
2. An emblem of the sport shall be given upon the first letter award in that sport.
3. For each letter earned in the same sport after the first, a bar shall be given.
4. A captain's star shall be awarded to each team captain.
5. A letter certificate will be awarded each time a student letters in a sport.
6. A manager's letter award will be given upon the recommendation of the head coach.

7. A trainer's letter award will be given upon the recommendation of the schools athletic trainer/athletic coordinator.
8. Statisticians will be given a letter after two years of service.
9. Letters will be awarded for varsity sports only.

### **Athletic Offerings**

#### **Fall**

Cross Country Running (Boys and Girls)

Football

Soccer (Boys and Girls)

Swimming (Girls)

Tennis (Girls)

Volleyball

#### **Winter**

Basketball (Boys and Girls)

Hockey (Boys and Girls)

Nordic Skiing (Boys and Girls)

Slalom Skiing (Boys and Girls)

Wrestling

#### **Spring**

Baseball

Golf (Boys and Girls)

Lacrosse (Girls)

Softball

Tennis (Boys)

Track (Boys and Girls)

### **Mission Statement**

At Minnehaha Academy, our athletic program reflects our commitment to love and serve God with every part of our being – heart, soul, strength, and mind – and to serve others as ourselves.

Believing that athletic competition can teach participants many positive values that cannot always be learned in classroom settings, we are committed to teaching the values of hard work, commitment, dedication and discipline through a strong athletic program. We seek to challenge each individual athlete to perform at his or her maximum level and to grow mentally, spiritually, and physically through individual effort, competition, and teamwork.

Our desire is that our athletes will compete with a level of character, intensity, enthusiasm and sportsmanship that is consistent with the Christian faith.

### **Athletic Philosophy**

The basic philosophy of the interscholastic athletic program of Minnehaha Academy is to provide an opportunity for as many students as possible to take part in as many sports activities as possible under the qualified leadership of a competent coach.

The well-being of the individual athlete is the focal point of the program. Although Minnehaha Academy takes pride in winning, it does not condone 'winning at any cost' and rejects any and all pressures and practices which tend to submerge good mental health and academic achievement beneath the desire to win.

The athletic program is designed and administered with the purpose of contributing substantially to the total educational program offered to the students by the school. Participation in athletics, regarded in its proper perspective, is one of several worthwhile types of educational experiences.

## Directions to Schools

Click on the link on our website calendar. The schools highlighted in "blue" link you to directions.

## SCHOOL FIGHT SONG

- **Fight, fight, fight**
- **We're going to win tonight**
- **Score, score, score and**
- **Score and score some more**
- **We're going to**
- **Win, win, win**
- **And that is why we sing**
- **And shout our praises to the sky**
- **High, high, high**
- **Go, go, go**
- **Our colors now unfold**
- **Roll, roll, roll**
- **Up the score**
- **With a V-I-C-T-O-R-Y**
- **We're going to**
- **Win, win, win**
- **This game**
- **M-I-N-N-E-H-A-H-A**
- **Minnehaha, Minnehaha**
- **Go Redhawks!**

## Sportsmanship

Athletes have a unique position in the school community and have an opportunity to provide leadership for all school personnel by their actions while participating in the athletic program. It is important that this unique position of leadership be utilized in a responsible manner.

1. Treat your opponent with respect. Make a special effort to be courteous and respectful even when you feel your team has not been treated fairly.
  - a. Be a humble winner and a proud, respectful loser.
  - b. Conduct yourself in a controlled manner.
  - c. Use only positive verbal interchange with any person from an opposing team or school.
  - d. A handshake or pat on the back is the only physical contact acceptable outside of the normal contact allowed in each sport.
2. Respond to official's decisions in a controlled manner and with spirit of good sportsmanship.
  - a. Use only positive actions and words toward officials.
  - b. Use principles of sportsmanship and fair play regardless of the situation or outcome of the contest.
3. Make certain that building and property are in good condition when you finish using them.
  - a. Respect opponent's school and locker room areas; also any personal property in the area.
  - b. Pick up any litter from the area and leave area used cleaner than you found it.

## Tri-Metro Participating Schools

Blake

Breck

Brooklyn Center

Concordia Academy  
DeLaSalle  
Minnehaha Academy  
Mounds Park Academy  
St. Agnes  
St. Anthony  
St. Croix Lutheran  
St. Paul Academy and Summit School  
Visitation

## **ACTIVITIES AND CLUBS**

There are a variety of Clubs and Activities at the Upper School. This is a list of clubs and activities for the 2011-2012 school year.

Amnesty International (Ms. Van Pilsum)  
Art Club (Mr. Stromberg)  
Chinese Club  
Classics Club (Ms. Beck)  
Debate Team (Mr. Nathan Johnson)  
Diversity Club (Ms. Todhunter)  
Earth Club (Mr. Myhre)  
French Club (Mr. Norlander)  
Friends of the Library (Ms. Morris)  
Improv Club (Mr. Freeman)  
Intramurals (Mr. Thurow)  
Jazz Ensemble (Ms. Westermeyer and Ms. Hallberg)  
Madrigals (Ms. Lutgen)  
Math Team (Mr. Enderton)  
Music Listening (Ms. Wade)  
Publications (Mr. Westrem)  
Salt and Light Club (Rev. Bergstrom)  
Science Olympiad (Dr. Whaley)  
Spanish Club (Spanish Department)  
Speech Team (Ms. Patterson)  
Student of Color Support Groups (Ms. .Todhunter)  
Student Interns (Mr. Lance Johnson)  
Table Tennis (Mr. Matt Johnson)  
Tech Crew (Mr. Hallermann)  
Theater Program (Mr. Freeman)  
Writer's Club (Ms. Myers)

## **PARENT SECTION**

## **BROADCAST EMAIL MESSAGES**

The email address you provide the school will be used to automatically subscribe you to our Principal's broadcast email list. This communication contains important school information regarding changes in schedule, upcoming events and school policies.

## **EFFECTIVE COMMUNICATION**

The proper channel for a parent to raise an issue or concern is to go to the most direct level first- i.e. the teacher, coach or staff member most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should seek out the next level (Principal or Department Chair). The President of Minnehaha Academy is the final arbiter for any disputes that may arise, including parent issues or student disciplinary issues.

Minnehaha Academy is governed by the Board of Education whose job it is to secure the future of the school, set basic policies, undertaking strategic planning and lead in the financial support of the school. The Board entrusts the daily operations of the school to the President of Minnehaha Academy, who supervises and evaluates all programs and personnel. The Board does not sit in review of administrative decisions.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held in the fall and spring. Each conference lasts 10 minutes. Throughout the year, teachers also welcome email or voicemail interaction. Phone numbers and email addresses are located on the Minnehaha Academy website.

## **VOLUNTEERS IN THE BUILDING**

Volunteers are very important and we appreciate all the time and talents that are offered by our parent, guardian and grandparent community. It is in the best interest of our students to conduct background checks for all employees, coaches, and volunteers. Anyone driving students will need to submit to a drivers check as well. This puts us in line with most organizations that work with children and follow the MN Statute 123B.03 on Background Checks. This statute indicates Minnehaha Academy, at its discretion, can request a criminal history background check on any individual who seeks to enter our school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee. Background check authorization forms will be in the main office or can be emailed to you by the person in charge of the activity needing the volunteer. Completed Background Check Authorization forms can be sent directly to Bonnie Anderson, Director of Human Resources, 310 W. River Parkway, Minneapolis, MN 55406 or by email at [Anderson-bonnie@minnehahaacademy.net](mailto:Anderson-bonnie@minnehahaacademy.net)