



# Minnehaha Academy

2018/2019

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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**Academics: Mike DiNardo, Vice Principal**

612-729-8321 ext. 1236

**Admissions: Michelle Ulland, Director of Admission and Enrollment**

612-729-8321 or 612-728-7763

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

612-728-7722

**Athletics: Josh Thurow, Director of Athletics**

Emily Kennett, Administrative Assistant

612-729-8321

**Attendance: Julie Johnson, Student Services**

612-728-7780

(use this number also for important messages for students)

**Busing and Ice Arena: Scott Glenn**

612-728-7788

**College and Guidance Counseling: Kristin Overton ext. 1701 & Christine Paton ext. 1228**

**Cultural Field Experience (CFE): Jessa Anderson**

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: Taher Food Services**

612-729-8321 ext. 1135

**Learning Support: Elaine Ekstedt, Director of Special Academic Needs**

612-729-8321

**Principal's Office: Jason Wenschlag, Upper School Principal**

612-729-8321 ext. 1233

**Registrar: Diane Rahm**

612-729-8321 ext. 1224

**School Calendar: Sarah Vander Schaaf, Purchasing Director**

612-729-8321 ext. 1215

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

612-729-8321 ext. 1238

**Fax Numbers:**

Upper School - 612-728-7787

Admissions & Advancement - 612-728-7757

**Main Switchboard:**

612-729-8321

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

# TABLE OF CONTENTS

Quick Reference Upper School .....	2	Academic Tutoring .....	19
<b>Upper School Student/Parent Handbook</b>		AP/Honors Courses - Application Process .....	19
<b>School Mission/Philosophy</b> .....	4	Advanced Placement Exam .....	20
Mission Statement .....	4	Cheating/Academic Honesty .....	20
Core Values .....	4	Course Descriptions .....	20
Spiritual Heritage .....	4	Course Load .....	20
School History .....	4	Credits for Graduation .....	20
School Song .....	5	Drop/Add/Withdraw Courses .....	20
All School Administration .....	5	Extended Absences (Illness-Related) .....	20
Upper School Administration/Support Services .....	5	Extended Absences (Non Illness-Related) .....	21
<b>Daily Policies and Procedures</b> .....	6	Failed Courses .....	21
Activity Period .....	6	Final Exams .....	21
Bookstore .....	6	Grade Reports .....	22
Chapels/Assemblies .....	6	Graduation Requirements .....	22
Crisis Management Plan .....	6	Incomplete Grades .....	22
Lockers .....	6	International Study .....	22
Lost and Found .....	6	Making Up Missed Work for	
Lunches/Campus Room .....	6	School-Related Activities .....	23
School Closing Information .....	7	National Honor Society .....	23
Telephone Calls/Messages .....	7	Post-Secondary Enrollment Options (PSEO) .....	23
Visitors .....	7	Progress Reports - Schoology .....	23
<b>Community Expectations, Guidelines &amp;</b>		Registration for Courses .....	23
<b>Disciplinary Procedures</b> .....	7	Repeating Courses .....	23
Attendance Policy .....	7	Suspension .....	23
Before/After School Supervision .....	8	Transfer Credits .....	23
Behavior/Behavioral Expectations .....	8	Weekly Bell Schedule .....	24
Cell Phones .....	9	<b>Student Life</b> .....	<b>24</b>
Cheating/Plagiarism/Academic Honesty .....	9	Advisory Program .....	24
Chemical Concerns Policy .....	10	College and Guidance Counseling Services .....	24
Detention .....	12	Community Service .....	24
Disciplinary Review Board .....	12	Cultural Field Experience (CFE) Program .....	24
Dress Code .....	13	Diversity .....	24
Driving/Parking Privileges .....	13	Intern Program .....	25
Free Hour Guidelines .....	13	Off-Campus Study Abroad Opportunities .....	25
Hall Behavior .....	14	Prayer Chapel .....	25
Hallway Posters and Notices .....	14	Health Services .....	25
Harassment/Bullying .....	14	<b>Extracurricular Activities</b> .....	<b>27</b>
Language .....	14	Athletics .....	27
Library - Media Center .....	14	Offerings .....	27
Sexual Harassment .....	15	School Fight Song .....	28
Selling Items During the School Day .....	16	Sportsmanship .....	28
Stealing/Vandalism .....	16	Activities and Clubs .....	28
Technology .....	16	<b>Parent Section</b> .....	<b>29</b>
Acceptable Use Policy .....	16	Broadcast Email Messages .....	29
Weapons .....	18	Effective Communication .....	29
<b>Academic Life</b> .....	<b>18</b>	Parent-Teacher Conferences .....	29
Academic Awards .....	18	Volunteers in the Building .....	29
Academic Expectations .....	19	Parent/School Covenant .....	29
Academic Probation .....	19	Principles of Partnership for Parents .....	29
Academic Special Needs .....	19	Principles of Partnership for the School .....	30
Academic Standing (GPA) .....	19		

# UPPER SCHOOL STUDENT/PARENT HANDBOOK

## SCHOOL MISSION/PHILOSOPHY

### MISSION STATEMENT

To provide high-quality education integrating Christian faith and learning

### CORE VALUES

#### **Distinctively Christian**

We encourage one another to become authentic followers of Jesus Christ

#### **Exceptional Academics**

We pursue truth and excellence in all educational experiences

#### **Cultivating Potential**

We help each person discover and develop his or her unique gifts and talents

#### **Caring Community**

We share a unity that is based on care for one another rather than conformity

### 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. Upper School is located in Mendota Heights for the 2018-2019 school year.

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 Operation	Dan Bowles
Executive Director of Institutional Advancement	Sara Jacobson
Director of Diversity	Paulita Todhunter
Director of Technology	Merry Mattson
Director of Admission and Enrollment	Michelle Ulland
Director of Athletics	Josh Thurow
Executive Director of Faith Formation	David Hoffner

## UPPER SCHOOL ADMINISTRATION/SUPPORT SERVICES

Chapel Coordinator	Jeff Crafton
College and Guidance Counseling	Kristin Overton & Christine Paton
Dean of Students	Lance Johnson
Cultural Immersion Director	Jessa Anderson
Learning Specialist	Elaine Ekstedt
Principal	Jason Wenschlag
Vice Principal & Director of Counseling	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 PERIODS

In a given week, there are generally 2 activity periods on Tuesday, and Thursday. Activity periods are a time when students can meet with teachers or advisors, go to club meetings, or socialize with friends around the school. There is also an enrichment hour on Tuesday mornings with school beginning at 9:00am.

**BOOKSTORE NOT APPLICABLE AT MENDOTA CAMPUS**

## 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. Chapel Interns work alongside the Chaplain to plan weekly service times.

## 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

Not applicable at the Mendota Campus. Instead of lockers, students may utilize their advisor's classroom for storing jackets and lunches. The back closet is available for some sports equipment, but students are encouraged to use their personal vehicles or South Campus locker rooms as much as possible.

## LOST AND FOUND

A lost and found cabinet is located in Mr. Lance Johnson's 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

There are three school lunch periods that occur each school day between 11:15 and 1:00. Lunches are 30 minutes in length. Students can purchase a school lunch or bring their own "bag" lunch.

## SCHOOL CLOSING INFORMATION

Announcements regarding school closings will be reported to WCCO, KSTP, KMSP, & KARE. Notification will also be placed on the MA website as early as possible.

When school is closed, ALL school activities are also considered cancelled. This includes 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 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 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 prospective 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 (POLICY TO BE UPDATED IN AUGUST 2018)

- 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 8:30 and 2:40.

### A. Absences

Students are expected to be in school from 8:30 AM until 2:40 PM. All absences from school must be verified by a parent or guardian. Unverified absences from classes will result in appropriate disciplinary consequences.

All absences, with the exception of school-related absences, count toward the maximum number of absences allowed per class. Any student who is absent from the same class for five class periods in a semester will receive a warning letter from the Student Services Office. At seven absences a parent will be notified and a parent conference may be requested, at which time a decision will be made as to the status of the student in the particular course(es) affected.

When a student reaches the maximum number of absences in any individual course, his or her grade may also be adjusted per the written policy of the classroom teacher.

It is important for students and families to understand that it may not be possible for students to make up all classroom activities and assignments that occur when they are away from class (ex. labs, graded discussions, group projects, etc.) and grades may be affected. In the case of school-related absences, steps are taken to ensure that students will have the opportunity to make up all work or acceptable alternatives for that work missed (see "Making Up Missed Work for School-Related Absences" under "Academic Life").

### B. Absence Verification

Parents should phone the school when the student is absent (612-728-7780). 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 may not be absent 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 not advised, 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. It is not always possible to provide make-up work for everything that is missed.

During final exams, family travel is not considered an acceptable absence. Students may not make arrangements to take final exams at alternate times (see "Final Exams" under "Academic Life").

### D. Unverified School/classroom Absence

Any absence from a 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/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.

At seven absences a parent will be notified and a parent conference may be requested, at which time a decision will be made as to the status of the student in the particular course(s) affected. This policy does not apply to required class absences due to school-related experiences.

When a student reaches the maximum number of absences in any individual course, his or her grade may also be adjusted, per the written policy of the classroom teacher.

#### **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. College visits count as absences towards 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 7:00 a.m. Breakfast may be purchased in the lunchroom beginning at 7:30 a.m. Between 2:45 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 Chapelteria 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. 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, Vice Principal and the 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. 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.

### C. Suspensions

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. Homework assigned on a day of suspension will receive a late penalty when turned in to a teacher.
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.
6. Homework assigned on a suspension day will receive a late penalty when completed.
7. **Minnehaha's Counseling Office will report student suspensions to prospective colleges.**

### CELL PHONES AND PORTABLE DEVICES

(See "Responsible Use Guidelines for Students" on last page of handbook)

### 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 Spark 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 acknowledgement; 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:** Grade consequences will result depending on specific circumstances. Other

consequences may also apply. 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 one half of the semester 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**

The Chemical Concerns Policy is supported by Student Support Teams or The Administrative Team at each school level. 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.

### **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, on or off campus. The school will apply consequences where corroborative evidence is strong enough to indicate use or possession, whether a student admits or denies involvement. In addition, 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 may result in school disciplinary consequence even if the determination of a chemical violation is not applicable. 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). Students who cooperate and are truthful during the investigation process may receive lessened consequences.
- b. Parent/student conference with school officials will explore the degree of chemical in-

volvement and course of action.

- c. Requirement of activities listed below, at discretion of Administration:
  - 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 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. Consequences for participation in extra-curricular events/activities in accordance with the following schedule:

#### **Athletics**

- The student will 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.

#### **Fine Arts**

- The student may forfeit performance opportunities and/or leadership roles at the discretion of teachers and administrators. Additional consequences may include assigned service hours or other consequences deemed appropriate by teachers and administrators.

- e. 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 Discipline Review Board 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 may be required:
  - 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. President's Office will be informed.
- f. Local police may be informed.

### **3. Third violation**

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

### **C. Distribution/Provision:**

The distribution of alcohol or illegal drugs by a student to other students will result in the following consequences:

1. The student will be immediately suspended from school and all school activities.
2. The situation will be forwarded to the Discipline Review Board for recommendation of suspension or expulsion.
3. 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. Student will be immediately expelled.
- b. Possible referral to police

\* 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 (POLICY TO BE UPDATED IN AUGUST OF 2018)**

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 or she will serve an additional detention. If a student misses multiple detentions he/she will not be allowed to participate in his or 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.

## **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
- Excessively short clothing
- 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 - no cleavage or bust is to be showing at any time

### **Specific to males**

- Sleeveless shirts

**\*NOTE:** THE SCHOOL (REPRESENTED BY FACULTY, STAFF AND ADMINISTRATION) RESERVES THE RIGHT TO DETERMINE WHAT IS ACCEPTABLE AND IN GOOD TASTE REGARDING THIS DRESS CODE.

### **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 documented. Detention is given.
- 3. Third Violation:** Student is referred to Discipline Review Board. Parent is notified.

### **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 the Mendota Campus and South Campus..
  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 8:30 a.m. and 2:40 p.m., except with permission.

### **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 in designated common areas.

### **HALL BEHAVIOR**

- Students are not permitted to be in the hallway between 8:30am and 2:40pm when classes are in session.
- Food and drink other than water are not permitted in halls at anytime
- Inappropriate displays of affection, including those of a romantic nature, are not permitted in halls or other areas of the school during 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 will 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, sexual orientation, gender identity, 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. (See also "SEXUAL HARASSMENT")

## LANGUAGE

Minnehaha Academy has an expectation of its students that they use appropriate language. Use of profanity is not permitted. Failure to use appropriate language may result in disciplinary action.

## LIBRARY - MEDIA CENTER

The Library-Media Center is open 45 minutes before school and 45 minutes after the school day ends. Students using any part of the Library-Media Center are expected to be respectful of others by maintaining a quiet atmosphere.

### Computer Lab

Computers are available during Library hours or in the main commons during building hours.

- 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
- A copy machine is available for student use

### 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>. Go to "Current Students" and scroll down to "Library" under Upper School. Click on "Digital Resources" to find databases. Use the following passwords to access from home.

- |  |                       |                      |
|--|-----------------------|----------------------|
| • <b>Atomic Learning</b> (Software training):                | Username: minnacad    | Password: mplspar    |
| • <b>Britannica Encyclopedia:</b>                            | Username: mhahan      | Password: mnaccess   |
| • <b>EBSCO Databases</b>                                     | User name: Minnacad   | Password: Password   |
| • <b>Gale Databases</b><br>(Magazines, Newspapers, and more) |                       | Password: elm4you    |
| • <b>Noodle Bib:</b>   | Personal ID: mauser   | Password: redhawk    |
| • <b>Proquest Direct:</b> (newspapers)                       | ID number: HTFM4HV472 | Password: welcome    |
| • <b>Flipster Digital Magazine</b>                           | Username: Minnehaha   | Password: ebsco      |
| • <b>eBooks</b> (including Novels for Students)              |                       |                      |
| • <b>Gale Virtual Reference Library</b>                      | Username: minn12990   | Password: minn_rpa   |
| • <b>Salem Press</b> (Critical insights)                     |                       | Password: MAredhawks |

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

## SEXUAL HARASSMENT

Minnehaha Academy is committed to having a positive learning and work environment that is free from sexual harassment. Minnehaha Academy will not tolerate sexual harassment of students, employees, or other members of the school community whether on school property, at school or work-related assignments, at events off school property, or at school-sponsored functions. In addition to being demeaning and degrading, sexual harassment is unlawful and strictly prohibited by school policy. Under certain circumstances, sexual harassment may constitute unlawful sexual abuse or assault under federal and/or Minnesota law.

### Definition of Sexual Harassment

Sexual harassment is defined as unwanted or unwelcome sexual conduct, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's gender when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's education or employment; or
- submission to or rejection of such conduct by an individual is used as the basis for employment, or academic or school-related decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive environment.

Sexual harassment is not limited to physical acts. The use of crude or sexually inappropriate language may be considered sexual harassment if it creates an uncomfortable environment for someone else. Sexual harassment may also include verbal teasing or inappropriate name-calling related to one's sex; spreading rumors of a sexual nature; and sending crude or unwanted sexual messages via letter, e-mail, text message, or social media. Conduct prohibited by this policy includes but is not limited to:

- suggestive sexual innuendo, comments, or slurs;
- inappropriate or suggestive comments about a person's body or appearance;
- unwanted touching, patting, pinching;
- displaying sexually suggestive pictures, cartoons, drawings, posters, or graffiti, including pornography;
- writing graffiti of a sexual nature on school property, such as on bathroom walls;
- subtle pressure for sexual activity;
- coerced sexual relations; or
- physical assault.

### **Complaints and Grievances**

Minnehaha Academy strongly encourages all students and employees to report any incident of possible sexual harassment. Any student who believes he or she has been harassed should immediately report such actions to the principal, vice principal, dean of students, school nurse, or the student's teacher/advisor. Any employee who believes he or she has been harassed should immediately report such actions to his or her supervisor or to the Director of Human Resources.

- Any school employee who receives a complaint from a student of sexual harassment must report this information to the principal or the dean of students.
- Reports of sexual harassment will be kept confidential to the extent possible, consistent with the need for a thorough investigation and applicable laws, including mandatory reporting laws.
- Any student or employee who is found to have knowingly filed a false complaint of sexual harassment will be subject to discipline by the school.

### **Investigation and Response**

Following a complaint of harassment, the school will take prompt action to investigate the allegations of sexual harassment. Based upon its investigation, Minnehaha Academy will take prompt and appropriate corrective action.

- In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.
- Any person found to have engaged in sexual harassment will be subject to appropriate discipline or other corrective action, including up to dismissal or discharge from Minnehaha Academy.
- In addition, some forms of sexual harassment may need to be reported to legal authorities pursuant to Minnesota law. Minnehaha Academy will comply with applicable legal reporting requirements in cases of suspected sexual abuse, physical abuse or neglect of any student.

### **Non-Retaliation**

The school and its employees will not retaliate against any victim of or witness to sexual harassment, and any such retaliation by a school employee is forbidden. Students are also prohibited from retaliating against any student who was a victim of or witness to sexual harassment. Such retaliation shall be considered a violation of this policy and will subject that person to discipline. Such retaliation should be reported using the same reporting procedure as stated above for reporting harassment.

### **SELLING ITEMS DURING THE SCHOOL DAY**

Students are not permitted to sell items or solicit money for outside organizations or activities during the school day. Items such as pop or candy may not be sold to other students during the school day.

### **STEALING/VANDALISM**

It is recommended that students not bring valuable and/or irreplaceable items to school. 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.

### **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, email 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.
- 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 and online resources. 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 and online resources rests with the individual user. If a password is lost or stolen, it should be immediately reported to the Director of Technology or a member of the technology team. 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 Net-

work, 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.
- Downloading files (i.e. games and movies) from sites that have been accessed from outside the school firewall.

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

**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.

### Minnehaha Academy Distinguished Graduates:

Graduating seniors earn recognition as a Minnehaha Academy Distinguished Graduate by achieving the following criteria:

- An 8 semester cumulative GPA of 3.80 or higher
- An ACT or SAT composite score that ranks in the top 3% nationally
- Earning the AP Scholar with Distinction award after 11th grade through the College Board while also taking enough AP courses in the senior year to be on track for National AP Scholar recognition with an average score of at least 4 on all AP exams taken and scores of 4 or higher on 8 or more of these exams.

## 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 Vice Principal. The terms of the probation will be put in a letter that is mailed home to the parents. During that time, the Vice Principal, Dean of Students, Learning Specialist, Counselors, and the student's advisor will track the student's progress and assist the student in improving academic performance.

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 Vice Principal 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 Guidance Counselors, Dean of Students, Vice Principal, 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. Grades are continually updated in Schoology and available for students and parents to monitor on a regular basis. Grade reports are mailed home at 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. The Vice Principal will work with the student and parents to find appropriate courses that will fulfill any missing graduation requirements.

### **ACADEMIC TUTORING**

Through the Student Services Office, a parent or a student can obtain information regarding various means of academic support for an individual student. These resources include: Student tutors, 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 specific fee information 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](http://minnehahaacademy.net).

### **ADVANCED PLACEMENT EXAMS**

Students enrolled in AP classes are required to take the AP Exams in May. Any extenuating circumstances must be approved through the Vice Principal's Office.

### **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](http://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

## **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.

## **CREDITS FOR GRADUATION**

9th and 10th grade students must take 7 courses each semester. 11th and 12th grade students must have a minimum of 6 courses each semester. 9th through 11th grade students must complete a Cultural Field Experience each year they are enrolled at Minnehaha Academy.

## **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. Except for instances in which a teacher recommends a change to a different level of a class (i.e. move from AP to regular level), 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 Vice Principal, 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 Vice Principal will make arrangements with the teachers so that the student can complete the necessary assignments. This may involve completing 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 Vice Principal. 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 Vice Principal

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 Vice Principal's Office and meet with the Vice Principal 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 Vice Principal.

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 Vice Principal 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 require the student to withdraw from courses and/or 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 an online program before the beginning of the next school year or within one year from the time the "F" was received. Preapproval from the Vice Principal's Office is required prior to registering for a course. 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. Family trips are not considered approved absences from final exams. Unapproved absences will result in no credit or grade for the final exam.

In the case of extenuating circumstances (ex. funeral), students must obtain approval from the Vice Principal's Office to take final exams before the absence.

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 two times each year. 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 Vice Principal 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 26.75 semester credits, complete all required courses, and complete required Cultural Field 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 and other commencement week activities, 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 Vice Principal.

## **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 Vice Principal'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 Vice Principal. 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 Vice Principal 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.
- International credits may 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 FOR SCHOOL-RELATED ACTIVITIES**

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 make-up 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 Vice Principal for additional requirements and information.

## **PROGRESS REPORTS - SCHOOLGY**

Student academic progress in individual classes can be monitored by students and parents through the use of Schoology, our web-based grade reporting site. Teachers will post progress reports on this site periodically. Grade information will also be posted at the end of every grading period. (see "GRADE REPORTS")

## **REGISTRATION FOR COURSES**

Registration for courses for the following school year begins early in the second semester for currently enrolled students. Information regarding the registration process is provided in an assembly to all current 8<sup>th</sup>-11<sup>th</sup> grade students and a registration night is provided for parents to ask questions. The registration process is completed online through MyBackPack. Students' advisors, teachers, counselors and the Vice Principal are available to answer questions during the weeks in which the process occurs.

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)**

(See "Behavior/Behavioral Suspensions")

## **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, those grades will not be entered on the Minnehaha Academy transcript and will not be a part of the student's cumulative grade point average at Minnehaha Academy. Those transcripts will be sent separately to colleges during the application process.

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 Vice Principal 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 Vice Principal 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, students will gain a better understanding 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 and Personal 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 interventions while also maintaining a list of community and faith-based resources for ongoing therapeutic needs. The Student Services Team includes the Guidance Counselors, Nurse and Vice Principal. 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. If it is decided in the process of supporting the student that there is a need to make a referral to an outside medical professional, the parents will be notified immediately.

## **COMMUNITY SERVICE**

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

## **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. Cultural Field Experience will occur the week before Spring Break and will provide 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.

## **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.

## **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. Chapel Internship
3. Community Service Internship
4. Executive Internship
5. Homework Helpers
6. International Project Internship
7. Publicity Internship
8. Student Activity Internship
9. Student Genius Team (Tech)
10. Student Services Internship

## 11. Student Social Events Internship

Selection process for this program occurs in late spring.

## 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)

## PRAYER CHAPEL

Not applicable at the Mendota Campus.

## HEALTH SERVICES

### Mission

It is the mission of the Health Service Office to sustain a school environment that promotes and supports student achievement, health and well-being. The Health Office is staffed by a Registered Nurse that is also a Licensed School Nurse.

### Student Health Information, Emergency Medical Contact and Medication Administration Information

Student Health Information, Student Emergency Medical Contact, and Medication Administration Information can be completed online through MyBackPack. This information must be updated at the beginning of each academic school year. Please revise information with any changes that occur during the school year.

### Immunizations

Minnesota law requires that students enrolled in a Minnesota school demonstrate proof of required immunizations, or that they claim medical or conscientious exemption. Students must be fully immunized by the first day of school. Transfer students are allowed 30 days to provide proof of immunization or proof of medical or conscientious exemption.

### Physical Examination from Health Care Provider

Students must submit a completed *6-12 grade Physical Examination Form* from a Health Care Provider to the Health Office. In addition, if a student is participating in sports they must include a completed *Sports Qualifying Physical Examination Clearance Form* from the Minnesota State High School League. Minnesota State High School League requires athletes to complete this form every three years.

### Health Conditions

The Licensed School Nurse will work closely with students who have an acute or chronic health condition. Conditions would include concussion, hospitalization, new health diagnosis, asthma, allergies, diabetes, cancer, cystic fibrosis or other illness. Parents need to communicate their student's specific health condition to the Health Office. The student, parent, and Licensed School Nurse will collaborate to determine how best to manage the health condition.

### Illness and Communicable Disease

If your child will not be at school due to an illness, call Student Services at (612)-728-7780. A student should not come to school if he/she has the following symptoms:

- A fever of 100 degrees F (orally) or higher in the past 24 hours WITHOUT fever-reducing medication
- Vomiting or diarrhea in the past 24 hours
- An undiagnosed skin rash
- Untreated live head lice

Minnehaha Academy follows the guidelines developed by the epidemiologist at the Hennepin County Community Health Department when deciding if a student should be sent home or kept home from school. Please notify the school if your child has a contagious condition like chicken pox, strep throat, or head lice.

### Illness/Injury at School

When a student is unable to remain in school due to an illness or injury, a parent/guardian or emergency contact will be notified by the Health Office. First aid is given in the Health Office and parent/guardian or emergency contact are expected to provide transportation. No student will be released from school until a parent/guardian or emergency contact assumes responsibility for his/her care. In case of emergency, Emergency Medical Service (911) will be called. Students are not to leave school if they are ill without first contacting Health Office. Failure to do so may result in an unverified absence. For additional information, refer to the Attendance Policy.

## Medication Administration

For the safety of students, it is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day can be given before school, after school and at bedtime. If medication must be given during school hours, be aware of the following school medication policy:

1. Complete the *Authorization for Administration of Medication Form*. This form must be signed by both the physician/licensed prescriber and parent/guardian for all medication taken during school day, including prescription and non prescription medications. A new consent form is required at the beginning of each school year, when the dosage or time of administration is changed, and if discontinued medication is restarted.
2. Medication must be brought to school by a parent/guardian or a responsible adult. If there is medication remaining after treatment or at the end of the school year, please make arrangements for it to be picked up prior to the end of school. Medication must be delivered in an original container labeled by the pharmacy. The following must be on the label:
  - Student's full name
  - Name and dosage of medication
  - Time and route of administration (e.g. oral, inhaled, etc.)
  - Licensed prescriber's name
  - Current date
3. It is the joint responsibility of the student, parent/guardian, and school personnel to see that the medication is given at the right time.
4. Students may carry emergency medicine with them and self administer emergency medicine (e.g., an asthma rescue inhaler, EpiPen®) if they have a written consent from physician/licensed prescriber and parent/guardian on the *Authorization for Administration of Medication Form*. The school nurse will meet with the student and confirm they may safely carry and administer the medicine.
5. Upper School students may carry and self administer non-prescription pain medicine, acetaminophen or ibuprofen, if the parent completes the *Self Administration of Non Prescription Pain Medication for Secondary Students Form* annually and the medication is brought to school in a properly labeled bottle.

Please refer to the Minnehaha website for a complete list of forms.

The Health Office is located in the Student Services Office. It is open weekdays 8:30am to 3:00pm during the academic school year.

Some of the information used to create this policy was supplied by Minneapolis Public Schools.

## Concussion

If a concussion is reported or witnessed or reported during school hours, the student is to report to the Health Office. The School Nurse will assess using the CDC "Concussion Signs and Symptoms Checklist". If a concussion is witnessed or reported during after school athletic events the Athletic Trainer will assess using the Concussion Checklist. In both cases parents will be notified and the student will receive "Recognizing and Understanding a Concussion" handout.

For events that occur after school hours unrelated to sporting events or off school property, the student can come to the Health Office the next day if they are experiencing concussion symptoms.

In cases where symptoms seem to persist, it will be recommended that the student and family follow up with their personal family Physician. Minnehaha Academy is willing to work with the student, family, teachers and the School Nurse to come up with the best plan of care for a student after two requirements have been met.

1. The student has seen a Doctor and has given the School Nurse a copy of the Doctor's visit note
2. The student is compliant with the Doctor recommendations for treatment, (i.e. reduced screen time), per parent assessment and student report.

When symptoms have been resolved per the Doctor, a final clearance note from the Doctor needs to be sent to the Health Office to clear the student of the hold on participation in future sports, gym class etc.

# EXTRACURRICULAR ACTIVITIES

## ATHLETICS

### Athletic Offerings

## **Fall**

Cross Country Running (Boys and Girls)  
Football  
Soccer (Boys and Girls)  
Swimming (Girls)  
Tennis (Girls)  
Volleyball

## **Winter**

Alpine Skiing (Boys and Girls)  
Basketball (Boys and Girls)  
Dance (Girls)  
Hockey (Boys and Girls)  
Nordic Skiing (Boys and Girls)  
Wrestling

## **Spring**

Baseball  
Golf (Boys and Girls)  
Lacrosse (Boys and Girls)  
Softball  
Tennis (Boys)  
Track (Boys and Girls)

## **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 a 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 the 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.

## **ACTIVITIES AND CLUBS**

There are a variety of Clubs and Activities at the Upper School. Students are made aware of these opportunities at the beginning of each school year.

# **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 is the primary source of 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, Vice Principal or Dean of Students). 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 Trustees 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. During the rest of the school year, email is usually the most effective way of communicating with teachers. 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 are

completed through an online service. Please check in with the main office for further direction. Questions about the online Background Check process can be sent directly to Bonnie Anderson, Director of Human Resources, 4200 W. River Parkway, Minneapolis, MN 55406 or by email at [Andersonbonnie@minnehahaacademy.net](mailto:Andersonbonnie@minnehahaacademy.net)

## **PARENT/SCHOOL COVENANT**

The Christian home, school, and church are dynamic partners in the nurture and guidance of students so that they grow *like trees planted by the rivers of water that bring forth fruit in its season...* (Psalm 1:3). A positive and constructive partnership between the school and a student's parents, the primary educators of their children under God, is essential to the fulfillment of the school's mission.

To have the most positive results in the education of each child, adherence to principles of healthy and effective communication between parents and the school is vital. Understanding and respecting the respective roles of the school and parents provides the needed boundaries that foster strong relationships.

## **PRINCIPLES OF PARTNERSHIP FOR PARENTS**

It is expected that all school parents will:

1. Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to the school mission, open lines of communication, mutual cooperation and respect, and a common vision of the goals to be achieved.
2. Respect the school's responsibility to do what is best for the entire school community, while recognizing the needs of their individual child.
3. Familiarize themselves with and support the school's policies and procedures and other communications distributed by the school.
4. Share with the school any medical, personal, and/or academic information that the school may need to best serve their child and the school community.
5. Seek to resolve problems and secure information through appropriate channels. Appropriate order is:
  - 1) teacher/advisor/coach, then
  - 2) principal/athletic director, and finally,
  - 3) head of school.
6. Recognize that their payment of tuition is an investment in the educational process of their child(ren) and not an investment of ownership in the school with related controls.
7. In the face of the inevitable conflicts and challenges, model civility and respect and work together in the best interests of the school and its student community.

## **PRINCIPLES OF PARTNERSHIP FOR THE SCHOOL**

It is expected that the school will:

1. Serve as Christian role models.
2. Maintain responsibility to do what is best for the entire school community, while recognizing the needs of individual students.
3. Strive to maintain a safe, secure, and welcoming environment for all students in accordance with its mission, philosophy, and guiding principles, and react vigorously to rumors or report of danger or threats of danger.
4. Facilitate regular communications with parents about their child(ren)'s progress.
5. Provide regularly scheduled parent conferences with faculty and, when warranted, other special conferences and meetings.
6. Provide timely notification to parents if a child is encountering academic difficulties and follow-up with plans, actions, and strategies.
7. Provide timely notification to parents if there is a serious disciplinary infraction involving their child(ren).
8. Maintain a readily available copy of the school's policies and procedures handbook for students and parents. Provide parents with information on how to access this information and any periodic updates as they become available.
9. Maintain security and confidentiality of all necessary medical, personal, and/or academic information and make appropriate professional use of this information to best serve each student and the school community.
10. Encourage parents to resolve problems and secure information through appropriate channels. Appropriate order is:

- 1) teacher/advisor/coach, then
- 2) principal/athletic director, and finally,
- 3) head of school.

11. In the face of inevitable conflicts and challenges, model civility and respect in all of its student/parent contacts.

Minnehaha Academy may choose to discontinue enrollment or re-enrollment of a student if the school reasonably concludes that the actions of the parent or guardian make a positive, constructive relationship impossible, or otherwise seriously interferes with the school's accomplishment of its educational purpose.

# CALENDAR YEARS

## 2017

<b>January</b>	S 1 8 15 22 29	M 2 9 16 23 30	T 3 10 17 24 31	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	S 7 14 21 28	<b>February</b>	S 5 12 19 26	M 6 13 20 27	T 7 14 21 28	W 8 15 22 29	T 9 16 23 30	F 10 17 24 25	<b>March</b>	S 12 19 26	M 13 20 27	T 14 21 28	W 15 22 29	T 16 23 30	F 17 24 31	<b>April</b>	S 2 9 16 23 30	M 3 10 17 24	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 14 21 28	S 8 15 22 29	
<b>May</b>	S 7 14 21 28	M 8 15 22 29	T 9 16 23 30	W 10 17 24 31	T 11 18 25	F 12 19 26	S 13 20 27	<b>June</b>	S 4 11 18 25	M 5 12 19 26	T 6 13 20 27	W 7 14 21 28	T 8 15 22 29	F 9 16 23 30	<b>July</b>	S 2 9 16 23 30	M 3 10 17 24	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 14 21 28	S 8 15 22 29	<b>August</b>	S 6 13 20 27	M 7 14 21 28	T 8 15 22 29	W 9 16 23 30	T 10 17 24 31	F 11 18 25	S 12 19 26
<b>September</b>	S 10 17 24	M 11 18 25	T 12 19 26	W 13 20 27	T 14 21 28	F 15 22 29	S 16 23 30	<b>October</b>	S 1 8 15 22 29	M 2 9 16 23	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	<b>November</b>	S 5 12 19 26	M 6 13 20 27	T 7 14 21 28	W 8 15 22 29	T 9 16 23 30	F 10 17 24	<b>December</b>	S 3 10 17 24	M 4 11 18 25	T 5 12 19 26	W 6 13 20 27	T 7 14 21 28	F 8 15 22 29	S 9 16 23 30	

## 2018

<b>January</b>	S 7 14 21 28	M 8 15 22 29	T 9 16 23 30	W 10 17 24 31	T 11 18 25	F 12 19 26	S 13 20 27	<b>February</b>	S 4 11 18 25	M 5 12 19 26	T 6 13 20 27	W 7 14 21 28	T 8 15 22 29	F 9 16 23 30	<b>March</b>	S 11 18 25	M 12 19 26	T 13 20 27	W 14 21 28	T 15 22 29	F 16 23 30	<b>April</b>	S 1 8 15 22 29	M 2 9 16 23	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	S 7 14 21 28
<b>May</b>	S 13 20 27	M 14 21 28	T 15 22 29	W 16 23 30	T 17 24 31	F 18 25	S 19 26	<b>June</b>	S 3 10 17 24	M 4 11 18 25	T 5 12 19 26	W 6 13 20 27	T 7 14 21 28	F 8 15 22 29	<b>July</b>	S 2 9 16 23 30	M 3 10 17 24	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	F 7 14 21 28	<b>August</b>	S 6 13 20 27	M 7 14 21 28	T 8 15 22 29	W 9 16 23 30	T 10 17 24 31	F 11 18 25	S 12 19 26
<b>September</b>	S 10 17 24	M 11 18 25	T 12 19 26	W 13 20 27	T 14 21 28	F 15 22 29	S 16 23 30	<b>October</b>	S 1 8 15 22 29	M 2 9 16 23	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	F 6 13 20 27	<b>November</b>	S 5 12 19 26	M 6 13 20 27	T 7 14 21 28	W 8 15 22 29	T 9 16 23 30	F 10 17 24	<b>December</b>	S 3 10 17 24	M 4 11 18 25	T 5 12 19 26	W 6 13 20 27	T 7 14 21 28	F 8 15 22 29	S 9 16 23 30