

2010-11

Cedarcrest Academy

To Teach, To Educate, To Form

Cedarcrest Academy

Student and Parent Handbook 2010 - 2011

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Preface

Cedarcrest Academy embraces and lives the teachings of the Roman Catholic Church, which are defined and clarified by the Magisterium. We base our admissions, employment and operational decisions on the Church's teachings on faith and morals, which promote the dignity of all persons created in the image and likeness of God. Core expressions of our institutional identity are the public witness to the defense of human life from conception to natural death and the promotion of the sanctity of marriage. Our school offers children and families an encounter with Jesus Christ through an education founded upon objective moral truths, the goal being freedom and happiness.

1.0 Philosophy of Cedarcrest Academy

1.1 Cedarcrest Academy School Philosophy

Cedarcrest Academy is a private, non-profit, day school teaching students Pre-Kindergarten through Eighth grade founded on the Catholic Faith. The school exists to promote the spiritual, intellectual, human, and apostolic development of every student. Cedarcrest Academy emphasizes the development of the whole person through three essential and related means.

To Teach: Cedarcrest Academy offers a challenging academic program that favors the child's intellectual growth. Content is matched to the age and development of the students while eliciting their best effort. To teach is to communicate knowledge.

To Educate: Knowledge goes beyond the mere retention of concepts, facts and figures. A student's heart needs to be educated with a love for authentic values, and with a sense of what is good, right, noble, just and beautiful. To educate means to nourish the ability to make proper judgments based on learned values.

To Form: Truths and values need to be put into action. Hence, the need to form character - through daily practice of responsibilities, perseverance in difficult tasks, integrity in word and deed, and the ability to give oneself to others in service.

Cedarcrest Academy is operated by lay Catholics.

1.2 The School's Character in Its Students and Teachers

The religious character of the school pervades and vitalizes all its aspects through formal teaching, moral example, collective worship, and family support. Students are urged to become aware of the needs of others and to respond in service. Students are, at the same time, brought to acknowledge and refine their academic ability, so that they may be encouraged in pursuit of educational and career goals, as leaders of young people inside and outside the classroom. Cedarcrest Academy teachers strive to guide their students in the seeking of truth, the mastery of skills, and the consideration of ideas.

1.3 An Atmosphere of Hospitality

Founded in 1997, primarily for Catholic children, Cedarcrest Academy welcomes students of other religious traditions. Following the example of Jesus Christ, the school maintains an atmosphere of acceptance and hospitality for all, and it continues to admit academically qualified students of any race, creed, sex, or national origin.

1.4 The Community

The Cedarcrest Academy community is comprised of the Board of Directors, advisors, faculty, staff, students and parents. Cooperation in academic, religious, athletic, artistic and social endeavors binds all in spirit and purpose toward the achievement of commonly-held objectives, within a framework of shared work, prayer, and appreciation for the contribution of each member.

2.0 Parent Responsibility

It is our belief that Cedarcrest Academy assists the parents as the primary educators of their children and therefore we expect a high level of parental involvement in each child's education and formation.

Supportive Environment

The success of a student's educational career depends on a supportive environment at home. Accordingly parents are to provide their child with a quiet study space at home. They will insist on regular times for homework and will eliminate distractions (television, radio, etc.) at these times.

Religious/Moral Standards

Respect for the Catholic faith and high moral standards are essential for the success of the school's mission -- to teach, to educate, to form. For the good of their children, parents are asked to do their best to live up to the moral standards of the Catholic faith and to seek guidance from God.

Support of Teachers and Staff

The teachers and staff at Cedarcrest Academy depend on the support of the parents in matters of discipline, conduct and morals, and as such, the parents are expected to cooperate with the teachers and school authorities. Conversely, the school staff will do their best to cooperate with parents in similar fashion.

Financial Responsibility

Cedarcrest Academy receives no funding from a parish and consequently depends upon timely payment of tuition fees for its operating budget. Upon accepted registration of their child, parents agree to make tuition payments on time. Cedarcrest Academy reserves the right to refuse admittance to class and/or to withhold report cards and transcripts of any student whose financial account is delinquent.

2.4.1 Tuition Policy. Tuition can be paid in full or monthly installments. Full year tuition is due on or before September 1st. A 3% discount is available if tuition is paid in full by August 1st. Monthly tuition payments are managed through FACTS Tuition Management Company. This

service has a \$38 annual fee. Monthly payments start in July and end in March for a total of 9 payments. Monthly payments are automatically deducted from a bank account you specify on the 5th or 20th of the month. A late fee of \$10 a day will be assessed if an account reaches 15 days late. In the event that a student terminates enrollment, the current full quarter tuition is due. If termination occurs after April 1st the entire years tuition is due. No tuition refunds will be processed after April 1st.

2.4.2 Additional Fees. A \$100 registration fee applies to all new students and \$25 for returning students. There is a \$200 Book Fee due upon acceptance. Additionally, some clubs and extracurricular activities may require fees for participation. All fees are non-refundable.

Other Responsibilities

Cedarcrest Academy holds events throughout the year that benefit the school, students, parents and families. To the best of their abilities, parents are expected to participate in all events. Some such events planned for this year include: • Back To School Night, • Grandparent's Day, • Annual Christmas Pageant, • Major Fund Raisers, • Parent/Teacher Conferences, • One School Field Trip, • Parent Seminars, • Various class events throughout the year.

3.0 Student Responsibility

3.1 Standard for Student Conduct

Because Cedarcrest Academy is a private school teaching a sound Catholic curriculum that holds Jesus Christ as the ideal for human behavior, the Academy sets before its students as their code of conduct the teachings of Jesus contained in the Gospel. Realizing that all people are called to conduct themselves as Jesus did, the Cedarcrest Academy approach to student discipline attempts to teach students the virtues of respect for self and others, charity, honesty, justice and responsible stewardship.

Thus, it is expected that Cedarcrest Academy students will exhibit concern and charity in their dealings with other members of the Cedarcrest Academy community and its guests. Students are to respect the dignity and rights of other persons and their property. Each student is expected to develop and maintain a high standard of personal integrity and honor and to observe the regulations of the school.

3.2 Confidential Forum

A Christian community can succeed only if its members share mutual trust and concern for one another. A school community that purports to follow Jesus must be especially sensitive to the needs of its members who are troubled. The CONFIDENTIAL FORUM is designed to encourage members of the community who need help to obtain it. Where required by law employees of Cedarcrest always follow mandatory reporting.

The CONFIDENTIAL FORUM is this: if a student first approaches a faculty member or administrator to seek help with a serious situation (e.g., alcohol/drug addiction, abuse, depression) this will be treated as a counseling situation and, as such, the first approach will be directed toward counseling rather than discipline. The CONFIDENTIAL FORUM also includes students who approach faculty or administrators in order to help their fellow students obtain

help. Cedarcrest Academy desires to live out the teaching of Christ: to love one another as He loves us.

3.3 Acceptance of Responsibility

Cedarcrest Academy students are taught that their behavior has consequences and that they must accept responsibility for their behavior. Consequences for inappropriate behavior are issued as a teaching method. Cedarcrest Academy's system of discipline seeks to be educational, motivational and formative, not just punitive.

3.4 Off-Campus Conduct

While Cedarcrest Academy does not attempt to regulate the private lives of students during non-school hours, it is concerned with any conduct, which may bring discredit or harm to the individual, the student body or the school. Consequently, behavior in opposition to Christian moral standards could require disciplinary action. Students should also be aware that while they are in school uniforms they represent Cedarcrest Academy and any misconduct while in uniform is subject to disciplinary action.

3.5 Use of School Name

Any individual or group using the name of Cedarcrest Academy in connection with its activities is required to have prior approval of the school administration before doing so and is bound by the policies of Cedarcrest Academy.

3.6 Effect of Improper Conduct

Cedarcrest Academy reserves the right to require withdrawal of students whose failure to accept responsibility is evidenced in conduct or scholastic performance considered detrimental to their own or the school's best interest. Such action will ensue only after careful consideration by the school administration.

Use of School Equipment or Materials

Any misuse, misappropriation, or loss of equipment or materials belonging to Cedarcrest Academy must be reimbursed to the school by the individual responsible. Any equipment or material taken off the premises must have written approval.

3.7.1 Use of Desks, Cubbies and Lockers

In an effort to encourage students in habits of good order and ensure student safety, Cedarcrest Academy reserves the right to monitor the content of desks, cubbies and lockers. Assisting students in keeping well ordered desks, cubbies and lockers enables them to exercise effective time management skills.

3.8 Knowledge of School Regulations

Cedarcrest Academy provides each family with a copy of the student handbook. In doing so, it expects students to have a thorough knowledge of school regulations. Signing and returning the Cedarcrest Academy Handbook Contract authenticates and acknowledges this acceptance from each student.

4.0 Student Attendance and Eligibility

4.1 Absence

As a school in Minnesota, Cedarcrest Academy is obliged to observe Minnesota Statutes¹ related to compulsory attendance, which provides that parents are responsible for student attendance. Cedarcrest Academy affirms the vital importance of daily attendance. Student absence diminishes participation and learning, which in turn negatively impacts overall performance. The classroom experience at Cedarcrest Academy is beyond replication. Every student at Cedarcrest Academy is an important participant in our classrooms, thus their absence has a significant impact. The consequence of excessive absence will be diminished academic performance. Students absent from school on the day of a field trip or extracurricular activity, such as athletic event, will be ineligible for participation. Absence at Cedarcrest Academy is classified in one of three ways:

Excused Absence (maximum of 15 days):

An excused absence might be for one of the following reasons: illness, medical or health related appointments, funerals, late carpool, retreats, birth of a sibling, severe weather, illness in the family, pre-planned vacation.

Unexcused Absence (maximum of 7 days):

An unexcused absence might be for one of the following reasons: extracurricular activities unrelated to school activities or reasons that are unstated. Students will not receive credit for work or tests missed due to an unexcused absence.

Long-term Absence (more than a five day period):

An absence that is considered long-term might arise from extended family trips or the unfortunate onset of illness. Any families requesting long-term absence should speak directly with the principal.

Parents are asked to telephone the administrative assistant prior to 10:00am on the day absent.

Cedarcrest Academy's policy on make-up homework related to student absence is found in section 4.1.2, Future Absence.

4.1.1 Late Arrival and Early Departures

Regularity in attendance and diligent application to study are essential for achievement. A half day absence is awarded to any student who is absent for more than one hour. As with a full day absence, students who are marked 1/2 day are ineligible for the Perfect Attendance Award. Parents are asked to send a note to the teacher and/or call prior to 8:30 if a student will be late to school or will be leaving early. If a student arrives more than 15 minutes late or leaves early, the parent(s) and/or other parent-designated adult must sign the student in/out book at the reception desk.

¹ Minnesota Statutes:
260C.007, subdivision 19
260C.163, subdivision 11(a)
626.556, subdivision 2c(4)

A student who arrives at the Main Campus after 8:15am is considered tardy. On the third tardy of any term a letter will be sent to notify parents that a potential problem may be developing. If the tardiness continues, additional consultation with the parents and the principal may be required. The school has no choice but to consider all members of a carpool as late, even if the lateness is caused by only one individual passenger or driver. The Kinder Campus tardy policy will be addressed in a similar fashion. After the seventh tardy in a school year, students will be marked one full day absent, thus leaving a student ineligible for the Perfect Attendance Award.

4.1.2 Future Absence

Requests for future absence should be made in writing by the parents to the student's teacher. Such requests should, ordinarily, be received at least forty-eight hours in advance. All requests must include a telephone number at which the parent can be reached. Normally, no student will be granted an approved dismissal without a written request from a parent and approval from the school. Homework will not be provided prior to planned absences.

4.1.3 Classroom Visitors

Students wishing to bring a classroom visitor to Cedarcrest Academy must submit a request in writing to the school at least one week prior to the requested visit date. All visitors must sign in at the reception desk and receive a badge.

4.2 Eligibility

Key to a complete and balanced person are the lessons promoted through athletic and extracurricular activities. The virtues promoted through Cedarcrest Academy activities stem from daily participation in the school day. Our extracurricular programs are intended to be extensions or enhancements of our unique pedagogy of Integral Formation. Thus, extracurricular activities are intended to expand, not diminish, student performance. Absence from school on the day of an extracurricular activity will leave a student ineligible for participation. Eligibility at Cedarcrest Academy is classified in one of two ways:

Academic Eligibility:

Students who fall below 70% in any core subject will be ineligible for participation in Cedarcrest Academy extracurricular activities. Student eligibility for Cedarcrest Academy extracurricular activities, such as athletics, will be determined every Thursday. Homeroom teachers will advise the principal of student progress, while helping to set goals for improved student performance. Additional need for improvement of student academic performance, such as Academic Probation, will leave a student ineligible until their status is improved. The principal will consult with families of students on Academic Probation regarding their eligibility status for athletic events.

Disciplinary Eligibility:

Good conduct of Cedarcrest Academy students inside and outside the classroom is foundational to our school. Students receiving chronic discipline notices (excess of three) or students on Disciplinary Probation will be considered ineligible until their status is improved. The principal will provide direction and a plan for improvement for those students subject to disciplinary sanctions. Cedarcrest Academy endeavors that no student should be exempt from extracurricular activities arising from inappropriate behavior and will assist students in making corrections.

4.3 Daily Schedule

The Main Campus school day begins at 8:15am. At 8:20am each Main Campus classroom teacher will lead their students to the Activities Room for morning assembly. Assembly consists of announcements, petitions for the day, prayers, saint of the day, and Pledge of Allegiance to the flag. The Kinder Campus school day begins at 8:30am with attendance and morning assembly.

Each school day consists of roughly seven periods of instruction ranging in time from twenty to fifty minutes, depending on subject material and teacher preference. The lower grades have a 15-minute morning break with optional snack.

4.3.1 Lunch: Cedarcrest Academy does not have a hot lunch program. Children must bring their lunch daily. Parents are encouraged to provide healthy lunches and snacks. Milk will be provided at a nominal cost. Soda pop is not allowed. Students are expected to bring their own napkin and utensils and are responsible to keep their uniform clean.

4.3.2 Dismissal: The Main Campus school day ends at 3:15pm. Students will depart from their classrooms promptly at 3:10pm and take their assigned place in the Activities Room. They will be dismissed as their ride is identified. Parents are asked to be timely in picking up their children. All children are to be picked up by 3:30pm unless arrangements have been made with the homeroom teacher in advance. Students remaining after school after 3:30pm will be placed in after school care.

Kinder Campus dismissal is at 3:00pm each day. Students must be picked from the Kinder Campus by 3:00pm. Students not picked up at 3:00pm will be transported to the Main Campus for either after school care or for pick-up at the Main Campus by 3:30.

5.0 **Student Academic Responsibility**

5.1 Class Preparation and Participation

Cedarcrest Academy offers a course of study to equip the graduate with fundamental and advanced skills required for high school work. Consequently, Cedarcrest Academy expects that the student will strive for the highest level of academic success by active participation in each class and by devoting an appropriate period of time each night in preparation for the next day's classes.

5.1.1 Homework: Approximately 1 hour of homework can be expected for children starting in the 3rd grade. Fifth through eighth grade could have between 1 and 2 hours of homework nightly. This may take more or less time depending on the advancement of the individual student. The Kindergarten, First, and Second Graders will also be given some homework to help instill good study habits and independence. Some children may have to work harder out of school in order to advance. Homework, it should be noted, involves reading of the material and reviewing class notes as well as written work. Some homework requires parent's involvement and signature.

5.1.2 Make Up Work: When students are absent for whatever reason, except as may otherwise be approved by the student's teacher, they are to complete all missed class or home assignments within three class days of their return. Homework will not be provided prior to planned absences.

5.1.3 Tutorial: Tutorial is a period established, when necessary, by a teacher, in which students can approach their teachers before or after school when they are experiencing difficulty, need to clarify assignments or make up missed work. Teachers may require students to attend tutorial. It is the student and parent's responsibility, when required, to attend tutorial, to be punctual and to make necessary transportation arrangements. Tutorial times may occur during recess, from 8:00am to 8:30am, or from 3:15pm to 3:45pm.

5.2 Academic Evaluation

Numeric grades are used in the evaluation of student performance for grades 3-8. An “effort” grade for each subject is also included on the report card. Report cards are issued quarterly. These dates appear on the school calendar. Grade reports are official school records.

5.2.1 Grading for Grades 3-8: A straight percentage of possible points is used to determine letter grades. The numeric grading scale is as follows:

97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
1-59	F

Grades of 69.5% and above are necessary for passing. D's are not passing grades.

5.2.2 Grading for Grades PK – 2: In Pre-Kindergarten through 2nd grade, and in some subjects for other grades, the student is rated as follows:

E	Excellent: The student consistently exceeds grade level expectations and demonstrates a thorough understanding of the content area. The student consistently applies and/or demonstrates the skills and/or behaviors expected and is working above grade level in the content area.
VG	Very Good: The student meets or exceeds grade level expectations and demonstrates an understanding of the content area. The student generally applies or demonstrates the skills or behaviors expected and is working at or

	above grade level in the content area.
S	Satisfactory: The student meets grade level expectations and demonstrates a basic understanding of the content area. The student usually applies or demonstrates the skills or behaviors expected and is working at grade level in the content area.
N	Needs Improvement: The student is making progress toward meeting grade level expectations. The student demonstrates limited understanding of the content area. The student occasionally applies or demonstrates the skills or behaviors expected and is working below grade level in the content area.
U	Unsatisfactory: The student does not meet grade level expectations and is having considerable difficulty understanding the content area. The student consistently works below grade level and is unable to demonstrate the skills or behaviors expected in the content area.

Teachers will contact the parents immediately once a student's progress is such that he or she is in serious jeopardy of failing a class. Please work with the teacher and your child immediately to assess the situation and put appropriate actions in place to insure your child's success.

5.3 Parent-Teacher Conferences

Midway through first quarter, and after second quarter report cards are distributed, parents will be given the opportunity for a meeting with teachers to discuss their child's performance. Students may be asked to be present with the parent at some conferences. At times other than the scheduled conferences, parents may arrange a conference with the principal.

5.3.1 Academic Progress Reports: Students may be issued academic progress reports by a teacher to inform them and their parents of their current mid-term status in a given subject. The report is to be signed and returned to the issuing teacher within 2 class days.

5.4 Honor Roll

Students in grades 3-8 who earn an A- average (90%) or better in the major subjects (language arts, mathematics, history/geography, science, religion, and Spanish) with no individual subject's grade below a B- (80%) for a given quarter will be placed on the Honor Roll.

5.5 Awards

While academic achievement should be its own reward, students do derive added incentive from the knowledge that their efforts may receive special recognition from Cedarcrest Academy.

Attendance Award: Given to students who achieve perfect attendance for the school year.

Cedarcrest Award: Given to students earning an A average grade in all subjects with no individual subjects quarter grade lower than a B-.

Commendation Award: Given to a child who exhibits consistent perseverance in all subject areas throughout the year.

Crusader Award: Given to one student in grades 3 - 8 who exhibits outstanding formation of character through perseverance and charity.

The Optimus Award: The Optimus Award is presented annually to an eighth grade graduate who exemplifies outstanding academic ability, character formation, and generosity in service throughout their attendance at Cedarcrest Academy.

5.6 Academic Status

5.6.1 Academic Eligibility: A student is eligible to participate in extracurricular and athletic activities unless he is on academic warning or academic probation.

5.6.2 Academic Warning: A student who receives 1 or more D's or F's (numeric grades of 69.4 or below) on a report card will be placed on academic warning. Once placed on academic warning, a student will have one quarter to raise his grades to an acceptable level. If all the student's grades are not brought to an acceptable level by the following report card, the student will be placed on academic probation.

Academic warning is an expression of the school's concern for the student's academic performance. Parents will receive written notification when a student is placed on academic warning. The principal, teacher(s), parents, and the student, if appropriate, will meet to prepare a plan of the academic and formation support needed to help the student raise his grades to an acceptable level. This plan may include a recommendation of outside tutoring.

5.6.3 Academic Letter of Concern: A letter of academic concern will be issued to the parents of a student whose overall grade average on a report card is in the C range (a numeric grade of 70-79) but who does not have any D's or F's. This letter of concern does not carry the consequences of the above academic warning.

5.6.4 Academic Probation: A student can be placed on academic probation in three different cases.

- A student on academic warning who has not brought up his grades after one quarter will be placed on academic probation.
- A student who has not been on academic warning but who earns three or more D's or F's (numeric grades of 69.4 or below) on a report card may be placed directly onto academic probation.
- A student who has previously been on academic probation and been taken off but then earns 1 or more D's or F's on a subsequent report card may be placed directly onto academic probation.

The student will have two quarters to bring his grades to an acceptable level, at which time he will be removed from academic probation. If he does so after one quarter, he will be removed from academic probation at that time. If a student does not raise his grades within two quarters after being placed on academic probation, he may no longer be eligible for continued admission in the school.

Academic probation is an expression of the school's concern for the student's academic performance. It alerts both the student and the parent that the student is experiencing grave difficulty and may need extensive assistance. Parents will receive written notification when a student is placed on academic probation. The principal, teacher(s), parents, and the student, if appropriate, will meet to prepare a plan of the academic and formation support needed to help the student raise his grades to an acceptable level. This plan may include a recommendation of outside tutoring.

5.6.5 Academic Dismissal: A student who has been on academic probation for two consecutive quarters and has not brought his grades up is subject to academic dismissal. A student who fails a subject for the year and does not make arrangements to correct the failure is also subject to academic dismissal.

5.7 Academic Failure

5.7.1 Academic Failure: Students must achieve a final grade of 69.5 or above in order to pass a course for the year. A final year grade (based on all four quarters' grades) of 69.4 or below constitutes failure of that course. Any failed course must be corrected, or made up, as a condition for entering the next grade.

5.7.2 Correction of Academic Failure: The failure of a required course can be corrected through consultation with the teacher and principal. The failure is best corrected by passing the same course or an approved substitute at Cedarcrest Academy or an accredited summer school, with the principal's permission. However, until Cedarcrest Academy is able to offer such courses, private tutoring will be an acceptable means of making up a failed course. The school will provide information about which teachers are willing and qualified to carry out such tutoring. The tutorial must ensure that the student meets all of the learning objectives for the failed course. Upon successful completion, the student's permanent record will reflect that the course has been made up.

5.8 Transcripts

Parents are entitled to have an official transcript of their child's records sent wherever desired, provided their financial account is clear. Requests for transcripts may be filed in writing to the school administration.

6.0 Student Behavioral Responsibility

6.1 Practical Tips on Helping Your Child Have A Good Day at Cedarcrest Academy:

Pray with your child. Parents should pray morning prayers, evening prayers, and prayers before and after meals with their child. Parents should teach their child how easy it is to talk to God.

Supervise your child while they do their homework. Parents should make sure their child has his/her homework completed before going to bed. Insist that it be organized neatly. Parents should emphasize that homework comes before TV, sports, or other activities. It is appropriate and helpful to have a quiet, dedicated area reserved for homework.

Encourage good eating and sleeping habits. Parents should make sure that their child has a nutritious breakfast so that he/she has the energy to work hard at school. Pack your child a wholesome lunch. Parents should make sure their child gets enough sleep so that they are alert during the day.

6.2 Uniforms

Student uniforms are available through *Educational Outfitters*. Each uniform piece should be carefully labeled with the student's name. For specific questions regarding the uniform, please contact Principal Jason Slattery at j.slattery@cedarcrest.org.

GIRLS: PRE- KINDERGARTEN 3 and 4, AND KINDERGARTEN

Daily Uniform Required:

-Jumper: #7285 (*Jack and Jill* style number)

jumper must be no shorter than the bottom of the knee

-Modesty shorts: Dark in color.

-Shirt: White Peter Pan collar; short or long sleeved

-Socks: White anklets or knee high socks.

-Shoes: Black dress Mary Jane style leather shoes (Recommended brand: *Jumping Jack*; Style name: *Classy* available through *Little Feet* stores.) (Heel must be less than one inch.)

Optional:

-Sweater: Navy blue, crew-neck cardigan, white tights.

BOYS: PRE- KINDERGARTEN 3 and 4, AND KINDERGARTEN

Daily Uniform Required:

-Trousers: Navy pleated elastic waist pants.

-Shirt: *Land's End* white polo.***

-Socks: Navy or black.

-Shoes: Black dress oxford style leather shoes (Recommended brand: *Jumping Jack*; Style name: *Tommy* available through *Little Feet* stores.) (Heel must be less than one inch.)

Optional:

-Sweater: Navy blue, crew-neck cardigan with pockets.

GIRLS: LOWER SCHOOL UNIFORM (1st Grade-5th Grade)

Daily Uniform Required:

-Jumper: #7285 (*Jack and Jill* style number)

jumper must be no shorter than the bottom of the knee

-Modesty shorts: Dark in color.

-Shirt: White Peter Pan collar; short or long sleeved.

-Socks: White anklets or knee high socks.

-Shoes: Black dress Mary Jane style leather shoes (Recommended brand: *Jumping Jack*; Style name: *Classy* available through *Little Feet Children's Shoes* stores.) (Heel must be less than one inch.)

Optional:

-Sweater: Navy blue, crew-neck cardigan; white tights.

BOYS: LOWER SCHOOL UNIFORM (1st Grade-5th Grade)

Daily Uniform Required:

-Trousers: Navy pleated twill pants.

-Belt: Black, smooth leather; no braided belts.

-Shirt: White Bruxton oxford cloth shirt; short or long sleeve.

-Tie: Solid navy.

-Socks: Navy or black.

-Shoes: Black dress oxford style (laced) leather shoes. (Recommended brand: *Jumping Jack*; Style name: *Tommy* available through *Little Feet Children's Shoes* stores.) (Heel must be less than one inch.)

Optional:

-Sweater: Navy blue, crew-neck cardigan with pockets.

GIRLS: UPPER SCHOOL UNIFORM (6th Grade- 8th Grade)

Daily Uniform Required:

-Gray Skirt: #232-W

skirt must be no shorter than the bottom of the knee

-Modesty shorts: Dark in color.

-Undergarment: White in color; camisole recommended.

-Shirt: White oxford collar; short or long sleeved

-Socks: White knee high socks.

-Shoes: Black dress Mary Jane style leather shoes (Recommended brand: *Jumping Jack*; Style name: *Classy* available through *Little Feet Children's Shoes* stores.) (Heel must be less than one inch.)

Daily Uniform Optional:

-Sweater vest: Navy; logo embroidered.

-Sweater pullover: Navy; logo embroidered.

Dress Uniform (Mass and prescribed occasions) Required:

-Gray Skirt: #232-W

skirt must be no shorter than the bottom of the knee

-Modesty shorts: Dark in color.

-Undergarment: White in color; camisole recommended.

-Shirt: White oxford collar; long sleeved are recommended.

-Blazer: Navy, brass buttons, logo embroidered.

-Socks: White knee high socks.

-Shoes: Black dress Mary Jane style leather shoes (Recommended brand: *Jumping Jack*; Style name: *Classy* available through *Little Feet Children's Shoes* stores.) (Heel must be less than one inch.)

BOYS: UPPER SCHOOL UNIFORM: (6th-8th Grade)

Daily Uniform Required:

-Trousers: Gray #1258PB-G

- Tie: Blue/green regimental striped tie.
- Shirt: White oxford collar; short or long sleeved.
- Belt: Black, smooth leather; no braided belts.
- Socks: Navy or black.
- Shoes: Black dress oxford style (laced) leather shoes. (Recommended brand: *Jumping Jack*; Style name: *Tommy* available through *Little Feet Children's Shoes* stores) (Heel must be less than one inch.)

Daily Uniform Optional:

- Sweater vest: Navy; logo embroidered.
- Sweater pullover: Navy; logo embroidered.

Dress Uniform (Mass and prescribed occasions) Required:

- Trousers: Gray #1258PB-G
- Tie: Blue/green regimental striped tie.
- Shirt: White oxford collar; long sleeved are recommended.
- Blazer: Navy, brass buttons, logo embroidered.
- Belt: Black, smooth leather; no braided belts.
- Socks: Navy or black socks.
- Shoes: Black dress oxford style (laced) leather shoes. (Recommended brand: *Jumping Jack*; Style name: *Tommy* available through *Little Feet Children's Shoes* stores.) (Heel must be less than one inch.)

GYM UNIFORM: BOYS AND GIRLS (5th Grade- 8th Grade)

Physical Education Uniform Required:

- Athletic shoes
- White athletic socks
- Logo short sleeved shirt
- Logo shorts
- Cedarcrest Academy Spirit Wear may also be worn.

6.3 Personal Appearance

The personal appearance of a Cedarcrest Academy student is very important to the overall identification with the school community. Personal appearance enhances student morale and the learning environment, and it creates a sense of pride and unity among the students. Cedarcrest Academy students are expected to wear the uniform and maintain an overall personal appearance in a manner that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. Each day all students are expected to be in full appropriate uniform.

The general criteria for excellence in personal appearance include:

Girls Hair. Hair must be neat and well-groomed. Hair bows, barrettes and clips must be complementary to the school colors (white, navy blue, green or black). Hairstyles should be moderate and hair color should be natural looking.

Boys Hair. Hair must be neatly and evenly cut. Hair length must be kept above the collar line at the back, and above the ears at the sides. Frosting, highlighting, coloring or dying of hair, tails, and spikes are not permitted.

Jewelry. No jewelry except the following: one watch of neutral color without audible alarms or advanced functions; a simple religious medal or cross on a necklace; a single pair of dime-sized (or smaller) earrings; a single, discrete, modest ring; and school lapel pin.

Body Markings. Tattoos (permanent or washable) are not permissible on any visible area of the body. Body piercing and other styles of markings are not permissible.

Make-up and nail polish. No make-up or nail polish may be worn.

6.4 Personal Property

Students are responsible for their own personal property. All items should be labeled with students' names. The use of personal radios, cellular phones, video games, and all related electronic media conflict with the educational and social objectives of a school, and therefore, these items may not be brought to school. Special permission for classroom extra-curricular use of such equipment is to be approved in advance with the teacher. The school reserves the right to disallow the bringing of any toys or items that it deems to be a distraction.

6.5 Boundaries

During school hours, students are to be in the location called for by their schedule. The school is not responsible for damages or theft occurring thereon. Individuals use the parking lot at their own risk.

6.6 Conduct-Major (Severe Infractions)

In every well-ordered community, it is necessary to have regulations for the guidance of the members of that community. Without such regulations there would be no order, and the common good of the community would suffer. Any listing of infractions is not intended to be all-inclusive. Cedarcrest Academy authorities will review violations in light of the individual and of the entire school community.

6.6.1 Alcoholic Beverages and Drugs: Students who give, sell, possess, use, or are under the influence of alcoholic beverages or drugs on school property or while attending a school function will incur a suspension, be placed on probation, or be dismissed. A Cedarcrest Academy function is any activity in which the name of Cedarcrest Academy is used, whether it takes place on school grounds or not.

6.6.2 Honor and Cheating: Each member of the Cedarcrest Academy community is obligated to respect the rights of the other persons and their possessions by practicing personal honesty and a high standard of honor. Cheating, especially in the form of plagiarism, lying, and stealing, undermines the philosophy of trust on which Cedarcrest Academy operates. Plagiarism is defined as any attempt to pass off the ideas and/or writings of another as one's own. Violations of this basic belief will result in a grade of "F" for the assignment, possible suspension, or even dismissal. A second occurrence normally results in dismissal.

6.6.3 Leaving Classroom Without Permission: Students leaving their classroom without permission and those failing to report to school without a legitimate excuse will receive a grade of "F" for work missed and such missed work may not be made up. Disciplinary action will ensue at the discretion of the principal.

6.6.4 Weapons: Students are not allowed to have in their possession any object that can be classified as a weapon. This includes, but is not limited to: knives, guns, brass knuckles, etc. Toy weapons will be subject to the same rules with lesser disciplinary action.

6.6.5 Language: Profanity, cursing, or abusive language is inappropriate. Use of such language demeans the speaker and the community and will be subject to disciplinary action.

6.6.6 Fighting: Students involved in a fight (more than rough housing) before, during, or after school or any school function will be subject to disciplinary action at the discretion of the teacher. Since it is usually impossible to fix blame for the situation on only one party, students should be aware that the penalty will be imposed on all participants equally.

6.6.7 Tobacco: The use of any tobacco, as well as the display of such materials, is strictly forbidden. Any infraction will be subject to disciplinary action.

6.6.8 Stealing and Vandalism: Each member of the Cedarcrest Academy community is obligated to respect the rights and property of others. Stealing and vandalism undermine the atmosphere of trust and honor within which Cedarcrest Academy operates. Violations of this obligation to trust and honor will require restitution through replacing the stolen or damaged article, and may result in suspension or even dismissal. A second such occurrence usually results in dismissal.

6.6.9 Harassment: Students not respecting the rights of other students or teachers is not permitted. If this behavior is exhibited and classified as harassment it will be considered a serious infraction. Immediate parent notification and consultation will be required and may result in suspension or dismissal.

6.6.10 Other Severe Cases: Other severe cases include but are not limited to:

- Immoral or illegal conduct or actions; and
- Threatening bodily harm.

Any such actions will be disciplined in accord with their nature and severity at the discretion of the school administration.

6.7 Conduct - Other less severe infractions

Any list of infractions is not intended to be all-inclusive. School officials will review violations in light of the individual and of the entire school community.

6.7.1 Conduct and Disrespect: It is expected that Cedarcrest Academy students will respect the members of the Cedarcrest Academy community and its guests in all school settings, whether it be in the school, or Assembly Room. Behavior appropriate to the setting and situation is expected of all students. Disobeying a teacher's directions will not be tolerated.

6.7.2 Chewing Gum: The use of chewing gum is prohibited at all times (during school hours, on school property and at all school functions).

6.7.3 Throwing of Objects: Serious physical harm can be caused by a thrown object (including paper). Such behavior is prohibited and will be disciplined accordingly.

6.8 Consequences

Disciplinary policies are preventative and are generally positive. Each child's conduct will be dealt with on an individual basis, trying to discover the motivation for their misconduct. However, it is necessary to have definitive consequences for individuals or groups due to improper conduct. Cedarcrest Academy endorses a method of assertive and progressive discipline in controlling the classroom. Assertive discipline requires that the teachers be very clear about "do's" and "don'ts" of both expectations and limits of behavior.

6.8.1 Progressive Discipline: General progressive disciplinary steps for less severe infractions include:

- A. Verbal warning
- B. Recess detention and notification of parents
- C. Removal from class to the Principal's office and notification of parents
- D. After school detention

Disciplinary warning, probation, suspension and dismissal are progressively more extreme forms of discipline and may be imposed for repeated less severe infractions as well as for major infractions. The principal's, with approval from the Executive Director, decision on consequences are final.

6.8.2 Disciplinary Warning: Disciplinary warning is an alert to the student and parent that the student's general behavior needs improvement. This warning is given in writing and remains in force for a minimum of three weeks until removed.

6.8.3 Disciplinary Probation: Disciplinary probation is an urgent alert to the student and parent that the student's behavior needs immediate improvement. Written notice citing the reasons for this action will be sent to the student and parent by the principal. A conference will be held with the student, parent(s), teacher and the principal to review the student's conduct record and all probationary terms. Disciplinary probation will remain in effect for a minimum of twelve weeks until removed by the principal. The student and parent(s) need to be aware that violations of school regulations while on probation are cause for dismissal.

6.8.4 Disciplinary Suspension: Disciplinary suspension is the temporary removal of the student from the class and extracurricular participation. This penalty may be imposed only by the principal in situations judged necessary. A suspension will be removed only after an interview is held with the principal, student and parent(s). If reinstated in school, the student returns on disciplinary probation that remains in effect for a minimum of twelve weeks until removed by the principal.

6.8.5 Disciplinary Dismissal: Disciplinary dismissal is the termination of a student's association with Cedarcrest Academy. Obviously, this is the most severe penalty that can be

imposed on a student. The principal may impose this penalty and has the final authority in this matter. Appeals to this decision must be brought to the attention of the Executive Director for a ruling.

7.0 Student Activities

7.1 Socials

All social activities of the school come under the control of school authorities. Conduct and dress at such functions must conform to school regulations or special guidelines given by the principal.

7.2 Fund Raising

To engage in a fund raising activity, any class or individual must have written approval from the Cedarcrest Academy Executive Director before any action is taken.

8.0 Miscellaneous Information

8.1 Announcements

Announcements are made daily during morning assembly. Students who have announcements may notify the principal before assembly.

8.2 Emergencies

Emergency situations may develop during a school day. Some may be more serious than others; therefore, common sense and a calm manner are the best responses to such situations. In the event that you do need to contact your child during school hours please call the school and request to speak with the principal or your child's teacher. Please do not request to speak immediately to your child. This is a security measure to ensure the safety of your child.

8.2.1 Student Health: Students who become ill during the course of the school day should inform the teacher. Parents will be notified if it is necessary for the student to be sent home. Students may not take it upon themselves to leave the school premises without permission from the principal.

8.2.2 Immunization and Health: Minnesota law requires that every children attending school in Minnesota be immunized against Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Measles, Mumps and Rubella. Parents must provide Cedarcrest Academy with written proof of their child's immunizations including the month, day and year of each immunization and the person or clinic that administered each dose. Legal Exemption is allowed if parents or guardian feel immunizations are contrary to their beliefs. Legal Exemption requires written documentation signed by a certified notary and the parents. Failure to comply with immunization protection or legal exemption will require Cedarcrest Academy to deny your child access to the school.

8.2.3 Student Insurance: Student health, medical and accident insurance is NOT provided by Cedarcrest Academy. Each parent is advised to be sure that his or her child is adequately covered by health, medical and accident insurance.

8.2.4 Illness: A sick child does not belong in school. A child who currently has or has experienced in the last 24 hours, a temperature of 99 degrees or greater, or who exhibits signs/symptoms of upper respiratory infection, or who has been vomiting, should not be sent to school. The teacher may ask the parents to pick their child up from school if it is determined that the student's health is not suitable for classroom participation.

8.2.5 Head Lice: Millions of children contract head lice each year. Children play in close contact with each other. A simple exchange of hats, clothing, brushes, etc. can result in transmission of head lice from one child to another. Parents should notify the school as soon as possible if their child has head lice so that the school can prevent it from spreading and/or re-infecting other students. When the school is notified of any case of head lice, a note will be sent home with each student advising parents to check their children for head lice. Parents are advised to consult a physician for treatment whether prescription or nonprescription.

Medications: The school office personnel will assist the child in taking medication when necessary. The following guidelines must be followed: All medications are to be sent first to the teacher responsible for dispensing the medication. Prescription and over-the-counter medication must be maintained in the original container indicating the name of the patient, physician, pharmacy, name of the medication and the dosage to be administered. Parents must give permission in writing for this medication to be administered as directed. Orders will not be taken over the telephone. **ALL MEDICATION AND DRUGS MUST BE HANDLED IN THIS MANNER**

Teacher Absence: In the event that a teacher is ill an appropriate substitute teacher will be assigned.

8.2.8 Fire and Tornado Drills: Fire and tornado drills serve to inform the students of evacuation and precautionary procedures to be followed should the situation arise. Such drills are serious and require a prompt, quiet response from everyone. Teachers give instructions for exit and protection. Students are to know the plan as it applies to the various locations of campus.

8.2.9 School Closing: Unusual weather may cause Cedarcrest Academy to be closed or to open late. Details will be broadcast via local news media. The basic premise to be observed is that Cedarcrest Academy is open, or will remain open unless specifically announced otherwise. Time missed for closing beyond the allotted number of days may necessitate shortening of the spring holidays or extending the school year.

8.2.10 Inclement Weather: During inclement weather, parents are advised to listen to WCCO 830 AM and other local radio and television for information about Cedarcrest Academy.

8.2 Messages for Students

Ordinarily, the school office will make every effort to cooperate in getting emergency messages to students. Requests for such messages should come from parents and must be kept to essential or unusual circumstances.

8.3.1 Telephone Use by Students: Use of the school phone by students is allowed only in emergency situations. Students will be called from class only for emergency calls screened by the Principal or office staff.

8.3.2 Merchandise Greetings: Flowers, balloons, cookies, cakes, etc., which are sent to a student at school cannot be accepted by the school office nor in the classroom. Such items will be refused delivery.

8.3.3 Forgotten Items: Books, lunches, gym clothes, etc. are to be delivered directly to the school office and not to the individual student's classrooms.

8.3 Emergency Contact Information

Parents are responsible for informing the school of changes that affect communication between the school and the parent(s).

8.4.1 Change of Address/Phone Numbers: Parents are responsible to inform the school of any change of address or phone numbers. The school cannot be held responsible for failure to communicate if it is not informed of these changes. This applies not only to home phone numbers but also to the business and emergency phone numbers of parents and persons-to-notify previously, registered with the school.

8.4.2 Parents Out of Town: When parents are going to be out of town, the school requests a note regarding when, where, how the parents can be reached and who will be responsible for the student in the parents' absence. This note will be kept on file for the duration of the parent's absence.

8.4.3 Transportation: In the event that students will be involved in a routine carpool or change of normal transportation to an from school the teacher needs to be informed in writing the day of the transportation change. This needs to be done by both parties involved.

8.4.4 Medical Release Information: All students must have updated Medical Release information on file at the school. This was part of the registration form and the responsibility of the parents to keep updated.

8.4.5 Updates on Emergency Medical and Health Information: Parents are responsible for notifying the school office of any changes and additional health information that would affect the welfare of the student or the school at large (i.e. communicable disease).

8.5 Implied Permission for Promotional and Marketing Collateral

Cedarcrest Academy reserves the exclusive right to use the work and image of students in the marketing and promotion of the school. This includes but is not limited to individual and group photographs, artwork, projects, essays, standardized test scores, etc. Cedarcrest Academy will not publish individual student grades or information that is deemed private, sensitive, or secure. If you choose to exclude your child from any of the school promotional material a request must be received in writing and will be effective only for new materials going forward from the writing of that letter.

8.6 Lost and Found

Cedarcrest Academy maintains a "Lost and Found" box. To facilitate the return of items, students are to put their names in books, notebooks, clothing, gym bags, etc. We encourage students and parents to regularly check the Lost and Found, unclaimed items will be donated to charity or sold at used uniform sales.

8.7 Field Trips

Students going on field trips with the teacher during regular school hours will normally dress in the school attire proper to the season unless the nature of the trip dictates otherwise. Students must also return the signed permission form and applicable fees previously provided by the teacher. Teachers retain the right to withhold a student from an out-of-class activity because of the student's academic and/or disciplinary standing.

8.8 Visitors

Cedarcrest Academy welcomes visitors. Adults (including parents) visiting the school must sign in at the reception desk.

8.9 Cedarcrest Plus

Cedarcrest Academy families may choose to utilize Cedarcrest Plus, which operates afterschool at the Main Campus from 3:30pm-5:30pm. Cedarcrest Plus is an optional program which requires advanced registration. Fee for participation in the program is \$14.00 per day. The Cedarcrest Academy Business Office will invoice families for the prior month's usage. The fee for participation is not prorated. The behavior expectations set forth in the Cedarcrest Academy Parent and Student Handbook are observed in Cedarcrest Plus. Progressive disciplinary steps will be taken should a student not observe our behavior norms, including permanent removal from the afterschool program. The Cedarcrest Plus coordinator and assistant will forward any disciplinary concerns to the principal.

This handbook is intended to be complete and concise. In the event that omissions and/or errors are present, Cedarcrest Academy will provide updates and revised copy. Cedarcrest Academy's administrators retain the right to create and enforce new policies, procedures, and rules to govern the school's operations as they see fit with or without publication in this document.

Have a great school year at Cedarcrest Academy!



Contract

I hereby acknowledge and verify I have read and understand all elements and details of the 2010-11 Cedarcrest Academy Student and Parent Handbook.

I promise to uphold the standards and ideals set forth in the Handbook and philosophy of Cedarcrest Academy. I also understand that in the event that I break or dishonor one of these rules or guidelines I am subject to the appropriate discipline and consequences resulting from my action.

(Siblings who attend Cedarcrest Academy may sign the same contract.)

Student's Name: _____

Student's Name: _____

Student's Signature: _____

Student's Signature: _____

Date: _____

Date: _____

Student's Name: _____

Student's Name: _____

Student's Signature: _____

Student's Signature: _____

Date: _____

Date: _____

Student's Name: _____

Student's Name: _____

Student's Signature: _____

Student's Signature: _____

Date: _____

Date: _____

Only one parent needs to sign:

Parent's Name(s): _____

Parent's Signature(s): _____

Date: _____