



St. Croix Preparatory Academy Employee Handbook Summary June 23, 2026

The following updates have been made to the **2026-2027 Employee Handbook** and are highlighted in yellow throughout the document:

- Updated all references to reflect the **2026-2027** school year.
- Updated school hours to reflect the approved schedule change of **8:35 a.m. – 3:05 p.m.**
- Revised the **Non-Harassment** policy to reference all legally protected classifications rather than maintaining a specific list, ensuring alignment with future changes in applicable law.
- Updated **Building Access** (p. 9) and **General Student Arrival** (p. 10) to reflect the revised school hours.
- Updated **Holidays** (p. 15) to align with the approved FY27 school calendar.
- Updated the retention period in **Computers, Phones, and Email** (p. 18) to three years, consistent with FY26 changes.
- Added the **Purchase Pre-Approval Request** process and related link to the **Supplies section** (p. 19), consistent with FY26 procedural updates.

The following policies have been added or revised to ensure compliance with new laws, address emerging technology trends, and incorporate policies that were not previously included in the handbook:

- **Video Surveillance and Security Monitoring** (new policy to align with use of video cameras and security monitoring)
- **Social Media and Electronic Communications** (updated to address artificial intelligence tools, professional boundaries with students, personal social media use, and electronic communications with students)
- **Meal and Rest Breaks** (updated to reflect changes in Minnesota law effective January 1, 2026, and previously not included in the handbook)
- **Minnesota Pregnancy and Parenting Leave** (previously not included in the handbook)
- **Minnesota Paid Family and Medical Leave** (new law effective January 1, 2026)
- **AI and Emerging Technology Use** (new policy addressing employee use of artificial intelligence and related technologies)
- **Employee Handbook Electronic Distribution and Acknowledgement** (updated to reflect electronic distribution and acknowledgment of the handbook through Frontline)

Action requested: Approve Employee Handbook for FY27.