

# Family Handbook

## 2018-19

### ST. PETER CLAVER MISSION STATEMENT

Saint Peter Claver School welcomes families from diverse cultural and economic backgrounds. Rooted in the Catholic intellectual tradition, Saint Peter Claver School forms young minds, hearts, and souls through a safe environment and a commitment to academic achievement, character formation, prayer and community service. Each child's unique and God given talents are nurtured through mastery of rigorous curriculum and active participation in our Christian faith.

### ASCENSION CATHOLIC ACADEMY GUIDING PRINCIPLES

- ❖ **Integrate Catholic Identity.** Through our faith in Jesus Christ and the mission of the Catholic Church, serve all people as beloved children of God, recognizing their gifts and contributions.
- ❖ **Engage with Rigor and Expectations.** Provide a welcoming, accessible environment and rigorous individualized academic instruction that builds engagement and a love of learning.
- ❖ **Develop whole persons.** Provide care, compassion, and opportunities for spiritual, social, emotional, academic, and life-skills development.
- ❖ **Foster Cultural Responsiveness and Equity.** Build equitable, inclusive classroom and school environments where scholar and family cultural heritage is valued, visibly recognized, and celebrated in the whole school experience.
- ❖ **Build Relationships and Partner Collaboratively.** Create and deepen meaningful relationships built on trust, respect, and mutuality. Work together to build the Academy, share ideas, and learn from and with all stakeholders.
- ❖ **Learn, Grow and Lead Continuously.** Build a culture of continuous learning, growth, improvement and inspiring leadership at all levels of the Academy.
- ❖ **Develop and Steward Resources.** Develop and steward shared resources that are sufficient to support quality, continuity, and growth.

### ST. PETER CLAVER GOALS AND OBJECTIVES

- ❖ To provide faith formation based upon Christian values and traditions, which teach that each child is a beloved child of God.
- ❖ To form a partnership with families, helping them to meet their scholar's educational needs.
- ❖ To provide quality Catholic education and to maintain high expectations for all scholars.
- ❖ To maintain a safe environment in which scholars respect themselves and others.
- ❖ To develop and provide programs and curriculum which reflect our scholars' cultural diversity.

## ADMISSIONS

St. Peter Claver School welcomes all children whose families desire a St. Peter Claver School education. No child will be denied enrollment in St. Peter Claver School on the basis of race, ethnicity, religion, socioeconomic status, or gender. Every effort will be made to provide a child the opportunity to attend St. Peter Claver School regardless of the financial situation of the family.

## ATTENDANCE

Scholars at St. Peter Claver School are expected to attend school all day every day as required by law in the state of Minnesota. Daily attendance also helps ensure the student's chance to succeed in his/her schoolwork. School begins at 8:10 a.m. each morning and scholars are dismissed at 2:45 p.m. each afternoon.

**Tardiness.** Scholars will be marked tardy if they are not in their classrooms by 8:15 am. Scholars who are late must get a pass from the office. Tardiness will be reviewed and will be recorded as excused or unexcused. Excused tardiness includes such things as medical appointments and requires a note from a parent/guardian. Unexcused tardiness may include sleeping late or missing the bus. Parents will be contacted regarding excessive tardiness.

**Absence.** If a scholar will be absent, a parent/guardian should call the school office (651-621-2273) between 7:15 a.m. and 8:00 a.m. the morning of the absence. Absenteeism may be defined as missing an entire day of school or a single class. Excused absences, such as illness or family emergencies, must be confirmed by a parent/guardian. Unexcused absences include those unexplained or unverified by a parent/guardian. Medical and other appointments should be made before or after school hours whenever possible. Parents will be contacted regarding excessive absenteeism. Any family issues requiring a child to be out of school for three (3) consecutive days or longer must be discussed prior to the absence with the dean of students or principal and may require additional confirmation and/or documentation. Students who are absent for the school day are not eligible to participate in after-school events or athletic events.

**Late Pick-up.** All scholars not picked up by 3:00 p.m. will be sent to the after-school program and charged a late fee.

**When to keep a sick child home.** The following guidelines can assist you in deciding if a child is too ill to attend school:

- ❖ Signs of head lice or ringworm
- ❖ Vomiting or diarrhea within the past 24 hours
- ❖ Any rash that may be disease related, until inspected by a physician
- ❖ Pending results of a strep culture
- ❖ Child complains of not feeling well in the morning
- ❖ A fever of 99 degrees or higher
- ❖ 24 hours after beginning medication or antibiotic

**Release of scholars during the school day.** If a child needs to come to school late or leave early because of an appointment, a parent/guardian should notify the school office in writing before the day of the appointment. When picking up or dropping off a child, a parent/guardian must come to the office to sign him/her in or out. Children will not be released to anyone without the parent's/guardian's written and/or verbal permission. If a child is going to another student's home after school, both sets of parents/guardians need to provide written and/or verbal verification before the end of the school day. If a parent/guardian is unable to pick up a child, please notify the school secretary and identify the person who will pick up the child.

**Truancy.** A scholar absent without consent is truant. Examples of truancy are:

- ❖ Leaving school grounds without permission
- ❖ Staying home without parent/guardian permission

- ❖ Failing to attend assigned classes or activities

According to Minnesota Statute 260A.02, a continuing truant is a child who has missed three or more days of school if in elementary school, and three or more class periods on three days if the child is in middle school, junior high, or senior high school. St. Peter Claver School will refer a child to the Ramsey County Attorney's office for unexcused absences in cases of:

- ❖ Truancy – 10 unexcused full or partial days
- ❖ Educational neglect – 7 unexcused full days; a significant number of partial days missed will be considered in an educational neglect referral if the missed partial days have resulted in a substantial loss in the child's education.

### **AUTHORITY**

Scholars are expected to follow the directions of authorized adults in all school-related situations and settings. Both scholars and adults are expected to be courteous and respectful at all times. All adults in our school setting have the right and are expected to correct scholars if they are violating school rules and scholars have the obligation to do as requested.

### **BEHAVIOR ANTI-BULLYING POLICY AND PROCEDURES**

**Policy:** St. Peter Claver School strives to maintain a safe and welcoming environment for every scholar in our community. Bullying behavior negatively affects our community and each member in it and is therefore unacceptable.

#### **Bullying Definitions**

- ❖ For purposes of this policy, and in accordance with the Safe and Supportive Minnesota Schools Act, the definition of bullying means objectively offensive intimidating, threatening, abusive or harming conduct directed by a student toward one or more students: when either -
- ❖ There is an actual or perceived imbalance of power between the student engaging in the conduct and the target of the conduct and the conduct is repeated or forms a pattern of bullying.
- ❖ The conduct materially and substantially interferes with a student's educational opportunities or performance of ability to participate in school functions or activities or receive school benefits, services or privileges.
- ❖ For purposes of this policy, cyberbullying is defined as using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet website or forum, transmitted through a computer, cell phone, or other electronic device to bully another.

#### **Prohibition Against Bullying and Retaliation**

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors. Bullying, including cyber-bullying is prohibited:

- ❖ On school grounds owned, leased or used by St. Peter Claver;
- ❖ During any school sponsored or school-related activity, function or program whether on or off school grounds;
- ❖ At a school bus stop;
- ❖ On a school bus;
- ❖ Through the use of computers, electronic technology, networks, forums, or mailing lists, owned, leased or used by the school.
- ❖ Using electronic technology or an electronic device not owned, leased or used by the school, off the premises to commit an act or acts of bullying that materially and substantially disrupts a student's learning or school environment. An act or acts of bullying that materially and substantially disrupt the educational process or the orderly operation of St. Peter Claver Catholic School is also prohibited.

- ❖ At a location, activity, function or program that is not school-related to the extent that the parties involved are students of St. Peter Claver Catholic School, and through the use of technology or an electronic device that is not owned, leased or used by school.

### **Reporting of Bullying**

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts to a staff member. Reports of bullying can be made orally or in writing. A person may report bullying anonymously; however, Saint Peter Claver will not take disciplinary action against an alleged perpetrator based solely on an anonymous report.

Any staff or volunteer who has witnessed or become aware of any instance of bullying or retaliation must report the act to Administration. Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying.

Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. St. Peter Claver School respects the privacy of the reporter, the victim, the individual against whom the report is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action and comply with any legal disclosure obligations.

### **Response and Investigation of bullying incidents**

The school takes seriously all reports of bullying. Upon receipt of a report of bullying, Administration will conduct an investigation. When possible, the investigation will begin immediately after Administration is notified of an incident and no later than within three school days of the report of the bullying and completed in a timely manner. The school reserves the sole discretion to determine the scope and adequacy of the investigation.

- ❖ The school retains the sole discretion to determine whether bullying has occurred and what the response should be. A scholar who violates this policy shall be subject to discipline in accordance to the disciplinary policy. Such action may include, but is not limited to, warning, suspension, exclusion, termination or discharge. St. Peter Claver will take into account the totality of the facts and circumstances surrounding the incident, including, but not limited to the following factors:
  - ❖ The development and maturity levels of the individuals involved; the level of harm, surrounding circumstances, and nature of the behavior; past incidences or past or continuing patterns of behavior;
  - ❖ The relationship between the parties involved; the context in which the alleged incidents occurred, and the law's emphasis on remedial responses.
  - ❖ In all cases, the alleged actor will be entitled to raise a defense and any other recourse in St. Peter Claver's discipline policy.
  - ❖ Depending on the circumstances, St. Peter Claver's response could include: taking appropriate disciplinary and remedial action; notifying the parents or guardians of the Aggressor of the determination; notifying the parents or guardians of the Target, the Aggressor, and any other affected persons about available community resources.

In cases in which bullying is substantiated, the school will conduct a follow-up with the target approximately two weeks after the investigation is complete to ensure that the bullying has stopped. If bullying has continued, additional action will be taken to stop the bullying and to appropriately discipline for the prohibited behavior.

The school shall retain the sole discretion to determine the nature, extent, or duration of any appropriate consequence, which may include loss of privileges, removal from class, suspension, or expulsion of a scholar.

A record of the report, investigation, and outcome will be kept on file at the school.

### CELEBRATIONS

Due to the increased number of children with various allergy restrictions, birthday treats and trinkets are not allowed in the school. Parents are asked not to bring fast food, birthday treats, trinkets, balloons, flowers or other items to the cafeteria at lunchtime. Birthday celebrations are limited to the classrooms and decorating of students' lockers is not permitted. To avoid hurt feelings, invitations to private parties being held outside of school are not to be distributed at school.

### CELL PHONES

All scholars who wish to have a cell phone on any Ascension Catholic Academy school premises must register the cell phone by submitting a copy of the Cell Phone Policy Acknowledgment and Registration, signed by the scholar and at least one guardian. It is a violation of this policy to possess an unregistered cell phone on any Ascension Catholic Academy school premises. Phones that are not registered will be kept in the office until a parent or guardian comes to fill out the proper registration forms.

### CITY CONNECTS

To support learning at St. Peter Claver School, we have developed a comprehensive student support system to ensure that each and every scholar receives the supports, services, and resources they need to be academically successful and healthy. To do this, we assess the strengths and needs of each child in the school and connect him/her to a tailored set of support services. This student support process is different than the special education referral process.

### CODE OF CONDUCT

Scholars will be rooted in their faith, prepared for high school academic success and possess the necessary social-emotional tools to thrive. Scholars will:

- ❖ **Be a Part of the Solution:** When we see a problem, we own the problem, and strive to solve it. When we make mistakes, we learn from them. We admit we are wrong. We apologize when we offend others. We accept the consequences of our actions. Then we take action to grow from the experience.
- ❖ **Help Others and Ourselves Succeed:** We will grow and succeed by being confident and believing in our potential, giving our all and being proud of our effort, relaxing, and finding the balance between school, social life, work and activities. We help ourselves to succeed by being our true selves. We display honesty and integrity. We are spiritual and express our faith. We set goals for ourselves beyond what is expected and are not satisfied with accomplishing the minimum. We get involved in school activities. We have a positive attitude and avoid judging others. We focus on learning and not just getting good grades. We challenge ourselves to move outside our comfort zones and to take healthy risks. We avoid the influence of negative peer pressure. We also will help others to succeed. We will be role models who inspire others to become the best they can be. We make a positive difference by going out of our way to serve others and use our talent for the common good.
- ❖ **Communicate You Matter:** Each person matters. We recognize and appreciate each other's achievements and different needs; we make connections with others by being friendly and welcoming. We respect everyone by listening, being on time, being inclusive and aware of others' feelings, and by valuing their differences and opinions. Because our schools matters, we take pride in Ascension Catholic Academy: we respect our school and parish property and buildings; we protect its reputation by making good choices both in and out of school.
- ❖ **Honor the Absent:** We honor people, especially when they are not present, and we avoid gossip.

## CONFERENCES

As partners in the educational process, parents/guardians can assist the staff in understanding and supporting the scholar's efforts. School conferences are held twice during the school year. Any party may request additional conference at any time. St. Peter Claver School strives for 100% attendance at all parent/teacher conferences.

## DISCIPLINE

As Catholics and as Christians, it is our desire to become more like Christ. We believe that the purpose of a discipline program is to develop self-disciplined individuals with mature attitudes and socially acceptable standards of conduct which reflect love of self and love of neighbor. Discipline, therefore, should not be confused with punishment.

In order that the rights of all members of the St. Peter Claver School community shall be guaranteed, it is the responsibility of all members to learn and follow certain rules. Here at St. Peter Claver School we have just three simple rules:

- ❖ **Respect yourself, others, and this place.**
- ❖ **Contribute to the learning environment.**
- ❖ **Follow school and classroom procedures.**

### **Classroom Discipline Cycle**

The list of steps taken if a scholar does not follow the rules in a particular classroom is the classroom discipline cycle. One such step may include removal of the scholar to work with the teacher in making appropriate changes to the scholar's behavior. If possible, the adult who removes the child will work quickly to help the scholar to regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the scholar will be sent to an administrator's office and a four-step discipline cycle will be set in motion.

### **School Discipline Cycle**

Occasionally, removal from the group is necessary to protect a scholar and/or the learning environment of the school. This is necessary when a scholar:

- ❖ is in physical or psychological danger or puts another in danger,
- ❖ is abusive, irrational or unreasonable;
- ❖ pushes beyond the limits of respect in speech or actions, or
- ❖ if repeated correction from an adult does not help the student gain self-control.

The school discipline cycle outlines the steps that may be taken once a scholar is sent to an administrator's office.

**Step One:** The scholar will be sent to the office with a referral form completed by the adult who is sending the child to the office.

- ❖ The scholar will meet with the dean of students.
- ❖ The dean of students will inform the parent/guardian of the incident by phone or note.
- ❖ The scholar will be held accountable for any plan developed.
- ❖ The dean of students will inform the staff member involved in the incident of any action taken.

**Step Two:** If step one interventions have been unsuccessful, the student may be placed on Step Two.

- ❖ The scholar will again meet with the dean of students.
- ❖ The parent/guardian will be notified by phone or note.
- ❖ A conference with the teacher, parent/guardian, scholar, dean of students and principal will be scheduled.
- ❖ A contract will be drawn up listing actions that will be taken by each participant in the conference.

- ❖ A date to review the contract will be determined.
- ❖ The discipline cycle will be reviewed.

**Step Three:** If step one and step two interventions have been unsuccessful, or in extreme cases when the administrator determines the seriousness of the actions warrants starting at step three, the student will be brought to the office.

- ❖ The scholar will meet with the dean of students.
- ❖ The parent/guardian will be notified that a suspension of up to three days has been earned. The length, type, in school or out of school, will be determined by administration.
- ❖ A conference will be held with the parent/guardian, teacher(s), scholar, dean of students and principal to write a plan with a measurement for progress to assist the student in developing self-control.
- ❖ All school work missed during the period of suspension must be completed before the scholar rejoins the class.
- ❖ A probationary time period to monitor and review progress will be set once the scholar is ready to return to class.
- ❖ Any scholar, who is suspended in school or out of school is not eligible to participate in school or extra-curricular activities.

**Note: Any of steps one, two, and three can be repeated as long as a scholar is able to demonstrate that progress is being made, and is willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to effect change, the scholar will move to Step Four of the cycle.**

**Step Four:** The scholar's placement will be terminated.

- ❖ The decision to terminate a scholar rests with the principal and dean of students.
- ❖ If termination is the decision, the scholar's parent/guardian will be notified in writing, the reasons for the dismissal will be given.

### **Serious Violation Cause**

Scholars engaging in openly defiant or violent behavior, endangering the safety, health, or property of themselves or others, or involved in repeated serious violations of school rules, as determined by the school staff, have not gained the skills needed to deal with conflict in a creative or constructive manner. Severe violations such as these may result in the scholar being placed at any one of the above steps, including expulsion. The school shall retain the sole discretion to determine the nature, extent, or duration of any appropriate consequence, which may include removal from class, suspension, or expulsion of a scholar. Where it appears that the scholar will create an immediate and/or substantial danger to the scholar or others, or property around the scholar, the classroom teacher has the authority to remove the student from the room immediately. The classroom teacher may not, in so removing the scholar, use unreasonable physical force that causes or may tend to cause bodily or emotional harm. Serious violations may include, but are not limited to:

- ❖ Physical assault/violence
- ❖ Harassment/threats
- ❖ Theft
- ❖ Possession or use of alcohol, drugs, or other controlled substances
- ❖ Vandalism
- ❖ Defiance

The school has the right and responsibility to conduct any investigations necessary in order to determine the most appropriate consequences for any rule violation. Such investigations are conducted in a timely manner by appropriate school staff. Parents/guardians will be informed of the results of investigations involving serious rule violations.

## CONFIDENTIALITY

St. Peter Claver School has a moral and legal responsibility to respect the privacy and confidentiality of every scholar. Therefore, the school cannot reveal the results of an investigation or any disciplinary consequences to anyone but the pertinent scholar's parent/guardian.

## DRESS CODE

Saint Peter Claver requires scholars to wear uniforms. Wearing uniforms helps students maintain an appearance that is conducive to learning, building community, and reflects self discipline. Uniforms will be clean and tidy, and will conform to the uniform guidelines. Classrooms/homeroom teachers monitor uniforms routinely. Scholars who are out of uniform will be sent to the office to get a proper uniform, if possible. Violations of this policy may bring about the following actions:

- ❖ 1<sup>st</sup> Violation – Scholars will receive a verbal warning.
- ❖ 2<sup>nd</sup> Violation – Parents will be contacted to bring proper uniform attire.
- ❖ 3<sup>rd</sup> Violation – Parents will be contacted. Scholars will begin Step One in the School Discipline Cycle.
- ❖ Repeated Violations may result in school suspension.

### **BOYS**

#### **K-4**

- ❖ Navy twill pants
- ❖ Red knit shirt
- ❖ Navy/Black socks
- ❖ Navy/Black belt
- ❖ Black dress shoes
- ❖ Uniform sweatshirt

### **GIRLS**

#### **K-4**

- ❖ Plaid jumper
- ❖ Black biker shorts (only)
- ❖ Peter Pan collar White Blouse
- ❖ Navy/White/Plaid-ruffle anklets
- ❖ White/Navy tights
- ❖ Black dress shoes
- ❖ Uniform sweatshirt

### **BOYS**

#### **5th-8th**

- ❖ Navy twill pants
- ❖ Blue oxford shirt with red SPC emblem
- ❖ Navy Tie/ Navy Vest with SPC red emblem
- ❖ Navy/Black socks
- ❖ Black dress shoes
- ❖ Uniform sweatshirt

### **GIRLS**

#### **5th-8th**

- ❖ Plaid skirt
- ❖ Black biker shorts (only)
- ❖ Blue Oxford shirt with red SPC emblem
- ❖ Navy/White/Black socks
- ❖ Navy blue leggings
- ❖ Black dress shoes
- ❖ Uniform sweatshirt

### **ALL SCHOLARS:**

- ❖ Black flat dress shoes covering toes and heels.
- ❖ Tennis shoes for physical education and recess ONLY.
- ❖ ONLY UNIFORM SWEATSHIRTS can be worn during the school day.
- ❖ Uniforms can be purchased at Donald's: 651-776-2723

## EMERGENCY/CRISIS RESPONSE

In the event of an emergency or crisis occurring on site, procedures have been developed and personnel have been trained to respond appropriately. Depending on the nature of the emergency or crisis, specific directions will be given to all students. Students must follow the instructions fully and comply with directions given by school or civic personnel.

## GUM AND CANDY

Gum and candy may not be chewed/eaten in the school building at any time unless given as a special treat by staff. This applies to recess and field trips as well as before and after school.

## HARASSMENT

Any form of behavior which interferes with a student's or employee's performance or creates an intimidating, hostile, or offensive environment for a student or employee is considered harassment; and as such is directly opposed to our mission as a school and Christian community and will not be tolerated. The Archdiocese of St. Paul/Minneapolis has developed the following policy regarding this issue for use in all schools and/or programs within the diocese.

**Policy.** Each local school shall maintain a learning and working environment that is free from harassment. This policy applies to all students, faculty, staff, administrators, members of the Board of Directors, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school activity takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

**Definition.** Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, socioeconomic status, religion, gender, and sexual orientation.

Sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes but is not limited to:

- ❖ Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or de-humanizing sexual remarks
- ❖ Subtle pressure for sexual activity
- ❖ Intentional brushing against a person's body
- ❖ Display of offensive pictures, posters, or other graphics
- ❖ Leering, inappropriate patting or pinching, and other forms of unwelcome touching
- ❖ Otherwise creating a hostile, intimidating, or offensive environment.

## NON-DISCRIMINATION POLICY

It is the policy of St. Peter Claver School to comply with state and federal laws prohibiting discrimination, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, sexual orientation, age, marital status, status with regard to public assistance, or disability. Students who feel they have been discriminated against or are offended by inappropriate behavior of others should immediately report their concerns to the school administration.

### **PERSONAL PROPERTY**

Personal property items may interfere with the integrity of the day and get in the way of learning. The school is not responsible for lost, stolen, or damaged items. Items such as games, headphones, CD players, cell phones, personal electronic devices, cameras, or any other items considered to be interfering with the integrity of the school day will be confiscated and parents/guardians will be asked to retrieve them at an appropriate time. Generally, scholars should bring to school only what they will need for the learning day.

### **PHONE ACCESS**

Scholars will not have access to phones during the school day except for emergencies. Scholars may not call home to make arrangements to go home with a friend; nor will they be permitted to call home for any forgotten items, including lunch or homework. Please assist us in teaching children to be responsible by not bringing forgotten items to school. That action may communicate to children that they don't have to think for themselves and that parents will come to their rescue when they forget. Invaluable life lessons are learned when children deal with the consequences of their actions.

### **REASONABLE SUSPICION**

In enforcing policies regarding the use of controlled substances, St. Peter Claver School will use reasonable suspicion as the basis for a violation charge. This means that a scholar need not be seen smoking a cigarette, consuming alcohol, or taking drugs. If there is reasonable suspicion to believe that such a violation has taken place, questioning and investigation will be conducted by school staff or law enforcement personnel. Disciplinary action may be taken as a result of such an investigation.

### **SCHOOL CLOSING**

All closing and cancellations will be announced on your local broadcast stations starting as early 5:30 a.m. If school is cancelled due to severe weather, please do not drive or drop off your scholar at school without physically connecting with a St. Peter Claver staff person.

### **SCHOOL PROPERTY**

Care of the grounds, buildings, and any equipment is the responsibility of all scholars and staff. Scholars will help clean areas they use, pick up after themselves, and tidy the building when they see the need. Scholars will handle textbooks and other equipment and supplies with care. Parents/guardians will be expected to pay for repair or replacement of lost or damaged property and/or materials.

### **SCHOOL SUPPLIES**

Parents/guardians will be provided with school supplies lists. Please replenish school supplies as needed throughout the school year.

### **TECHNOLOGY**

Ascension Catholic Academy believes the Internet offers vast, diverse, unique resources to scholars. Our goal in providing assets and services, including but not limited to computers, mobile labs, tablets, as well as access to the Internet and other electronic information, programs, textbooks, services and networks, collectively known as Scholar Acceptable Use Policy for Technology Assets and Services, is to promote education excellence.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. Ascension Catholic Academy has taken precautions to restrict access to inappropriate material.

In addition, the smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided in this document so that parents and scholars are aware of the responsibilities you acquire using the Ascension Catholic Academy Technology Assets and Services. In general, this requires efficient, ethical and legal utilization of the network resources.

The signature(s) at the end of this document indicates the party (parties) who signed has (have) read the terms and condition carefully and understand(s) their significance.

### **Internet- Terms and Conditions of Use**

1. **Acceptable Use** - The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of Ascension Catholic Academy Technology Assets and Services must be in accord with the educational objectives of Church of the Ascension and Ascension Catholic Academy.
  - a) Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
  - b) Ascension Catholic Academy Technology Assets and Services should not be used for political or commercial purposes.
  - c) Ascension Catholic Academy Technology Assets and Services should not be used for private or free email services, except for approved use as directed by Church of the Ascension and Ascension Catholic Academy faculty and administration.
  - d) Ascension Catholic Academy Technology Assets and Services should not engage in any use that disrupts the educational or administrative goals of Church of the Ascension and Ascension Catholic Academy.
2. **Privileges**- The use of Ascension Catholic Academy Technology Assets and Services is a privilege, not a right and inappropriate will result in cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Ascension Catholic Academy may request the system administrator to deny, revoke, or suspend a specific scholar user at any time.
3. **Digital Citizenship, also known as Network Etiquette**- Scholars are expected to abide by the generally accepted rules of digital citizenship (network etiquette). These include, but are not limited to the following:
  - a) A scholar should NOT reveal his/her full name, age, photo(s), parents' names, personal address, phone numbers, address(es), phone number, and/or school's name for yourself or another.
  - b) Illegal activities are strictly forbidden.
  - c) Scholars will have limited access to email for educational purposes ONLY. Note that electronic mail (email) is not guaranteed to be private.
    - a. Be polite. Messages of any kind should not be abusive to others.
    - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - d) Instant messaging, personal messaging, and all aspects of social media are prohibited unless otherwise directed by Ascension Catholic Academy faculty and administration. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Users shall not access and/or download any text, pictures, or engage in any online communication that includes materials which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or services to minors prohibited by law, presents a clear and present danger or will cause the commission of unlawful acts or the violation of lawful school regulations.
  - f) If a scholar accidentally accesses material which is prohibited under this policy, he/she should immediately notify the teacher or the system administrator to avoid penalty or punishment.
  - g) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - h) All communication and information accessible via the network should be assumed to be accessible and viewable by Ascension Catholic Academy.

- i) Users shall respect all copyright laws and license agreements. Copyrighted software, pictures, or music shall not be downloaded for any use which violates the copyrights of that material.
  - j) Actions will be taken if any violation occurs with a school-issued or personal account.
4. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If a scholar feels he/she can identify a security problem in the Ascension Catholic Academy Technology Assets and Services, he/she must notify a system administrator. Do not demonstrate that problem to others. Do not use another individual's account under any circumstance. Do not allow any person other than the account holder to use the scholar's Ascension Catholic Academy account. Do not attempt to gain access to server information not open to the public. Attempts will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
5. **Vandalism**- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or ANY of the above listed agencies or other networks that are connected to any of the Ascension Catholic Academy Technology Assets and Services. This includes, but is not limited to, the uploading or creation of viruses. User may not damage the Ascension Catholic Academy Technology Assets and Services.
6. **Ascension Catholic Academy** makes no warranties of any kind, whether expressed or implied, for the services it is providing. Ascension Catholic Academy will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or services interrupted caused by negligence, errors, or omission by the user. Use of any information obtained via the Internet is at your own risk. Ascension Catholic Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### TRANSPORTATION

Riding the bus is a privilege, not a right. Students must behave appropriately, or bus-riding privileges may be revoked or suspended. The State of Minnesota requires annual bus safety training and sets minimum standards of behavior on school buses. The bus driver is responsible for discipline on the school bus and will report all children who misbehave. The following procedure is in place at St. Peter Claver School.

- ❖ The first time a scholar receives a written bus conduct report, they will meet with the dean of students and a written report will be sent home.
- ❖ The second time a scholar receives a bus conduct report, the scholar and parent/guardian will be required to have a conference with the principal and dean of students.
- ❖ Additional reports may require the scholar to find other means of transportation to and from school.
- ❖ Severe infractions on the bus may result in immediate suspension of bus riding privileges.

### VISITORS

Parents/guardians are invited and encouraged to become active participants in their child's educational experiences at St. Peter Claver School. We encourage parents/guardians to visit our classrooms, volunteer for school activities, attend events, and/or chaperone field trips. Because we recognize the importance of classroom learning time, we ask that all classroom visitors follow these guidelines:

- ❖ Younger children are not permitted to visit in the classrooms. Younger brothers and sisters can be a distraction to the classroom setting.
- ❖ If you need to speak with a teacher, please schedule a time to meet with him/her, as teachers are not allowed to use instruction time or step away from classroom duties to meet with a parent/guardian.
- ❖ All visitors must sign in at the school office before going to classrooms.

In our efforts to maintain a safe environment for all children, persons not reporting to the school office will be considered trespassers and may be reported to the local authorities.

## **VOLUNTEERS**

Each SPC family is required to spend twenty hours volunteering at the school. These hours could be earned by attending school conferences, parent association meetings, SPC school sponsored events etc. All volunteers shall operate under the direction and supervision of appropriate school personnel and shall receive appropriate training. Classroom volunteers shall follow a teacher appointed classroom volunteer schedule.

In order to maximize the learning environment for our students and to minimize risks for younger children, all parent volunteers are asked to place their preschool children with outside childcare while they are doing volunteer work at school.

For safety reasons, Archdiocesan policy requires all schools to conduct a background check, verify VIRTUS training, and have a signed Code of Conduct form on record for all volunteers who have contact with minors. All volunteers will be required to take the VIRTUS training.



**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL OFFICE**

**Student Compact**

I have read this handbook with my parent/guardian and I understand both my rights and responsibilities as a learner and member of this school community. I pledge to:

- ❖ Respect myself, others and this place.
- ❖ Contribute to the learning environment.
- ❖ Follow school and classroom procedures.
- ❖ I understand and will abide by the Scholar Acceptable Use Policy for Technology Assets and Services. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Scholar's Full Name:	_____	Grade:	_____
Scholar's Signature:	_____	Date:	_____
Scholar's Full Name:	_____	Grade:	_____
Scholar's Signature:	_____	Date:	_____
Scholar's Full Name:	_____	Grade:	_____
Scholar's Signature:	_____	Date:	_____
Scholar's Full Name:	_____	Grade:	_____
Scholar's Signature:	_____	Date:	_____

**Parent/Guardian Compact**

I, the parent/guardian of \_\_\_\_\_, have read this handbook with my child. I understand that I am in partnership with the school in guiding the education of my child. I will participate fully in this effort in order to help my child succeed as a learner and member of this community. I will support the policies and procedures of the school. I pledge to:

- ❖ See that my child attends school regularly and on time.
- ❖ Communicate with the school and my child's teachers on matters that affect my child's learning.

Parent or Guardian printed name \_\_\_\_\_

Parent or Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*Please turn over for the SPC Technology, Photo agreements.\*\*\***

**PHOTO RELEASE**

I authorize Church of the Ascension and Ascension Catholic Academy to use photos, videos, audio recordings, and quotes of me and/or my child or the child for whom I have legal guardianship for any promotional or informational materials regarding Church of the Ascension and Ascension Catholic Academy programs, facilities, or services. This includes photos of exemplary artwork or schoolwork. No photos will be sold to other parties. Promotional materials bearing these photos may be distributed for free to the public and posted on the Church of the Ascension or Ascension Catholic Academy website or social media pages or sent in promotional or informational emails. The Church of the Ascension reserves the right to use any photo and to keep an archive of photos for a time period beginning when this form is signed and ending upon written request of participant, parent or legal guardian.

Church of the Ascension and Ascension Catholic Academy have my permission to include my child/ren in any media events that take place at the school, whether it be radio, newspaper, social media or television.

Parent or Guardian Printed Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Scholar Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**TECHNOLOGY AGREEMENT**

As the parent/guardian of this scholar, I have read the Scholar Acceptable Use Policy for Technology Assets and Services. I understand that this access is designed for educational purposes. Church of the Ascension and Ascension Catholic Academy has taken precautions to eliminate controversial material. However, I also recognize it is impossible for schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision when my scholar's use of Church of the Ascension and Ascension Catholic Academy Technology Assets and Services is not in a school setting. I hereby give permission to issue an account for my child and verify that the information contained on this form is correct.

Parent or Guardian Printed Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_