



SAINT PETER CLAVER

CATHOLIC SCHOOL



Family Handbook

2022-23

SAINT PETER CLAVER MISSION STATEMENT

Saint Peter Claver School welcomes families from diverse cultural and economic backgrounds. Rooted in the Catholic 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 scholar'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.

SAINT PETER CLAVER GOALS AND OBJECTIVES

- ❖ To provide faith formation based upon Christian values and traditions, which teach that each scholar 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.

ASCENSION CATHOLIC ACADEMY

Ascension Catholic Academy is a consortium of 3 Catholic schools with centralized leadership and governance. It was formed in 2016 after a year of study on best practices to ensure excellence and sustainability in Catholic schools serving urban environments. These three schools are Saint Peter Claver, St. John Paul II, and Ascension Catholic School.

ADMISSIONS

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

ASSESSMENT PHILOSOPHY

Our mission is to educate the whole child and close the achievement gap between scholars of color and mainstream students. We utilize effective data, instructional strategies, and partner programs to achieve this mission. Assessment and the data it provides is an integral part of this process.

Individual learner profiles help teachers get to know scholars, help them set academic and social/emotional goals, and track progress. Included in the learner profile are NWEA MAP RIT scores (Fall, Winter, Spring for grades K-8), MCA scores (grades 3-8), and WIDA scores (ELL learners grades K-8). Also included are strengths and challenges within the content area, social-emotional information, behavior/learning plans, a student at home support plans, and teacher observations. This tool is incredibly helpful for serving the whole child.

Teachers plan effective units that end with unit summative assessments. Daily, students engage in formative assessments that help with ability grouping and differentiated instruction. Four times a year, families are apprised of outcomes via mid-semester and end of semester reports. Twice a year teachers and parents meet together for scholar conferences. Our open-door policy allows parents to request meetings with school staff with regard to behavior and academic progress to put into place special accommodations that help each scholar succeed.

Teachers utilize daily and unit assessments to determine semester academic reporting standards. These report cards are provided to parents/guardians and are overseen by administrative staff. Parents are encouraged to discuss progress at conferences and at meetings as requested.

For standardized assessment, data is compiled for each teacher and meetings are utilized to understand data. The data focus teachers on scholar needs, ability grouping, and individual learning goals for scholars. Standardized data is shared with coaches, service partners, ACA Board of Directors, and donors/prospective families.

ATTENDANCE

Scholars at Saint Peter Claver School are expected to attend school all day every day as required by law in the state of Minnesota. This applies to all formats of learning - distance or in-person. Daily attendance helps to ensure the student's chance to succeed in his/her schoolwork. School begins at 7:45 a.m. each morning and scholars are dismissed at 2:30 p.m. each afternoon.

- ❖ The official attendance record will be in PowerSchool with the full range of PowerSchool attendance options.
- ❖ Office makes attendance calls (or they are made through robotic PowerSchool calls) each day.
- ❖ Parents need to let the school know when their child is absent by calling the school office.

Tardiness. Scholars will be marked tardy if they are not in their classrooms by 7:50 am. Scholars who are late must get a pass from the office. Tardiness will be reviewed and will be recorded as excused or unexcused. Research shows that chronic tardiness can have drastic negative effects on a scholar's academic performance. Due to this research, Saint Peter Claver has instituted a policy where 3 tardies become equal to 1 school absence. Parents will be contacted regarding excessive tardiness and absences.

Excused tardiness includes such things as medical appointments and requires a note from a parent/guardian. Unexcused tardiness may include sleeping late, car troubles, or missing the bus.

Absence. If a scholar will be absent, a parent/guardian should call the school office (651-621-2273) between 7:30 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 Scholar Family Liaison or Principal and may require additional confirmation and/or documentation. Scholars who are absent from the school day are not eligible to participate in after-school events or athletic events.

When to keep a sick child home. Scholars and staff **must** stay home if they are sick, showing signs of sickness. Scholars are requested to inform the school if they are symptomatic, have a confirmed case or have a confirmed exposure to COVID-19.

Other ailments that require a scholar to stay at home include:

- ❖ 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 100 degrees or higher
- ❖ 24 hours after beginning medication or antibiotics

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. Saint 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.

Attendance Cycle. Saint Peter Claver has issued a comprehensive attendance cycle to match that of Ramsey County and to keep in compliance with the State of Minnesota. Saint Peter Claver will follow the guidance of Ramsey County's School Attendance Matters (SAM) initiative. This attendance cycle details what steps will be taken when a scholar accrues a certain amount of absences:

- ❖ *Three to Five Unexcused Absences* - Parents or guardians will receive a letter in the mail from the school office detailing the amount of absences and tardies a scholar has on his or her record and asked to make a change to improve their scholar's attendance record. At 5 unexcused absences, the family will be asked to watch an Informational Meeting Video provided by the *School Attendance Matters* (SAM) program.
- ❖ *Five to Ten Unexcused Absences* - Parents or guardians will meet with school admin and complete an In-School Attendance Contract. This plan will be made to improve the scholar's attendance record. The school official will also submit a referral to the county about the scholar's attendance.
- ❖ *Ten to Fifteen Unexcused Absences* - a SAM referral form will be completed. A School Attendance Review Team (SART) Meeting will be set up with the Ramsey County Attorney's Office.
- ❖ *Fifteen or more Unexcused Absences* - A school official will submit an Educational Neglect/Truancy report to Ramsey county.

Remember, THREE TARDIES equals ONE ABSENCE. Once three tardies are converted into one absence in our system, those absences will contribute towards the number of absences needed for your student to fall within our attendance cycle.

Late Pick-up. All scholars not picked up by 2:45 p.m. will be sent to the after-school program and charged a late fee of \$25.

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.

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: Saint 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 devices 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 Saint 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 price or the orderly operation of Saint 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 Saint Peter Claver Catholic School, and through the use of technology or an electronic device that is not owned, leased or used by the 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 becomes 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. Saint 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 all reports of bullying seriously. 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. Saint 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 Saint Peter Claver's discipline policy.
- ❖ Depending on the circumstances, Saint 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 the 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.

CAFETERIA (OUTSIDE FOOD)

Hot lunch menus are provided each month to families. Lunch counts will be taken at the beginning of each day in the scholar's classroom. If a scholar forgets their cold lunch, a hot lunch will be provided to them. Scholar's may not call home or to an outside vendor during the day for a lunch. If outside food is delivered or brought in by a parent or other family member it will be held in the office until the end of the day when it will be given to the scholar.

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

Cell phones are used as a communication tool with parents or guardians before or after school. Cell phones are not needed during the school day and must be kept with the teacher (K-8). Any scholar's cell phone seen in the school building whether at breakfast, in the hallways, during recess, bathrooms or classrooms will be confiscated and a parent will need to pick it up at the school office. It will not be returned to the scholar. 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 Saint Peter Claver School, we have developed a comprehensive student support system to ensure that each and every scholar receives the support, 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 from 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 an additional conference at any time. Saint Peter Claver School strives for 100% attendance at all parent/teacher conferences.

CONFIDENTIALITY

Saint 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.

DISCIPLINE

As Catholics and as Christians, it is our desire to become more like Christ. We believe that the purpose of a discipline policy is to develop self-disciplined individuals with mature attitudes and socially acceptable standards of conduct that reflect the 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 Saint Peter Claver School community shall be guaranteed, it is the responsibility of all members to learn and follow the Code of Conduct mentioned above. Students unable to follow the Code of Conduct follow this cycle:

Classroom Discipline Cycle

Saint Peter Claver teachers are equipped with various tools and strategies to manage their classrooms. Teacher interventions are steps taken if a scholar does not follow the rules in a particular classroom. This is called the classroom discipline cycle. Teachers work quickly to help the scholar regain self-control and return to the learning environment. If regaining control does not happen or if the scholar causes a serious violation, the scholar will be sent to an administrator's office and the School Discipline Cycle will be set in motion.

School Discipline Cycle

Occasionally, immediate 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 regain 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 teacher has made every attempt to re-engage the scholar and has used at least three intervention strategies. If the scholar is still unable to re-engage, the referring teacher will fill out a Discipline Cycle Form and the scholar will be sent to the office.

Step Two: The Scholar Family Liaison or School Social Worker will contact to determine if the scholar needs to be sent home. If the scholar needs to be sent home due to behavior, the scholar's family will be contacted to pick up the scholar. The scholar will not be allowed to return to school until a Re-Entry Meeting is conducted between the referring teacher, school admin, parent/guardian, and scholar.

Step Three: A Re-Entry Meeting is scheduled as soon as possible between the scholar, parent/guardian, referring teacher, and school admin. If a Re-Entry Meeting cannot be conducted in-person, an online option via Zoom will be available. At the Re-Entry Meeting, a plan will be

put into place regarding the scholar's re-entry into school. All parties must sign the Discipline Cycle Form at the end of the Re-Entry Meeting.

Note: Any scholar, who is suspended in school or out of school, or who has been marked unexcused is not eligible to participate in school or extracurricular 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.
- ❖ 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

A Serious Violation is defined as scholars engaging in openly defiant or violent behavior, endangering the safety, health, or property of themselves or others, and have not gained the skills needed to deal with conflict in a creative or constructive manner. This also involves scholars who have repeated serious violations of school rules, as determined by the school staff. 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

Per MN statute 121A.72 SCHOOL LOCKER POLICY:

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the

school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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. Accessories that distract from learning will be confiscated and returned at the end of the school day. 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:

- ❖ 1st Violation – Scholars will receive a verbal warning.
- ❖ 2nd Violation – Parents will be contacted via phone call to bring proper uniform attire.
- ❖ 3rd Violation – Parents will be contacted via phone call and a letter will be sent home notifying family of risk of 4th violation.
- ❖ 4th Violation - Scholar will be sent home immediately and will enter the School Discipline Cycle. A Re-Entry Meeting will need to take place in order for scholar to return to school.

Boys K-4th Grades	Girls K-4th Grades
<ul style="list-style-type: none"> ● Red knit shirt (long or short sleeved) 	<ul style="list-style-type: none"> ● White Peter Pan collar blouse (long or short sleeved)
<ul style="list-style-type: none"> ● Navy twill pants 	<ul style="list-style-type: none"> ● Plaid jumper with black biker shorts <u>or</u> navy twill pants
<ul style="list-style-type: none"> ● Navy/black socks 	<ul style="list-style-type: none"> ● Navy/black/white tights or leggings
<ul style="list-style-type: none"> ● Navy/black belt 	<ul style="list-style-type: none"> ● Navy/plaid-ruffle/black/white ankle socks

Boys 5-8th Grades	Girls 5-8th Grades
<ul style="list-style-type: none"> ● Blue oxford shirt (long or short sleeved) with red SPC emblem 	<ul style="list-style-type: none"> ● Blue oxford shirt (long or short sleeved) with red SPC emblem
<ul style="list-style-type: none"> ● Navy twill pants 	<ul style="list-style-type: none"> ● Plaid skirt with black biker shorts <u>or</u> navy twill pants
<ul style="list-style-type: none"> ● Navy tie <u>or</u> navy vest with SPC red emblem 	<ul style="list-style-type: none"> ● Navy/plaid tie
<ul style="list-style-type: none"> ● Navy/black socks 	<ul style="list-style-type: none"> ● Navy/black/white socks or navy/black leggings
<ul style="list-style-type: none"> ● Navy/black belt 	<ul style="list-style-type: none"> ● navy vest with SPC red emblem (optional)

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.

- ❖ Accessories that distract from learning will be confiscated and returned at the end of the school day.
- ❖ Uniforms should be purchased at Donald's

Donald's
972 Payne Ave
Saint Paul, MN 55130
651-776-2723
<https://www.donaldsuniform.com/>

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 scholars. Scholars must follow the instructions fully and comply with directions given by the school or civic personnel. Both lockdown and fire drills are practiced each year.

GRADING and ASSESSMENT

We employ three robust methods of assessing scholar learning--classroom activities and learning tasks, online learning platforms, and standardized testing.

Classroom assessments, as always, will be the most consistent indicator of scholar growth and successes. Teachers are committed to ensuring scholars are assessed before units of study so that instruction addresses any gaps in skills and support is offered to scholars who need it, learning tasks are observed and analyzed daily and weekly to help teachers adapt instruction to meet scholars' learning needs, timely feedback is provided so that scholars can act on feedback and work to improve their skills, and summative assessments are utilized to measure scholar achievement and allow teachers to restructure future units of study in light of this data.

We track and monitor learning platform progress data weekly to identify scholars who need extra classroom support in ELA and Math as well as to celebrate and build on scholar's growth and achievement.

Parents and guardians are partners in our work with scholars, and academic progress will be reported to and discussed with guardians regularly.

- ❖ Teachers will meet with guardians in the fall to clearly communicate their classroom practices in parent communication, assessment, feedback, how work will be assigned and collected, and their protocols for missing and late work.
- ❖ Conferences will be held twice a year to discuss scholar's academic work. There will be a virtual video call option if requested.
- ❖ Three trimester grade reports will be sent home to parents.
- ❖ PowerSchool will be live for guardians to view academic progress ongoingly with teachers committed to updating their gradebooks each week.

FAILING GRADE POLICY (MIDDLE SCHOOL)

Both scholars and their families need to know how the student is doing academically, not just at midterms and conference dates, but throughout the whole school year. To support this goal, parents, guardians, and scholars will have access to grade information through Powerschool, our online grading system, which can be easily accessed through the Powerschool App.

Another way teachers in the middle school are increasing grade transparency is by having a communication policy to inform parents and guardians when their child's grade becomes a D or below. If a student's grade drops to a D, the subject area teacher will email requesting a parent meeting to discuss strategies and grade improvement. If a student's grade drops to an F, a parent or a guardian is required to meet with the subject area teacher and the Principal. Scholars are encouraged to be present at these meetings for accountability.

FOOD, GUM/CANDY, and NON-WATER BEVERAGES

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. While we encourage our scholars to be hydrated, non-water beverages are not allowed during the school day and will be confiscated. Parents are asked not to bring in fast food to the school, cafeteria, or playground for breakfast or lunchtime. These rules also apply to the Aftercare program.

HARASSMENT

Any form of behavior that interferes with a scholar's or employee's performance or creates an intimidating, hostile, or offensive environment for a scholar 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 scholars, 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 that 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.

MEDICATION

Medications and medical procedures that must be administered during the school day in order for a scholar to attend school shall be administered by school administration and kept in the school office only. The parent or guardian will supply the medication to school in the original, labeled container and administered according to the label.

MIDDLE SCHOOL LATE WORK POLICY

This year, the goal at Saint Peter Claver School is to increase academic rigor across all grades. For middle school, part of our focus will be completing homework at home and turning assignments in on time. To this end, we are introducing a unified late work policy for all middle school teachers. Late work will be noted as late and may receive partial credit.

NON-DISCRIMINATION POLICY

It is the policy of Saint 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 the 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 kept in the office 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.

HEALTH PROTOCOLS

There is no known single action or process that can eliminate the risk of transmission of Covid 19. Therefore protocols will be based on guidance from CDC, MDH, and MDE to reduce the risk of transmission. Facemasks are optional and may be worn if desired for safety reasons.

COVID-19 GUIDELINES FOR FALL 2022-23

Masking is optional for all scholars and staff.

What are the symptoms of COVID-19?

Common symptoms are one or more of these:

- fever of 100.4 degrees Fahrenheit or higher
- new cough or a cough that gets worse
- difficulty/hard time breathing; and new loss of taste or smell.

Less common symptoms

are two or more of these: Sore throat; nausea; vomiting; diarrhea; chills; muscle pain; extreme fatigue/feeling very tired; new severe/very bad headache; and new nasal congestion.

Close contacts

Contact tracing of household or class members will not be performed, and no quarantining is required for siblings or classmates of students who test positive unless they themselves actually test positive.

MONITOR FOR SYMPTOMS

Please monitor your child daily for symptoms of any illness and notify the office by 8 a.m. if he/she will be absent due to illness.



TEST KITS ARE AVAILABLE

The school office has a supply of free nasal swab rapid antigen test kits available for student testing at home. The results come back in 15 minutes.



TESTING POSITIVE FOR COVID-19

Students and staff who test positive for COVID-19, regardless of vaccination status, will need to stay home for 5 days (beginning the day after the first day of symptoms or a positive test result, whichever is earlier), and can return to school if they have been fever-free for at least 24 hours and have no or improved symptoms. Masks are strongly recommended for an additional 5 days after their return to school.

If your child needs to stay home, his/her teacher will contact you regarding continuing his/her learning from home.

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, Saint 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, vaping, or consuming illegal substances. 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 the local broadcast stations starting as early 5:30 a.m. School staff will also be communicating information via email and/or text. If school is canceled due to severe weather, please do not drive or drop off your scholar at school without physically connecting with a Saint 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

Each scholar will be provided a backpack with school supplies at the beginning of the year. Parents/guardians may be asked to replenish school supplies lists 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 educational 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.

Technology platforms will be consistent across the school. Google Classroom and the Google Suite will be utilized along with engagement tools like SeeSaw, NearPod, Pear Deck, and Flipgrid. Go Guardian and Clever access will be provided so that scholars can access online content responsibly. All schools will have access to HPL programs like iReady, Lexia, MangaHigh, and ImagineMath.

The signature(s) at the end of this document indicates the party (parties) who signed has (have) read the terms and conditions 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 secrets.
 - 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. **Chromebook Damages**- Each scholar will be assigned a specific Chromebook they are responsible for. Damages to said Chromebook, intentionally or unintentionally, will be credited to their account. A letter will be sent home describing how the damage occurred as well as a description of the fee required to fix it. The scholar will be given a new Chromebook immediately in order to continue learning regardless of if the damage fee is paid.

7. **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 Saint Peter Claver School.

- ❖ The first time a scholar receives a written bus conduct report, they will meet with the Scholar Family Liaison 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 Administration.
- ❖ 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.

VOLUNTEERS

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.

WELLNESS POLICY

The purpose of this wellness policy is to maintain an environment that protects and promotes scholars' health and well-being thereby supporting the scholars' ability to learn through healthy eating, safety precautions, and physical activity. The compliance of and process for reviewing and keeping the wellness policy up-to-date is overseen primarily by the Principal in partnership with the Academy Leadership Team.

Foods and Beverages

- ❖ Done Right Foods is the caterer of all of the SPC student meals. The meals are consistent with the current USDA Dietary Guidelines.

- ❖ Each student is given all of the food components on the meal tray for both breakfast and lunch.
- ❖ Scholars are required to take milk, with a choice of skim or 1% white milk.
- ❖ All food safety guidelines are followed by personnel of Done Right Foods.
- ❖ All scholars have access to hand sanitizer from a dispenser next to the meal check-in location. There are also bathrooms connected to the cafeteria where scholars may choose to wash their hands with soap and water before eating.
- ❖ SPC has two twenty minute lunch sessions beginning at 11:00 AM and ending at 12:50 PM, which ensures adequate space/time for all scholars to complete their meal.
- ❖ No activities other than eating take place during the mealtimes.

St. Peter Claver Food Service Program/Personnel

- ❖ Done Right Foods caters all of the student meals for SPC.
- ❖ The responsible person for the Meal Program is the Principal of the school. They work closely with the Done Right Foods Director in the guidelines and selection of meals served to the scholars.
- ❖ Done Right Foods provides on-going professional training for their food service personnel.

Nutrition Education and Promotion

- ❖ SPC deems itself to be a “No Sugar Zone.” The school does not serve any sugar-laden items (cakes, candies, cookies, etc.) to the scholars. This policy is followed consistently in the cafeteria with the Done Right Foods meals and in the classrooms with birthday parties and other celebrations. We do encourage parents that want to send a “treat” to send a non-food item or fruit roll-ups, popcorn, goldfish crackers, and other such healthier “treat” options.
- ❖ Grade 5-8 scholars have one trimester of Health each year as part of the PE curriculum. Scholars are encouraged and given the opportunity to drink water at every bathroom break.

Physical Activity

- ❖ Each student in grades K-8 has a 20 minute recess period daily.
- ❖ All scholars have Physical Education class twice a week for a total of 80 minutes per week.
- ❖ Often our field trips require walking, such as the Minnesota Zoo, the Arboretum, Como Zoo and Conservatory, Fort Snelling to encourage being outside and the importance of physical exercise.

Communications with Parents

Parents receive copies of the classroom schedule, the monthly Done Right Foods menu, and Academic Reports quarterly that give parents the necessary information for the academic success and well being of their children. Some classrooms have a classroom newsletter that also goes home weekly.

Wellness Procedures When a Child Is Sick

- ❖ Scholars must stay home for at least 24 hours after an antibiotic is given or after a student has an above-normal temperature or some other indication of illness.
- ❖ Scholars waiting to be picked up from school due to illness are kept in the front office area until a parent/guardian picks them up from school.
- ❖ Illness notices are sent to parents of scholars in the sick child's classroom.

Smart Snacks Guidance (MDE, 2014, July 1)

SPC does not sell and/or market foods at the site.

Triennial Assessment Plan

SPC will conduct an assessment of our school wellness policy every three years, and the results will be made available to the public. SPC will use the link from MDE's website, to organize our notes regarding the assessment we have conducted during each review cycle every three years. We will make sure to always have a copy of our most recent assessment of the school wellness policy available during our regularly scheduled triennial school nutrition programs administrative review.

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:	_____
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 _____

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: _____
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 understand that if my child’s Chromebook or other technology provided by the school is damaged in any way there may be a fee charged to my child’s account to cover the cost of repairing said technology. 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: _____