

# Family Handbook

## 2024-2025

### 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 4 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 four schools are Saint Peter Claver, St. John Paul II, St. Pascal Regional School, 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 (ILP's) help teachers get to know scholars, 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), goals set by the scholar and teacher, as well as Social Emotional Learning (SEL) goals. Strengths and challenges within the content areas, behavior/learning plans, possible home support plans, and teacher observation are included in the ILP to ensure that scholars are progressing academically. The ILP is shared at conferences with families and a final copy is sent with the end of the year report card. This tool is incredibly helpful for serving the whole child.

Teachers plan effective units that end with unit summative assessments. Daily, scholars engage in formative assessments that help with ability grouping and differentiated instruction. Four times a year, families are apprised of outcomes via mid-trimester and end-of-trimester 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 trimester academic reporting standards. These report cards are provided to parents/guardians and are overseen by administrative staff.

## **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. Daily attendance helps to ensure the scholar'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. Scholars will be marked tardy after 7:45am.

- ❖ The official attendance record will be in PowerSchool. Families need to let the school know when their child is absent by calling the school office by 8:00am. If no message is received from families, a daily robocall will come from the school.

- ❖ Excused absences include doctor/dentist appointments (a doctor's note must accompany scholar when they return to school), funerals of immediate family members, and sickness as described below:

**Scholars must stay home if they are sick**, or showing signs of sickness. Scholars are requested to inform the school if they have a confirmed case of 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
  - ❖ A fever of 100 degrees or higher
  - ❖ 24 hours after beginning medication or antibiotics
- ❖ Vacations are considered unexcused absences and make up work may be assigned by teachers. Families are encouraged to take vacations during school breaks.

**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:

- ❖ *Five Unexcused Absences* - Parents or guardians will receive a letter in the mail from the school office detailing the number 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.
- ❖ *Six 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.
- ❖ *Ten Unexcused Absences* - The scholar will be placed in the ISR cycle and a SAM referral form may be completed. A School Attendance Review Team (SART) Meeting may be set up with the Ramsey County Attorney's Office.
- ❖ *Fifteen Unexcused Absences* - A school official will submit an Educational Neglect/Truancy report to Ramsey County.

Please note that 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 scholar 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 scholar, a parent/guardian must come to the office to sign him/her in or out. Scholars will not be released to anyone without the parent's/guardian's written and/or verbal permission. If a scholar 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 scholar, please notify the front office and identify the person who will pick up the scholar.

**Tardiness:** Scholars will be marked tardy if they are not in their classrooms by 7:45 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. Families 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.

**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.

### **AUTHORITY/RESPECT**

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 of 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 harmful 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 scholar'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 with 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 and on the school website. If a scholar forgets their cold lunch, a hot lunch will be provided to them. Scholars 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 or eaten in the office away from their peers.

### **CELEBRATIONS**

Due to the increased number of children with various allergy restrictions, food birthday treats, including cupcakes, cookies, or ice cream treats are not allowed in the school. **Families are asked not to bring fast food, birthday treats, trinkets, balloons, flowers, or other items to school for a scholar's birthday.** If food treats are brought in during the school day, they will be held in the school office until the end of the day when the scholar may bring them back home. Birthday celebrations are limited to the classrooms and teacher discretion. To avoid hurt feelings, invitations to private parties being held outside of school are not to be distributed at school. An out of uniform pass is given to each scholar during their birthday month by the school principal. Scholars must present the pass to their teacher on the day they would like to use it. Lost passes will not be replaced.

### **CELL PHONES AND SMART WATCHES**

Cell phones should be used as a communication tool with parents or guardians before or after school. Cell phones and smart watches 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, in bathrooms, or in 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.

### **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.

### **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 will be contacted 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 called 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, and 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

### **SCHOOL LOCKER POLICY**

Per MN statute 121A.72, 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 scholars maintain an appearance that is conducive to learning, building community, and reflects self-discipline. Uniforms must 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. 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. Scholar may borrow a uniform for the day if available. If the school does not have available sizes, families will be contacted and asked to bring in appropriate uniform.
- ❖ 2<sup>nd</sup> Violation - Families will be called and scholars will be asked to change into appropriate uniform. If the school does not have available sizes, families will be contacted and asked to bring in appropriate uniform.
- ❖ 3<sup>rd</sup> Violation - Families will be called and scholars will be asked to change into appropriate uniform. If the school does not have available sizes, families will be contacted and asked to bring in appropriate uniform. Scholar will spend recess time with Family Parent Liaison.

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

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

### **ALL SCHOLARS:**

- ❖ Shoes must be black only (no other color showing) covering toes and heels.
- ❖ Crocs and Croc-like shoes are prohibited due to safety reasons.
- ❖ 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

**Spirit Wear Fridays:** Scholars may wear St. Peter Claver Spirit Wear in place of their uniforms every Friday. **Fridays are not an out of uniform day, but a day to show school spirit.**

Scholars may choose to wear SPC Spirit Wear or school uniforms on Fridays. Jogging pants, jeans (no holes), yoga pants, shorts/skirts of appropriate mid-thigh length or uniform pants may accompany a Spirit Wear/SPC Black History shirt. Pajama pants are not allowed. If scholars come out of uniform and not wear SPC spirit wear, they will be put in a school uniform. SPC Black History shirts will not be given out at the school office on Fridays. Each scholar is responsible for their own clothing items. When shorts or skirts are worn on these days they must be at a minimum of mid-thigh length. Shirts must not show midriff area or have spaghetti straps. Spirit Wear examples include St. Peter Claver t-shirt, SPC Black History t-shirt (past or present), Blue SPC sweatshirts, and items from our online school store:

<https://sideline.bsnsports.com/schools/minnesota/saintpaul/saint-peter-claver-catholic-school>

### **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.

Ascension Catholic Academy (ACA) Schools have adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP) to enhance the safety and security of our scholars and staff. This decision reflects our ongoing commitment to ensuring a secure learning environment for our Kindergarten through 8th-grade students.

The SRP introduces a standardized, clear language approach for responding to various emergencies, including "Hold," "Secure," "Lockdown," "Evacuate," and "Shelter" actions. Each action is communicated with a specific "Term of Art" and directive, ensuring all participants, including scholars, staff, teachers, and first responders, understand the required response. This protocol is designed to handle all-hazard situations, promoting consistent and effective reactions to emergencies.

Parents play a crucial role in supporting the SRP. Understanding the protocol will help you better prepare and communicate with your children during emergencies. Scholars will be trained and participate in drills to familiarize themselves with these actions. We encourage families to discuss these protocols with their children. Communication during emergencies is vital, but there may be times when it is unsafe for scholars to text or call. ACA will keep families informed through official channels during extended or more severe incidents.

Adopting the SRP at ACA signifies our dedication to safety, and we appreciate your cooperation in this essential endeavor. For more detailed information about the SRP, please refer to the parents' guide available on our website or visit [The Standard Response Protocol website](#).

## GRADING

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 success. 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 English/ Language Arts (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 scholars' 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.

Teachers in middle school are increasing grade transparency by informing families when their scholar's grade becomes a D or below. If a scholar's grade drops to a D, the subject area teacher will email requesting a parent/guardian meeting to discuss strategies and grade improvement. If a scholar'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.

## FIELD TRIPS

Field trips are considered an extension of the classroom learning experience and are treated as such.. Behavior expectations will be followed whether in the physical classroom or another learning environment. Scholars that are unable to follow these expectations will work through

the discipline cycle and consequences may include being asked to stay behind on the next field trip or having consequences once returning to the school grounds.

### **FOOD, GUM/CANDY, and NON-WATER BEVERAGES**

Food cannot be consumed outside of mealtimes unless given to scholars by a staff member. Mealtimes include breakfast, lunch, and afterschool snack. Gum, candy, chips, taki's, Powerade, Gatorade etc. may not be chewed/eaten in the school building at any time unless given as a special treat by a staff member. 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 that 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.

### **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. If a scholar tests positive for COVID-19, Administration will reach out with the next steps to follow before said scholar can return to class.

### **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 the school administration and kept in the school office only. All correct forms must be completed prior to the administration of medications. Forms are provided and maintained by our Saint Paul Public School nurse. The parent or guardian will supply the medication to the school in the original, labeled container and administer it according to the label.

### **MIDDLE SCHOOL LATE WORK POLICY**

The goal of 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, cell phones, personal electronic devices, fidgets, 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.

### **PHONE ACCESS**

Scholars will not have access to phones during the school day except for emergencies. Cell phones will be collected by the teacher at the beginning of the day and returned at dismissal time. Scholars should not be on their phones during Aftercare hours. 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 scholars to be responsible by not bringing forgotten items to school. That action may communicate to scholars that they don't have to think for themselves and that families will come to their rescue when they forget. Invaluable life lessons are learned when scholars 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 such as CBD edibles. 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 as 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 the 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.

### **SECURITY**

Ascension Catholic Academy (ACA) follows the the "I Love U Guys" Foundation's Standard Response Protocol (SRP) to enhance the safety and security of our students and staff. This decision reflects our ongoing commitment to ensuring a secure learning environment for our Kindergarten through 8th-grade students.

The SRP introduces a standardized, clear language approach for responding to various emergencies, including "Hold," "Secure," "Lockdown," "Evacuate," and "Shelter" actions. Each action is communicated with a specific "Term of Art" and directive, ensuring all participants, including students, staff, teachers, and first responders, understand the required response. This protocol is designed to handle all-hazard situations, promoting consistent and effective reactions to emergencies.

For more detailed information about the SRP, please refer to the parents' guide available on our website or visit [The Standard Response Protocol website.](#)"

## TECHNOLOGY

Ascension Catholic Academy, which St. Peter Claver belongs to, 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, and 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 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. Scholars should only access what a teacher has requested them to access. All schools will have access to HPL programs like iReady, Lexia, MangaHigh, and Map Accelerator.

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 the 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), parent's 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.
    - c.
  - 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, or 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 that 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. Misuse or sharing of passwords may result in the loss of a scholar's Chromebook or user privileges.

Do not attempt to gain access to server information not open to the public. Attempts will result in the 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 the 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. Users 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**

Our bus company for the 24-25 school year is AME Transportation. If having problems with pickups, drop offs or questions about transportation please contact them at [Leonard@amettransport2.com](mailto:Leonard@amettransport2.com). Their phone number is 651-278-3263.

Riding the bus is a privilege, not a right. Scholars must behave appropriately, or bus-riding privileges may be revoked or suspended. This includes riding the bus on field trips. The bus driver is responsible for discipline on the school bus and will work with our Family/Parent Liaison for scholars who misbehave on the bus. The following procedure is in place at Saint Peter Claver School:

**BUS BEHAVIOR GUIDELINES AND CONSEQUENCES:** Students who continue to engage in unacceptable behavior will result in the loss of busing privileges, including bus transportation for field trips. The Principal will determine what the student's consequences are for the misbehavior utilizing the guidelines found below. A manifestation determination will happen before initiating any loss of bus privileges of a student with a disability (Minn. Stat. § 121A.43(d)). Minnesota Statute 121.59 provides that transportation service is a privilege, not a right, that is granted to the student contingent upon proper behavior in accordance with the behavioral standards, but not limited to, and are found below:

#### **LEVEL 1 VIOLATIONS**

1. Spitting
2. Excessive noise inside the bus

3. Horseplay, mischief, distracting behavior
4. Eating, drinking, littering on the bus
5. Leaving the seat, standing without permission from the driver, walking up and down the aisle
6. Misuse of liquid containers including water bottles, soda pop, etc. in any form
7. Profanity, verbal abuse harassment, obscene gestures or possession of unacceptable materials
8. False identification, refusal to identify student's name
9. Riding on an unassigned bus or using an unassigned bus stop
10. Opening window past safety line/midway point
11. Riding or attempting to ride any bus while under a loss of bus privileges
12. Disobedient to the driver, para-educator, bus patrol
13. Misuse of technology

**DISCIPLINARY RESPONSE: LEVEL 1**

(Bus drivers will communicate and work with the principals regarding student misbehavior)

***LEVEL 1 VIOLATIONS***

First Violation:	warning
Second Violation:	1-5 day loss of bus privileges
Third Violation:	(1) 5-10 days minimum loss of bus privileges (2) loss of all transportation services (3) Parent/Principal/Safety Traffic Operations meeting
Fourth Violation:	possible total loss of transportation services

**LEVEL 2 VIOLATIONS**

1. Hanging out of the window, yelling out the window
2. Throwing or shooting any object on the bus or out of the bus
3. Bullying and/or physical assault/aggression against any person
4. Profanity and threats directed toward the driver/paraprofessional
5. Possession and/or use of tobacco, electronic cigarettes, or any other controlled substance
6. Vandalism to any part of the bus (restitution will be made)
7. Holding on to, or attempting to hold on to, any portion of the exterior of the bus
8. Any "Danger Zone" infringement (must walk 10 feet out from the bumper of the school bus to be seen by the driver at all times)
9. Lighting of matches, lighters, or any flammable object or substance
10. Unauthorized entering or leaving the bus through the emergency door
11. Tampering with bus equipment
12. Possession or threat of weapons, explosives, flammables, etc.
13. Possession or use of laser pens/pointers

14. Any violation committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a level 2 first violation.

**DISCIPLINARY RESPONSE:**

(Bus drivers will communicate and work with the principals regarding student misbehavior)

***LEVEL 2 VIOLATIONS***

First Violation:	5-day loss of bus privileges
Second Violation:	10-day loss of bus privileges
Third Violation:	(1) 10 days minimum loss of bus privileges (2) loss of all transportation services (3) Parent/Principal/Safety Traffic Operations meeting
Fourth Violation:	possible total loss of transportation services

**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 scholars 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 St. Peter Claver scholar meals. The meals are consistent with the current USDA Dietary Guidelines.
- ❖ Each scholar 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.
- ❖ St. Peter Claver has three twenty-minute lunch sessions beginning at 10:30 AM and ending at 12:30 PM, which ensures adequate space/time for all scholars to complete their meals.
- ❖ No activities other than eating take place during mealtimes.

**St. Peter Claver Food Service Program/Personnel:**

- ❖ Done Right Foods caters all of the scholar meals for St. Peter Claver.
- ❖ 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 ongoing professional training for their food service personnel.

**Nutrition Education and Promotion:**

- ❖ St. Peter Claver 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.
- ❖ 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 and with their use of personal water bottles.

**Physical Activity:**

- ❖ Each scholar in grades K-8 has a minimum of 20-minute recess period daily.
- ❖ Physical Education classes alternate with Performing Arts every six weeks. The six-week PE rotation classes happen every day for a minimum of 30 minutes.
- ❖ Many of our field trips require walking and being outside, such as the Minnesota Zoo, the Arboretum, Como Zoo and Conservatory, and Fort Snelling to encourage being outside and the importance of physical exercise.

**Communications with Parents:**

Families receive copies of the classroom schedule, the monthly meal menus, and Academic Reports each trimester that gives families the necessary information for the academic success and well-being of their children. Many 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:**

St. Peter Claver does not sell and/or market foods at the site.

**Triennial Assessment Plan:**

St. Peter Claver 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 notes regarding the assessment we have conducted during each review cycle every three years. We will 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 have 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: \_\_\_\_\_