

SAINT PETER CLAVER

CATHOLIC SCHOOL



FAMILY HANDBOOK

2026-2027

ubuntu

"I am because We are"

Inspired by the philosophy of Ubuntu, we strive to be a school where faith is lived, culture is celebrated, and every scholar is empowered to thrive.

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Welcome

Welcome to Saint Peter Claver Catholic School (SPC)! We are a Kindergarten through 8th Grade Catholic school, committed to partnering with families to educate children academically, socially, and spiritually.

Parent/Guardian

For purposes of this handbook, the term parent includes both parents and legal guardians of a child.

Mission Statement

Our mission is to foster academic excellence in all areas of study, encourage discipline based on respect and responsibility, and develop a sense of service and social justice within our multi-cultural community.

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.

Our Cultural Foundation

Rooted in Excellence, United with Neighbor

Our school is proudly anchored in Black excellence and the rich, vibrant history of our neighborhood. This legacy is our foundation—it shapes how we teach, how we lead, and how we lift up our scholars. As our neighborhood evolves, we joyfully extend this foundation to our neighboring families. We welcome our Native, Latino, Asian, White, and multicultural scholars and families into our village. We believe that centering our historic Black legacy creates a powerful, culturally sustaining environment where children of all backgrounds learn from one another, achieve at the highest levels, and grow in deep mutual respect.

Saint Peter Claver Early Childhood Learning Center (ECLC)

Ascension Catholic Academy ECLCs, which includes SPC, are non-profit child care early learning centers licensed by the Minnesota Department of Human Services. They operate separately from our K-8th Grade program, although both work closely together. To learn more about Early Childhood, please reach out to ecclc@acamn.org or contact the SPC Front Office.

Statement of Catholicity

At SPC, we are dedicated to fostering an environment where the Gospel message is lived and witnessed daily, creating a foundation for lifelong discipleship.

As Pope Benedict XVI said, “First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth” (Benedict XVI, Address to Catholic Educators, 2008). This profound understanding underscores our commitment to excellence in education, while also ensuring that our scholars experience the love and truth of Christ in every aspect of their school life. At SPC, our Catholic faith inspires us to cultivate a community where each person is valued, and every scholar is prepared to contribute meaningfully to the world.

Accreditation

SPC has been accredited by Lumen Accreditation through the Catholic University of America since 2025. Every six years, SPC renews its accreditation by meeting or exceeding accreditation requirements.

Non-Discrimination Policy

At SPC, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all scholars have equal access to the benefits and opportunities provided by our school, without discrimination.

In alignment with Catholic social teaching and applicable federal and state laws, SPC prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions and enrollment policies, scholarship and tuition assistance, and school-administered programs. Scholars 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.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school’s ability to act in conformance with

its Catholic beliefs and identity, including taking appropriate actions with respect to scholars, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

Purpose of Handbook

This handbook is designed to help parents/guardians, teachers, staff, and scholars partner together for success, and to provide a general framework for policies and procedures at our school. It is not all-inclusive, and when unique circumstances arise, administration will provide direction on a case-by-case basis.

SPC retains the right to change, modify, suspend, or interpret any policies whether written or not, without notice, at its discretion. The provisions of this handbook do not, and should not be construed to, constitute a contract between any applicant, scholar, or parent, and SPC.

Application of Policies

School policies are enforced year-round, for the duration of a scholar's enrollment. SPC may impose discipline for scholar misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any scholar whose misconduct or policy violation at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the scholar or other scholars, or materially and substantially interferes with a scholar's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

General School Information

Daily Schedule

7:15am	Doors open. This is the earliest scholars may be dropped off. If you arrive earlier than this, you must supervise your children until our doors open. Breakfast is served in the cafeteria.
7:45am	School day begins. <i>Scholars not in their classrooms at this time are considered tardy/absent.</i>
2:30pm	School day ends. Scholars are dismissed. Afterschool program begins.
5:00pm	Front Office closes. Afterschool Program ends.

School Calendar

The school year runs from September to June. The school calendar can be found on the main school webpage, along with a list of non-attendance days, scholar events, and holidays.

Attendance

When scholars are tardy or absent, this causes interruptions and hinders learning for both the individual scholar and the classroom. The purpose of this policy is to encourage punctuality and regular school attendance. Scholars at SPC are expected to attend school all day every day as required by law in the state of Minnesota. Official attendance records will be recorded in PowerSchool, our scholar Information System (SIS) system.

Families must inform the school office by **8:00am** on or before the day of the absence if a child is to be absent or tardy for any reason. This can be done via email, phone call, ClassDojo message, or voice message to the Front Office. Please provide your child's name, grade, and the reason for the absence.

If we are not contacted by 8:00am, families will receive a robo call and email from the school.

Excused and Unexcused Absences/Tardies: There are two types of absences/tardies – excused and unexcused. School administration, not parents, has the final determination regarding which type of absence applies. Please note that the school is required to report excessive tardies and absences to the county truancy office.

- Excused Absences/Tardies include: illness, funerals, doctor/dentist/orthodontist appointment, family emergency
 - A doctor's note must accompany scholar when they return to school.
- Unexcused Absences/Tardies include: oversleeping, missed the bus, refused to go to school, attending or participating in a sporting event or activity. Vacations are considered unexcused absences.

Absence due to illness: Scholars are expected to stay home if they are sick. If a scholar has an excessive number of absences due to sickness, the school may require a doctor's note for the absence to be excused. **A doctor's note must be provided** if a scholar is absent for 3 days in a row due to illness. If a scholar is absent for an entire day due to illness, they are not allowed to participate in after school activities.

Absence due to vacation: Vacations taken while school is in session are strongly discouraged. If a family takes a vacation while school is in session, the school office must be informed as far in advance as possible, and at least 48 hours before the planned absence. Teachers are not expected to prepare assignments in advance to accommodate vacation plans. When the scholar returns to school after a vacation, the assignments will be given out together with a deadline for their completion. Although missed assignments can be completed, it is extremely difficult to replicate instructional activities, discussions, small group work etc. that have taken place while your child was absent from school.

Attendance Cycle

SPC has issued a comprehensive attendance cycle to match that of Ramsey County and to keep in compliance with the State of Minnesota. SPC 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/Tuancy 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 scholar to fall within our attendance cycle.

Tuancy: 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. SPC will refer a child to the Ramsey County Attorney's office for unexcused absences in cases of:

- ❖ *Tuancy* – 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.

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, SPC has instituted a policy where 3 tardies become equal to 1 school absence. Families will be contacted regarding excessive tardiness and absences.

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 scholar'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.

Transportation to and from School

Drop-off/Pick-up by Car

Scholars should be dropped off at Door 2, located by the playground. Doors will be unlocked for drop-off until 7:45am. Afterwards, any scholar or visitor will need to be buzzed into the school building. If you are not walking their scholar into the building, please wait until you see your scholar enter the building before leaving the parking lot area. If you are walking into the building to drop off or pick up, please park your car in a parking space to leave the lanes open for bus transportation.

At dismissal at 2:30pm, parents should remain in their cars. A staff member will call scholars via walkie-talkie and will walk them to their waiting vehicle.

Busing

Riding the bus is considered a privilege. Each scholar must do his/her part to keep the bus quiet, orderly, and clean. Scholars should remain seated at all times, except to board or leave the bus. The driver is in complete control and has the authority to enforce all rules of safety and conduct. Scholars must behave appropriately, or bus-riding privileges may be revoked or suspended. This includes riding the bus on field trips.

- *District Busing:* St Paul Public Schools operate a bus for our scholars who live within a specific boundary in St. Paul. Information is sent out annually. Families who are interested in busing should reach out to the Front Office to verify address eligibility. The public school has sole discretion, control and management of scheduling, routes, bus stop locations, and discipline. The district bus will not operate on days that SPPS is not in session. SPC will notify families of these non-bus days ahead of time. The number for dispatch is 651-696-9600.
- *Charter Busing:* SPC has contracted two buses to help transport scholars to and from school. Our bus company for the 2026-2027 school year is AME Transportation. If having problems with pickups, drop offs or questions about transportation please contact them at Leonard@amettransport2.com. The number for dispatch is 651-285-0164. Transportation is dependent on routes. Please contact Jayme Pham at

schooloffice@stpclaverschool.org to inquire about transportation. AME transportation is an additional cost per scholar. The bus driver is responsible for discipline on the school bus and will work with our Admin team for scholars who misbehave on the bus.

Arrival and Dismissal

Scholars may arrive at school up to 30 minutes (7:15am) before school starts. The school provides supervision of scholars at the school beginning 7:15am prior to school start, and 2:45pm after school ends.

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

Afterschool Program

Our Afterschool Program runs from 2:30pm-5pm while school is in session. Afterschool is an additional cost of \$100 per month/scholar with scholarships available for qualifying families. To register for Afterschool, please contact the Front Office. Afterschool uses Brightwheel for billing, attendance, and messaging. Scholars who are not picked up on time will incur a late fee of \$5 for every minute if not picked up by 5pm. Scholars who are continually not picked up on time may be asked to leave the program.

Authorized Pick-up

Scholars will only be released to parents or an authorized pick-up person listed on your scholar's PowerSchool profile. If you have designated another person to pick up your child on a specific day, please inform the school no later than that morning.

Meal Program

The Minnesota Free School Meals Program provides state reimbursement to schools that participate in the National School Lunch Program and School Breakfast Program so that scholars can have one breakfast and one lunch at no cost at school.

Do I still need to complete the Application for Educational Benefits? Yes! It is important for families to complete the Application for Educational Benefits. Applications for Educational Benefits determine how much funding your child's school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits, such as:

- WIC Benefits
- Metro Transits' Transit Assistance Program
- FCC Affordable Connectivity Program/Reduced price internet programs
- Some summer camps, athletics programs and/or child cares offer scholarships or discounts.

What is available at SPC?

- *Breakfast:* Breakfast is served from 7:15am until 7:45am in the cafeteria. Scholars who arrive late may pick up breakfast from the office to eat it in their classrooms.
- *Lunch:* Scholars may choose school hot lunch or to bring lunch from home. SPC does not provide refrigeration or a microwave to heat up lunches brought from home. Menus are provided each month on the school website and printed out on the table outside the Front Office. 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 (i.e. fast 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.
- *Snack:* Snack is provided at no charge for those scholars who are registered in our Afterschool Program.

What is NOT available at SPC? A second breakfast or a second lunch, and meals served to teachers, staff, and other adults.

Food, Candy, and Non-Water Beverages

Food cannot be consumed outside of mealtimes and will be confiscated unless given to scholars by a staff member. Mealtimes include breakfast, lunch, and Afterschool Snack. Candy, chips, and other snacks/treats may not be consumed 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 (ex. Gatorade/Powerade) 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 at any time. These rules also apply to the After School Program. Food may not be shared between scholars (ex. If a scholar brings a lunch from home, no food may be shared with other scholars).

Gum

Chewing gum is not permitted at SPC and will be confiscated. If a scholar is seen chewing gum, they must dispose of it properly. Repeated use of chewing gum may result in disciplinary action.

Celebrations

Due to the increased number of children with various allergy restrictions as well as our desire to provide healthy smart snacks, birthday/celebration treats shall be **limited to the Approved Snack List located in Appendix B**. If food treats are brought in during the school day that do not comply with our approved list, they will not be distributed and they will be held in the school office until the end of the day when the scholar may bring them back home.

Birthdays: Birthday celebrations are limited to the classrooms and teacher discretion. It is never required for families to bring in food/treats for your scholar's birthday. However, if families want to send a food treat, families should reference the approved list in **Appendix B** and coordinate with the scholar's teacher.

- **Families are asked not to bring fast food, cupcakes, trinkets, balloons, flowers, or other items to school for a scholar's birthday.**
- 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 and a scholar must have the physical paper pass for redemption.

After School Events

When a scholar participates in a school activity that does not begin immediately after school (i.e. the SPC Christmas Program and Black History Program), it is necessary that parents make arrangements for their children in the interim. Unless specifically arranged for, SPC does not supervise children after school. Generally, scholars should leave school grounds and return at the appropriate time for the event.

Parent Messages for Scholars

Messages for scholars regarding a change in plans for the end of the school day (e.g. busing, pick-up, etc.) should be left at the Front Office. Scholars will not have access to phones during school hours. Please limit messages to your child to urgent matters only, as messages are disruptive to class. Whenever possible, messages regarding the end of the day should be called in by 1:30pm.

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.

Lost and Found

The school maintains a lost and found for misplaced items. It is located by the front door next to the welcome table. Please check the lost and found if you are missing an item. SPC is not responsible for lost items, and the lost and found is periodically cleaned out. Items that remain in the lost and found for more than one month may be discarded. We encourage our families to label uniforms and other items with your scholar's first and last names.

Personal Property

Personal property items may interfere with the integrity of the day and impede learning. The school is not responsible for lost, stolen, or damaged items. Items such as games, headphones, cell phones, personal electronic devices, fidgets, sports equipment, 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. If a scholar brings any personal property that falls outside of items for learning they will be taken away and arrangements will be made by a parent or guardian to pick them up.

Admission & Enrollment Policies

Enrollment for New Scholars

SPC accepts applications for new scholars year-round. Should more applications for admission be received than spaces are available, applications will be considered in the following priority:

- Siblings of scholars already enrolled at SPC
- Children of families who are members of St. Peter Claver Catholic Church
- Children of non-parish families (families who are not members of St. Peter Claver Catholic Church)

SPC welcomes scholars of all faith backgrounds. Our community is rooted in Catholic tradition, all scholars participate in Catholic religious instruction and school-wide faith activities as part of our shared learning and community life. No child will be denied enrollment in SPC 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 SPC regardless of the financial situation of the family.

Enrollment for Current Scholars

SPC utilizes continuous enrollment, meaning that after a scholar is initially enrolled, enrollment for each successive academic year will occur automatically unless notice of withdrawal is provided in accordance with the continuous enrollment agreement. If a scholar withdraws from SPC and later wishes to return, the scholar must go through the formal admissions process as outlined above for New Scholars as well as meet with the principal in-person.

Registration Requirements

To complete registration, each family must submit all required paperwork, including a completed application, immunization records, and a copy of your scholar's birth certificate.

Scholars entering Kindergarten must be 5 years of age prior to the first day of September of the Kindergarten year. All scholars K-8 are expected to be toilet trained.

Probationary Period

All new and incoming transfer scholars are given a three-month probation period. If the scholar fails to comply with the school philosophy/core values, code of conduct, or academic expectations, families will be asked to withdraw their child from the school. This will occur at a formal conference with the parents after direct help from the teacher(s), parent(s) and principal. Attending a Catholic school is a special opportunity. Because we are guided by specific

faith-based values and standards, our environment may not be the right fit for every scholar, and we want families to feel confident that our approach aligns with their hopes for their child.

Financial Policies

Tuition and Fees

Our tuition is set at \$1400 for this school year. We believe every child deserves access to our community, regardless of financial circumstances. We do not turn any family away due to inability to pay. At the same time, tuition is collected to support the education of our scholars. Families should sign the Tuition Acknowledgment Letter provided in their Back to School Packet.

Families will receive monthly invoices by email on the 15th of each month. These invoices will include all scholar fees: Tuition, transportation (if applicable), field trips, tech repairs, etc.

Flexible Payment Options: Payments may be made at any time and in any amount, with the full balance due by June 30, 2026. Payments can be paid in cash, check, or online via PowerSchool.

Support and Questions: If you have questions or concerns about tuition or need support, please contact the Front Office. We are here to work with you! If you are unable to pay tuition, or need more financial help, please contact the Front Office and fill out a *Tuition Support Request Form*.

Financial Assistance

SPC has significant financial assistance funds available. Distribution of funds is based on financial need and availability of funds.

Families wishing to apply for financial assistance should complete an application via mytads.com Financial Aid Assessment. Scholarships are awarded based on need and are typically \$1,000. Applications need to be submitted annually.

Families who experience a change in financial circumstances during the school year which makes fulfilling their tuition obligation difficult should contact the school office for assistance.

Academic Policies

Homework

Homework is a part of the learning process, and generally expands on or reinforces classroom objectives and teaching. Homework can include reading, memorizing, reviewing, studying, researching, and working on long-term projects. Whatever type of homework is assigned, the scholar must accept responsibility to be prepared for the upcoming class and do their best to complete the assignment. It is the scholar's responsibility to turn in completed work as assigned.

All K-8 scholars will have homework which will be determined by their teacher (i.e. packets, short or long term assignments etc.) and all scholars will have daily reading minutes as developmentally appropriate. Classroom teachers will communicate their procedures at the beginning of the school year.

Scholars are responsible for all assignments given in class during any absences.

Families may access grades through PowerSchool at www.aca.powerschool.com/public. The Front Office can assist with the parent portal set up.

Assessment

Our mission is to educate the whole child and close the achievement gap between scholars of color and mainstream scholars. 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.

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. We welcome parents/guardians to meet with our staff to discuss scholar behavior, academic growth, and customized support strategies. To ensure everyone is present and fully focused, these meetings are scheduled in advance outside of regular class instruction time.

Individual Learner Profiles (ILP's)

ILPs help teachers get to know scholars, set academic and social/emotional goals, and track progress. Included in the ILP are NWEA MAP RIT scores. These triannual (Fall, Winter, Spring) assessments are computerized, adaptive tests in math, reading, language arts, and sometimes science. They measure scholar progress, provide a RIT score to indicate achievement level, and help educators track growth over time. ILPs also include 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 also 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.

Scholar Progress and Report Cards

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 the 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.

At the end of each trimester, scholars receive report cards. This is an opportunity to assess how a scholar is progressing and to set goals for the year. Report card grades are final. If a scholar or parent has questions or concerns about report cards, they should contact their teacher.

Conferences

As partners in the educational process, parents 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. SPC strives for 100% attendance at all parent/teacher conferences.

Middle School (6th-8th Grades)

Late Work Policy: The goal of SPC 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.

Failing Grade Policy: Both scholars and their families need to know how the scholar 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 Admin. Scholars are encouraged to be present at these meetings for accountability.

Academic Honesty Policy: SPC expects personal integrity and honesty in all forms of academic work. Scholars are encouraged to engage their intellect and creativity to produce original work that represents their own knowledge, skills, beliefs, and values.

Examples of academic misconduct include:

- ❖ Presenting another person's language, ideas, or works as your own without properly acknowledging the source (referred to as *plagiarism*). A work need not be identical to the original to be considered plagiarism.
- ❖ Cheating on a quiz, exam, or assignment by using concealed answers or copying another scholar's work.
- ❖ Copying another scholar's assignment or allowing them to copy yours.
- ❖ Sharing information about a quiz, test, or other assessment.
- ❖ Using unauthorized aids on tests or quizzes, such as cheat sheets, programmed calculators, or any other device, electronic or otherwise.
- ❖ Employing somebody to do your work or downloading, purchasing, or stealing materials or files without permission.
- ❖ Any attempt to use AI-generated content, such as text, images, or other materials, without proper attribution or acknowledgment. This includes, but is not limited to, the use of AI for generating essays, reports, or assignments, as well as for assisting in exams or assessments.

Incidents of academic misconduct are addressed by the classroom teacher. Teachers consult with the Principal and share incidents with parents. Students typically will receive a zero for work deemed academic misconduct, though a violation on a midterm or final exam could result in a failing grade. Repeated or egregious academic misconduct could result in disciplinary action at the discretion of school administration.

Promotion/Retention

Promotion and graduation take place when a scholar demonstrates satisfactory completion of grade level work. The decision to retain a scholar at current grade level will be made only after an evaluation has been made which indicates the scholar would benefit from retention.

Scholar Records

SPC maintains and manages scholar records following its policies and practices and in accordance with federal and state law. Scholar records may include identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized tests, health data (maintained as separate records), teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Parents can make a request with the school office to review their child's record. Such requests will be responded to in a reasonable amount of time.

No one except appropriate school personnel, parents of minors, and scholars who have reached legal age shall have access to scholar records without either a subpoena or appropriate written authorization from the parent.

Academic Services for Scholars with Special Needs

SPC is committed to fostering an inclusive environment that supports the diverse needs of all learners. When a scholar is identified as potentially having special educational needs, SPC follows a collaborative process involving parents and, when appropriate, other professionals to develop a tailored support plan. This plan is distinct from those offered by local public schools and is designed to address the scholar's unique needs within the scope of the school's available resources.

The plan may encompass accommodations for diverse learning styles, mental and physical health needs, and social and emotional development. When deemed necessary and beneficial, SPC may also collaborate with the local public school district to access additional supports that enhance the scholar's academic progress.

School Culture Policies

Claver Pillars

Our cultural and spiritual framework is built on seven pillars, which draw inspiration from the Seven Principles of Kwanzaa, Catholic Social Teaching, and Dr. Martin Luther King Jr.'s vision of the Beloved Community. These pillars honor the fullness of our scholars' identities—celebrating both their divine worth and their cultural roots. Through this Afrocentric lens of Jesus' teachings, we nurture scholars who know who they are, whose they are, and how they are called to serve the world.

The 7 pillars that guide our actions and define who we are include:

1. **Umoja – Sacred Dignity:** My dignity is tied to yours.
 - a. We affirm that every scholar, staff member, and family is created in the image of God and worthy of love, respect, and honor. This pillar centers the sacredness of each person's identity, history, and culture, fostering a culture where unity and belonging are foundational.
2. **Kujichagulia – Purposeful Self-Determination:** Self-identity is formed in community.
 - a. Students are encouraged to know themselves, claim their identities, and cultivate leadership rooted in faith, pride, and responsibility. They are taught to advocate for themselves and others in alignment with Gospel values.
3. **Ujima – Collective Responsibility:** Injustice to one is injustice to all.
 - a. We nurture a communal ethic where everyone takes responsibility for one another and works for the common good. This includes standing against injustice and ensuring no one is left behind.

4. **Ujamaa – Shared Growth:** True wealth is when the whole community thrives.
 - a. We instill a mindset of collective empowerment— economically, socially, and spiritually. Students learn to value work, support community businesses, and build systems that uplift rather than exploit.
5. **Nia – Mission-Driven Living:** There is a purpose greater than ourselves.
 - a. Our school community is rooted in divine purpose. Students are taught that their lives are part of a greater mission to restore, renew, and uplift their people and the world
6. **Kuumba – Creative Legacy:** Beauty and transformation are our legacy.
 - a. Creativity is a sacred act. Through art, innovation, and problem-solving, scholars are inspired to leave their communities better than they found them, healing both people and the planet.
7. **Imani – Faith in Community:** Compassion and spiritual unity build community.
 - a. Faith is not just belief but lived commitment. This pillar cultivates deep trust in God, community, and each other—motivating scholars to act with courage, hope, and love for justice.

Extracurricular Activities

Enrichment and extracurriculars should cultivate in scholars a strong character.

Scholars who are not present for a school day are not eligible to participate in extracurriculars on that day. Scholars who are failing classes may be restricted from participating in extracurriculars, at the discretion of the administration, to allow the scholar to focus on academic success.

Field Trips

Field Trips are part of the educational curriculum and are designed to support the curriculum and introduce scholars to learning opportunities beyond our campus. Since field trips are learning situations, they are counted as a school day and attendance is generally required.

Prior to scheduled trips, an authorization form signed by a parent is required. Scholars without a signed form are not allowed to go on the field trip and must stay at school. Handwritten notes and phone calls are not accepted in place of a signed authorization form. Certain field trips require an additional fee which must be paid for the scholar to participate.

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.

Chaperones may be needed for field trips; all chaperones must comply with all volunteer requirements ([see page 40](#)).

Recess and Playground

Recess is an essential part of our school day, providing 25 minutes for scholars to recharge, develop healthy habits, and practice important social skills. We go outside every day as long as the “feels-like” temperature and/or windchill is above zero degrees fahrenheit. This ensures scholars have fresh air and active play. School-wide expectations for safe, respectful, and inclusive behavior are consistent during recess, just as they are in the classroom.

Through our partnership with Playworks, recess is transformed into a more positive and structured experience where every scholar is included, conflicts are resolved quickly, and play is purposeful. The Junior Coach Leadership Program further strengthens this by training Middle School scholars to be leaders at recess. They model positive behavior, lead games, and ensure that everyone has the chance to participate. Together, these practices make recess a time where scholars return to class ready to learn and grow.

Dress Code

SPC requires scholars to wear uniforms. Wearing uniforms helps to 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 outlined below. Accessories that distract from learning will be confiscated and returned at the end of the school day.

Uniform Violations:

- ❖ **1st, 2nd and 3rd Violations** –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.
- ❖ **4th Violation**–Families will be called and billed a **flat fee of \$75** for a full uniform. Scholars will be given their appropriate uniform to keep. Families will be required to meet with school admin due to consistent noncompliance.

Boys K-5th Grades	Girls K-5th Grades
• Red knit polo shirt (long or short sleeved)	• White collar blouse/polo (long or short sleeved)
• Navy twill pants • Navy/black belt	• Plaid jumper with black biker shorts <u>or</u> navy twill pants
• Navy/black socks	• Navy/black/white tights or leggings
• Optional: Navy tie (clip only)	• Navy/plaid-ruffle/black/white socks

Boys 6-8th Grades	Girls 6-8th Grades
• Blue oxford shirt (long or short sleeved) with red SPC emblem	• Blue oxford shirt (long or short sleeved) with red SPC emblem
• Navy twill pants	• Plaid skirt with black biker shorts <u>or</u> navy twill pants

• Navy tie	• Navy/plaid tie
• Navy/black socks	• Navy/black/white socks or navy/black/white tights
• Navy/black belt • navy vest with SPC red emblem (optional)	• Navy vest with SPC red emblem (optional)

ALL SCHOLARS:

- ❖ Shoes must be either black dress shoes or clean tennis shoes.
- ❖ Crocs, Yeezy foam, and other Croc-like foam 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

Claver Pride 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. SPC will not give out Spirit wear if scholars forget to wear theirs. If scholars come out of uniform and not wear SPC spirit wear, they will be put in a school uniform. Each scholar is responsible for their own clothing items. Spirit Wear examples include St. Peter Claver t-shirt, SPC Black History t-shirt (past or present), uniform sweatshirts, and items from our online school store:

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

Out-of-Uniform Policy

Out-of-Uniform Passes: An Out-of-Uniform Pass is a paper slip that scholars may redeem on their day of choice during the current school year. Passes only given out by the school principal and must be presented physically in order to redeem. Passes may not be carried over from previous school years, and must abide by the expectations listed below. Passes are given out for Birthdays, reaching MAP testing goals, and in recognition of exceptional leadership. Teachers will collect Out-of-Uniform Passes.

Expectations: During Claver Pride Fridays, non-uniform days, and when scholars use their out-of-uniform passes, the following list covers many specific expectations. It is not exhaustive, and school administration reserves the right to amend the dress code as needed:

- Facial jewelry (excluding earrings) or visible body piercings and/or tattoos are not allowed. Jewelry should not be distracting.

- Clothing and other items or grooming in a manner that represents and/or promotes politics, political candidates, inappropriate messages, drugs, alcohol, tobacco, marijuana or other illegal substances, violence, threats, gangs, hate groups, or any messages that are immoral or contravene the teachings of the Church, are prohibited.
- Hoods, hats, bonnets, and durags may not be worn during the school day.
- Low cut tops, or tops which expose the back or midriff are not allowed.
- Pants need to be pulled up and shirts need to be tucked in. Undergarments should not be visible.
- Shorts, skirts, or dresses must be mid-thigh or longer.
- No excessively ripped, holey, or torn clothes.
- No pajama pants

Device Free Policy

For the purposes of this policy, “Smart Device” refers to any internet-enabled digital tool with a visual display or screen. Common examples include smartphones, smart watches, AirPods, and all other personal electronic devices are strictly prohibited on school grounds and school-provided transportation.

Why We Are Device-Free: Research shows that removing personal electronics minimizes classroom distractions, improves focus, and encourages genuine social connection. Keeping these items at home also prevents accidental loss, theft, or damage.

Special Circumstances (Case-by-Case Review): To discuss a documented safety concern or medical necessity that requires an adjustment to this policy, please contact the main office to schedule an administrative review.

School Liability: The school is not responsible for lost, stolen, or damaged personal belongings brought to campus, and instructional time will not be used to search for missing items.

Consequences for Smart Device Policy Breach

1. **First Offense (Confiscation & Scholar Warning)**
The electronic device will be confiscated immediately by staff and turned into the main office. The scholar may retrieve the device at the end of the school day, and a warning will be documented in the scholar's record.
2. **Second Offense (Parent/Guardian Retrieval & Conference)**
The device will be confiscated and held in the main office. A parent or guardian must come to the school in person to retrieve the device. An administrative conference will be held to review policy expectations before the device is released.
3. **Third Offense (Loss of Privileges & Disciplinary Action)**
The device will be confiscated and held until a mandatory parent conference is

completed. The scholar will face progressive school disciplinary action, which may include suspension, dismissal, or the loss of privilege to participate in school activities, sports, events, and leadership roles or for a determined timeframe up to the remainder of the school year.

Technology and Acceptable Use Policy

The Technology and Acceptable Use Policy is available on our school website. Please note that the document may be updated periodically, and the website will always contain the most current version. Families should familiarize themselves with this policy and a signed agreement is required at the start of every school year.

Social Media Policy

The Social Media Policy is provided every Fall in Back to School Packets. It is also available on our school website. Families should familiarize themselves with this policy and a signed agreement is required at the start of every school year.

Prayer and Worship

Formation in the spiritual life leads children to deepen their relationship with Jesus Christ and his Church. Scholars participate in daily prayer, seasonal prayer services, retreat experiences, vocational information, and liturgical celebrations. Scholars also attend mass/prayer service weekly. We invite parents to join us for mass and liturgical celebrations throughout the year.

Guiding Principles Concerning Human Identity

Ascension Catholic Academy's teaching on health and human sexuality will honor the dignity of the human person, support the scholar's right to modesty and chastity, and respect the primary right of parents to educate their child on human sexuality. All policies, procedures, curriculum, resources, employee training, and assistance given to families relating to health and human sexuality will be consistent with the Guiding Principles for Teaching Human Sexuality in Catholic Schools set forth by the bishop members of the Minnesota Catholic Conference in 2019. Our approach to this topic is reflective of a commitment to a spirit of accompaniment and a culture of transparency and understanding.

Behavior Policies

Scholar Code of Conduct

Each scholar is responsible for behavior that maintains a respectful, welcoming, and joyful learning environment within the school. Respect for oneself, others, authority, and property is expected from each scholar. Scholars are to behave in a manner that is morally responsible and brings credit to themselves, their families, and the school community, and to maintain a safe and healthy learning environment. 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.

Anti-Bullying Policy and Procedures

Policy: SPC 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 scholar toward one or more scholars; when either -
 - There is an actual or perceived imbalance of power between the scholar 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 scholar'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, 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 SPC;
- 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 any electronic technology or device not owned, leased, or provided by the school, and used off school grounds, to engage in bullying that significantly disrupts a scholar's learning or the school environment is prohibited. Bullying that substantially disrupts the educational process or the orderly operation of SPC is also prohibited.
- At a location, activity, function, or program that is not school-related to the extent that the parties involved are scholars of SPC 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, SPC 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 school administration. Any scholar or parent/guardian of a scholar is strongly encouraged to report all acts of bullying to school administration.

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. SPC 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, the school 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. SPC 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 SPC's discipline policy.
- Depending on the circumstances, SPC'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.

Confidentiality: SPC 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.

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.

Discipline Policy

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.

Guidelines: The disciplinary procedures set forth in this handbook are intended as general guidance policies. Any step in the procedures may be bypassed or modified at the discretion of the teacher or administration. The school has the right to discipline or ask a scholar to withdraw for any reason. Failure to comply with expected standards of conduct will subject the scholar to potential disciplinary action, up to and including expulsion or dismissal.

Minor Misconduct

Generally, minor misconduct or policy violations will result in lighter discipline. This may include, but is not limited to, a verbal warning, reset, written warning, reparation of damage, loss of privilege, etc. Continued infractions, aggravating factors, or more severe behavior may result in more substantial discipline. Because each child and situation is unique, in determining the appropriate response to a disciplinary situation the school may consider contextual factors such as the age of the scholar, the type of misconduct, the frequency of the scholar's misconduct, and the severity of the problem.

Examples of minor misconduct include (but are not limited to):

- Inappropriate language
- Not following directions promptly
- Arriving late to class
- Dress code violations
- Teasing, insulting, or otherwise being unkind to others

Classroom Discipline Cycle: At SPC, our teachers are trained and equipped with a variety of strategies to effectively manage minor misconduct within the classroom. Our primary goal is to keep scholars engaged and in their learning environment. When a scholar becomes dysregulated, teachers respond promptly and compassionately to support the scholar in

regaining self-control and returning to class as quickly as possible. We believe that learning is most effective when scholars feel supported, safe, and respected in the classroom.

Major Misconduct

There are certain behaviors where, due to the severity of the action, more substantial and immediate consequences are necessary. Discipline may include any disciplinary actions already listed in this handbook, as well as immediate removal of the scholar from the classroom, meeting with parents, in school or out of school suspension, and expulsion. Disciplinary actions for major misconduct are determined by the Principal with the help of the Assistant Principal.

Examples of major misconduct include (but are not limited to):

- Continued misconduct
- Violence
- Bullying/Harassment
- Disrespect for authority, refusing to follow directions
- Use or possession of alcohol, drugs, or weapons on school property or at school events
- Abusive behavior (verbal or physical)
- Inappropriate language or actions
- Sexual misconduct
- Theft, property destruction, or vandalism

School Discipline Cycle for Major Misconduct:

Step One: Responding to Major Misconduct

When a scholar engages in major misconduct, the Admin team will assess the situation and determine whether an immediate removal from school is necessary to maintain safety.

- If removal is deemed necessary, the scholar will not return until a Reflection and Restoration Meeting is held (Step 2).
- Depending on the context and severity, the consequence may include Out-of-School Suspension (OSS).

Note: The decision-making process takes into account the scholar's history, developmental needs, and circumstances surrounding the incident.

Step Two: The Reflection & Restoration Meeting (R&R Meeting)

An R&R Meeting is scheduled as soon as possible and includes the scholar, their parent or guardian, the referring teacher (if applicable), and an administrator. The purpose is to reflect on what occurred, restore trust, and agree on a plan moving forward.

- This meeting may occur in person, virtually, or by phone—whatever ensures accessibility for the family.
- All participants will review and sign a Reflection and Agreement Form to affirm shared accountability and support.

Step Three: In- Person Behavior Meeting

Step Three represents the school's *final* effort to support the scholar's success at SPC. A mandatory **in- person** behavior meeting will be scheduled with all parties:

- ❖ The Scholar
- ❖ The parent/guardian
- ❖ The Principal/Assistant Principal
- ❖ The City Connects Coordinator

At this **in-person** meeting, the team will create a **Behavior Support Contract** outlining clear expectations, support strategies, and measurable goals for improvement.

The school will continue to support the scholar, but sustained improvement must be shown to remain enrolled. Failure to meet the terms of the contract and show sustained improvement will result in Step Four of the Discipline Cycle: Termination of Enrollment.

Note on Flexibility and Restoration: Steps One through Three may be revisited and repeated as long as the scholar demonstrates a commitment to growth and the school team sees evidence of progress. We believe in second chances and recognize that behavioral change is a process. Our goal is always reintegration, not removal.

However, if a scholar continues to engage in unsafe or disruptive behavior—despite multiple interventions—and it becomes clear that the school can no longer meet their needs or maintain a safe learning environment, the process moves to Step Four.

Step Four: Termination of Enrollment

If all supports have been exhausted and no significant improvement is observed, the scholar will be asked to leave SPC and their enrollment will be terminated. This decision is made by the school principal in consultation with school staff and the Ascension Catholic Academy, and is based on documented efforts and prior interventions. The parent/guardian will be notified in writing, with a clear explanation of the reasons and steps taken prior to this point.

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. 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 scholar 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

Behavior On & Off Campus

The school may impose discipline for scholar misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any scholar whose misconduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the scholar or other scholars, or materially and substantially interferes with a scholar's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Harassment

SPC, in partnership with families, strives to create and maintain a positive learning environment where scholars are treated with dignity and respect so that they can celebrate and grow in their faith, discover their academic potential, and become concerned, respectful, and responsible young people. This philosophy is the foundation of our harassment policy.

Policy: 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 any unwelcome behavior (verbal, physical, written, or electronic) which has the intention or effect of intimidating, degrading, humiliating, or offending another person, or that interferes with another person's academic performance or participation in school activities. Whether an action constitutes harassment is determined by school administration, and not by the intentions of the accused. 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.

Harassment includes, but is not limited to:

- Bullying: Intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) an actual or perceived imbalance of power exists between the scholar engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a scholar's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- Cyber-Bullying: Bullying performed using technology or other electronic communication.
- Hazing: Any activity undertaken by a scholar or group of scholars towards another scholar or group of scholars with the purpose of "initiation" into the school, a scholar organization, a team, or a social group, including but not limited to, any physical, sexual, verbal or psychological abuse that is demeaning, harming, or embarrassing anyone as a "rite of passage."
- Physical: Unwelcome physical force or unwanted touch that shames, hurts, alienates, threatens, intimidates, or attacks another person, or stealing, damaging, or destroying another's property.
- Psychological: Humiliating or abusive behavior that lowers a person's self-esteem or causes torment or emotional harm.
- Sexual: Includes unwelcome sexual advances, gestures, jokes, comments, actions, or symbols, unwelcome sexual questioning, remarks, or touching, pressuring for sexual activity, displaying sexual images, videos, or sounds, and/or promoting rumors of a sexual nature
- Verbal: Face-to-face or otherwise spoken harassing action, including the use of offensive speech, taunts, name-calling, put-downs, intimidation, slander, and threats of any kind toward another person or group.
- Written: Written statements that taunt, name-call, put down, intimidate, slander, or threaten another person or group.

Procedure: Any scholar who is a victim or witness of harassment is encouraged to deal with the situation immediately by politely and firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, the harassment is severe, or if a request to stop is not respected, the scholar should report the incident to the principal, or any teacher or staff member.

Teachers and staff members who witness harassment or receive a report of harassment should make reasonable efforts to promptly address the harassment and must inform the principal as soon as possible.

The school will promptly initiate an investigation into any reports of harassment. The investigation may include interviews with the complainant, the alleged harasser, and others who may have knowledge of the alleged incident. The investigation will be conducted in a confidential manner to the extent possible, but confidentiality cannot be guaranteed.

The school may take immediate steps, at its discretion, to protect the victim, complainant, or others pending completion of an investigation of alleged harassment.

The school will determine, based on the preponderance of the evidence (“more likely than not”), whether the alleged conduct occurred and was a violation of this policy, and if so will take appropriate disciplinary action. If appropriate, an investigative report documenting interviews, conclusions, and outcomes will be completed. The complainant, victim, alleged harasser, and their parents, will be informed of the outcome of the investigation, to the extent permitted by law. However, the school may not disclose private educational or personnel data regarding an alleged perpetrator who is a scholar or employee of the school.

No Retaliation Statement: Retaliation of any form against any person making a good faith report of harassment or participating in an investigation regarding harassment will not be tolerated.

Weapons/Dangerous Items

The school strictly prohibits the unauthorized carrying or possession of weapons on its premises. For the purpose of this policy, the term “weapon” shall include, but not be limited to: firearms, ammunition, knives, explosives, or any device, material, or substance that is used for, or readily capable of, causing death or serious injury or any other object that can reasonably be considered a weapon (including replicas).

Any scholar violating this policy will be subject to discipline, up to and including detention, suspension, and/or expulsion. Local law enforcement may be contacted.

Drug Use Policy

The use, possession, sale, purchase, transfer, or being under the influence of tobacco, nicotine, alcohol, marijuana, mood altering chemicals, or any other illegal or controlled substance by scholars on school grounds, or at any school event is strictly prohibited. This includes vaping and use of vapes.

When it is determined that a scholar has violated this policy, the following actions may be taken:

- Parents/Guardian notified
- Law enforcement officials notified
- Required drug screening at a facility approved by the school, with results of the screening shared with the school
- Chemical use evaluation
- Referral to an outside agency for treatment/counseling options
- Detention/suspension/expulsion
- Parent-scholar conference with the principal required before the scholar can resume attendance at school

Reasonable Suspicion: In enforcing policies regarding the use of controlled substances, SPC 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.

Theft, Vandalism, Destruction of Property

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Scholars are expected to exercise reasonable care in the use of school property and school provided resources and equipment. Families may be required to pay for damage made by their scholar to desks, lockers, other equipment/materials, or property.

Property Searches

SPC is committed to maintaining a safe learning environment. To help ensure the safety of scholars and compliance with school policies, the school reserves the right to inspect and search scholar lockers, desks, and any other school property provided for scholar use (including electronics) at any time, with or without notice, to ensure compliance with school policies. The school reserves the right to search scholars' personal property, including backpacks, purses, other containers, and electronics, when there is reasonable suspicion that the search will uncover evidence of a violation of school rules or laws (MN statute 121A.72). Scholars should not expect privacy for personal belongings brought onto school premises.

Safety and Well-Being Policies

Entry Information and Visitors

All entrances to the school are locked during the day, except during designated arrival times (7:15am-7:45am).

All visitors (including parents) may enter the building through Door 2 on the St. Anthony Ave side of the building (facing I-94). Visitors must ring the bell and be buzzed into the building. All visitors must report to the Front Office and sign in. All visitors must wear a badge or other identification so that scholars and staff are aware that they have checked in with the office.

Any person in the building or on school grounds without permission will be considered a trespasser. If any scholar believes a person is in the school building or on school grounds without permission or without having followed visitor procedures, they should immediately inform a teacher or staff member.

Scholars should not open an exterior school door to anyone, even if they know the visitor.

Parents wishing a conference with administration, teacher, and/or to visit a classroom should telephone the school office in order to arrange an appointment in advance. In order to limit

interruptions to schedules and to instruction, as a general rule drop-in meetings or classroom visits may not be granted.

School leadership reserves the power to decline to give permission, or to withdraw permission for visitors to visit SPC if such action is deemed necessary to ensure the physical and emotional safety of SPC scholars or to prevent the disruption of SPC educational programs.

Fire, Tornado, Lockdown and Safety Drills

SPC participates in fire, tornado, lockdown, and safety drills. When an alarm sounds or other emergency alerts are raised, scholars are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of teachers and staff.

Emergency Response Plans

SPC has an emergency management plan in place should a crisis situation occur. These plans are reviewed annually with all employees. Safety drills (ex. Fire Drills, Lockdown Drills etc.) are practiced in accordance with state laws. The school will use alarms or coded signals through the PA system or WalkieTalkies to alert staff of situations.

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.

Ascension Catholic Academy (ACA) Schools have adopted The "I Love U Guys" Foundation's Standard Response Protocol 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 scholars.

The Standard Response Protocol 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 Standard Response Protocol. 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 call. SPC will keep families informed through official channels during extended or more severe incidents.

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

School Closing

In case of an emergency or severe weather, the school will notify families through email and ClassDojo as promptly as possible. SPC will confer with decisions made by Saint Paul Public Schools when determining school closures. The final decision to close relies solely with our governing body, Ascension Catholic Academy.

Emergency Contact Information

To ensure that the school can contact families should the need arise, and especially in case of emergency, families are responsible to keep their contact information current. Parents/guardians must notify the school office of any changes in address or phone number as soon as possible.

Health Services

Saint Paul Public Schools provides SPC with a licensed school nurse who comes in one day a week for three hours.

The school administration may approve the dismissal of a scholar who becomes ill or hurt during the school day. Parents/guardians will be contacted when a scholar reports to the office with an illness. If a parent/guardian is unable to come for the scholar, arrangements for a relative or other authorized person must be made to pick up the scholar.

Health Records

Health records are required for every scholar. This includes results of required health exams, screenings, immunizations, and specific health concerns or conditions. Health records are maintained and managed as confidential documents, and are held in scholar files in the Front Office.

Accidents/Injuries

If a scholar is injured at school, our first concern is to care for the scholar's comfort and safety, followed by contacting the parents. If it is determined that the injury requires immediate emergency health care, 911 will be called for emergency vehicle transportation to the hospital or to the urgent care center identified by the parents.

Medication During the School Day

Medications, both prescribed and over-the-counter, should be taken at home if at all possible. If medication must be taken during the school day, the following procedures are in place:

- Long-term Medications (over 2 weeks) - Require a written order from a licensed prescriber/physician and a parent/guardian, and the original prescription bottle with the pharmacy label.
- Short-term Medications (under 2 weeks) - Require written permission by a parent/guardian and the original prescription bottle with pharmacy label.
- Over-the-Counter Medications - Require written permission from the parent/guardian and the original container. Medications coming to school in any other packaging will be destroyed.
- All medication shall be administered by appropriate personnel and kept in the school office only (unless proper documentation for self-carrying is in place)

It is the parent/guardian's responsibility to notify the school of any change in the scholar's prescription and nonprescription medication.

Scholars may *not* self-medicate (other than an inhaler or EpiPen with appropriate documentation).

Scholars who wish to carry and administer their own inhaler or EpiPen must have on file in their health record written consent from the parent, physician, and the school nurse to carry the medication. Medication forms are available in the Front Office.

Illness and Staying Home

We believe it is important that children are in school as often as possible in order to provide the best opportunity for learning and development. However, it is everyone's responsibility to help stop the spread of contagious conditions and communicable disease. We ask that parents refrain from bringing children to school if they are sick or displaying symptoms of illness, including but not limited to:

- Signs of head lice or ringworm
- Vomiting or diarrhea (must be symptom free for 24 hours before returning to school)
- 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 (must be fever free for 24 hours before returning to school)
- 24 hours after beginning medication or antibiotics
- uncontrolled coughing
- Pink eye, unless on antibiotics

If a scholar develops these symptoms during the school day, parents will be called to pick up their child and bring them home immediately.

Reporting Child Maltreatment

Out of concern for the care of children and to abide by legal requirements, staff are required to report a suspected case of child maltreatment to the local law enforcement agency or local welfare agency within 24 hours. This must be done if they know or have reason to believe maltreatment is occurring presently or has occurred within the past three years. If the report is made verbally, a written report must be filed within 72 hours of the verbal report.

Maltreatment is defined by Minnesota Statutes Section 260E.03 and includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, mental injury, and maltreatment of a child in a facility.

Background Check Requirements

School policy requires that all employees and volunteers, as well as any vendor who interacts with scholars, must successfully undergo a background check, complete safe environment training, and sign a Code of Conduct before beginning employment, volunteering, or providing services. This is also an ongoing requirement and must be completed at least once every three years.

Wellness Policy

The purpose of our 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. The most recent copy of our Wellness Policy can be found on our website: <https://stpclaverschool.org/enrolled-families/policies-and-procedures/>

Leadership and Governance

Head of School

The principal is the head of the school and is responsible for day-to-day operations and management of the school and its activities. The principal has decision-making authority on all matters related to scholars, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities.

Governing Body: Ascension Catholic Academy

SPC is a part of Ascension Catholic Academy (ACA), a consortium of four Catholic schools in the twin cities with centralized leadership and governance. The Academy was formed in 2016 after a year of study on best practices to ensure excellence and sustainability in Catholic schools serving urban environments. The four schools are Saint Peter Claver Catholic School, St. Pascal Regional Catholic School, Immaculate Conception Catholic School, and Ascension Catholic School. ACA provides governance and oversight for our school to ensure long-term stability and growth.

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 people.** 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.

Family Involvement, Roles, and Responsibilities

Parents/guardians are the primary educators of their children. Parents/guardians possess the right and obligation of educating their children and selecting a school that best matches their vision for their child's flourishing.

Parent/Guardian Conduct

Our school community is a special place, rich with opportunities for learning, growth, and belonging. It takes all members of our community, working together, to maintain our strong school environment. We expect all parents/guardians of our scholars to commit to support the

faith, support the school, be respectful and positive, and follow school policies. Parents sign a Parent/Guardian Compact agreement every year, located at the end of this Handbook.

If the partnership is no longer viable in the principal's opinion, the school reserves the right to ban the parent from school grounds/events, require the parent to unenroll their child, or to not accept registration for the next school year.

Give Back, Grow Together: 10 Hours of Community Service

This school year, we invite every scholar and family to complete 10 hours of community service—just one hour a month.

Research shows that school and community service:

- Improves Well-Being & Academics: Students who serve report higher self-esteem, lower stress, and greater academic motivation.
- Strengthens School-Family Bonds: Family involvement in community projects directly correlates with higher graduation rates, better attendance, and stronger parent-child communication.
- Builds Character: Hands-on service teaches empathy, leadership, and lifelong civic responsibility.

Whether helping at a school event or assisting a local charity, your 10 hours make a meaningful impact on our community.

Personal Electronics & Cell Phone Policy

To maintain a safe, distraction-free environment focused on learning and mental well-being, personal electronic devices (including cell phones, smartwatches, and gaming devices) are not permitted on the bus or school premises.

Policy & Escalation Steps:

- 1st Violation — Device Confiscation: The device will be confiscated immediately and stored in the main office until a parent or legal guardian retrieves it. *Please note: While devices are held in the office, the school is not responsible for lost, stolen, or damaged personal property.*
- 2nd Violation — Administrative Review: A parent/guardian meeting with the administrative team will be required to review and re-sign the school's technology agreement before the scholar may return to regular routines.

- 3rd Violation — Formal Disciplinary Action: Repeated non-compliance demonstrates a refusal to follow school policy and may lead to formal disciplinary procedures, up to and including expulsion.

Non-Custodial Parents

It is the school's policy to comply with federal and state laws regarding parental rights. If a court order exists which limits a parent's access to a scholar or to scholar or school information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to records and other school-related information regarding the child upon request.

If a legal document is on file for a scholar limiting non-custodial access to the child, but arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must inform the school.

Volunteer Policies

We are so grateful for parents who volunteer their time and talent to help make our school a special place! There are many opportunities throughout the year to volunteer. Please see <https://stpclaverschool.org/volunteer/> for a current list of opportunities or call the Front Office.

Confidentiality

Volunteers at SPC are expected to treat scholar matters that they happen to observe or be involved in confidentiality, to refer all discipline matters to school employees, to follow all applicable employee policies while serving as a volunteer.

Safety Requirements

All volunteers at our school must follow the Archdiocesan requirements for school volunteers. This includes undergoing E3 practices: a background check, completing safe environment training, and signing a Code of Conduct, every three years. All volunteers are also required to complete the Reporting Suspected Child Abuse training module.

Please contact the Front Office for more [information](#) or start your application today by filling out the online form [linked here!](#)

Family Grievance Policy

As we work together in partnership to educate children, difficulties and differences of opinion and approach inevitably arise. When concerns or conflicts arise, all members of our community are expected to work together in good faith to find solutions.

Whenever possible, concerns should be raised first with the person with whom you have a concern or complaint, to try to come to an understanding or mutually agreeable resolution. Only after this has been attempted and is unsuccessful, should concerns be brought to the principal. *Note: if at any time concerns exist regarding scholar safety or mistreatment, such concerns should be immediately brought to the principal's attention.*

When a concern is brought to the principal in accordance with this policy, the principal will determine appropriate action, which may include but is not limited to mediating a conversation between the parties, proposing a resolution, or investigating the issue.

Throughout the process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course may discuss the situation at home, they should remember that their child must function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and parents even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

Communication Between Home and School

As parents are the primary educators of their children, we place great importance on open and frequent communication between the school and home. These are just some of the many ways we communicate with parents: school website, Family Handbook, school newsletter, phone calls, email, ClassDojo, and school events.

When parents have questions or concerns about anything happening at the school, they should communicate respectfully and openly at the appropriate level – teacher, staff, or leadership.

School Pledge

We, the administration and staff of this school community, are dedicated to supporting each scholar's academic and spiritual growth. In partnership with families, we pledge to:

- **Faith & Spiritual Formation:** Integrate Catholic values, prayer, and moral teaching into our daily school culture and instruction.
- **High-Quality Instruction:** Deliver a rigorous, standards-based curriculum that meets the diverse learning needs of every scholar.
- **Safe & Welcoming Environment:** Maintain a safe, respectful, and nurturing environment where all scholars can learn and grow.
- **Two-Way Communication:** Provide regular updates on academic progress, behavior, and school events, maintaining open lines of communication with parents.
- **Support & Resources:** Offer guidance, timely feedback, and appropriate intervention strategies to help every child succeed.

Principal Signature: *Dr. Naomi Taylor*

Date: September 2, 2026

Scholar Compact

I, as a scholar of this school community, have read this handbook with my parent/guardian. I understand both my rights and responsibilities as a learner and member of this community. I am committed to my education and faith journey, and I pledge to:

- **Faith & Character:** Live out Catholic values each day by showing kindness, honesty, and respect to my teachers, classmates, and school community.
- **Respect & Culture:** Respect myself, others, and our school environment, contributing positively to the classroom learning experience.
- **School Procedures:** Follow all school rules and classroom procedures consistently throughout the school day.
- **Technology Assets & Services:** Abide by the Scholar Acceptable Use Policy, understanding that violations are unethical, may carry disciplinary or legal consequences, and can result in losing technology privileges.
- **Personal Electronics:** Keep cell phones and other personal electronic devices at home.
- **Community Service:** Serve my family, school, and community by striving to complete 10 volunteer hours each school year.

Scholar #1 Print Name: _____ Date:_____

Scholar #2 Print Name: _____ Date:_____

Scholar #3 Print Name: _____ Date:_____

Scholar #4 Print Name: _____ Date:_____

Parent/Guardian Compact

I, the parent/guardian of the scholar(s) named above, have read this handbook with my child(ren). I understand that I am in equal partnership with the school in guiding my child's education and holistic development. I pledge to support my child's success by committing to the following:

- **Faith & Spiritual Growth:** I will actively support the Catholic mission and values of the school, partnering with staff to nurture my child's moral, spiritual, and character development both at home and within the school community.
- **Attendance & Punctuality:** See that my child attends school regularly, arrives on time, and is prepared to learn.
- **Learning at Home:** Provide a quiet space, routine, and encouragement for daily reading, homework, and academic growth at home.
- **Two-Way Communication:** Maintain open communication with teachers and staff regarding matters that affect my child's academic progress and well-being.
- **Policy & Discipline Support:** Reinforce the school's behavioral expectations, code of conduct, and technology policies—including ensuring my child does not bring cell phones or electronic devices to school.
- **Technology Assets & Services:** I have read, understood, and agree to the Scholar Acceptable Use Policy, taking full responsibility for my child's compliance, financial liabilities for damages or fees, and any potential disciplinary or legal consequences resulting from violations.
- **Active Engagement:** Make every effort to attend Parent-Teacher Conferences, school events, and participate in school community support (with a goal of completing 10 flexible volunteer or engagement hours during the school year).

Scholar Names:_____

Parent or Guardian printed name _____ Date _____

Parent or Guardian signature _____

PHOTO RELEASE:

By signing below, I authorize Church of the Ascension and Ascension Catholic Academy to use photos, videos, audio recordings, and quotes of me and/or my child/ren 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 the 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.

Scholar Names:_____

Parent or Guardian printed name _____ Date _____

Parent or Guardian signature _____