

Seven Hills Preparatory Academy
MIDDLE SCHOOL HANDBOOK
for
Parents and Students

Richfield Campus
1401 West 76th Street
Richfield, MN 55423

Main: 612-314-7600

Fax: 612-314-7609

www.sevenhillspreparatoryacademy.org

School Hours: 8:40 a.m. - 3:40 p.m.

Office Hours: 7:45 a.m. – 4:00 p.m.

Parent-Student Handbook

Table of Contents

Introduction3

Enrollment5

Health Services6

Attendance Policy8

Transportation and Academic Assessments12

Extracurricular Activities13

Home and School Relationships14

General School Information14

Character Development and Behavior Expectations.....21

Appendix A: Policy 514: Bullying Prohibition32

Appendix B: Policy 413: Harassment and Violence37

Appendix C: Policy 419: Tobacco-Free Environment44

Appendix D: Policy 501: School Weapons Policy46

Appendix E: SHPA Transportation and Busing Policy50

Appendix F: Technology Acceptable Use Policy55

Appendix G: School Emergency Response Procedure57

Appendix H: Didactic Teaching Method Summary60

Appendix I: Family Educational Rights and Privacy Act.....63

ATTACHMENTS AND FORMS

FAMILY ATTACHMENT A. Family Support Pledge Form

FAMILY ATTACHMENT B. Transportation Agreement Form

FAMILY ATTACHMENT C. Technology Use Agreement Form

FAMILY ATTACHMENT D. Cell Phone Communication Form

FAMILY ATTACHMENT E. Parent/Guardian Guide to Statewide Testing

INTRODUCTION

To unify our leadership, teaching and learning, our growth and expectations and our partnerships between faculty, staff, parents, students and the Board of Directors, we have prepared this handbook to provide guidance for students and families for understanding the road to success at Seven Hills Preparatory Academy (“SHPA”). In this handbook, you will find policies and procedures on many subjects. We ask that you review this information carefully and we hope you find it helpful.

Seven Hills Preparatory Academy Statement on Classical Education

Mission Statement

SHPA engages students in a rigorous Classical Education, designed to prepare *each one* for strong citizenship and life-long learning.

Vision Statement

Recognizing that all students have the right to pursue academic and personal excellence, SHPA challenges students by:

- Providing a caring and structured small-school environment;
- Maintaining high expectations of students, staff, and the community;
- Inspiring critical thinking, creativity, and an appreciation for beauty through active implementation of the Core Knowledge curriculum;
- Promoting a strong value system that embraces cooperation, assertion, responsibility, empathy, and self-control.

Principles of Classical Education

The founding Board of Directors of SHPA desired to articulate the principles of Classical Education present at Seven Hills Preparatory Academy (SHPA) as a guide for members of the academy’s community for the years ahead. Using the renowned Core Knowledge curriculum as a foundation, SHPA follows these guiding principles in implementing a Classical Education.

- We focus on the origin of Western Civilization and culture, while fostering an appreciation of other cultures and the emerging global culture;
- We use the Seven Liberal Arts methodology, as described by Dorothy L. Sayers in her essay “The Lost Tools of Learning,” including the foundational learning stages of grammar, logic, rhetoric (commonly

called the *Trivium*), as well as the subjects of mathematics, music, astronomy (natural sciences), and geometry (including architecture and visual arts). These last four subjects are commonly referred to as the *Quadrivium*;

- We promote a strong value system by embracing RICCHES in the Middle School at SHPA, Respect. Integrity. Community. Compassion. Honesty. Excellence. Self-Discipline;
- Intellectual rigor and mental discipline with the goal of wisdom and eloquence are instilled;
- Character development is emphasized through a focus on truth, goodness, virtue, and beauty with the purpose of cultivating strong citizenship;
- High standards of academic excellence are maintained;
- Hard work is highly valued within the community;
- We maintain a warm community of learners where everyone in the community is in the process of life-long learning;
- A spirit of inquiry and intellectual curiosity is valued.

In the classroom at SHPA, you will see the following implementations of Classical Education:

- The Core Knowledge curriculum, providing a factual foundation for each subject in a content-rich, sequential, systematic, and cumulative curriculum;
- Study of classic literature and original texts leading into Socratic discussion;
- Teacher-directed learning that supports the foundational stages of Classical Education;
- Language-intensive curriculum as compared to image-intensive curriculum;
- An integrated curriculum across subject areas that uses history as a backbone;
- Writing is featured prominently across all subject areas;
- Memorization of quality prose, literature, facts, dates, people, and geographic locations;
- Art, music theory, music appreciation, and performance are studied;
- Physical Education is central to the curriculum;
- Latin language is incorporated into the curriculum to develop skills identifying root words, to increase literacy skills and lay an important foundation for learning foreign languages;
- Students prepare and deliver oral presentations to develop skills in rhetoric.

Seven Hills Preparatory Academy's Four Pillars of Classical Education

The foundation of classroom instruction at Seven Hills Preparatory Academy is based on four main pillars that are a thoughtful collaboration of Classical Education methodologies and research based best practices. The following is an overview of each pillar and examples of classroom implementation.

Didactic Method

When exposed to didactic teaching methods, a student receives explicit instruction engaging his or her mind and allowing him or her to become an active learner. When a teacher uses a didactic teaching method, they are “telling” the student what to read, say, or write. Dictation, modeling, reading aloud, flashcards, and sound-offs can be examples of didactic teaching methods. For more information on this training method, please see Appendix H at the back of this Handbook.

Coaching Method

Coaching teaching methods engage the student in constructive learning in which the teacher closely guides, leads, monitors, or facilitates the activity. The student is “coached” through the task, ensuring that understanding and mastery are achieved. Guided writing, experiments, problem solving, and critiquing can be examples of coaching teaching methods.

Socratic Method

Socratic teaching methods encourage the student to use critical thinking and evaluation skills as they share knowledge, thoughts, and ideas in response to teacher-generated questions or topics, through discussion, or writing. Debate, seminars, peer critiques, and self-assessments can be examples of Socratic teaching methods.

Character Development

Character development includes holding high ethical standards for students. The combination of the implementation of the core virtues of Respect, Integrity, Community, Compassion, Honesty, Excellence, Self-Discipline (RICCHES), a standard clothing uniform, hallway behavior expectations, and the expectation of positive peer relationships (PPR), provides students with an environment that allows for academic and social success.

ENROLLMENT

Entrance Requirements

Enrollment is open to all prospective 6th Grade students. At the beginning of each year, an enrollment window is determined during which parents may apply for admission. Placement in classes occurs in the order in which applications are received. If applications exceed available openings during this window, enrollment is determined by a lottery. In the event that all classes are full, a waiting list is generated and students will be enrolled thereafter as openings occur. Available class space is determined by the number of grade level openings determined by the School Board’s class size policy.

Medical Requirements for Enrollment

Students entering SHPA for the first time must have up-to-date immunizations as required by the State of Minnesota **before** the first day of school. **Please inform the school of any student health concerns at that time.**

Return of School Materials: Textbooks, Class Library Books, Audio/Visual Equipment and Other School Materials

It is the responsibility of current SHPA students to return textbooks, classroom library books, and any other school materials at the end of the school year in good condition. Parents assume responsibility for damage to or loss of any textbooks, classroom library books, audio/visual equipment or other school materials used by their child/children.

Please contact the Academic Program Director at through the main office phone line (612-314-7600) for information. Replacement costs and/or damage fines will be assessed for any lost or damaged materials. These fines must be paid in full before a final report card will be issued, or registration accepted for the next school year. The teachers, in conjunction with the School's Office Manager, will determine these fees.

HEALTH SERVICES INFORMATION

Learning does not occur in the presence of illness. SHPA provides a health assistant for monitoring the health of our students and parents are expected to be diligent in informing the school of medical issues affecting their child's academic performance or attendance.

Each child is required to have an Emergency Health and Accident form on file. This form requires the names and phone numbers of three (3) responsible persons 18 years or older that are contacted in case the parent/guardian cannot be reached.

Student Health Concerns

Whenever symptoms indicate the possibility of a student's illness, and/or pain, the classroom teacher refers students to the office. Minor injuries are treated at school. Major injuries will be handled by calling emergency services and parents.

Children who become ill during the school day are required to go home as soon as possible. In the event that a child must be sent home, the Health Assistant will notify parents. Parents or guardians must either pick up their child or make arrangements for a person listed on their student's emergency list to pick up their child. This **MUST** be done in a timely manner.

If a child is sick at home or is sent home from school for an illness, they are **NOT** to return to school until they are free of fever and/or symptoms for a **FULL** 24 hour period.

Parents/guardians are asked to contact the school regarding any problems concerning their child's health, medication, or communicable diseases. Parents/guardians **must keep their child home** if the child has any of the following illnesses:

- Head lice
- Fever of 99.6 degrees F or higher
- Vomiting
- Acute cold
- Sore throat
- Earache
- Swollen glands
- Severe cough
- Inflamed or red eyes
- Listlessness, weakness, drowsiness, and/or flushed skin
- Headache
- A rash or skin eruptions of unknown origin

If a child's activities are to be limited after a serious illness or accident, a statement from a physician is required. The statement must indicate the length of time the limitation must be in place.

If a student cannot participate in physical activity, children cannot be left in the classroom during outdoor activities without a teacher present. If a child is too sick to go outdoors for fresh air and exercise, the child should be kept at home. Exceptions will be made upon written request from a physician. All children who attend school are expected to participate in outdoor activities unless the weather is below zero with or without the wind chill factor. Students should bring appropriate outerwear for outdoor activities.

Medication

No medication will be given at school except for those which have been prescribed by a physician and which are needed to keep the child at school. Before medication can be given out at school, parents/guardians and the child's physician must complete the required forms. These forms can be obtained from the school office.

Medication **must** be brought to the school office in a container appropriately labeled by the pharmacy. This label must include the child's name, the prescribing physician's name, the name of the medication with directions (dose and frequency), and the pharmacy phone number.

If the student needs to take medication at school, the parent/guardian should bring the medication to school and not send it with their child. The parent/guardian is also responsible for collecting their child's medication if it has been discontinued. If the medication is not picked up in a timely manner, the medication will be thrown away.

Students may **not** carry any type of medicines, pills, epinephrine injection pens or inhalers with them during the school day. If they are required to do so, we will need a note from the physician indicating that the student be allowed to carry these item(s) during the school day. The prescription for these medicine(s) must be on file with the office which states that the child needs to keep the medicine with them during the school day.

ATTENDANCE

Student Attendance

Regular student attendance is imperative. Students who miss school are at a disadvantage academically. Because our instructional approach is primarily interactive and participatory, the learning experience cannot be duplicated outside of school. Parent cooperation in having children attend school every day, except when ill, will enhance student learning as well as that of other students.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school are **required** to attend all assigned classes every day school is in session, unless the student has been excused by the School Board from attendance because the student has withdrawn or has a valid excuse for absence.

A. Illness

In the case of absence due to illness, call the school office (612-314-7600) by 8:15 a.m. with the following information: (1) Your name (2) Your child's name, grade, and teacher (3) Reason for absence. If the child is absent and the parent/guardian has not called the school, a staff member will make a reasonable attempt to contact the parent/guardian by phone. When an absence is longer than one day, school work may be picked up in the office if you notify the classroom teacher in advance and have made arrangements for work to be sent home.

B. Absences

Absences that are **excused** may include student illness, family emergency, medical or dental appointments, major religious holidays, or legal appointments. If a parent or guardian wishes to keep a child out of school for

any reason other than those mentioned here, arrangements should be made in advance through the child's teacher and the Principal. This will be considered an **unexcused absence**. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

After five (5) consecutive days of absence due to illness, a doctor's note will be required before a child may return to school.

After ten (10) cumulative days of absence for the year, further absences may be considered unexcused unless approved by the Principal.

The following reasons constitute **excused** absences.

- 1) Illness
- 2) Serious illness in the student's immediate family
- 3) A death in the student's immediate family or of a close friend or relative
- 4) Medical, dental or orthodontic treatment or counseling appointment
- 5) Court appearances occasioned by family or personal action
- 6) Religious instruction not to exceed three hours in any week
- 7) Physical emergency conditions such as fire, flood, storm, etc.
- 8) Official school field trip or other school-sponsored outing
- 9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work
- 10) Family emergencies
- 11) Active duty in any military branch of the United States
- 12) Family Activity (see below)

A student may be gone up to 5 days from school for a preapproved family activity. To get pre-approved from the school, you must do the following:

- At least 10 days before leaving, request permission from the school for your child to be gone for a family activity.
- Before leaving, get your child's homework and agree that your child will finish the homework.
- Make sure that your student will not be gone for important tests such as the MCA or ACT.
- Before leaving, get written approval from the principal.

C. Other Unexcused Absences

The following are examples of absences which are unexcused.

-
- 1) Truancy, is an absence by a student which was not approved by the parent and/or the school
 - 2) Any absence in which the student failed to comply with any reporting requirements of the school's attendance procedures
 - 3) Working at home
 - 4) Working at a business, except under a school-sponsored work release program
 - 5) Pre-approved school visits
 - 6) Absences resulting from cumulated unexcused tardies as set forth in the attendance procedures
 - 7) Any other absence not included under the attendance procedures set out in this policy

D. Tardiness

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students. Therefore, it is imperative that students are punctual and that these guidelines are followed.

- Please make sure that your child(ren) arrives into the school by 8:30 a.m. and not earlier than 8:15 a.m. unless they have a scheduled school activity.
- Be advised that there is no student supervision before 8:15 unless there is a scheduled school activity.
- Buses will arrive to school between 8:25 a.m. and 8:30 a.m.
- Classes start promptly at 8:40 a.m.
- After 8:40 a.m., children must check in at the office before going into class and will be marked tardy.
- Parents/guardians will **not** be allowed to walk their children down to the classroom upon arrival. The exception will be Kindergarten parents/guardians who will be allowed to walk their children to the classroom for the first two (2) days of school.

The following reasons shall be sufficient to constitute an excused tardy:

- 1) Illness
- 2) Serious illness in the student's immediate family
- 3) A death in the student's immediate family or of a close friend or relative
- 4) Medical or dental treatment
- 5) Court appearances occasioned by family or personal action
- 6) Physical emergency conditions such as fire, flood, storm, etc.
- 7) Any tardiness for which the student has been excused in writing by an administrator or faculty member.

State laws require schools to monitor attendance and send written notice to parents/guardians when a child has missed more than three (3) unexcused days in a school year. **All tardies and absences must be verified or the absence becomes an unexcused absence or truancy.**

The following items will be applied accordingly.

Tardies

Students are tardy if they are not in their classrooms by 8:40 a.m. without a valid reason (see above).

- 5 tardies = Parent/guardian and student notification.
- 7 tardies = 1 Unexcused absence
- 14 tardies = 2 Unexcused absences
- 21 tardies = 3 Unexcused absences, a truancy letter will be sent home by school Administration and conference scheduled with school Administration.

Unexcused Absences

- Third (3rd) Unexcused Absence
 - Student classified as a continuing truant
 - Phone call home by school administrator
 - Written letter sent home
 - Conference scheduled with school administration
- Sixth (6th) Unexcused Absence
 - Student classified as a continuing truant
 - Written letter sent home
 - Family referred to the Hennepin County Attorney's Office (HCAO) *Be@School Program*.

Additional unexcused absences will result in continued involvement of the HCAO, and may include a child protection report of educational neglect and court intervention. After 17 days (or 10%) of accumulated unexcused absences in a year, the Administration may determine that the student be retained in the same grade for the following school year.

E. Early Dismissal

No child is allowed to leave the building or playground during school time unless he/she is accompanied by a parent/guardian or an adult from the school. All-day attendance is important for every student, every school day. If it is known in advance that an early dismissal is absolutely necessary, parents must contact the Main Office to make prior arrangements (612-314-7600). Otherwise, on regular academic days, parents are expected to pick up their students no later than 4:00pm.

F. Same Day Student Pick-Up Changes

We do accommodate infrequent changes to after school pick-up procedures for students. For same day changes to student pick-up plans, parents are asked to call SHPA's Main Office (612-314-7600) by **2:00 p.m.** and to **leave a voice message** in order to ensure proper communication. Parents should not send a note, email or voicemail to your child's respective teacher about an end of the day pick up change. These are only authorized through the Main Office.

G. Dismissal for Vacations

Should a student be absent for a family vacation, please be advised that teachers are not in a position to provide lesson plans, class work, and assignments that the student would miss while being out of class. What they can provide is material to reinforce/support previous and current learning and can suggest that parents and students take reading material, small notebooks for writing or drawing, or educational games/activities for the students to use while out of school. If a parent or guardian wishes to keep a child out of school for a family vacation, arrangements should be made in advance through the child's teacher and the Principal. Vacations are considered an **unexcused absence**.

Transportation

The Bloomington Campus will be served by Academy of Holy Angels busing while the Richfield Campus will be served by 4.0 transportation services. Additionally, the 4.0 bus company will provide special education transportation for both campuses as well as any fieldtrips the Academy of Holy Angels cannot serve.

*We will provide hub stop bus service to students living outside our resident district boundaries for an annual fee of \$250 per child with a \$500 maximum per family. Families eligible for free lunch will be charged on a sliding scale. **Also, this \$250/student \$500/family max fee for bus service will additionally include K-2 students (and eventually Grades 3-5 as these are added as part of the replication program) who reside in the City of Richfield and attend the Bloomington Campus as well as students who reside in the City of Bloomington and attend the Richfield Campus.***

In order to be placed on bus a route and be guaranteed service at the start of the school year, all families, both new and returning, must complete an bus application form online during the application enrollment period. **Additionally, to ensure an effective payment and routing process, all families must make payment online during the application enrollment period and pay any outstanding balance they may have from the previous school year at that time.**

ACADEMIC ASSESSMENTS

Report Cards

Middle School students follow a Trimester schedule. In Trimesters I and III of each school year, Parent-Teacher conferences are held. At that time, parents will be given their student's progress grade report. In Trimester II, mid-trimester progress grade reports will be sent home with students. Final grades for every Trimester will be sent home with students and made available online throughout the year. Year-end grade reports will be mailed home to families.

Interim Assessments

All students will participate in Interim Assessments tests in every subject at least twice per year. These assessments are designed to drive instruction and advance the learning and growth of each student.

MCA Testing

Students participate in Reading, Math, and Science Minnesota Comprehensive Assessments (MCAs) in the spring of each year. These tests are administered to help SHPA track the individual proficiency and growth of each student. These tests also track school progress toward its goals to increasing the achievement and success for every student.

Homework

Homework is an integral part of a student's educational growth and development, and a rigorous curriculum requires student preparation outside of school. Homework demands student organization and responsibility supported by parental involvement, as well as an appropriate structure at home. Homework assignments are a part of student grades, and all missing or incomplete assignments must be completed and turned in as long as they are accepted and as soon as possible.

Parent Portal

SHPA provides an online gradebook for parents and students to track academic progress on assignments and exams. In addition, **each student is given an individual planner and all teachers have classroom websites which provide additional information on grading procedures, classroom expectations, upcoming projects, and extra resources to support parents and assist student learning.** We encourage students and parents to use these tools regularly.

EXTRA-CURRICULAR ACTIVITIES

Sports and Clubs

The school offers before and after school activities appropriate and feasible throughout the year. These activities are fee-based and may be offered independently or in partnership with other programs and schools. Some activities, such as sports teams or other competitive groups, may involve travel and competition. Information is posted to the school's website, sent home with the students, and communicated to families throughout the year by the Activities Coordinator. All students are encouraged to participate in sports and clubs as these activities are designed to be extensions of the curriculum and provide valuable opportunities for

social-emotional growth and development. All parents are expected to pick up their children promptly at the conclusion of any club or sporting meeting.

A variety of sports programs are offered to students in Grades 6 - 8, including soccer, basketball and volleyball. Programs are based upon student interest.

Field Trips

Educational field trips are mandatory and are scheduled throughout the school year to enrich student learning and growth. Permission slips sent to parents/guardians must be signed and returned to the required teacher or advisor before a student may participate in a field trip. Students attending a field trip are required to wear the school uniform unless otherwise noted in the field trip information. Students unable to attend a field trip due to illness, injury, or absence will receive a refund. Students not attending a field trip due to disciplinary action may not receive a refund, depending on the circumstances. Student-to-chaperone ratios on field trips are based upon federal guidelines.

Supply Fee

There is also a \$15.00 student fee for additional supplies provided by the school at the beginning of the school year for all Middle School students. The fee is expected to be paid before school starts. Please contact the school office for assistance.

Chaperones

We welcome parent assistance with school outings. The ratio of chaperones to student is one (1) parent/guardian for every five (5) students.

Any parent wishing to chaperone a SHPA field trip is required to pass a criminal background check, first. SHPA will absorb this cost. Background checks must be submitted at least 5 days in advance of the event or field trip. When a background check identifies an issue from an enforcement agency, the school's Principal contacts the parent to obtain clarification prior to approving them as a chaperone.

Before and After Care

Berea Lutheran Church offers before and after school care for students with siblings at its elementary school through the school. Please call the Main Office or consult the SHPA website for further details.

HOME AND SCHOOL RELATIONSHIPS

Parent-Teacher Communication

Parent-Teacher communication is critical to the academic success of your student. Please remember the following guidelines about school and home communications.

-
- **In-Person Meetings:** We enjoy talking to parents. But from 8:10 a.m. to 3:40 p.m., we devote 100% of our attention to your children. We are pleased to schedule meetings at an alternative time. Meetings must be scheduled in advance and are not available for drop-in.
 - **Email:** Please feel free to send emails at any time and we will do our best to reply in a timely manner.
 - **Voicemail/Phone:** Please feel free to contact us through phone or voicemail and we will do our best reply in a timely manner.
 - **School Conferences:** School-wide conferences are scheduled in both the Fall and Spring of the year and provide an opportunity to review your child's academic performance. Additional conferences may be scheduled as needed throughout the year.

Please be aware that due to data privacy concerns, teachers cannot give out other parents' contact information.

GENERAL SCHOOL INFORMATION

Student Uniform Dress Code

School uniforms reflect a proper school attitude, identity, and pride consistent with a Classical education. SHPA's dress code does not attempt to take into account every possible clothing instance, but serves as a practical guide to making decisions to ensure clothing is modest, unobtrusive, and in good repair. Upper School students are required to be in uniform during the school day as well as on field trips, unless otherwise notified. Uniform decisions are entrusted to staff and are ultimately at the discretion of the Principal.

Pants/Shorts:

- Colors: Khaki
- Style: Fitted or Elastic Waist
- Fabric: Cotton and polyester-blends are acceptable. Denim jeans, sweat pants, cargo and casual pants are not permitted. Pants or shorts must be hemmed. Baggy or over-sized pants and athletic shorts as well as undersized shorts cut above mid-thigh are not acceptable. Capri pants are allowed provided they are not in the style of cargo pants with large pockets or loose strings.

Skirts/Skorts /Jumpers:

- Colors: Blue/Red Plaid or Khaki
- Style: Fitted or Elastic Waist
- Fabric: Cotton and polyester-blends are acceptable. Denim is not permitted. Length must be from mid-thigh to mid-calf and deemed modest.

Shirts:

- Colors: White (**preferred color**) or Navy Blue (**with SHPA logo preferred**)
- Style: Polo (short or long sleeve) and Turtleneck Shirts

Sweaters:

- Colors: Solid Navy Blue, White or Black (spirit wear with logo exceptions)
- Style: Cardigan, V-neck, Crew neck, Sweater vest, Crew and or V-neck pullover

Sweatshirts:

- Colors: Solid Navy Blue, White, or Black (spirit wear with logo exceptions)
- Style: Hoods may be used outside only for recess and coming/going to school

Shoes:

Black, gray, or brown closed-toe dress shoes are preferred. Students may wear solid-color athletic shoes deemed unobtrusive and in good repair. Plain solid-colored tennis shoes are preferred. Shoes must be kept laced and tied.

Socks:

Solid-colored white, black, brown, blue socks or tights are required.

Accessories:

No hats or caps may be worn except as winter wear. Hats or caps may not be worn inside the school. Any hair accessories must match uniform and be unobtrusive.

All school uniform items are available from these vendors.

Educational Outfitters – 952-927-6778 - 5710 W. 36th St., St. Louis Park, MN 55416

In store, online 3% donation back to school on all purchases.

Order online at www.educationaloutfitters.com and use school access code #MN01350.

French Toast - Order online at www.FrenchToast.com or call 1-800-373-6248.

The school will receive a 5% rebate back twice a year for purchases made from French Toast. Please use source code #QS5RSKL when ordering to make sure Seven Hills Preparatory Academy is credited for your purchases.

Food at School

SHPA IS A NUT AND PEANUT FREE SCHOOL! Due to severe food allergies of students and staff, children **will not** be allowed to bring **any** snacks or food that contains or may contain nuts or peanuts.

It is of the utmost importance that each parent and child understands the severity of this rule and follows it explicitly. Most allergies are so severe that they are life-threatening. SHPA's Board of Directors and Administration appreciates the support of all SHPA families in ensuring the physical health and well-being of every child. We appreciate your support in keeping all of our children safe. Please discuss the seriousness of allergies with your children when explaining why the school does not allow nuts, products made with nuts or in kitchens where nuts have been used.

ONLY FOOD FROM THE APPROVED SNACK LIST WILL BE ALLOWED IN CLASSROOMS. Any snacks that are brought to school should remain in their original wrapper so the food labels can be checked. Copies of approved snack lists are available from all classroom teachers and in the office.

All snacks need to be checked each time for changes in ingredients or manufacturing processes. Snacks cannot be processed in a facility that also processes any nuts. These snacks are brand specific, other manufacturers of similar/imitation products use different ingredients. Bakery items and home baked goods are NOT to be brought into SHPA classrooms or they will be discarded.

Approved Snack List

FRESH SNACKS

- Fresh Fruits
- Fresh Vegetables
- String Cheese (all brands)
- Yoplait Gogurt

CRACKERS

- Nabisco Wheat Thins
- Nabisco Chicken in a Biscuit
- Nabisco Ritz Crackers
- Nabisco Triscuits
- Pepperidge Farm Goldfish (all varieties)
- Sunshine Cheez-its
- Keebler Club Crackers
- Keebler Town House Crackers
- Kashi TLC and Heart to Heart Crackers
- Ener-G Crackers
- Annie's Homegrown Bunny Crackers, Grahams, Wheat Free Grahams and Friends varieties

COOKIES / BAKED GOODS

- Nabisco Chips Ahoy Chocolate Chip Cookies
- Nabisco Nilla Wafers (regular and colored)
- Nabisco Oreos, Double Stuff Oreos, and Oreo-mini's
- Keebler Fudge Strips
- Honey Maid Graham Crackers (sticks, and Teddy Grahams)
- Barnum's Animal Crackers
- Austin Zoo Animal Crackers
- Entenmanns Donuts (powdered sugar, cinnamon, cake, chocolate)
- Entenmanns (snack size packages) – Fudge Brownies, Chocolate Chip and Blueberry Muffins
- Hostess Cupcakes and Twinkies
- Kellogg's Pop-Tarts/Go-Tarts
- Kellogg's Nutri-Grain Cereal Bars

SALTY SNACKS

- Old Dutch and Rold Gold Pretzels/Sticks
- Old Dutch Popcorn (all flavors)
- Old Dutch Potato Chips (all flavors)
- Frito-Lay Lays Potato Chips (all flavors)
- Frito-Lay Ruffles Potato Chips (all flavors)
- Frito-Lay Tostitos (all flavors)
- Frito-Lay Sun Chips (all flavors)
- Frito-Lay Doritos (all flavors)
- Frito-Lay Cheetos (all flavors)
- Frito-Lay Fritos (all flavors)

- Roberts’s American Pirate Booty, Potato Flyers, Original Tings, Smart Puffs
- Ener-G Pretzels

FRUIT SNACKS / CANDY

- Betty Crocker/General Mills, and Kellogg’s fruit snacks and roll-ups
- Fruitabu Smooshed Fruit Rolls and Flats
- Marshmallows (all brands)
- Hershey’s Kisses, Milk Chocolate Candy Bars, and Kissables
- Starburst Fruit Chews
- Dots by Tootsie
- Dum Dum Pops (all flavors)
- Skittles (all flavors)
- Life-Saver Gummies (all flavors)
- Mike & Ike candy by Just Born
- Hot Tamales candy by Just Born
- Pixy Stix by Wonka
- Fun Dip by Wonka
- Nerds by Wonka (all flavors)
- Junior Mints and Andes Mints
- Laffy Taffy by Wonka (all flavors)
- Ener-G Snack Bars
- Annie’s Homegrown Fruit Snacks

Lunch

The purpose of these guidelines is to establish consistent lunch account procedures in the provision of meals to students. Proper nutritional intake is essential for adequate learning to occur. SHPA is pleased to offer lunch at school. Our vendor, CKC Good Food, strives to produce quality meals in an efficient and fiscally responsible manner and caters school lunches. According to Federal and State regulations, specific amounts of each food group must be placed on the students trays. Students will be encouraged to eat all the food served to them.

For those families who do not wish to purchase school lunch, children are welcome to bring their own lunches from home. We remind parents/guardians to please make sure that portions are adequate and good nutrition is given. Milk may be purchased separately.

Procedures for Purchasing Lunches

All families must create an SPA (Student Pay Account) and use this account to order and pay for school lunches on a monthly basis.

Ordering - Menus are available around the 15th of the month for the following month's meals and the window for ordering will be available for 5 – 7 days. An email is sent home to families when online ordering is available.

Lunch Payments - School lunches are paid for online. The office does not accept payments. Lunch is not served if it is not made online.

Late Requests - We cannot accept late lunch requests.

Emergency Lunches – If a student does not have a lunch on a school day, the office will call home and ask that a lunch is brought to school for the child. If lunch cannot be brought to school, lunch will be provided to the student for \$4.00.

Milk – Milk can be ordered online using the SPA account, paid for each day in cash, or milk tickets can be purchased in the school office. The cost is \$0.60 for a carton of milk.

Qualifying families may apply for free meals anytime during the school year. Applications are available in the school Administration office and on the website.

School Lunch Costs

Lunch prices are as follows:

- Lunch with milk - \$3.60 per lunch (students and adults)
- Milk - \$0.60
- Emergency Lunch - \$4.00

All food must be eaten in the school gym/cafeteria. After eating, students will be dismissed to clean up their immediate area. Students are expected to practice good table manners while in the cafeteria. Throwing food items or other misconduct may result in dismissal from the cafeteria and loss of this privilege.

SHPA is unable to offer refunds or credits to account.

Cell Phone Usage

Cell phones may not be used in school. Students with cell phones are expected to shut them off and put them away at the start of the school day. Cell phone use may be resumed at the end of the school day.

Recording Devices

The use of any device for recording is not permitted unless the supervisor or teacher approves the recording.

School Emergencies

If the school experiences an emergency, with or without an evacuation, that requires the reunification of students with their families through an alternate means and/or at an alternate location than established traditional end-of-day transportation patterns, SHPA administrative staff and the School Emergency Response Team (SERT) will follow the reunification procedures established by SHPA. The school will work with local emergency response agencies to coordinate a safe reunification process and location for students and families. An alert will be sent to all parents and families through SHPA's usual communication and notification systems. The alert will provide information to parents and families where to reunite with their students. The reunification site will have both a check-in area and a meeting area in order to coordinate the safe, secure and documented reunification between students and their families.

For additional details on this process, please see Appendix G in this handbook.

Inclement Weather and Unscheduled School Closings

In the event of inclement weather, school closings will be announced on KARE 11, WCCO and KSTP radio and TV stations. If the listings do not identify SHPA directly as being closed, we are open and school is in session. If the school closes after the start of the school day, this information will be announced on local media and SHPA will send a message or email using the contact information you have provided to us.

Parents should specifically look for SHPA listings on TV/radio station announcements for school closing information because we are independent of Bloomington and Richfield District Public Schools. We will also have this information posted on the front page of our website.

Inclement weather often produces delayed pickup and drop off times for bus transportation. This cannot be avoided and we appreciate your flexibility and understanding when inclement weather interrupts our daily schedule.

Tobacco-Free Environment

SHPA is a tobacco-free environment. For your reference, *Policy 419 – Tobacco-Free Environment* is included in its entirety in Appendix D at the end of this handbook.

CHARACTER DEVELOPMENT AND STUDENT BEHAVIOR EXPECTATIONS

Developing a positive and vibrant classroom environment involves a supportive structure, reasonable rules, logical consequences, respectful interactions, and the identification and communication of emotions. Students and their parents/guardians play an important role in creating a positive and supportive classroom. In such a climate, the educational setting is a cooperative effort to learn, relate to one another, and experience an enjoyable and successful learning process.

SHPA's Advisory Program and the following Character Pillars uphold and advance this process through our **RICCHES** program.

- Respect
- Integrity
- Compassion
- Community
- Honesty
- Excellence
- Self-Discipline

Student Behavior

SHPA maintains high expectations with respect to student conduct. Student behavior is handled most effectively when parents, faculty, and administrators work as a team. SHPA expects teachers to be leaders in the partnership. SHPA expects parents to support faculty and administration in matters of student discipline.

As a community, we value safe, respectful, and welcoming behaviors. As these are learned behaviors, adult members of the SHPA community provide explicit guidance for students and model safety, respect and inclusiveness as the children develop self-discipline.

As students mature and progress through developmental stages, they will test the boundaries of what is acceptable by SHPA standards. Our fundamental goal is to help students learn from their inappropriate behaviors and make better decisions about their actions in the future. By maintaining clear and consistent guidelines for behavior and by holding students accountable, SHPA creates a physically and emotionally safe environment in which students grow to understand that their actions lead to consequences. SHPA's approach to student behavior is to help children develop internal mechanisms for monitoring and taking responsibility for their behavior.

SHPA will respond promptly to inappropriate behavior that breaches the schools guidelines. Inappropriate behaviors include but are not limited to:

- verbal abuse
- hitting
- stealing

- vandalism
- swearing
- disrespect for authority and school property
- bullying
- fighting
- physical or verbal harassment
- continuous disruptive actions
- disrespectful electronic communications
- use of hate language
- the use or possession of alcohol, drugs, tobacco or weapons.

For clarification about these policies, please see *SHPA Policy 514: Bullying Prohibition* at Appendix A, and *SHPA Policy 413: Harassment and Violence*, at Appendix B.

The consequences for inappropriate behavior will vary according to the child's age, the particular circumstances (e.g., support systems which are already in place), the seriousness of the infraction, and the child's pattern of behavior. Consequences that may be implemented include a teacher/student conference, removal of privileges, detention, note or phone call to parents, restitution, administrator/student conference, suspension (half or whole day; in or out of school), and expulsion.

Learning how to live and work together positively is critical to the successful functioning of the SHPA community. We believe that by combining the energies of the faculty, parents and students, an environment that fosters the development of caring, nurturing and responsible citizens is created.

Bus Behavior

Good student behavior on school buses is essential to the safety of all passengers on the bus. If the driver is distracted while the bus is in motion, it could lead to an accident with injuries. It is necessary that all students on the bus follow the rules of conduct and obey the driver's instructions immediately and respectfully. The rules include, but are not limited to, the following:

- Students sit in their seats at all times when the bus is in motion.
- Students treat each other and the driver with respect.
- Fighting, profanity and verbal abuse are not allowed.
- No food or drink is allowed on the bus.

Riding the bus is a privilege; ongoing misconduct will result in the loss of this privilege for a determined time. (See Appendix F for full *Transportation Policy*).

Student Discipline Code

SHPA expects all Middle School students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment which promotes SHPA's mission and philosophy. The SHPA discipline code applies to the actions of students during

school hours, before and after school, while on school property, at all SHPA sponsored or endorsed events, and when the actions affect the mission of SHPA. Students may also be subject to discipline for serious acts of misconduct that occur either off school grounds or during non-school hours when the misconduct disrupts the orderly educational process at SHPA.

Each discipline case will carry its own merit and will be adjudicated according to the facts and any relevant or helpful contextual factors accompanying the case. SHPA’s *Disciplinary Policy* contains a comprehensive and detailed list of disciplinary infractions and consequences. Of particular note, is SHPA’s policy regarding bullying, which remains consistent with state statutes and is generally understood as a pattern of intentional behavior that occurs over a period time and causes another to feel unsafe, unwelcome, intimidated, alienated or alone. SHPA’s staff shall consider all mitigating circumstances prior to disciplinary action. Mitigating circumstances shall include, but are not limited to, the following:

- Age, health, maturity and academic placement of a student
- Prior conduct
- Attitude of a student
- Cooperation of parents
- Willingness to make restitution
- Seriousness of offense
- Willingness to enroll in a student assistance program

In some instances, the school’s Administrator may deem public service or community restoration a necessary and effective component of the disciplinary response. This service may include, but is not limited to: repairing or cleaning property damaged as a result of the offense(s); participating in landscaping, gardening and /or projects aimed at caring for or beautifying school property or community; and/or providing services that improve the quality of life for community members.

The following category of offenses and corresponding consequences as well as the school’s *Disciplinary Policy* intend to serve as a guide for addressing behavioral infractions and assigning appropriate consequences to support and sustain positive behavioral change. The categories and consequences below, along with those included in the school’s *Disciplinary Policy*, while detailed and comprehensive, may not foresee all possible behavioral situations, and thus the Administration, in consultation with the School Board, reserves the right to use its own discretion in interpreting these disciplinary guides and subsequently determining the appropriate consequences in a given situation.

RIGHTS, RESPONSIBILITIES AND CONSEQUENCES

Administration	RIGHTS To have all policies followed by students and staff	RESPONSIBILITIES To support the staff with professional growth and the enforcement of school policies
-----------------------	--	---

Staff	To be supported by parents and administration	To make sure every child has every chance to succeed
	To have classroom procedures followed	To model integrity and respectful behavior
Parents	To be well informed of student progress	To support teachers and administration in their role at school
	To be involved in their child's learning	To reinforce our standards of education and character at home
Students	To learn in a safe environment	To follow behavior guidelines laid out in the discipline policy
	To grow academically and personally	To actively work to create a safe and welcoming community

Search of Lockers, Desks, Possessions and Persons

School lockers are property of the school. The school maintains exclusive control of lockers provided to the students. The inspection of the interior of lockers may be conducted by school employees at any time for any reason, without notice, consent, or warrant. The search of personal possessions in a locker or on a student's person may only be conducted by a school employee under reasonable suspicion that the search will uncover evidence of a violation of the law or school rules.

Tardiness

Arriving late to class, or leaving class to retrieve materials essential to class, such as writing implements, notebooks or textbooks is prohibited. Being prepared and prompt is essential to a working classroom. Teachers will allow a three minute passing period between classes. Tardiness three times for any class will result in a detention.

Suspension

The administration will determine on a case-by-case basis whether suspensions will be half-day or full-day or served in or out of school.

Violent Offenses

Verbal Abuse

Verbal Abuse is the use of words to cause harm. Verbal abuse that undermines a person's dignity and security and intentionally causes humiliation and emotional harm is prohibited. The use of language that is obscene, threatening or that degrades other people is also prohibited. Verbal abuse that is also sexual, religious, disability or racial harassment will be addressed under the guidelines for harassment.

First Offense

*

Second Offense

1-2 day suspension

Third Offense

3-5 day suspension

Aggravated Assault

Committing an assault upon another person with a weapon or an assault that causes great bodily harm is prohibited.

10 day suspension
Expulsion recommendation
Police referral

Assault

Committing an act with the intent to cause fear in another person of immediate bodily harm or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

First Offense

3 day suspension

Second Offense

5 day suspension

Third Offense

10 day suspension

Expulsion recommendation

Bomb or Shooting Threat

Intentionally making, publishing or conveying in any manner a bomb threat or any type of weapons related threats pertaining to a school location or event is prohibited.

10 day suspension
Expulsion recommendation
Police referral

Fighting

Engaging in any sort of fighting where blows are exchanged is prohibited.

First Offense

*

Second Offense

1 day suspension

Third Offense

3 day suspension

Firearms

Minnesota state law requires that School Boards **must expel for a period of at least one year**, a student who is determined to have brought a firearm to school. The definition of the term firearm is found at 18 U.S.C 921. The School Board may modify the expulsion duration on a case-by-case basis.

Harassment

Harassment and violence because of race, religion, gender, sexual orientation, disability, and marital or parental status is strictly prohibited.

First Offense

*

Second Offense

1-3 day suspension

Third Offense

5 day suspension

Roughhousing

Roughhousing is physical contact that could harm others, but is not defined as assault or fighting.

First Offense

*

Second Offense

*

Third Offense

1 day suspension

Sexual Misconduct

Engaging in inappropriate sexual contact or indecent exposure with another person, including the intentional touching of clothing covering a person’s private areas if the action is performed with a sexual or aggressive intent is prohibited.

10 day suspension

Expulsion recommendation

Threats of Physical Harm to Students or Staff

The use of language that is blatantly threatening or could be interpreted as a death threat towards students or staff is prohibited.

10 day suspension

Expulsion recommendation

Chemical Use Offenses

Alcohol or Chemicals, Possession or Use

The possession or use of any alcohol, narcotic, illegally controlled substance as well as drug paraphernalia, or OTC drugs is prohibited while on school property or participating in a school-sponsored activity. Further recommendation such as a possible chemical assessment may be required before returning to school. Parent/guardian contact will be made for every chemical offense.

First Offense

3 day suspension

Second Offense

5 day suspension

Third Offense

10 day suspension

Expulsion recommendation

Tobacco Use or Possession

Possession or use of tobacco by students is prohibited.

First Offense

1-3 day suspension

Second Offense

5 day suspension

Third Offense

5 day suspension

Weapons, Explosives, Incendiary Devices, and Other Dangerous Items

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition, or other potentially dangerous items, is prohibited.

- 10 day suspension
- Expulsion recommendation
- Police referral

Behavioral Offenses

Attendance

In addition to compulsory attendance mandate by state law, the School Board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It will enable every student to profit to the maximum degree from the enhanced learning environment that full attendance promotes. Truancy will not be tolerated; student absence without parental notice is prohibited.

<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
1 day suspension	3 day suspension	5 day suspension

All attendance related suspensions will be served in school.

Breaking and Entering

Entering a secure school location after school hours is prohibited.

<u>First Offense</u>	<u>Second Offense</u>
5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral

Cell Phone and Other Mobile Electronic Devices

Students are not allowed to use cell phones or other mobile electronic devices during school hours.

<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
*	*	1 day suspension

Scholastic Dishonesty

Scholastic dishonesty that includes, but is not limited to; cheating on school assignments, tests, or plagiarism, is prohibited. Academic consequences may also be assigned.

<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
*	1 day suspension	1-3 day suspension

Disorderly Conduct

Disorderly conduct, an act that the student reasonably should know will alarm, anger or disturb others or provoke an assault, is prohibited.

<u>First Offense</u> *	<u>Second Offense</u> *	<u>Third Offense</u> 1-3 day suspension
---------------------------	----------------------------	--

Disruptive or Disrespectful Behavior

Disruptive or disrespectful behavior is engaging in any language or behavior that shows a lack of courtesy and respect for others and which disrupts the classroom environment or distracts from the learning process. Disruptive or disrespectful behavior is prohibited.

<u>First Offense</u> *	<u>Second Offense</u> *	<u>Third Offense</u> 1-3 day suspension
---------------------------	----------------------------	--

Bullying

Consistent with Minnesota's *Safe and Supportive Schools Act (121.A.031)* as well as its own character development program, SHPA prohibits bullying as properly defined by state policy in all its forms including, but not limited to, electronic technology and communications. See *Appendix B* in this handbook for the complete policy.

<u>First Offense</u> *	<u>Second Offense</u> 1-3 day suspension	<u>Third Offense</u> 3-5 day suspension
---------------------------	---	--

Dress and Appearance

Students will follow the dress code detailed in the student handbook. Failure to comply with the dress code is prohibited. A second offense will automatically result in parent/guardian contact.

<u>First Offense</u> *	<u>Second Offense</u> Parent/Guardian contact	<u>Third Offense</u> 1 day suspension Parent/Guardian contact
---------------------------	--	---

False Reporting

Intentionally reporting false information about the behavior of a student or staff is prohibited.

<u>First Offense</u> *	<u>Second Offense</u> 1 day suspension	<u>Third Offense</u> 3 day suspension
---------------------------	---	--

Gambling

Gambling, including but not limited to, playing games of chance for stakes or the possession of any gambling devices, is prohibited.

<u>First Offense</u> *	<u>Second Offense</u> 1 day suspension	<u>Third Offense</u> 3 day suspension
---------------------------	---	--

Insubordination

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

First Offense
*

Second Offense
*

Third Offense
1-3 day suspension

Nuisance Items

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects could include, but are not limited to laser pointers, lighters, electronic devices, radios, squirt guns, video games, iPods, handheld computers, snaps, stink bombs, bolt cutters, and crowbars.

First Offense
*

Second Offense
Parent/Guardian contact

Third Offense
1-3 day suspension

Theft or Extortion

The unauthorized taking, using, or transferring of another person's personal property without the consent of the owner is prohibited. The use of intimidation or physical force to take money or personal property is also prohibited. In the event of a threat towards a student, the victim's parents/guardians will be notified before the end of the school day.

First Offense
1-3 day suspension

Second Offense
5 day suspension

Third Offense
5 day suspension
Police referral

Transportation Misbehavior

All guidelines that apply to school and classroom behavior also apply while riding a school bus.

First Offense
*

Second Offense
3-5 days off the bus

Third Offense
10+ days off the bus

Minor Vandalism

Acts of vandalism that damage school, buildings, or personal property are prohibited. Acts totaling less than \$500 dollars in damages will be considered minor vandalism.

First Offense
1-3 day suspension

Second Offense
5 day suspension
Police referral

Third Offense
10 day suspension
Expulsion recommendation
Police referral

Major Vandalism

Acts of vandalism that damage school, building or personal property are prohibited. Acts totaling more than \$500 dollars in damages will be considered major vandalism.

10 day suspension
Expulsion recommendation
Police referral

(*) This placeholder indicates that the offense is reviewed with Administrative discretion. Consequences may vary depending on the severity and context of the particular incident and the teacher's classroom policies and expectations. These may include, but are not limited to detention, participation limitation, community service, or apology. If students wish to appeal a consequence, they must bring it before the Administration within one school day of the offense.

Multiple Violations

SHPA makes every effort to resolve behavioral concerns at the least formal stage through a process of positive interventions and support as well as relevant and logical consequences. A student who accumulates excess referrals, or several referrals for serious behavior, may be disciplined in light of the student's overall record. The student and parent will have a warning conference with the Principal and other appropriate staff to make them aware of the situation and any possible disciplinary actions. Any student who has been suspended for violation of these guidelines may be recommended for expulsion upon returning to school if he or she commits more violations of the same nature.

Suspension and Expulsion

When a student's misconduct results in the need to suspend or expel a student, **SHPA will abide by the *Pupil Fair Dismissal Act*** and the following procedure shall be used.

Suspension Not Exceeding 10 School Days

Students suspended for 10 days or less shall be afforded due process in the following manner:

- The student shall be given oral or written notice of the charges against him/her, an explanation of the basis for the accusation, and a chance to present his/her version of the incident.
- A meeting will be held at which time all parties will be heard. Participants at the meeting will include, but not be limited to, the student, parents/guardians, the Director and any person familiar with the offense whose input is deemed helpful.
- The meeting will result in the Director's resolution of the matter and consequences will be imposed that are considered by all parties in attendance and deemed most appropriate under the circumstances.

PARENT VOLUNTEERISM

Any adult who will be in direct contact with SHPA students, whether on campus or on a sanctioned school trip, must pass a Criminal Background Check. Please contact info@shpamn.org to request a

background check form. Completed forms are to be submitted to Siri Brobst, Administrative Assistant, by September 15th. Please plan accordingly.

Charter schools generally have a higher degree of parent involvement, participation, and school governance than traditional schools. This is because parent participation and assistance is a necessary part both of the running of a charter public school and providing a full circle of education experience for students. Charter public schools differ from traditional district public schools in the following ways.

- A charter school is a separate Local Education Agency (LEA) with its own Board of Directors and absence of traditional school district bureaucracy. We depend on parent volunteers for our success so parents/guardians are encouraged to be involved in various activities at SHPA.
- Parents are encouraged to be involved in activities at SHPA and are welcome to volunteer.
- Parents sit on the school's Board of Directors and are asked to support the school each year by becoming members of school committees, by assisting with special projects, by planning school events, by chaperoning field trips, and by participating in fundraising activities.
- Parents are expected to support their students' academic achievements by ensuring they do their homework and read at home daily, by making sure they arrive at school on time and attend school daily except when there is an illness or emergency, by attending parent/teacher conferences, and by ensuring that assignments missed due to excused absences are completed in a timely manner. SHPA maintains that parental involvement empowers parents/guardians by providing each parent/guardian and family with a greater stake in the school's success.

Parents will be asked to voluntarily sign a copy of the ***Family Support Pledge*** that follows later in this Handbook in the Attachments section. This is a document designed to help parents and students understand the school's mission and the unique roles each play in ensuring that the school's vision becomes reality. **Every academic year, the school encourages parents to volunteer for 20 hours throughout the school year.** Please read the school's weekly newsletter that is emailed out to all families, check the school's website, and the Parent Connection's website for volunteer opportunities.

Appendix A

SEVEN HILLS PREPARATORY ACADEMY POLICY 514: BULLYING PROHIBITION

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. SHPA cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects both the educational environment of the school and the rights and welfare of its students, and is within the control of the school in its normal operations, it is our intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

A. **An act of bullying, by either an individual student or a group of students, is expressly prohibited on SHPA property or at school-related functions.** This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of SHPA or the safety or welfare of the student, other students, or employees.

The misuse of school technology to bully others, including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of SHPA, by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs, also constitutes an act of bullying regardless of whether such acts are committed on or off SHPA property and/or with or without the use of school resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of SHPA shall permit, condone, or tolerate bullying.
- C. The apparent permission or consent by the student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a bullied victim, a good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited. A person who engages in an act of bullying, reprisal, or the false reporting of bullying, or who permits, condones, or tolerates bullying, shall be subject to discipline for that act in accordance with school policies and procedures.

The school may take into account the following factors in a case of bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events and/or termination of services and/or contracts.

- G. The school will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer or other employee of the school who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational

benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
 2. damaging a student's property;
 3. placing a student in reasonable fear of harm to his or her person or property; or
 4. creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school property or at school-related functions" means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for SHPA purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. 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 immediately to an appropriate school official designated by this policy. A student may report bullying anonymously, however, the school's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school encourages the reporting party or complainant to submit a complaint in writing but oral reports shall be considered complaints as well.
- C. The Principal or designee is the person responsible for receiving reports of bullying.
- D. A teacher, school administrator, volunteer, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such

person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the Principal immediately.

- E. 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.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witness(es) as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL ACTION

- A. Upon receipt of a complaint or report of bullying, the school shall undertake or authorize an investigation by school officials or a third party designated by the school.
- B. The school may take immediate steps, at its discretion, to protect the complainant, reporter(s), student(s), or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school policies; and regulations.
- D. The school is not authorized to disclose to a victim the private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer or other employee of the school who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school annually will provide information and any applicable training to SHPA staff regarding this policy.
- B. The school annually will provide education and information to students about bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The Administration of the school is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school will give annual notice of this policy to students, parents or guardians, and staff, and the reference to this policy appears in the Parent-Student Handbook.

Appendix B

SEVEN HILLS PREPARATORY ACADEMY POLICY 413: HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain an environment for learning and working that is free from religious, racial or sexual harassment and violence. The School Board prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of SHPA to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. SHPA prohibits any form of religious, racial or sexual harassment and violence.

- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of SHPA to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

- D. The school will act to investigate all complaints, either formally or informally, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

- A. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

D. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to their immediate supervisor at the school. The school encourages the reporting party or complainant to use the report form available from the school office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Principal of Seven Hills Preparatory Academy.
- B. The Principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the Principal immediately.
- C. Upon receipt of a report, school staff must notify the Principal without screening or investigating the report. The Principal may request, but may not insist upon a written complaint and shall make a written report of the facts alleged within 24 hours. Failure to record any harassment or violence report or complaint as provided herein will result in disciplinary action against the Principal. If the complaint involves the Principal, the complaint shall be made or filed directly with the School Board chair by the reporting party or complainant.
- D. The School Board hereby designates the Principal as SHPA human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Principal, the complaint shall be filed directly with the chair of the School Board.
- E. The school shall conspicuously post the name of the Principal as the contact person for questions relating to this policy; the official's school phone number and email address shall also be posted.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's

legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school, the Principal, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by the Principal.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The Principal shall make a written report upon completion of the investigation. If the complaint involves the Principal, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SHPA ACTION

- A. Upon receipt of a report, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School action taken for violation of this policy will be consistent with requirements of Minnesota and federal law and school policies.

- B. The result of the school’s investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit SHPA from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout the school in areas accessible to pupils and staff members.
- B. This policy shall be given to each school employee and independent contractor at the time of entering into the person’s employment contract.

- C. This policy shall appear in the student handbook.
- D. The school will develop a method of discussing this policy with students and employees.
- E. The school may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Appendix C

SEVEN HILLS PREPARATORY ACADEMY POLICY 419: TOBACCO-FREE ENVIROMENT

PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

I. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student, teacher, administrator, and other school personnel of the school to use tobacco or tobacco-related devices at SHPA. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school owns, leases, rents, contracts for, or controls. This prohibition includes all school property and all off-campus events sponsored by the school.
- B. It shall be a violation of this policy for any school student to possess any type of tobacco or tobacco-related device at SHPA. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school owns, leases, rents, contracts for, or controls. This prohibition includes all school property and all off-campus events sponsored by the school.
- C. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

II. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. "Tobacco" means cigarettes; electronic cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- C. "Smoking" includes carrying a lighted cigar, cigarette, electronic cigarette, pipe, or any other lighted smoking equipment.

IV. EXCEPTION

It shall not be a violation of this policy for an Indian adult to light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school discipline procedures.
- C. School administrators and other school personnel who violate this tobacco-free policy shall be subject to school discipline procedures.
- D. School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school policies.
- E. Persons who violate this tobacco-free policy may be referred to the building Administration or other school supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product at SHPA is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the Parent-Student handbook.
- B. The school will develop a method of discussing this policy with students and employees.

Appendix D

SEVEN HILLS PREPARATORY ACADEMY POLICY 501: SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public at Seven Hills Preparatory Academy.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives (including pocket knives); blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; theatrical props; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate others and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or

school vehicles, school contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of SHPA.

- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the Principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the Principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or other adult employed by the school or immediately notifies an administrator, teacher or such other adult of the weapon's location.
- B. It shall not be a violation of this policy if a non-student (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel;
 - 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle, or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle; or
 - 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045.
- C. Policy Application to Instructional Equipment/Tools
While the school prohibits the possession, use or distribution of weapons by students, and non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

SHPA may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carrying of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. The school prohibits possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation for expulsion.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school prohibits the possession, use or distribution of weapons by students, the Principal may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. Age, development, or other factors related to the child may be considered. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal of their employment, suspension, or discharge as deemed appropriate by the School Board.

2. Sanctions against employees, including nonrenewal of employment, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority and school policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non-students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location immediately. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school, that school may be contacted concerning the SHPA policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the non-student and may be asked to provide an escort to remove the member of the public from the school location.

Appendix E

SEVEN HILLS PREPARATORY ACADEMY COMPREHENSIVE TRANSPORTATION POLICY

I. **PURPOSE**

The purpose of this policy is to assist the school in its goal of insuring that all school transportation events are conducted safely and to prevent and respond to disruptive or unsafe student behavior on school buses or other school transportation.

II. **POLICY OBJECTIVES**

The objectives of this policy are to:

- A. Ensure a safe and enjoyable experience for all students who ride a school bus.
- B. Establish a mechanism by which patterns of misbehavior may be recognized and intervention strategies developed which will help those students correct those behaviors.
- C. Ensure that all families are well informed of the rules and responsibilities.
- D. Decrease the number of School Bus Incident Reports.
- E. Foster an environment of integrity and respect surrounding bus transportation.

III. **STRATEGIES TO ENSURE POLICY EFFECTIVENESS**

The following is a list of SHPA activities designed to ensure compliance with this policy.

- A. Increase awareness of student transportation rules for safety and personal conduct among staff by:
 1. Including the policy in the staff handbook;
 2. Reviewing the policy annually at staff meetings;
 3. Requiring a signature once policy has been reviewed.

- B. Increase awareness of student transportation rules for safety and personal conduct among students by:
 1. Including the policy in the student handbook;
 2. Including the policy on the school web site;
 3. Reviewing the policy annually at orientation;
 4. Requiring student signatures that indicate they have read and understand the policy.

- C. Increase awareness of student transportation rules for safety and personal conduct among parents by:
 1. Including the policy on the school web site;
 2. Reviewing the policy at orientation and open house events;

3. Requiring a signature once the policy has been reviewed;
4. Reminding parents of the transportation policy whenever transportation related phone calls, emails, or letters are sent home.

IV. RULES AND RESPONSIBILITIES

A. The school bus and bus stops are extensions of the SHPA classroom. Discipline is administered accordingly. All policies that apply to student conduct and other student related activities apply on the school bus.

B. Adult Responsibility

Parents/Guardians will:

1. Have their child(ren) present at the bus stop five (5) minutes before the scheduled pick-up;
2. Communicate safety concerns to school administrators;
3. Provide transportation to and from school if a student misses the bus or is suspended from the bus;
4. Help students understand safety rules, and encourage students to abide by the rules;
5. Remain with their child(ren) until they have safely boarded or disembarked the bus;
6. Park a safe distance from the loading/unloading area;
7. Become familiar with the school rules and policies regarding school bus safety.
8. Recognize their responsibility for the actions of their child(ren);
9. Support safe riding practices and reasonable discipline efforts;
10. Support procedures for emergency evacuation and other district emergency procedures;
11. Monitor bus stops, if possible. Report any suspicious individuals or behavior to the school administrator and bus driver;
12. Support efforts to improve school bus safety.

C. Student Behavior Expectations at Bus Stops

Each student will:

1. Abide by all school rules.
2. Get on and off bus at their assigned stop.
3. Students will not be able to ride home with peers/friends unless it is an emergency (*i.e.*, the absence of a parent or parenting adult).
4. Refrain from using profane or vulgar language or gestures.
5. Refrain from teasing or harassing others.
6. Never run to or from the bus. Stand still as the bus arrives and departs.
7. Never cross behind the bus.
8. Load and unload the bus in a single file.

9. Report any suspicious individuals or behavior to a school administrator and the bus driver.
10. Arrive at the bus stop 5 minutes before the scheduled pick-up time. The bus driver cannot wait for late students.
11. Stay away from all streets, roads, and highways while waiting for the bus.
12. Wait until the bus has come to a complete stop before approaching the bus.
13. Get on and off the bus safely, use the handrail when applicable, walk, and allow those in the front to exit first.
14. Avoid any actions which could cause injury to yourself or others.
15. Tell the driver if something is dropped near the bus before you pick it up.
16. If it is necessary to cross in front of the bus, always cross where the driver can see the crossing, and wait for the driver to signal that it is safe to cross.

D. Student Behavior Expectations Riding the Bus

Each student will:

1. Abide by all school rules.
2. Get on and off bus at their assigned stop.
3. Follow the bus driver's instructions.
4. Always speak to the bus driver in a respectful manner.
5. Remain seated and facing forward while the bus is in motion.
6. Talk quietly.
7. Hold bags and items in their lap.
8. Keep all items, legs, and feet out of the aisle.
9. Keep hands, arms, legs, and head inside the bus at all times.

Students will not:

1. Use profane or vulgar language or gestures.
2. Spit.
3. Deny other student a place to sit.
4. Fight, shout, or play inside or around the bus.
5. Throw, shoot, or spray objects inside the bus or out the windows.
6. Tamper with emergency or safety equipment on the bus.
7. Transport any dangerous or objectionable objects.
8. Possess any nuisance devices.
9. Push, shove, or scuffle.
10. Eat or drink on the bus.
11. Litter, mark, cut, or scratch any part of the bus.

E. Staff Expectations

Teachers will:

1. Assist with bus loading/unloading at school.
2. Be familiar with the school transportation policy.
3. Encourage safe bus transportation practices.
4. Encourage appropriate bus behavior.
5. Direct any transportation questions or concerns to administration.

Administrators will:

1. Address transportation questions and concerns as quickly as possible.
2. Share the transportation policy with students, parents and staff a minimum of two times throughout the year.
3. Provide students with appropriate disciplinary actions as needed.
4. Enforce the transportation policy consistently and effectively.
5. Contact parents as needed in a timely manner.

V. ITEMS PROHIBITED ON THE BUS

A. The following items are prohibited on the bus.

1. Tobacco, tobacco products, matches, cigarette lighters
2. Animals or pets (unless used as service animals)
3. Glass containers
4. Alcoholic beverages, drugs, or chemicals
5. Weapons, explosive devices, or aerosol containers
6. Chewing gum
7. Toy weapons
8. Cell Phones, radios, CD players, tape players without permission
9. All prohibited items listed in the student handbook

VI. DISCIPLINARY PROCEDURE

A. The driver shall attempt to correct behavior of the passenger(s). If the passenger refuses to comply with a reasonable request, the following shall apply.

i) First Offense/Warning:

The driver will report the incident to the school administration by submitting a Discipline Referral Report. The administrator shall investigate the incident and notify the student, parent(s), and driver of the warning.

ii) Second Offense:

The driver will report the incident to the school administration by submitting a Discipline Referral Report. The administrator shall investigate the incident and notify the student, parent(s), and driver of the action taken. A conference involving the administrator, driver, student, and parents(s) or any combination may be necessary. The administrator may suspend the student's bus riding privileges for 3-5 days. If such suspension occurs, the parent(s) or guardian(s) will be notified prior to the effective time of the suspension. The parent(s) or guardian(s) are then responsible for alternate transportation arrangements during the time of suspension.

iii) **Third Offense:**

The driver will report the incident to the school administration by submitting a Discipline Referral Report. The administrator shall investigate the incident and notify the student, parent(s), and driver of the action taken. A conference involving the administrator, driver, student, and parents(s) or any combination may be necessary. The administrator may suspend the student's bus riding privileges for 5-10 days. If such suspension occurs, the parent(s) or guardian(s) will be notified prior to the effective time of the suspension. The parent(s) or guardian(s) are then responsible for alternate transportation arrangements during the time of suspension.

iv) **Fourth Offense:**

Bus riding privileges may be revoked for the remainder of the quarter or two weeks, whichever period is longer.

v) **Endangerment**

In the case of serious misconduct that endangers the safety of the other passengers or driver, the student may be removed from the bus by a school official or with law enforcement assistance. The parent(s) or guardian(s) will be notified as soon as possible and the student will be disciplined as outlined in this Student Handbook.

APPENDIX F

SEVEN HILLS PREPARATORY ACADEMY TECHNOLOGY ACCEPTABLE USE POLICY

I. Purpose

The purpose of this policy is to clarify how SHPA uses and monitors technology.

II. Technology Use

Through technology, SHPA provides students access to resources from around the world. Expanding technologies take students beyond the confines of the classroom and provides tremendous opportunities for enhancing, extending and rethinking the learning process. This capability, however, requires careful guidance for student use.

III. Right to Monitor

SHPA, as the provider of technology, email and Internet access to faculty, staff, administration, guests, visitors, and students, has the right to monitor any and all use of its system. Any individual right to privacy is superseded by the school's need to maintain its system and insure its appropriate use.

IV. The Opportunities and Risks of Technology Use

SHPA believes that the value of information and the opportunity for interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that could be considered controversial or inappropriate. Because information on networks is ever-changing and diverse, **SHPA cannot completely predict or control what users may or may not locate when on-line.** Technology provides a conduit to information: the users must be wary of the sources and content and be responsible in choosing information to be accessed. This applies to all school personnel.

No technology is guaranteed to be error free or totally dependable, nor is it safe when used irresponsibly. Among other matters, SHPA is not liable or responsible for:

1. any information that may be lost, damaged, or unavailable due to technical or other difficulties;
2. the accuracy or suitability of any information that is retrieved through technology;
3. breaches of confidentiality;
4. defamatory material; or
5. the consequences that may come from failure to follow SHPA policy and procedures governing the use of technology.

V. Privileges of Student User

Students may access technology only for educational purposes. Exercising this privilege requires that students accept the responsibility for all material viewed, downloaded, and/or produced. Students must evaluate the validity of materials accessed through technology and demonstrate academic integrity by always cite their resources when appropriate.

The actions of students accessing networks through SHPA reflect on the school. Students must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines.

VI. Definition of Acceptable Use

Students will:

- adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled 'freeware' or 'public domain');
- adhere to the licensing agreements governing the use of shareware;
- remember that e-mail is not guaranteed to be private;
- be responsible at all times for the proper use of their access privileges and for complying with all required system security identification codes, including not sharing such codes with others;
- maintain the integrity of technological resources from potentially damaging messages, physical abuse, or computer viruses;
- respect the right of others to use equipment and, therefore, use it only for school-related activities;
- treat all computers, printers, cameras, and other electronic hardware and software with great care;
- abide by the policies and procedures of networks and systems linked by technology; and
- protect the privacy of other users and the integrity of the system by avoiding misuse of others' files, equipment and programs.

Students will not:

- access social networking sites;
- use offensive, obscene, inflammatory, or defamatory language;
- harass other users;
- misrepresent themselves or others;
- violate the rights of others, including their privacy;
- access, download, and/or create obscene or inappropriate material;

- use the network for personal business, including social networking, or financial gain;
- vandalize data, programs and/or networks;
- degrade or disrupt systems and/or equipment;
- damage technology hardware and/or software;
- spread computer viruses;
- gain unauthorized access to resources or entities;
- violate copyright laws;
- damage computers, printers, cameras, or other hardware;
- use technology for illegal activities;
- reveal their name, personal address or phone number, or those of other users without parental permission.

VII. Penalties for Improper Use

If students do not follow the rules of Acceptable Use, their technology privileges may be taken away or they are subject to disciplinary action. All students will read and sign Technology Agreement Form before receiving technology access at SHPA.

APPENDIX G

SEVEN HILLS PREPARATORY ACADEMY SCHOOL EMERGENCY RESPONSE PROCEDURE

The purpose of this document is to provide you with guidance about how school emergencies are handled and the formalized process for the safe return of children to their families in such an event. While we hope to never need this procedure, careful planning, preparation and shared information assures that things go smoothly for everyone.

Student/Parent Reunification

An emergency event may occur at SHPA that requires parents to pick up their students in a formalized, controlled release procedure at a location that may or may not be on SHPA school grounds. The process of this controlled release is called a reunification and may be necessary due to weather, a power outage, hazardous materials (HAZMAT) concerns, or a crisis occurring at the school. **The Standard Reunification Method** is a protocol adopted by SHPA that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, it may be that a reunification may occur at a location other than the school building or grounds. If this location is another school, then those students may also be subject to a controlled release, too. Under these circumstances, emergency personnel would be involved, assisting with directing and communicating the reunification process.

Parents may be notified about reunification in a number of ways. You may hear from emergency or law enforcement authorities. SHPA will use its broadcast phone, email, and/or text message system to contact you. In some cases, students may also be asked to send a text message to their parents. A reunification text message from a student may look something like this: “The school has closed, please pick me up at 3:40 at the main entrance. Bring your ID. “

When you receive this type of message, please make your way to the location shared in the message to reunite with your child.

What if a Parent Can't Pick-up Their Child?

When a parent cannot meet their child at the reunification site, students will **only** be released to individuals previously identified as a student's alternate emergency contact. Otherwise, school personnel will hold students until parents can collect their child.

Student Behavior

For students, SHPA asks that students be orderly and quiet while waiting and follow instructions. Students may be asked to text a message to their parents or guardians. Students are also asked not

to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification and Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations for which parents or guardians should be prepared.

1. Bring photo identification. This will streamline things during reunification.
2. Please be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial adult. Students are released one at a time.
3. If you are driving to the school or an alternate reunification site, please have greater awareness of traffic and emergency vehicles.
4. Parents should park where indicated and not abandon their vehicles.
5. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student’s last name.
6. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. The card is separated and the bottom half given back to the parent.
7. In the case of multiple students being reunified by one parent or emergency contact, a separate card for each student must be completed.
8. Parents will be asked to present a photo I.D. so identification and custody rights are confirmed.
9. From the “Check In” area, parents are then directed to the “Reunification” area.
10. A runner will take the bottom half of the card to the Student Assembly Area to recover the student or students and return them to the parent.
11. Parents should be aware that, in some cases, they may be invited to another location for further updates and information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be interviewed by the authorities. In extreme cases, parents may be pulled aside for additional emergency or medical information.

APPENDIX H
CLASSICAL EDUCATION: DIDACTIC TEACHING METHODS

Teaching Method	Brief Explanation	Purpose
Lecture/ Direct Instruction/ Dictation	Teacher speaks (or otherwise presents information), students listen (and take notes, especially as they get older)	Direct instruction lessons are appropriate for teaching basic skills, facts, concepts, strategies, procedures, and knowledge which lends itself to being presented in small sequential steps. This forms the foundation for lessons which emphasize critical thinking and problem solving. [Whole Group Lessons, Explicit Teaching, Phonic/Spelling/Grammar]
Modeling/ Demonstration	Teacher shows how something is done while talking; students watch (and possibly copy actions as teacher talks or right after)	The purpose of explicit teacher modeling is to provide students with a clear model of a skill or concept. The student is better able to understand and then try the skill on his/her own.
Question and Answer (i.e., Shurley)/ Principle Based Question and Answer	Teacher asks question, students supply answer immediately (the answer is obvious and follows a pattern); can be a long series of questions and answers	Grades 1-3, use the Shurley Method of English. Here students learn a "question and answer flow", whereby they learn to attack sentences by asking exact questions to determine subject, verb, direct object, etc. Children become proficient in identifying parts of speech and their syntax, and they also learn proper usage (e.g., verb tenses), capitalization, and punctuation.
Read Aloud	Teacher reads from a text, typically one above the class' reading level, students listen	Reading aloud to children is one way to model fluent reading and thoughtful talk about books, stories, and responses.
Singing/ Chanting	Students learn a song or chant that tells about ideas or information they are to know and then sing or recite it regularly	Engages the right hemisphere of the brain, implicit teaching, useful in teaching linguistics: vocabulary and grammar put into a rhythmic framework.
Repetition with Motion	Singing or chanting but with actions	Technique used to engage students

	that fit the words	right and left brain, supports physical activity and engages students further into recall of information presented.
Drilling Small Bits of Information (Bits)	A memorization technique that helps students learn large quantities of information over a period of time.	Drill and practice "refers to the structured, repetitive review of previously learned concepts to a predetermined level of mastery." [math facts, vocabulary, timelines, historical events, terminology, poetry, language studies]
Flashcards	Small bits of information are on cards (typically used in math, but can be for vocabulary, etc.)	Tool used for drill and practice-typically, student created. Teachers use to quiz students. Students use to practice and memorize facts/vocabulary for recall.
Sound-offs	A large body of information is broken down into small pieces so that each student receives only part of the information to memorize. The information is presented by the students in a pre-determined order so that everyone hears all of the information.	This strategy is used as a memorization tool. In Classical Education, it is to be used for remembering large amounts of information.
Videos and Visuals	Videos and pictures	Classical Ed recommends that this strategy is to be used sparingly, and for providing background knowledge for students. It is also a good tool for Core Knowledge, historical events, scientific discoveries, and making application to learning that a student would not have an opportunity to experience otherwise. It is an excellent tool for all EL students.
Role Playing with Set Roles, Movements, and Lines	Students act out characters or situations to solidify concepts or facts, but is highly structured by the teacher – no improvisations!	A physical activity to engage students, and accommodate different learning styles. Students show what they know!
Disputatio	Students write their own questions to review a topic and then ask each other; points can be given for the difficulty of the question and the accuracy of the answer (from Logos).	Excellent tool to review before cumulative test, end of unit study.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Seven Hills Preparatory Academy ("School") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

FAMILY ATTACHMENT A.

SEVEN HILLS PREPARATORY ACADEMY FAMILY SUPPORT PLEDGE

I (We) have read the Parent/Student Handbook, reviewed its contents with my (our) child(ren), and understand that SHPA maintains that parental involvement empowers the parents by providing each parent and family with a greater stake in the school's success. As such, I (we) agree that I (we) will abide by all rules, regulations and policies of SHPA.

As parent(s)/guardian(s), I (we):

1. support my (our) child(ren)'s academic and personal achievements by ensuring that they do their homework and read at home daily;
2. support my (our) child(ren)'s academic and personal achievements by making sure they attend school except when there is an illness and ensuring the timely arrival to school in the mornings;
3. support my (our) child(ren)'s academic and personal achievements by ensuring that assignments missed due to excused absences are completed in a timely manner;
4. support my (our) child(ren)'s academic and personal achievements by attending parent/teacher conferences; and,
5. support my (our) child(ren)'s academic and personal achievements by agreeing to contribute volunteer hours to the school.

I (We) fully understand that non-adherence to the Parent/Student Handbook's rules, regulations and policies by child(ren) enrolled in the schools or by their parent(s) or guardians may result in a child's expulsion from the school.

FAMILY ATTACHMENT B.

ACKNOWLEDGEMENT OF TRANSPORTATION POLICIES

I agree to abide by the Seven Hills Preparatory Academy Transportation Policy (available on the Seven Hills Preparatory Academy website) and confirm that I have read and understand all bus rules and regulations. I also understand that riding the bus is a privilege, not a right, and that my child's bus riding privileges may be removed for behavior that violates this policy.

Parent Signature

Student Signature

Date

FAMILY ATTACHMENT C.

TECHNOLOGY STUDENT AGREEMENT

Seven Hills Preparatory Academy provides computers, the Internet, and other technology resources for educational use. As a student, I must act appropriately on line and follow these rules:

1. I will only use technology resources with the teacher's permission and for the purpose of the class assignment.
2. I will respect copyright laws and will make sure to show where I found information. I will not copy information without permission.
3. I will be polite and show respect and never cyber-bully others. I will never post or send messages or pictures that hurt, threaten, or embarrass other people. If someone cyber-bullies me or sends me inappropriate pictures or messages, I will tell my parents or teachers immediately.
4. I will stay safe on the Internet. When I am on sites that ask for information about me, I will not share personal information about myself or others such as a home address, phone numbers, passwords, or personal photos. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
5. I will tell my teacher immediately if I, or someone else, accidentally opens an inappropriate website or page, or if I see someone breaking any of the rules about using technology resources.
6. I will respect the technology resources and take good care of the equipment I use.
7. I will only use my own passwords that have been given to me by the teacher.
8. I understand if I break any of my agreements, I may not be able to use SHPA electronic devices or tools.
9. I promise to use the technology tools and the Internet for Schoolwork only. I will only use the programs, databases, applications, and websites that my teacher has approved.

Student: _____

Signature: _____

Date: _____

FAMILY ATTACHMENT D.

CELL PHONE COMMUNICATION PERMISSION

Federal law (the Telephone Consumer Protection Act) prohibits SHPA from initiating any telephone call or text message to your cellular or wireless telephone number using an automated dialing system (robo-calling) or a prerecorded voice unless the call is made for an emergency purpose or is made with your prior written consent. SHPA uses such a system to notify you of important, time-sensitive information.

An emergency purpose is defined as any situation in which the health or safety of your child is affected. Therefore, school closures, late starts, early releases, extreme temperatures, school lockdowns or other potentially dangerous situations will be communicated to SHPA families and community members by text message and/or email message to your cell phone.

SHPA asks for your prior written permission authorizing us to use this automated telephone dialing system or prerecorded voice to deliver these messages to you on any cell phone or wireless number(s) you have provided to us. All terms and conditions covering your wireless service from your service provider also apply to these texts. Any charges or contract limits for texts also apply to those sent by SHPA and are your responsibility. You may revoke your consent at any time in writing.

Please note that you are not required to sign this agreement as a condition to receiving or having your child receive educational services from SHPA.

I GIVE PERMISSION FOR SHPA TO SEND ME SCHOOL EMERGENCY TEXTS ON MY CELL PHONE(S) WHENEVER IT IS NECESSARY TO KEEP ME INFORMED OF IMMEDIATE ISSUES AT SCHOOL.

Student: _____

Parent Signature: _____

Parent Cell Phone Number 1: _____

Parent Cell Phone Number 1: _____

Parent Cell Phone Number 1: _____

Date: _____

FAMILY ATTACHMENT E.

Parent/Guardian Guide to Statewide Testing

Please visit link to our website: <http://www.sevenhillspreparatoryacademy.org/wp-content/uploads/delightful-downloads/2017/07/Parent-Guardian-Guide-to-Statewide-Testing.pdf>