

SEVEN HILLS PREPARATORY ACADEMY

STUDENT AND FAMILY HANDBOOK

ELEMENTARY & MIDDLE SCHOOL

2023-2024 School Year

BLOOMINGTON CAMPUS

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School Hours: 8:40 a.m. - 3:40 p.m.
Office Hours: 7:45 a.m. – 4:00 p.m.

Approved by the Board of Directors on August 3rd, 2023

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INTRODUCTION

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

Seven Hills Preparatory Academy Statement on Classical Education

Mission Statement

Seven Hills Preparatory Academy 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, Seven Hills Preparatory Academy 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 at the elementary school and trustworthiness, open-mindedness, respectfulness, compassion. and honorability at the middle school.

SHPA’s Board of Directors desires to articulate the principles of Classical Education present at 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 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 CARES (Cooperation. Assertion. Responsibility. Empathy. Self-Control.) in elementary school and TORCH (Trustworthy, Open-minded, Respect, Compassion, and Honorable) at the middle school.
- Intellectual rigor and mental discipline with the goal of wisdom and eloquence are instilled;
- Character development emphasizes core values that foster the Classical virtues of truth, goodness, and beauty for the purpose of cultivating strong citizens and lifelong learners;
- We focus on the origins of Western Civilization and culture, while fostering an appreciation of other cultures and the emerging global culture;
- 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 implementation 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 their mind and allowing them 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. Most students in the elementary grades learn through this method.

For more information on this teaching method, please see Appendix H in 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

Equal to the pursuit of a hard earned wisdom is the development of high moral character. At Seven Hills we cultivate strong citizens and lifelong learners through the classical virtues of truth, goodness, and beauty. We believe these virtues increase with the practice of our core values. The core values at the elementary level are Cooperation, Assertion, Responsibility, Empathy, and Self-Control (CARES). The core values at the middle level are Trustworthy, Open-minded, Respect, Compassion, and Honorable (TORCH). We believe these values and virtues create a vibrant Classical school culture that compels strength of character, commitment to growth, and spirited cooperation among all community members. We also believe in the inherent value of an inclusive learning environment where students and staff from all backgrounds work hard to prepare for a diverse world in which they make lasting contributions.

ENROLLMENT

Entrance Requirements

Enrollment at SHPA is open to all K-8 students. At the beginning of each year, an enrollment window is determined during which parents/guardians 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.

In addition to the application, SHPA requires additional items for admission to our school for students entering Grades K – 5.

- To enter Kindergarten, a student must be five (5) years old on or before September 1st of the current school year. Students must also have completed an Early Childhood Screening as required by the State of Minnesota before entering Kindergarten and results sent to us.
- Parents/guardians of K-5 students must provide SHPA with an original birth certificate or passport. A copy will be made in the school office while you wait and the original returned to you.

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 this time.**

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

It is the responsibility of current SHPA students to return all textbooks, classroom library books, and any other school materials at the end of the school year in good condition. Parents/guardians 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 Assistant Principal for information. Replacement costs and/or damage fines are assessed for any lost or damaged materials. The teachers, in conjunction with the Assistant Principal, will determine these fees.

HEALTH SERVICES INFORMATION

Health Services

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

Each student is required to have an Emergency Health and Accident form on file that is verified each year to ensure records are current and accurate. 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/guardians.

Students who become ill during the school day are required to go home as soon as possible. In the event that a student must be sent home, the Nurse or Health Assistant will notify families. Families 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 student 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.

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

- Fever of 100.4 degrees F or higher
- Vomiting
- Diarrhea
- Acute cold
- Sore throat
- Swollen glands
- Severe cough
- Inflamed or red eyes, pus or drainage
- Listlessness, weakness, drowsiness, and/or flushed skin
- Headache

- A rash or skin eruptions of unknown origin
- Recurring instances of head lice (case by case basis)

If a student'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 as well as any necessary accommodations, including elevator use if applicable, while the student is at school.

If a student cannot participate in physical activity, students cannot be left in the classroom during recess without a teacher present. If a student is too sick to go outdoors for fresh air and exercise, the student should be kept at home. Exceptions will be made upon written request from a physician. All students who attend school are expected to participate in recess/outdoor activities unless weather conditions do not permit it. Students should bring appropriate outerwear for recess/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 student at school. Before medication can be administered 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 family should bring the medication to school and not send it with their child. The family 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 discarded.

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 is 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 student 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. Our instructional approach is primarily interactive and participatory, therefore, the learning experience cannot be duplicated outside of school. Family cooperation in having children attend school every day, except when ill, will enhance their child's 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 administration from attendance because the student has withdrawn or has a valid excuse for absence.

A. Illness

In the case of absence due to illness, families must call the school office by 8:15 a.m. with the following information: (1) The caller's name (2) The student's name, grade, and teacher (3) Reason for absence. If the student is absent and the family has not called the school, a staff member will make a reasonable attempt to contact the family by phone. When an absence is longer than one day, school work may be picked up in the office if the family notifies the classroom teacher in advance and have made arrangements for work to be sent home.

Bloomington Campus: (952) 426-6000

Richfield Campus: (612) 314-7600

B. Excused Absences

Absences that are excused are listed below. If a family wishes to keep a child out of school for any reason other than those mentioned here, arrangements should be made in advance through the student's teacher(s) and 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. Any and all missed school work must be made up within a reasonable timeline.

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

After ten (10) cumulative days of absence due to illness for the year, further absences are considered unexcused unless documentation from a physician is received.

After fourteen (14) consecutive days of absence, the student will be dropped from the roll and classified as withdrawn for funding purposes from the school per MN Statute 126.05 and a corresponding report is filed with the Minnesota Department of Education.

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 holidays or 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 absent up to 5 days from school for a preapproved family activity. To receive pre-approval from the school, families must do the following:

- At least 10 school days before leaving, request permission from the school for your child to be absent for a family activity.
- Before leaving, verify expectations with teacher(s) regarding homework or other assignments
- Ensure your child will not be absent for important tests such as the MCAs
- Receive written pre-approval from the Principal for excusing absences due to a family activity

C. Unexcused Absences

The following are examples of absences which will not be excused. Any and all missed school work must be completed within a reasonable timeline.

- 1) Truancy or an absence by a student which was not approved by the parent/guardian and/or the school

- 2) Any absence in which the parent/guardian failed to comply with any reporting requirements of the school's attendance procedures
- 3) Working at home or at a business, except under a school-sponsored work release program
- 4) School visits
- 5) Absences resulting from accumulated unexcused tardies as set forth in the attendance procedures
- 6) Any other absence not included under the attendance procedures set out in this policy

Absences

- Third (3rd) Unexcused Absence
 - Student classified as a continuing truant
 - Possible email or call home by school administrator
 - Written letter sent home
 - Potential conference scheduled with school administration
- Seventh (7th) 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 per MN Statute 260C.143. 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.

D. Extended Leave

Parents/guardians are asked to submit an Extended Leave Request Form at least 10 school days in advance to the Assistant Principal for absences more than 5 days. Before leaving, verify expectations with teacher(s) regarding homework or other assignments. Teachers are not required to provide new or additional instructional materials during the absence. The Extended Leave Request Form can be found on the SHPA website or in the Main Office and contains additional guidelines and information.

E 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 to the school by 8:30 a.m. and no 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 at school between 8:25 a.m. and 8:30 a.m.
- Classes start promptly at 8:40 a.m.
- After 8:40 a.m., students must check in at the office before going into class and will be marked tardy.
- Families 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 on the first day 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 student 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).

Morning Arrival

- 5 tardies = An information letter is sent home to be reviewed by parent/guardian
- 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 a conference scheduled with school administration.

With respect to tardies to class during the school day, students are given sufficient passing time between classes, including physical education and lunch/advisory, and are expected to arrive to class on time.

Middle School Passing Time

- 4 tardies per class, per trimester = after school detention with parent/guardian notification

F . Early Dismissal

No student is allowed to leave the building or playground during school time unless he/she is accompanied by a parent/guardian/adult family member 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, families must contact the Main Office to make prior arrangements. Otherwise, on regular academic days, parents/guardians are expected to pick up their students no later than 4:00pm.

G . Same Day Student Pick-Up Changes

The school accommodates infrequent changes to after school pick-up procedures for students. For same day changes to student pick-up plans, families must call SHPA's Main Office by **2:00pm** and **leave a voice message** in order to ensure proper communication. Families should not send a note, email or voice message to your child's respective teacher about an end of the day pick up change. These are only authorized through the Main Office and not by contacting classroom teachers.

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Richfield Campus: (612) 314-7600

H . 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 families 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 family wishes to keep a child out of school for a family vacation, arrangements should be made in advance through the student's teacher and the principal. Vacations are considered an **unexcused absence** unless pre-approved as a family activity for up to 5 days per school year.

ACADEMIC ASSESSMENTS

Report Cards

Students receive a report card once per trimester. Report cards will be sent home with students for Trimesters I and II and by U.S. Mail for the final yearly report card for Trimester III.

In Trimesters I and III of each school year, Parent/Guardian-Teacher conferences are held. At that time, parents/guardians will be given a verbal report on their student's progress. In Trimester II, teacher comments accompany final grades in lieu of conferences. Final grades for every Trimester will be sent home with students and are also available online for Middle School students throughout the year. Year-end grade reports will be mailed home to families.

Testing/Assessments

Interim Assessments

Elementary School

All students will participate in regular Interim Assessments throughout the year which will measure student progress in Math and Reading according to the MN State Academic Standards.

Middle School

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

Minnesota Comprehensive Assessments (MCAs)

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 increase the achievement and success for every student.

Elementary School

Third through Fifth Grade students will participate in MCA testing in the spring of each year for Math and Reading. Fifth Grade students will also participate in the Science assessment.

Middle School

All Middle School Students participate in MCA testing in the spring of each year for Math and Reading. Eighth grade students will also participate in the Science assessment.

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 parent/guardian 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. Students are responsible for homework assignments missed during an absence from school. Middle school students and families can access the daily homework tracker for assignments for each class per day.

SHPA provides an online gradebook for middle school students and families to track academic progress on assignments and exams. In addition, 1st-8th grade students are 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 families and assist student learning. Students and families are encouraged to use these tools regularly.

TRANSPORTATION

The Bloomington Campus will primarily be served by Academy of Holy Angels busing while the Richfield Campus will be served by 4Mativ. Additionally, 4Mativ will provide some bus service to the Bloomington Campus, special education transportation for both campuses, and any field trips the Academy of Holy Angels cannot serve.

*For the 2023-2024 school year the annual fee for transportation service is **\$275 per student** and a **\$525 cap per family**, with eligible families charged on a sliding scale. **This fee is non-refundable.** Busing comprises a significant portion of our operating budget and we are pleased to provide quality service at a reasonable cost. The bus transportation fee is applicable to all families who meet any of the following criteria:*

- 1) Do not live in either Bloomington or Richfield (e.g., reside in Burnsville, Minneapolis, Edina, etc.)
- 2) Do not attend campus of the city in which they live (i.e., live in Bloomington, but attend the Richfield campus or vice-versa; families with children at both campuses are eligible to use the transition bus*)

3) Live fewer than two miles from the campus they attend (please see MDE FAQ sheet on the school's website)

*Transports middle school students with elementary siblings at Bloomington to Richfield and back

In order to be placed on a bus route and guaranteed service at the start of the 2022-2023 school year, all families (new and returning), **must complete an online bus application form during the enrollment period**

Before and After School Child Care

The Bloomington campus partners with Cedar Valley Church, which provides before and after school care for students independently of the school. The Richfield campus partners with Berea Lutheran Church, which provides before and after school care for students independently of the school. Please consult the SHPA website for further information or contact either of these organizations directly for additional details.

SCHOOL 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/guardians 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 5- 8, including soccer, basketball and volleyball. Programs are based upon student interest. Students in Grades 7 - 8 who wish to play a sport at the high school level can inform the Activities Coordinator who may help facilitate the process in cooperation with the high school and with guidance from the Minnesota State High School League.

Field Trips

Educational field trips are scheduled throughout the school year to enrich student learning and growth. Field trips are considered supplementary, so students are strongly encouraged, but not required, to attend. Students who do not participate in a field trip will be expected to participate in an alternative educational activity at the discretion of the school administration. Permission

slips from parents/guardians must be signed and returned to the classroom 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. Scholarships to cover field trip fees will be made available to eligible families, and students unable to attend a field trip due to illness, injury, or absence may receive a refund if possible. 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. Parent/Guardian Pickup--Students attending a field trip are expected to ride the bus back to school and are not to be picked-up from the site of the field trip. Any necessary fees will be collected prior to each field trip and financial scholarships will be made available for eligible families.

Chaperones – We welcome parent/guardian assistance with school outings. Any family member wishing to chaperone a SHPA field trip is required to have a criminal background check prior to the trip. Background checks are conducted every four years. SHPA will absorb this cost. When a background check identifies an issue from an enforcement agency, the school’s Principal contacts the family member to obtain clarification prior to approving them as a chaperone.

HOME AND SCHOOL RELATIONSHIPS

Family-Staff Communication

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

- **In-Person Meetings:** We enjoy talking to families, but from 8:15 a.m. to 4:00 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. Pre-arranged virtual meetings may also be an option.
- **Email:** Please feel free to send emails at any time and we will reply in a timely manner.
- **Voicemail/Phone:** Please feel free to contact us through phone or voicemail and we will reply in a timely manner.
- **School Conferences:** School-wide conferences are scheduled in both the Fall and Spring each school 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 another family’s contact information.

GENERAL SCHOOL INFORMATION

Student Uniform Dress Code (see Appendix L for images of approved uniforms)

We believe that a uniformed approach in clothing allows for the focus to remain on the school that brings us all together and instills a sense of shared pride and unity in our community. Students are required to be in proper dress during school hours and on field trips unless otherwise notified. If a student is not in the approved school uniform, the student will be provided with a suitable change of clothes from the school. We will contact the family on a case by case basis. 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. Anything that may substantially impact students' focus on their learning may not be permitted. Uniform decisions are entrusted to the staff and are ultimately the discretion of the Campus Principal.

Pants/Shorts:

- Colors: Khaki and Navy Blue
- Style: Fitted or Elastic Waist

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/Skort/Jumpers:

- Colors: Blue/Red Plaid (preferred). Khaki and Navy Blue are acceptable
- Style: Fitted or Elastic Waist

Denim is not permitted. Length must be from mid-thigh to mid-calf and deemed modest.

Shirts

- Colors: Navy Blue or White
- Style: Polo/collared (short or long sleeve) and Turtleneck Shirts. Shirts bearing the school logo are preferred.

Sweaters

- Colors: Navy Blue or White
 - Style: Cardigan, V-neck, Crew neck, Sweater vest, Crew and/or V-neck pullover
- Sweaters bearing the school logo are preferred.

Sweatshirts

- Colors: White, Navy Blue, Black, or Gray
- Style: Hoods must be worn down during the school day
- Logos other than SHPAs must be smaller than an apple
- Jackets are not allowed in classrooms during the school day

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 and solid colored tennis shoes are preferred. Shoes must be kept laced and tied. Shoes that emit light or sounds are not permitted.

Socks

Solid-colored white, black, brown, blue socks or tights or leggings (worn beneath skirts) are required.

Accessories

Accessories should not substantially impact students' focus on the learning. In general, hats, caps, hoods, bandanas and sunglasses may not be worn during the school day. Headwear may be worn for educational, religious, and ethnic reasons; if culturally specific or significant; if necessary for medical purposes; or, if it serves a necessary function (examples may include but are not limited to hijabs, yarmulkes, head wraps, braids, locs, cornrows). Hats may be worn for cold weather when outside but not in the classroom.

School Spirit Wear

School Spirit Wear may be worn every Friday. Bottoms must be uniform compliant.

All school uniform items are available from:

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 Minnesota.educationaloutfitters.com and use school access code MN01350.

Uniform Online Ordering

French Toast 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.

Edgewood Marketing Group/Promotional Logo Products, Inc (Uniform shirts, sweaters and sweatshirts only) **Contact: Gary Walch, Tel. 952-346-8994 Fax. 952-346-8985 Email: GWalch34@aol.com Order Online: www.edgewoodmarketing.com www.ppdstore.com/promotionallogoproducts**

Food at School

SHPA has replaced its nut-free school policy with a nut-free zone policy in its cafeterias.

Due to severe food allergies, students seated at lunch tables designated as nut-free zones **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 family and student 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 student. We appreciate your support in keeping all of our students 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 at lunch tables designated as nut-free zones.

ONLY NUT-FREE 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. This pertains to birthday treats as well. Please see Appendix K for the Recommended Snack List.

Lunch/Breakfast

School Meals:

It is the policy of SHPA to offer breakfast and lunch meals that meet state and federal guidelines. SHPA receives meals through our catering vendor, CKC Good Food. Our goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges. 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. The meal pattern is the foundation of federal school nutrition programs and is built upon nutrition standards that: ensure students are offered fruits and vegetables every day of the week; increase offerings of whole grain-rich foods, fat-free or low-fat milk varieties; base calories on the age of students; and, focus on reducing the amounts of saturated fat, trans fats and sodium in meals.

SHPA is participating in the Minnesota's Free School Meals Program. Under this program, all students can receive one breakfast and one lunch free of charge each day at school regardless of eligibility status. The school meals will only be free if the student takes a full reimbursable meal.

- At **breakfast**, the student must choose at least 3 items offered to be counted as a reimbursable meal. The student must choose a ½ cup serving of fruit or vegetable as part of their breakfast.
- At **lunch**, the student must choose at least 3 components offered to be counted as a reimbursable meal. The student must choose a ½ cup serving of fruit or vegetable as part of their lunch.

Students will be required to individually pay for any items selected that do not meet these requirements, for example - your student goes through the breakfast line and chooses one apple and one milk. That does not meet the three component requirement and they will be asked to either choose another item or pay for the two individual items.

Procedures for Purchasing School Meals:

Students will use their PIN to claim their free breakfast and/or lunch each day. Any charges for individual items will be deducted from their account, which parents can pay online via the Infinite Campus Portal or in person via cash or check.

Milk Only - \$0.50

Home Lunch:

For those families who do not wish to receive school meals, students are welcome to bring their own lunches from home. We remind families to please make sure that portions are adequate and good nutrition is given. Milk may be purchased separately for \$0.50.

Field Trip Meals:

Students who are attending a field trip during their scheduled lunch time and want a school meal will be offered a bag lunch that includes all of the required components.

Cafeteria Rules:

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.

Any family member wishing to join a student for lunch on a special occasion will be permitted to eat lunch with their child in the lobby as space permits and with permission from the school office.

Do I still need to complete the Application for Educational Benefits?

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

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

Cell Phones and Other Electronic Devices

Cell phones or other electronic devices may not be used during the academic day. Students with cell phones or other electronic devices are to shut them off and put them away before entering the classroom. Cell phone or other electronic device use may be resumed upon leaving the building. If a student is found with a cell phone or other electronic devices on their person during the school day, it will be confiscated and returned at the end of that day. If multiple infractions occur, a family member may need to come to school to recover the device.

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 families through SHPA's usual communication and notification systems. The alert will provide information to 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, Fox 9, 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 you a text or email to the number you have provided to us.

Families 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.

Students demonstrating good citizenship are recognized in an Assembly throughout the entire school year.

The following values are known as C.A.R.E.S., and they are used throughout Elementary School years at SHPA.

Cooperation – Working together to get the job done.

Assertion – Asking for what you need in a polite and respectful way.

Responsibility – Being aware of what needs to be done and doing it.

Empathy – Understanding other people’s feelings.

Self-Control – Controlling your own behavior.

SHPA’s Middle School Advisory Program and the following Character Pillars uphold and advance this process through our **TORCH** program.

- Trustworthy
- Open-minded
- Respectful
- Compassion
- Honorable

Student Behavior-Background/Overview (see Discipline Code)

SHPA maintains high expectations for student conduct. Student behavior is handled most effectively when families, faculty, and administrators work as a team. SHPA expects teachers to be leaders in the partnership. SHPA expects families to work with teachers, staff, and Administration in matters of student discipline. SHPA also offers counseling and other services to students in need of additional support.

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 students 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 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 logical consequences. SHPA's approach to student behavior is to help students develop internal mechanisms for monitoring and taking responsibility for their behavior.

SHPA will respond promptly to inappropriate behavior that violates school policy and does not reflect the school's values. Examples of inappropriate behaviors include:

- Hitting
- Stealing
- Verbal Abuse
- Vandalism
- Swearing
- Disrespect for authority and school property
- Bullying (see SHPA Policy 514: *Bullying Prohibition* which is consistent with the Safe and Supportive Schools Act (MN Statute 121A.031) and is included in Appendix B.
- Fighting
- Physical or verbal harassment (see SHPA Policy 413: *Harassment and Violence*, which is included in its entirety in Appendix C)
- Continuous intentional disruptions
- Disrespectful electronic communications
- Use of hate language regarding gender, race, socioeconomic status, religion, or family structure
- Use or possession of alcohol, drugs, tobacco, or weapons.

The consequences for inappropriate behavior will vary according to the student's age, the particular circumstances (e.g., support systems which are already in place), the seriousness of and the student's pattern of behavior. Consequences that may be implemented include a teacher/student conference, removal of privileges, note or phone call to families, restitution, administrator/student conference, detention, 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, families, and students, an environment that fosters the development of caring, nurturing, and responsible citizens is created.

Bus Behavior

Respectful 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, therefore, 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 (assigned) 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 on the bus.
- No electronics use on the bus unless approved by administration.

Riding the bus is a privilege; on-going misconduct will result in the loss of this privilege for a determined time. For additional details on this policy, please see our *Appendix E, SHPA Comprehensive Transportation Policy*.

Discipline Code

SHPA expects all 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 events, and when the actions affect the mission of SHPA. Students may also be subject to discipline for serious acts of misconduct which occur either off school grounds or during non-school hours when the misconduct disrupts the orderly educational process at SHPA. SHPA adheres to *Policy 506: Discipline*, and a copy of the policy is available in the Main Office.

Each discipline case will carry its own merit and will be adjudicated according to the facts and any relevant contextual factors accompanying the case. SHPA's *Disciplinary Policy* contains a comprehensive and detailed list of disciplinary infractions and consequences. Of particular note, it 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 of 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/guardians/family members
- Willingness to make restitution
- Seriousness of behavior
- Willingness to enroll in a student assistance program

In some cases, the school's Administrator may deem 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 behavior(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.

ELEMENTARY SCHOOL

Categories of Behaviors

Each category of offense listed below has a disciplinary response range of responses associated with it. After considering the behavior and factors such as those listed above, SHPA staff shall determine the response within the range for which the student/family should be responsible.

Level I Actions

These acts of misconduct include, but are not limited to, the following:

- Repeated running and/or making excessive noise in the hall or school building
- Repeated violation of the dress code
- Repeated refusal to participate in classroom activities or complete academic assignments
- Lying to school personnel

Students responsible for these actions may have a conference with a teacher or administrator, and/or family member as a result and depending on the circumstances, may be subject to additional discipline, including restorative consequences.

Level II Actions

These acts of misconduct include, but are not limited to, the following student behaviors that disrupt the educational process at SHPA:

- Use of profane, vulgar, or obscene words, gestures, or other actions which disrupt the school environment
- Insubordination (refusal to follow directions, or stated school rules)
- Participation in acts designed to disrupt the classroom or school activities
- Repeated failure to follow stated school rules and procedures
- Acts that obstruct or interrupt the instructional process in the classroom
- Fighting or threatening any student or staff member
- Leaving the classroom or school grounds without permission
- Cheating/Plagiarism
- Bullying
- Forgery
- Inappropriate touching of another student or staff member
- Roughhousing (Roughhousing is physical contact that could harm others, but is not defined as assault or fighting)
- Vandalism of books, folders, or notebooks

Students' actions are subject to an Administrator/teacher and/or family conference as a result of a first occurrence and may, as a result of repeated occurrences and depending on the circumstances, be subject to the maximum five (5) day out-of-school suspension and Principal/teacher-family conference. **The degree of the suspension whether in-school or external, as well as length of suspension, shall be determined by the Administrator.** As a supplement and/or alternative to suspension, school staff may require students to complete school service as commensurate with the seriousness of the action(s).

Level III Actions

These acts of misconduct include those student behaviors that seriously disrupt the orderly educational process in the classroom, in the school, and/or on the school grounds. These acts of misconduct include, but are not limited to, the following:

- Fighting or threatening any student or staff member
- Assault on a student or any school employee (assault is interpreted as an attempt to do bodily harm to a student or to any staff member)
- Persistent refusal to follow stated school rules and procedures
- Arson
- Destruction of property/graffiti

- Creating a false fire alarm
- Repeated Level I and Level II actions
- Possession of weapons
- Any act that endangers the safety of the other students, teachers, or any school employee
- Theft
- Trespassing
- Involvement in gang activity
- Sex violations/sexual harassment
- Use, possession, sale, or delivery of alcohol, illegal drugs, narcotics, controlled substances, weapons, contraband, or look alike weapon contraband/drugs
- Use of intimidation, credible threats of violence, coercion, or persistent bullying
- Bomb threat
- Harassment and/or inappropriate behavior

These students whose actions may carry a maximum 10-day, out-of-school suspension and Administrator/teacher-family conference and may, depending on the circumstances, be subject to the maximum penalty of expulsion. As a supplement and/or alternative to suspension or expulsion, school staff may require students to complete school service as commensurate with the seriousness of the action(s).

Suspension and Expulsion

When a student's misconduct results in the need to suspend or expel a student, the following procedure shall be followed.

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. An in-person meeting or conference call 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/family member, the Principal and any person familiar with the offense whose input is deemed helpful. The meeting will result in the Principal's resolution of the matter and appropriate consequences will be imposed under the circumstances.

MIDDLE SCHOOL

The following category of behaviors 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

RIGHTS	RESPONSIBILITIES
Administration	
To have all policies followed by students and staff	To support staff with professional growth and enforcement of school policies.
Staff	
To be supported by parents/guardians and administration	To model integrity and respectful behavior
To have classroom procedures respectfully followed	To make sure every student has every chance to succeed
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 education	To reinforce our standards of learning 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 welcoming community

Search of Lockers, Desks, Possessions and Persons

School lockers are the 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 school or 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 four times for any class within one Trimester 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 Behaviors

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 Violation

*

Second Violation

1-2 day suspension

Third Violation

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 Violation

3 day suspension

Second Violation

5 day suspension

Third Violation

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 physical altercation is prohibited.

First Violation

*

Second Violation

1-2 day suspension

Third Violation

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, marital status, and familial status is strictly prohibited.

First Violation

*

Second Violation

1-3 day suspension

Third Violation

5 day suspension

Personal Property Exchange

Trading of personal items or toys for monetary gain.

First Violation

*

Second Violation

*Community restoration

Third Violation

1-3 day suspension

Roughhousing

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

First Violation

*

Second Violation

Detention or Community Restoration

Third Violation

3-5 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 Violations

Alcohol or Chemicals, Possession or Use

The possession or use of any alcohol, narcotics, 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 recommendations such as a possible chemical assessment may be required before returning to school. Parent/guardian contact will be made for every chemical violation.

First Violation

3 day suspension

Second Violation

5 day suspension

Third Violation

10 day suspension

Expulsion recommendation

Tobacco Use or Possession

Possession or use of tobacco by students is prohibited.

First Violation

1-3 day suspension

Second Violation

5 day suspension

Third Violation

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 Violations

Breaking and Entering

Entering a secure school location after school hours is prohibited.

First Violation

5 day suspension

Police referral

Second Violation

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. If a cell phone is not off and put away, the student will receive a consequence.

First Violation

FYI Warning

Second Violation

Staff member takes phone

Third Violation

Detention

Cell Phone in Office Parent/Guardian picks up cell phone from School Parent/Guardian meeting

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.

First Violation
*

Second Violation
1 day suspension

Third Violation
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.

First Violation
*

Second Violation
*

Third Violation
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. This may include inappropriate conduct involving a lack of respect for another person’s physical body or personal boundary. Disruptive or disrespectful behavior is prohibited.

First Violation
*

Second Violation
*

Third Violation
1-3 day suspension

Bullying

Consistent with Minnesota’s *Safe and Supportive Schools Act (MN Statute 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.

First Violation
*

Second Violation
1-3 day suspension

Third Violation
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 violation will automatically result in parent/guardian contact.

First Violation
Change clothes

Second Violation
Parent/Guardian contact &
FYI

Third Violation
Parent/Guardian contact
& Detention

False Reporting

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

First Violation
*

Second Violation
1 day suspension

Third Violation
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.

First Violation
*

Second Violation
1 day suspension

Third Violation
3 day suspension

Insubordination

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

First Violation
*

Second Violation
*

Third Violation
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, and cell phones.

First Violation
*

Second Violation
Parent/Guardian contact

Third Violation
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 Violation
1-3 day suspension

Second Violation
5 day suspension

Third Violation
5 day suspension
Police referral

Transportation Misbehavior

All guidelines that apply to school and classroom behavior also apply while riding a school bus. See Appendix E for the full Bus Transportation Policy

<u>First Violation</u>	<u>Second Violation</u>	<u>Third Violation</u>	<u>Fourth Violation</u>
*	3-5 days off the bus	5-10 days off the bus	Riding Privileges revoked

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.

<u>First Violation</u>	<u>Second Violation</u>	<u>Third Violation</u>
1-3 day suspension	5 day suspension Police referral	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 behavior 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 behavior.

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/guardian will have a warning conference with the Executive Director 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.
- An in-person meeting or conference call 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 behavior 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.

FAMILY VOLUNTEERISM

SHPA maintains that family involvement empowers the community by providing each parent/guardian and family with a greater stake in the school's success. Any adult who will be in direct contact with SHPA students whether on our campus or on a sanctioned school trip must have completed a criminal background check. Background checks are current for four years. Completed forms are to be submitted to the Office Manager/Coordinator at least two weeks prior to the volunteer event to allow sufficient time to process.

Charter public schools generally have a far higher degree of family involvement, participation and responsibility for school governance than traditional schools. This is because family participation and assistance is a necessary part of both 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 public school is a separate Local Education Agency (LEA) with its own Board of Directors and an absence of traditional school district bureaucracy. We depend on family volunteers for our success.
- Families are encouraged to be involved in day-to-day activities at SHPA and are welcome in the school and in classrooms volunteering.
- Parents/Guardians sit on SHPA's Board of Directors, support the school by becoming members of school and Board committees, join the PTA as a general or board member,

assist the office and staff with special projects, school events, chaperone field trips, attend events, help in the classroom, and participate in fundraising .

- Families are asked to support their students' academic achievements by ensuring that 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 family-teacher conferences, and by ensuring that assignments missed due to excused absences are completed in a timely manner.

Families are expected to review the Family Attachments (located in the Appendices), a document designed to help ensure that parents/guardians/family members and students understand the school's mission and the unique roles each play in ensuring that the school's vision becomes reality.

We encourage families to volunteer and some are able to volunteer time only if their younger child(ren) accompany them. Please understand that while SHPA is grateful for volunteers willing to serve, volunteering at school during school hours is best accomplished without younger children. Therefore, young children are not allowed in school during your volunteer time.

Volunteer opportunities are found in our school's distributed communications. Please read *The Spark* (Bloomington Campus) or *The Torch* (Richfield Campus) weekly newsletters, teacher newsletters, weekly updates, or contact the SHPA Family Engagement Coordinator for opportunities.

FAMILY ATTACHMENT A.

**SEVEN HILLS PREPARATORY ACADEMY
FAMILY SUPPORT PLEDGE**

I (We) have read the Parent/Guardian-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/guardian 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/Guardian-Student Handbook's rules, regulations and policies by child(ren) enrolled in the schools or by their parent(s)/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.

STUDENT TECHNOLOGY 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 like: 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 lock-downs 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: _____

Date: _____

Parent Cell Phone Number 1: _____

Parent Cell Phone Number 2: _____

Parent Email Address 1: _____

Parent Email Address 2: _____

FAMILY ATTACHMENT E.

Parent/Guardian Guide to Statewide Testing

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